

INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

THEMATIC PROGRAMME ON TRADE AND MARKET TRANSPARENCY (TMT)

PROJECT DOCUMENT

TITLE:	STRENGTHENING MARKET INFORMATION SYSTEMS TO ENHANCE TRADE AND MARKET INTELLIGENCE IN THE FOREST SECTOR OF GUYANA
SERIAL NUMBER:	TMT-PD 006/11 Rev.3 (M)
SUBMITTED BY:	GOVERNMENT OF GUYANA
ORIGINAL LANGUAGE:	ENGLISH

SUMMARY:

Tropical timber trade in logs, sawnwood and plywood/veneer generates significant income and employment but international tropical timber markets are undergoing dynamic structural changes. Emerging out of the global economic crisis, the tropical timber trade is a much more competitive environment which necessitates strong marketing efforts to attract and retain lucrative markets for tropical timber products. Owing to this rigour and uniqueness of targeting and retaining niche markets, currently the emphasis in most cases, centre in competing in commodity markets. The central problem for Guyana is an insufficient market information system and limited capacity to promote trade in these markets. The specific project objective is to improve information systems, and capacity to promote trade and especially to develop an integrated market and trade information system that will benefit the regulatory agency and those directly or indirectly involved in the production, processing or trade of timber.

Ultimately, through greater foreign exchange and domestic earnings, the benefits will filter to the wider population of Guyana through increased revenue, employment opportunities and service provision. Additionally, the main advantage of enhancing market information system will be to allow for a more diverse market and trade environment to be developed in Guyana's forest sector that will allow for a more dynamic and sustainable forest industry. The effects of this will impact on strong environmental management through more effective use of forest resources that garner greater income and earnings and benefitting from an improved market information system.

A major change envisaged will be a more thorough and rational approach to tropical timber trade issues and marketing based on greater knowledge and capacity. By involving stakeholders – including local communities – during the development of the activities target groups will have a sense of ownership of the outcomes. The project will establish the technical capacity (hardware, software and human resource) to sustain the outcomes and GFC will provide the labor and finance to continue the utilization of the technology/systems developed.

EXECUTING AGENCY: GUYANA FORESTRY COMMISSION

DURATION: 18 months

PROPOSED BUDGET AND
OTHER FUNDING SOURCE:

<u>Source</u>	<u>Contribution (in USD)</u>
ITTO	320,920.00
Govt. of Guyana	99,900.00
TOTAL	420,820.00

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PROJECT BRIEF

Tropical timber trade in logs, sawnwood and plywood/veneer generates significant income and employment. Trade flows have changed due to the rapidly increasing demand for timber and timber products in China, the Gulf States and many other emerging markets in Asia and Latin America. International tropical timber markets are undergoing dynamic structural changes in the face of changing global demand patterns and emerging market requirements, including those for supplies from legal and sustainably managed forests. The market requirements for timber and timber products are constantly changing. These new requirements represent a major challenge for tropical timber exporters impacting their competitiveness. In some markets there are stakeholder and consumer concerns about the environmental acceptability of all types of wood-based products, in particular tropical timber.

The central problem for Guyana is inadequate market information and capacity to promote trade. The development objective is to promote trade in tropical timber and timber products from Guyana, and the specific objective is to improve information systems, market transparency and capacity to promote trade (indicators: amount of information available to the forestry sector in Guyana increases; forestry sector able to plan effective marketing strategies; increase in competitiveness of Guyana timber). Stakeholders in the project are GFC, Forest Products Development and Marketing Council, Timber producers, Timber processors, Timber exporters, Lumberyards, and forest based communities.

Three outputs are planned: Improved market data collection and integration of information system components (activities: conduct diagnostic studies on critical specific data gaps related to production, markets and trade, develop improved data collection methods); Forest sector and market information system in place and operational (activities: develop protocols and database for operation of integrated information system, training of persons to operate information systems and related components, develop protocols and capacity for improved dissemination of data); Enhanced market access and competitiveness of Guyana timber (activities: conduct studies and surveys on factors related to competitiveness such as chain of custody, demand and supply, niche markets and other producers, develop country-level marketing strategies, conduct studies on factors affecting markets and measures impacting tropical timber use).

The intended immediate effects of the project will be improved collection of data on trade and markets and greater access to this data – in appropriately analyzed form – through the establishment of a forest sector and trade information system. The immediate beneficiaries will be the regulatory agency that will be able to inform government on strategies trade issues from a more informed standpoint. The project will also develop protocols and mechanisms for the dissemination of information. This will allow a large number of persons – directly or indirectly involved in the production, processing or trade of timber to benefit in real economic terms. Ultimately, through greater foreign exchange and domestic earnings the benefits will filter to the wider population of Guyana through increased revenue, employment opportunities and service provision. A major change envisaged will be a more thorough and rational approach to trade issues and marketing based on greater knowledge and capacity. As a result all the target groups will be in a stronger business and financial position.

Further, through the improvement in statistics and enhanced information systems, it is expected that this will allow for appropriate actions to be taken in several regard that will bring about benefits to the forest sector and Guyana as a whole: it will allow for better planning and allocation of state forest resources; it will further allow for marketing efforts to be more strategic that will lead to expansion of key markets for added value products; and more macro economic benefits will also arise from improved planning and strategic decision making in level of employment and increased export earnings. This will arise from several strategic areas receiving positive impact from this project: marketing, forest management and planning, and resources allocation.

After project completion a market information system will be in place providing access for the public and private sector to market and trade data and analysis. In addition, persons within GFC will be trained in the operation of the system and protocols will be in place for persons to access the information. The political will is in place to undertake this project. By involving stakeholders – including local communities – during the development of the activities target groups will have a sense of ownership of the outcomes. The project will establish the technical capacity (hardware, software and human resource) to sustain the outcomes and GFC will provide the labour and finance to continue the utilization of the technology developed. The mechanisms for dissemination of project results will be direct via workshops and training sessions and indirect particularly through the GFC website and local media. The project will benefit primary, secondary and tertiary stakeholders and therefore will have a wider value to the country as a whole. Issues of trade and market awareness will be further integrated into the National Forest Policy for Guyana which is currently under review.

LIST OF ABBREVIATIONS AND ACRONYMS

FPA	–	Forest Products Association
FPDMC	–	Forest Products Development and Marketing Council
GFC	–	Guyana Forestry Commission
GMSA	–	Guyana Manufacturers and Services Association
GoG	–	Government of Guyana
ITTO	–	International Tropical Timber Organization
LUS	–	Lesser-Used Species
SFM	–	Sustainable Forest Management
TMT	–	Trade and Market Transparency

MAP OF PROJECT AREA



PART 1. PROJECT CONTEXT

1.1 Origin

Tropical timber trade in logs, sawnwood and plywood/veneer generates significant income and employment but international tropical timber markets are undergoing dynamic structural changes. Emerging out of the global economic crisis, the tropical timber trade is a much more competitive environment which necessitates strong marketing efforts to attract and retain lucrative markets for tropical timber products. Owing to this rigour and uniqueness of targeting and retaining niche markets, currently the emphasis in most cases, centre in competing in commodity markets. The central problem for Guyana is an insufficient market information system and limited capacity to promote trade in these markets.

Earlier activities that have been conducted have centred around creating a basic information framework for the main stages of forest activity. Work has centred largely on the forest producing and harvesting aspects with data being recorded on levels of harvest, annual allowable cut/quota, recovery volume, etc; and at a more basic level in the processing stage such as licences issued based on location and type of operation; at the export and marketing stages, this has largely centred on post transaction recording in that, the information system to date largely records details on timber exports. This has remained disaggregated and has not systematically linked through the supply chain and further has not been fully effective in strategic decision making and forward planning. These essential challenges aware also flagged by other analytical work.

This idea of this project was informed by a number of expert assessments conducted on the forest sector of Guyana. Of the more recent studies have been the ITTO Diagnostic Mission 2001 conducted in Guyana in which, among the main conclusions was, the need for strengthened capacity in marketing and information system to allow for further development of the forest sector. The Mission concluded that the rapid growth can be advanced if a more capacity is built at strategic level of the market information system.

The National Competitiveness Strategy of Guyana which emerged out of the National Development Strategy, has identified the need for a strengthened market information system that will contribute to enhancing trade and market intelligence in the forest sector of Guyana. Although some efforts have commenced, there still exists a range of activities that needs to be undertaken.

Additionally, the work of the GFC to date has concluded that many opportunities exist in the international market for Guyana's forest products but these opportunities go untapped since the information gap existing within the forest sector leads to lack of knowledge of these opportunities.

Further, the work of existing agencies within the forest sector such as the Forest Products Development and Marketing Council is at a stage where a coordinated information system will allow for these to advance efforts in market and trade advisory support services that are being offered to local as well as international stakeholders.

These needs have also stimulated the origin of this project.

1.2 Relevance

1.2.1 Conformity with ITTO's objectives and priorities

The main objective of the ITTA is to promote the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests. This proposed project is central to that goal and cross-cuts most of the mechanisms (or specific objectives) of the ITTA [especially relating to objectives (a), (b), (h), and (l) of Article 1 of the ITTA, 2006]:

(a) Providing an effective framework for consultation, international cooperation and policy development among all members with regard to all relevant aspects of the world timber economy;

This project will enable more informed engagement with local, regional and national stakeholders in the forest sector and across related sectors such as the financial planning and trade sectors, as improved information systems will allow for discussion on forest products, the relation to the economy and planning for overall development, to be based on a strengthened and advanced framework. It will lead to spinoff development in allowing for better informed policies to be crafted, and planning for the future development of the forest sector to be done in a more informed and strategic manner. This will also allow for future cooperation, both from the perspective of trade and

forest sector development in terms of sustainability, to be advanced. The Project will allow for international trading partnerships/cooperation that Guyana is a party to, to move forward in a more strategic and better planned way, informed by a stronger information system.

(b) Providing a forum for consultation to promote non-discriminatory timber trade practices;

As information and reporting needs are growing, there are continuous demands for information on forest sector trade. The current limitation of the existing information systems inhibits the GFC from fully satisfying these needs. The project will allow for there to be greater sharing of information on trade and trade practices, by product, region, and other related aspects. This will auger well in the promotion of non-discriminatory trade practices from Guyana's perspective. The project will enable for consultations to take place to lead to this outcome and to ultimately result in a sustainable information system that can also be used at future consultation forum.

(h) Improving market intelligence and encouraging information sharing on the international timber market with a view to ensuring greater transparency and better information on markets and market trends, including the gathering, compilation and dissemination of trade related data, including data related to species being traded;

An enhanced market information system is expected to lead to greater overall stronger market intelligence which will support the level of competitiveness within the forest sector of Guyana. The project will allow for more timely, appropriate and strategic information to be made available for the forest sector. This timely and more strategic level information will allow for better decisions to be taken on market planning and access, and will impact positively on overall transparency within the forest sector. There is expected to be significantly more detailed information made available on market trends, export destinations, price levels, and product lines, that will make the forest sector planning at the national level more effective, at the commercial level, more competitive. Information remains at the core of any commercial and national level planning and the impact of the project are expected to be manifold across these levels and across initiatives: planning, management, market access, reporting, product development and market testing, etc.

(l) Strengthening the capacity of members for the collection, processing and dissemination of statistics on their trade in timber and information on the sustainable management of their tropical forests;

Whist data collection has been well advanced in Guyana, there remain gaps that need to be filled such as, at the processing and export stages. Additionally, the processing of data collected to meet a wider range of reporting requirements is also needed to inform more effective planning and management of forest in the processes of harvest planning, and trade in forest products. Improved information systems and databases will lead to the strengthening of Guyana's capacity to not only have information available to the GFC but also to the private sector and the Forest Products Development and Marketing Council, among other stakeholders. Improved management of trade in forest products will lead to improved management of tropical forest and overall sustainability.

The current ITTO Action Plan (2008-2011) identifies five Thematic Areas/Programs one of which is Trade and Market Transparency which is specifically concerned with economic information and market intelligence:

- **Trade and Market Transparency**

Overall trade and market transparency will be boosted in Guyana, through the execution of this project. More updated report on additional stages of the wood products supply chain will be provided and stakeholders will be afforded expanded information access. This will allow for markets to be accessed that may not have been prior to the project, owing to lack of knowledge and information. Overall transparency in non commercial in confidence information will be more available to stakeholders and there will be enhanced planning and market analysis enabled following the project.

ITTO is concerned with improving market conditions and transparency to support and promote the international flow of tropical timber from sustainably managed and legally harvested sources. Up-to-date, accurate and comprehensive timber trade statistics as well as market information and analysis are vital for the expansion and diversification of this trade.

Reliable and timely data on the global timber trade facilitates an understanding of changes in consumer demand, trade patterns and the types of traded forest products. Analyses of market trends provide

intelligence on new markets for tropical timber and other forest products and their competitiveness in global markets. The expansion of trade in tropical timber and non-timber forest products depends on improving consumer attitudes towards such products and on reducing barriers to trade. The expected outcome of this programme is improved data and knowledge, projections and competitiveness on trade in timber and timber products in international markets.

TMT Monitoring Protocol

The Project will contribute directly to the specific and general objective, deliverables and intended results, of the Thematic Programmes deliverables. This link is explained through the following main Thematic Programme deliverables:

General Objectives:

- **Promote the trade of tropical timber products and NTFPs by increasing the capacity of producer member countries in market intelligence and marketing skills:** the Project will allow for more effective information to be made available using the data collected and for this to generate more user friendly reports that will allow for strategic planning and decision making on trade and forest products marketing in general. Closer integration within the data management system will also allow for new and improved reporting to be generated. Market reporting and planning will be better facilitated.
- **Improve market transparency through improved data and knowledge:** the Project will result in the development of an information management system that will allow for advancements to be made in a higher quality of information being made available in key trade areas. This will include areas such as market access, prices, quality demands, etc. With the presence of more data and advanced reporting requirements being met, transparency will be boosted as will overall knowledge and information availability. This is expected to be evident in submissions to the Forest Sector Information Reports (a report produced every half year by Guyana on the forest sector), Guyana's marketing planning and strategic review reports.

Specific objectives:

- **Strengthen information system on markets and the forest sector:** the project will assist Guyana to improve on the existing system of data collection and data management. This will include areas such as production statistics, export statistics, data on processing and conversion within the timber industry. This will assist in further advancing an integrated data management for essential aspects of production, export and trade statistics.

Improved quality of data and analysis: a more integrated data structure that will be facilitated by this project will allow for forecasting to be better enabled in the areas of price predictions, better planning in the area of product and target market, and the enhanced ability for more market penetration in the area of promoting a wider range of products and species. Expanded knowledge of market trends will allow for a clearer understanding of how to capitalize on these opportunities to advance and expand the export market for timber and timber products from Guyana.

- **Fill gaps in market transparency of tropical timber and timber products:** the Project will allow for the current market and data reporting system to be improved so as to allow for a broader range of market information to be available. Reporting at the sector level, national level, regional reporting level and international level will be boosted. Through the project, one expected outcome is the enabling of a more informed competitive pricing strategy to be developed that will enable the marketing efforts at the national and local level to be better positioned in the local and international markets. This is expected to impact on the level of competitiveness of the forest sector in Guyana.
- **Enhanced market access and trade promotion of tropical timber:** by developing a more integrated market information system the forest sector will be able to access more real time information on products, pricing levels, market demands, quality requirement, etc that the international markets are demanding, This will allow for easier market access and retention. Customer demands will be able to be better identified and services in the medium to long term thereby creating a more dynamic export base for timber and timber products from Guyana.

More specifically, the project will comply with the Thematic Programme Outputs as follows:

Specific Objective	Output	Output Indicators	Target Value	MEANS OF VERIFICATION
<u>Develop and integrate market information system to enhance market transparency and market access by 2012.</u>				
	Output 1: Improved market data collection and integration of information system components	Integrated information collection system developed	At least 8 product categories having improved data collection and integration.	Information System design document Project progress report
	Output 2: Forest sector and market information system in place and operational	Integrated information system completed	At least 3 new forest sector information reports	Market Information Report Project Progress Report
	Output 3: Enhanced market access and competitiveness of Guyana timber	Market analytical report completed on enhancing competitiveness	At least 2 reports on enhancing market access	Market Access Reports Project Progress Report

1.2.2 Relevance to the submitting country's policies

This proposal is in direct support of the National Forest Policy Statement and the National Forest Plan that specifically identifies the development of information systems to support the development of the forest sector.

Part 5 of the National Forest Policy Statement (1997) outlines that:

'A database shall be created and maintained, containing comprehensive and up-to-date information on national forest resources, including market intelligence, as well as results of relevant local and international research.'

Additionally, the National Forest Plan (draft) outlines that:

"NFP800: Forest sector information - Promotion of awareness, understanding and appreciation of forestry issues and forest values by dissemination of knowledge and information"

Additionally, the National Competitiveness Strategy of Guyana also emphasizes the importance of integrated and strengthened information system for market and trade and to develop these in such a way to allow for the competitiveness of the forest sector to be improved as a result.

This activity will complement the efforts that have been taken by the Government so far through the establishment of the Forest Products Development and Marketing Council which establishes the institutional framework for the market development and support. This project will further complement these efforts and advance the progress in strengthening marketing and trade in Guyana.

The Project will also comply with more recent Policies, Laws and Strategic Initiatives that are being undertaken in Guyana. Among these are:

- **Forest Act 2009: the recently passed forest legislation emphasized the need for accurate, timely, appropriate, relevant and strategic information to be generated by the GFC. This Project will support the work that is required under this legislative provision.**
- **Guyana Legality Assurance System (March 2011): the framework that is currently being finalised in Guyana to provide legality verification for timber being produced and exported, requires for an intergraded data management system to be created, This Project will support this requirement.**
- **Exploratory dialogue on a Voluntary Partnership Agreement (VPA) under the European Union Forest Law Enforcement Governance and Trade Programme (ongoing): Guyana has been engage in exploratory dialogue with the EU FLEGT. As part of this process, a recently completed diagnostic assessment (July 2011) conducted by the European Forestry institute concludes that one of the gaps current existing is an integrated data management system. This Project will support the filling of this gap in a bid to further advance Guyana's ability to possibly engage in a VPA.**
- **Guyana's Low Carbon Development Strategy (June 2010): this Strategy presents Guyana approach to attain a low carbon growth path. Among the prerequisites that are mentioned in this Strategy to address this, is a strong information based on all aspects of forestry, including on marketing and the value added industry.**

The central problem for Guyana is an insufficient market information system and limited capacity to promote trade in these markets. The specific project objective is to improve information systems, and capacity to promote trade and especially to develop an integrated market and trade information system that will benefit the regulatory agency and those directly or indirectly involved in the production, processing or trade of timber.

1.3 Target Area

1.3.1 Geographic location

Guyana, the only English speaking country in South America, is located on the Atlantic seaboard of north-eastern South America. It extends 800 km south from latitude 8° N on the Atlantic coast to latitude 1° N, and some 480 km east to west between longitudes 57° and 61° W. It has an area of about 215,000 km² and a population of approximately 750,000. Tropical high forests cover some 16.4 million ha or about 76% of the total land area.

State forests administered by the Guyana Forestry Commission (GFC) account for about 13.6 million ha (63% of the land area).

Access for commercial timber removal on State Forests is controlled by the GFC through the allocation of temporary concessions and permits as follows:

- Timber Sales Agreement (TSA) covers concessions of more than 24,000 hectares and is allocated for a period of more than 20 years.
- Wood Cutting License (WCL) is issued for 3 to 10 years, and covers forests of between 8,000 and 24,000 hectares.
- State Forest Permissions (SFP) are given for two years and cover areas of less than 8,000 hectares. SFPs are generally issued to individual small-scale operators and community-based associations.
- State Forest Exploratory Permits (SFEPs), which are issued for survey and feasibility purposes only and do not include cutting rights.

Guyana's commercial forests are characterised by high species diversity but the main commercial species have a low standing volume per unit area which results in low volume extraction per unit area.

1.3.2 Social, cultural, economic and environmental aspects

From an environmental perspective, the forests in Guyana cover some 18 million hectares. This is largely intact forest with only half of the 12.9 million of the State Forest Estate being allocated as of June 2011, for sustainable production purposes. A recently completed national level assessment of deforestation and forest degradation in Guyana, concluded that the average rate of deforestation in Guyana is between 0.03% to 0.06%. This confirms that Guyana is a high forest cover, low deforestation rate country.

In addition to State Forests, a portion of the national forests are under titled Amerindian lands. Land titles were issued to Amerindians in 1976 onwards and currently approximately 13% of the total land area of the country is under titled Amerindian land (an estimated 1.4m million ha of which is covered by forest). **The Project is expected to impact on the social aspects of these as well as non indigenous communities in a significant way. Community forestry in Guyana is a significant aspect of the forest sector. To date, there are 54 community organisations that are issued approximately 300,000 hectares of State Forest and that employ close to 2,000 persons. Access to essential market related information on forest products trade, is required to assist these enterprises to grow and develop along a sustainable path. Although information access is provided to these entities currently, this can be much improved and offer opportunities for forward planning of marketing efforts, an activity which occurs in a limited way at this time. This project thus, directly supports this thematic area.**

From a cultural perspective, forestry and forest production has historically, and continues to be a significant part of the way of life of communities and rural livelihoods. The forests have been used for both subsistence and commercial purposes and this has continued over the years. Forestry and marketing of forest products therefore are integrally related to the livelihoods and culture of both indigenous and non indigenous communities in Guyana.

From an economic perspective, the forest sector continues to be a key commercial sector in Guyana. This is reflected in an average employment level of 20,000 persons, and a contribution to Gross Domestic Product of 3% to 4% by primary products and an estimated contribution of between 5% to 8% including manufactured wood products. Log production has shown considerable fluctuations over the 10 years, peaking in 2006 at 394,000m³. The latest figures for 2010 show log product at 320,000 m³. Total primary sawnwood production has grown from 28,800m³ in 2000 to 77,600m³ in 2010. Plywood, Splitwood and Roundwood have also contributed at various levels to total production and together led to a total timber, plywood and fuelwood total in 2010 of 463,000m³ of which 171,500m³ was exported.

The total value of exports of all logs, sawnwood, roundwood, splitwood and plywood between 2000 and 2010 was US\$503 million with an annual average of US\$45.73 million, peaking in 2006 at US\$60m. In 2010 total export earnings from the sector was US\$49.1 million. The latest official figures, from 2010, indicate that approx. 20,000 persons are directly employed in the timber and forest products production sector.

Approximately one half of total timber volume production is currently exported from Guyana, the most common destinations are Asia (in particular for logs), Europe (especially sawnwood to UK), Caribbean and North America. The average annual volume of logs exported between 2000 and 2010 was 86,763m³ and average sawnwood exports between the same period was 35,618 m³. In 2010 export volumes for logs and sawnwood, respectively, were 110,600m³ and 36,200 m³.

The President of Guyana is the ultimate authority for Forestry (and the Environment and Natural Resources) though the Minister of Agriculture currently has the responsible mandate. There are two statutory bodies responsible for co-ordinating developments in the natural resources sectors:

- Cabinet Sub-Committee on Natural Resources and Environment. This Committee discusses all matters requiring policy decisions before being presented to the full Cabinet.
- Natural Resources and Environment Advisory Committee (NREAC) which includes the Commissioners of Forestry, Geology and Mines, and Lands and Surveys, the Head of the Guyana Natural Resources Agency, the Heads of the Energy Agencies, the Land Use Planning Unit, the Institute of Applied Sciences and Technology, the Hydromet Department and the Director of the Environmental Protection Agency. This committee meets every week and is chaired by the Presidential Adviser on Science, Technology and the Environment

Revised forestry legislation has recently been passed by parliament and addresses, inter alia, conservation and protection, sustainable utilisation of the forest estate and Amerindian land rights.

The Environmental Protection Agency (EPA) was established in 1996 to provide for the management, conservation, protection and improvement of the environment, the prevention or control of pollution, the assessment of the impact of economic development on the environment and the sustainable use of natural resources. The EPA has entered into a Memorandum of Understanding with the GFC that provides for co-operation in the assessment and monitoring of Environmental Impact Assessment. Before any operation can commence in a forest concession, the company must submit an Environmental Impact Assessment for approval by the EPA and the GFC. The GFC has also established an Environmental Monitoring Unit to monitor all environmental matters pertaining to forestry.

The Guyana National Forest Policy Statement of 1997 recognises that sustainable forest management can be attained only if there is the availability of sufficient basic information on which planners and forestry practitioners might draw for the formulation and implementation of policies and strategies. In addition, the Policy highlights the importance of a level of control over all harvesting activities, sufficient to provide adequate protection of biodiversity and to ensure sustainable production; and the creation and maintenance of an efficient database, containing up-to-date information which is freely available to all, without compromising confidentiality, on national forest resources, their productivity, management potential, and their ecology and dynamics; and the development of an environmental management system for the forestry sector which would address the environmental and social impacts of any activity within the forest and build strategies to minimize them. The Policy further outlines the importance of sustainable forest management and management of forest concessions issues to ensure the legality and sustainability of forest activities.

The Guyana Draft National Forest Plan of 2001 refers to the Policy Statement and identifies the importance of forest enforcement and governance in the Forest Resources Management and Forest Industry sub-sections. The main areas dealt with under the Plan are compliance with the forest law enforcement, and management of the State Forest to ensure sustainable forest management. It is envisioned that through this programme, the support will be provided to ensure the success of the proposed initiative.

The Guyana Draft National Development Strategy (1996) has amongst its objectives to monitor the forest resources under its control (State Forest) to ensure that the policies and procedures of the GFC in relation to sustainable forest management and law compliance are adhered to. The Strategy makes a strong case for information to be provided in an efficient and effective way to facilitate this recommendation.

1.4 Expected outcomes at project completion

The Project targets three main Outputs: Improved market data collection and integration of information system; forest sector and market information system in place and operational; and enhanced market access and competitiveness of Guyana timber.

The intended immediate effects of the project will be improved collection of data on trade and markets and greater access to this data – in appropriately analyzed form – through the establishment of a forest sector and trade information system.

The immediate beneficiaries will be the regulatory agency that will be able to inform Government on strategies trade issues from a more informed standpoint. The project will also develop protocols and mechanisms for the dissemination of information. This will allow a large number of persons – directly or indirectly involved in the production, processing or trade of timber to benefit in real economic terms.

Ultimately, through greater foreign exchange and domestic earnings the benefits will filter to the wider population of Guyana through increased revenue, employment opportunities and service provision.

A major change envisaged will be a more thorough and rational approach to trade issues and marketing based on greater knowledge and capacity. As a result all the target groups will be in a stronger business and financial position, and enhanced planning capability.

Further, through the improvement in statistics and enhanced information systems, it is expected that this will allow for appropriate actions to be taken in several regard that will bring about benefits to the forest sector and Guyana as a whole: it will allow for better planning and allocation of state forest resources; it will further allow for marketing efforts to be more strategic that will lead to expansion of key markets for added value products; and more macro economic benefits will also arise from improved planning and strategic decision making in level of employment and increased export earnings. This will arise from several strategic areas receiving positive impact from this project: marketing, forest management and planning, and resources allocation.

The market information system is expected to improve/change in the following main areas: more detailed reporting capabilities on prices, market demand, export trends, and quality requirements for different regions (currently, the system allows for product level reporting and the project will enable quality and export market aspects); enhancement in forecasting capabilities in prices levels and demand (currently, the limitations on information output that the current system generates does not fully support the requirements of forecasting in all aspects of export analysis. The project will enable for the current scope of the system to be expanded to generate required forecasts); and more integrated reporting on the wood products supply chain (the current system captures data at production and export stages. There is no connectivity or integration of timber products throughout the supply chain. This Project will enable for this integration mechanism to be established).

After project completion a market information system will be in place providing access for the public and private sector to market and trade data and analysis. In addition, persons within GFC will be trained in the operation of the system and protocols will be in place for persons to access the information. The political will is in place to undertake this project.

Through involving stakeholders – including local communities – during the development of the activities target groups will have a sense of ownership of the outcomes. The project will establish the technical capacity (hardware, software and human resource) to sustain the outcomes and GFC will provide the labour and finance to continue the utilization of the technology developed. The project will benefit primary, secondary and tertiary stakeholders and therefore will have a wider value to the country as a whole. Issues of trade and market awareness will be further integrated into the National Forest Policy for Guyana which is currently under review.

PART 2. PROJECT RATIONALE AND OBJECTIVES

2.1 Rationale

The ITTO Thematic Programme on Trade and Market Transparency (TMT) recognizes that the tropical timber trade in logs, sawnwood and plywood/veneer generates significant income and employment. The export revenue to ITTO producing member countries is about USD 11.2 billion complemented by exports of about USD 10.8 billion of Secondary Processed Wood Products. While the exports of the latter have been growing and there has been some expansion in tropical sawnwood exports in the recent years, tropical plywood from the ITTO producing countries has lost its market share and the export volume has been declining. Trade flows have also changed due to the rapidly increasing demand for timber and timber products in China, the Gulf States and many other emerging markets in Asia and Latin America. At the same time, China has emerged as a major in-transit producer/exporter of plywood and SPWPs, largely based on imported raw materials from the tropical countries, Russia and other sources.

International tropical timber markets are undergoing dynamic structural changes in the face of changing global demand patterns and emerging market requirements, including those for supplies from legal and sustainably managed forests.

The market requirements for timber and timber products are constantly changing. Technical, health and sanitary standards and product specifications in major import markets are evolving influencing access to markets by tropical timber producers. Public and private timber procurement policies and emerging regulations are developed to transform the markets towards promoting demand and supply of timber and timber products. These new requirements represent a major challenge for tropical timber exporters impacting their competitiveness. While tariff barriers have declined in developed countries, there still remains a degree of tariff escalation. This is further compounded by trade between developing countries in which both tariff rates and escalation represent a key barrier to the development of intra-regional trade. Non-tariff barriers continue to be significant for tropical timber trade in major import markets. These barriers can rapidly affect market access for tropical timber.

Tropical timber exports are under a strong competitive pressure from temperate timbers and other materials which can be used for the same purposes. In some markets there are stakeholder and consumer concerns about the environmental acceptability of all types of wood-based products, in particular tropical timber. There is a need to improve communication on the environmental credentials of tropical timber and its sustainable production.

2.1.1 Institutional set-up and organizational issues

The Guyana Forestry Commission (GFC) was created in 1979 out of the pre-existing Forest Department that had its origins in 1925. The GFC is responsible for advising the responsible Minister and making submissions on issues relating to forest policy, forestry laws and regulations. The Commission is also responsible for administration and management of all State forestland. The work of the Commission is guided by a national forest plan that has been developed to address the forest policy. The Commission also develops and monitors standards for forest sector operations, develops and implements forest protection and conservation strategies, oversees forest research, and provides support and guidance to forestry education and training.

Guyana has been placing over the past five years, increasing emphasis on ensuring that forests are managed in a manner that ensures sustainability and legality. This focus is reflected in the work plan of the GFC, specifically in the work plan in planning, forest resources management as well as forest monitoring. The Planning Division, in addition to local initiatives, has been working with ITTO and other international bodies to strengthen forest activities in keeping with international and regional FLEGT and Independent Forest Monitoring initiatives.

Additional work is also being done to strengthen GFC's capability to manage the State Forest estate in keeping with the Forest Laws of Guyana. The Forest Resources Management division of the GFC has been intensively involved in planning concession boundaries, assessing forest management plan and annual plans of operations, assessing the proposed formation of forest roads and other related areas.

An important part of the work plan of the Forest Monitoring Division focuses on environmental and general monitoring of forest activities in and around forest concessions, throughout the chain of custody of forest produce. This includes managing the log tracking system and associated documentation systems involved in

forest activities. Log tag numbers are currently being used to identify each piece of timber produce produced by a concession.

The Forest Producers Association is an NGO formed in 1944 by the forest industry to promote and develop the interests of the forest sector and to collaborate on activities such as training, information, public awareness and institutional development. Membership is open to all individuals or companies engaged in any aspect of the business of forest products and it currently has over 60 members. The Association does not receive a subvention from any source and relies on membership fees to conduct its business. This being so the only paid members of staff it employs are an executive director and a personal secretary. The association is a member of the Public Sector Commission.

The Forest Products and Marketing Council has been established in 2008 and provides market advisory services to the forest sector. The Council is currently being funded by the Government and is managed by a Board of Directors made up of private sector and Government representatives.

There are various gaps that are experienced in terms of market information system by the agencies outlined above. These are summarised below:

- **Guyana Forestry Commission: there is currently a gap that includes both capacity and coordination gap, of having a more comprehensive system of market report that is required increasingly by the local forest sector and also international partners. The type of statistical information that is currently kept at GFC are: production levels, export by product information and some data on domestic processing. However, the GFC is not able to have a fully integrated system of market information through the supply chain. There is some aspects of production reporting present and reporting on select export variables, but there is no connection at the level processing and conversion. The Project aims at addressing this.**
- **Forest Producers Association: this agency is not able to make full use of information capabilities owing to the lack of detailed reports on markets trends, requirements, quality demands, price levels, as the current system does not allow for full reporting in each of these aspects. The Association currently collects in an adhoc way, information in production levels and export information from its membership. This however, is post facto and limits the forecasting capabilities of the industry body as a whole. This Project aims at addressing this gap.**
- **Forest Products Development and Marketing Council: this agency currently experiences the gap in have limitations in capability in providing comprehensive and detailed market advisory service to stakeholders. This agency houses data on export by products, quality demand by product type, and some price information. The information that is lacking at the Council level, is a fully integrated market reporting system that is needed to plan and advise the forest sector at a national scale, as well as at a company level, on the overall trends that prevail in the international and regional markets relating to: products, species, prices, quality, drying status, etc. This Project aims at addressing this.**

2.1.2 Stakeholder analysis

The main stakeholder groups that will be involved in this project are: the GFC, the Marketing Council, private operators including the Timber, producers, processors and timber exporters, association groups such as the Forest Products Association and forest based communities, and national entities such as the Ministry of Finance. These stakeholders will have varying levels of involvements which is largely informed by them being primary, secondary, or tertiary stakeholders.

The main primary stakeholders are the GFC, the Marketing Council, timber producers, processors, and exporters. The lack of sufficient information on trade, market requirements, species demanded and other related market information have been a challenge that has been experienced by stakeholders. These have been expressed in a number of analytical work that documented stakeholders inputs in this regard, including, the ITTO Diagnostic Mission Report 2002, and the recently completed EU Diagnostic Study of Guyana's forest monitoring and legality systems. As such, there has been an expressed willingness to participate in the project that is expected to result in the further advancement of the reporting and information system. Marketing reports and related information system are also expected to better inform the business decisions that are taken by private operators, and the benefits that this project will offer to this needs, has been specifically identified by these stakeholder groups. There exits strong potential for effective participation with

this grouping of stakeholders as these groups form part of the Board of Directors of the Forest Products Development and Marketing Council through which updates on this project will be tabled.

The main secondary stakeholders and tertiary stakeholders are the Forest Products Association, Lumberyard owners, the Ministry of Finance and forest based communities. These groups currently faced the challenge of limited knowledge and ability to on species and products demand, pricing strategies, and market requirements. These groups have also expressed their willingness to be a part of this project through several forum, including through the technical committee that has been set up to allow for discussions of issues affecting these groups. Through these technical committees, the participation will be enabled.

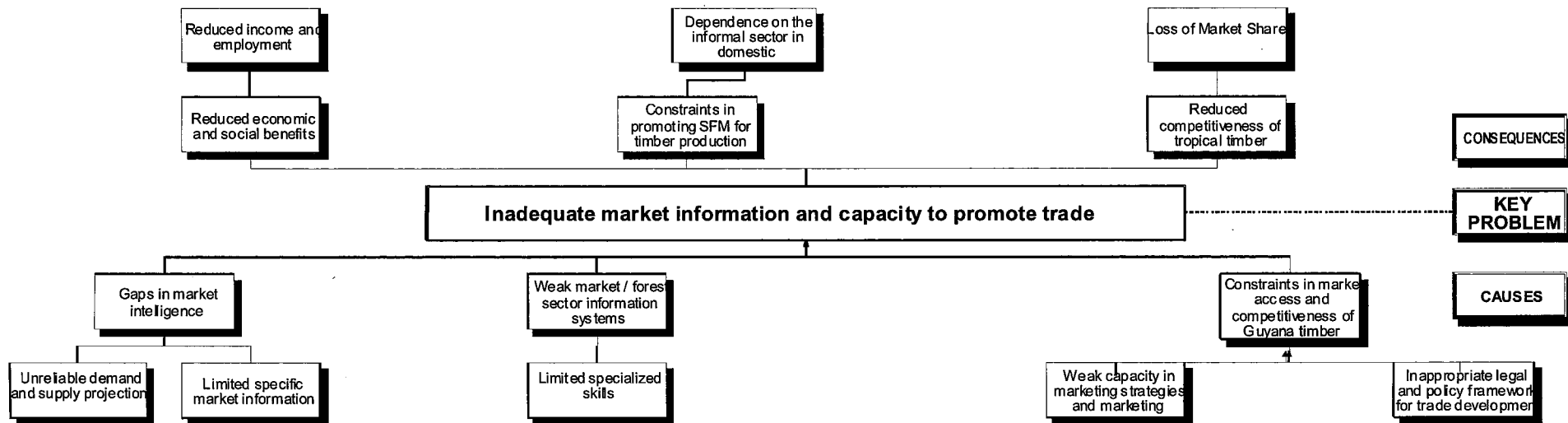
The table below presents a detailed breakdown of the various stakeholder group and the characteristics, problems/interest/ needs, potentials and involvement in the project.

Stakeholder Group	Characteristics	Problems, Needs, Interests	Potentials	Involvement in Project
Primary Stakeholders				
GFC	Regulatory agency	Capacity, resources, fulfilling national policies	Good knowledge of sector; organizational structure	Executing agency
Forest Products Development and Marketing Council	Industry Body	Trade and Market Advisory Service	Networking capacity with forest sector	Direct Beneficiary
Timber producers	Large and small concessions	High production costs, few species, lack of trade knowledge	Equipment and knowledge of logging	Indirect beneficiary
Timber processors	Mostly small sawmills/mobile mills	Lack of knowledge of market requirements, need information available	Equipment and knowledge of processing	Direct beneficiary
Timber exporters	Some also producers; others freelance	Few species, incomplete trade knowledge	In touch with markets	Direct beneficiary
Secondary Stakeholders				
FPA	Trade organisation	Represent producers	Contacts and forum for information sharing	Supporting role
Lumberyards	Many small, scattered	Poor knowledge of export markets	Storage facilities and local market knowledge	Indirect beneficiary
Tertiary Stakeholders				
Ministry of Finance	Govt ministry	Need to increase revenue	International representation	Supporting role
Forest Based Communities	Own significant forest	Knowledge of many species; poor knowledge of markets	Increase production and identify LUS	Potential beneficiary

2.1.3 Problem analysis

The main aspects of the Problem, as identified by this Proposal, are outlined below. This diagram summarises that the key problem that this proposal seeks to address is that of inadequate market information and capacity to promote trade being evident in Guyana. The main causes of these are the existing gaps in market intelligence, weak forest sector information system, and constraints to market access and competitiveness. There are also sub causes which impact on the main causes and these mainly are associated with unreliable demand and supply projections, limited specialised skills, and overall weak capacity. This has led to the consequences of the problem which centre across three main areas: reduced benefits to stakeholders, constraints in terms of promoting SFM in timber production, and an overall reduced competitiveness. These in turn lead to spin off consequences such as loss of market share, etc.

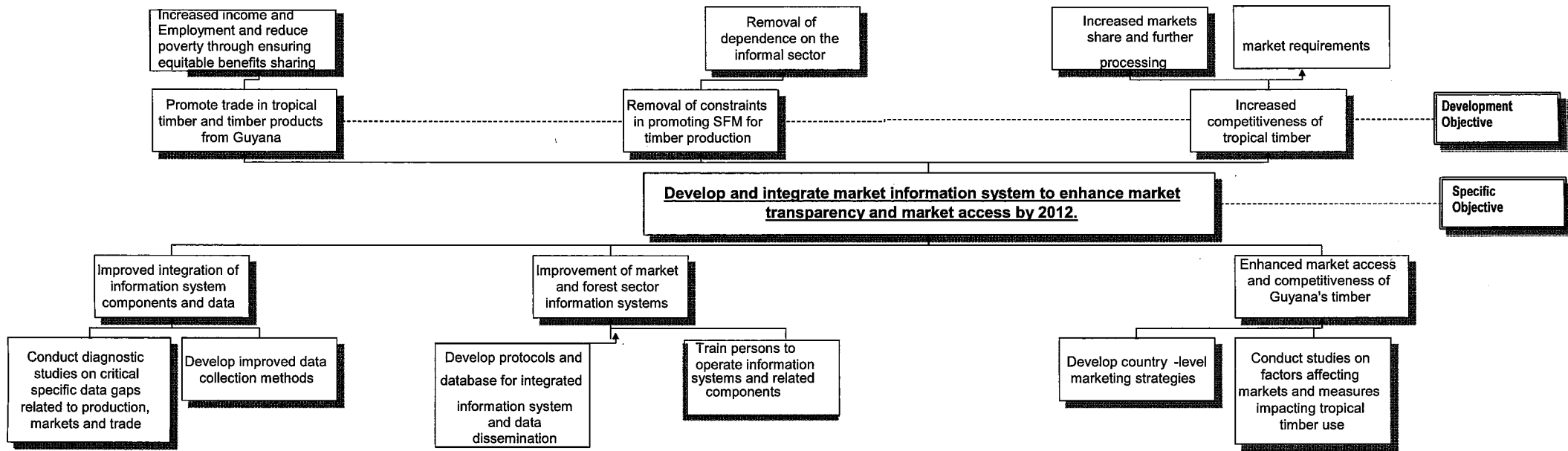
Addressing the three key causes of gaps in market intelligence, weak market information system, and constraints in market access, will assist in alleviating the key problem of inadequate market information and capacity to promote trade. It is expected that through gap filling in the area of market intelligence, the design and implementation of an integrated market information system, and addressing the constraints that are associated with market access (these also linked to market information), the key problem will be addressed. It is envisaged that as the forest sector will be better able to plan and forecast, make market decisions in a more informed way, and overall competitiveness will improve. This will impact positively on their capacity to promote trade and stakeholders will have more adequate market information available. Information is key to any stakeholder groups and addressing the shortcomings of the current information system is expected to bring positive impacts to the key problem both in terms of physical and human capability.



2.1.4 Logical framework matrix

PROGRAM ELEMENTS	INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
<p>Development Objective: Promote trade in tropical timber and timber products from Guyana</p>	<p><u>1) Information needs on prices, market demand, products and species better fulfilled for at least five markets by end of 2012</u></p> <p><u>2) Information on market requirements for at least 5 markets developed and circulated to relevant stakeholders by end of 2012.</u></p>	<p>1) Government trade data</p> <p><u>2) Market Requirements reports</u></p>	<p>1) Continued stability of GY\$</p> <p><u>2) Legality and other trade requirements for importing countries met by Guyana's timber exports</u></p>
<p>Specific Objective: <u>Develop and integrate market information system to enhance market transparency and market access by 2012.</u></p>	<p><u>1) Amount of information available to the forestry sector in Guyana increases for at least 5 main markets.</u></p> <p><u>2) Forestry sector able to plan effective marketing strategies for at least five main markets.</u></p> <p><u>3) Trade in wood products recorded at a level at least US\$40M as supported by the market information system.</u></p>	<p>1) Reports on Export and forest products trade, including price level and target markets</p> <p><u>2) Forest Sector Information Reports</u></p>	<p>1) Industry uptakes the marketing information available and makes use of it</p> <p><u>2) Marketing Council and GFC having the capacity to implement system that has been developed.</u></p>
<p>Output 1: Improved market data collection and integration of information system components</p>	<p>1) Components of market information are identified and integrated</p> <p><u>2) Market data used by the Marketing Council increase to include data at processing stage.</u></p>	<p>1) Reports from the regulatory agency (GFC)</p> <p><u>2) Marketing Council reports</u></p>	<p>1) Market data is readily available</p> <p><u>2) Stakeholders are responsive to providing new information where needed.</u></p>
<p>Output 2: Forest sector and market information system in place and operational</p>	<p>1) Functional market information system is developed by 2012</p> <p><u>2) Functional market system is utilized by 2012.</u></p>	<p>1) Reports from the regulatory agency (GFC)</p> <p><u>2) Feedback from the Marketing Council</u></p>	<p>1) Forest sector recognizes the importance of information and utilizes the system</p> <p><u>2) Specialised skills acquired to develop system</u></p>
<p>Output 3: Enhanced market access and competitiveness of Guyana timber in five markets by end of 2012.</p>	<p><u>1) Trade requirements of at least 5 markets better understood by timber exporters.</u></p> <p><u>2) Increase in competitiveness of Guyana timber as indicated by higher prices and stable and increasing market access in at least five market destinations.</u></p>	<p>1) Reports from the regulatory agency (GFC) and the relevant financial and trade ministries</p> <p><u>2) Export Values reported by GFC</u></p>	<p>1) Demand for tropical timber from new markets</p> <p><u>2) In country capacity is available to support an increase in trade.</u></p>

2.2 Objectives



2.2.1 Development objective and impact indicators

Promote trade in tropical timber and timber products from Guyana

Indicators:

- 1) **Information needs on prices, market demand, products and species better fulfilled for at least five markets by end of 2012.**
- 2) **Information on market requirements for at least 5 markets developed and circulated to relevant stakeholders by end of 2012.**

2.2.2 Specific objective and outcome indicators

Develop and integrate market information system to enhance market transparency and market access by 2012.

Indicators:

- 1) **Amount of information available to the forestry sector in Guyana increases for at least five main markets.**
- 2) **Forestry sector able to plan effective marketing strategies for at least five main markets.**
- 3) **Trade in wood products recorded at a level at least US\$40M as supported by the market information system.**

PART 3. DESCRIPTION OF PROJECT INTERVENTIONS

3.1 Outputs and activities

3.1.1 Outputs

Output 1: Improved market data collection and integration of information system components

Indicators:

- 1) **Components of market information are identified and integrated.**
- 2) **Market data used by the Marketing Council increase to include data at processing stage.**

Output 2: Forest sector and market information system in place and operational

Indicators:

- 1) **Functional market information system is developed by 2012**
- 2) **Functional market system is utilized by 2012.**

Output 3: Enhanced market access and competitiveness of Guyana timber in five markets by end of 2012.

Indicators:

- 1) **Trade requirements of at least 5 markets better understood by timber exporters.**
- 2) **Increase in competitiveness of Guyana timber as indicated by higher prices and stable and increasing market access in at least five market destinations.**

3.1.2 Activities

For Output 1:

1.1. Conduct one diagnostic study on critical specific data gaps related to production, markets and trade

This Report will form the basis of further actions and will involve literature review, published data collection and analysis and interviews with persons in the forest sector in Guyana. **Five** stakeholder engagements will also be held as part of this activity which will serve as awareness raisers for the project as a whole as well as fora to discuss production, markets and trade.

1.2. Develop improved data collection methods

Based in part on the results of the diagnostic study, procedures for more effective data collection will be developed and reviewed. This activity will be conducted in close collaboration with the **Forest Products Developing and Marketing Council**.

For Output 2:

2.1. Develop protocols and database for operation of integrated information system

This activity will focus on the development and testing of an integrated trade and markets information system. It will be developed in collaboration with stakeholders and **the Forest Products Developing and Marketing Council**.

2.2. Training of at least 30 persons to operate information systems and related components

Once the system has been tried and tested **five** training workshops will be conducted for potential users of the system; it is envisaged that trainees will come from GFC and the sector.

2.3. Develop protocols and capacity for improved dissemination of data

Once data collection procedures are in place and the information system is functional protocols will be developed for the most effective use of the system and for more general dissemination of information on markets and trade.

2.4. Conduct a diagnostic report on factors affecting markets and measures impacting tropical timber use

This study will further expand the data on trade and markets specifically looking at markets from an end-product perspective. Potential gaps in the market and niche areas will be one output of this activity.

For Output 3:

3.1. Conduct one technical study and one market survey on factors related to competitiveness such as chain of custody, demand and supply, niche markets and other producers

These diagnostic reports will extend the knowledge derived in activity 1.1 focusing specifically on questions of competitiveness and the various aspects of the sector and production chain that affect it.

3.2. Develop a country-level marketing strategy

Based on all the knowledge derived in earlier activities this activity will concentrate on developing country-level marketing strategies for the different players in the sector, both public and private. **Five** stakeholder engagement sessions will be held as part of this activity to ensure that there is effective stakeholder input into the development of strategies.

3.3. Review market framework for trade development in Guyana

This activity will focus on a comprehensive review of the legislative, policy and regulatory framework surrounding trade and markets in timber. Recommendation on improvements and changes in relevant areas will be incorporated.

3.2 Implementation approaches and methods

The project will work collaboratively with all stakeholders directly or indirectly interested in the trade of timber from Guyana.

Using a participatory approach it will help interested groups through workshops and awareness sessions to participate in the development of protocols for data collection, analysis and dissemination of information on the forest sector and trade.

The development of processes to mobilize and train beneficiaries will take into account the needs of primary stakeholders in particular and help to raise awareness, change perceptions, analyze problems, and identify socioeconomic priorities.

More specifically, the project will employ the following approaches/methods:

- **Diagnostic Assessment: The Project will undertake a two phased approach to analysing the current situation. This will be done by interviewing relevant stakeholders and by reviewing the current system (desk based technical review incorporating international and regional experiences, along with local lessons learned).**
- **Stakeholder Input: The existing mechanism of technical committee at the level of the Forest Products Development and Marketing Council will be used to source grouped contributions. At the level of the Council, the main industry bodies are represented.**
- **Identifying Stakeholder Recommendations: A review of the existing constraints in the information system will be documented and recommendations drawn from identified needs that stakeholders pinpoint, for the new system.**
- **Training: Training sessions will involve stakeholder participation and will be target main groups such as the Forest Products Development and Marketing Council and key industry operatives.**
- **Data Collection and Management: Separate specialised training sessions will be held for data collection and management at operations such as sawmills and lumberyards.**
- **Communication and Feedback: Reports and communication mechanisms developed under this project will be disseminated directly to stakeholders, and through the GFC's offices countrywide.**

3.3 Work plan

Outputs and Activities	Responsible Party	Schedule (in months)																							
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Output 1: Improved market data collection and integration of information system components																									
1.1. Conduct one diagnostic studies on critical specific data gaps related to production, markets and trade	Marketing Consultant	■	■	■	■																				
1.2. Develop improved data collection methods	Marketing Consultant				■	■	■	■																	
Output 2: Forest sector and market information system in place and operational																									
2.1. Develop protocols and database for operation of integrated information system	Systems Consultant				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■						
2.2. Training of at least 30 persons to operate information systems and related components	Systems Consultant																■	■	■	■					
2.3. Develop protocols and capacity for improved dissemination of data	Marketing Consultant																■	■	■	■					
2.4 Conduct a diagnostic report on factors affecting markets and measures impacting tropical timber use.	Marketing Consultant																■	■	■	■	■	■			
Output 3: Enhanced market access and competitiveness of Guyana timber in five markets by end of 2012.																									
3.1. Conduct a technical study and one market survey on factors related to competitiveness such as chain of custody, demand and supply, niche markets and other producers	Marketing Consultant								■	■	■	■	■												
3.2. Develop country-level marketing strategies	Marketing Consultant																	■	■	■	■	■			
3.3. Review market framework for trade development in Guyana	Trade Specialist		■	■	■	■																			

3.4 Budget

3.4.1 Master Budget Schedule

Outputs and Activities	Description	Budget Component	Budget Component	Quantity	Units	Unit Costs US\$	Source (I or E)	Year		Total - ITTO Cost US\$	Total - Executing Agency - US\$	Total Cost (US\$)
								Year 1	Year 2			
Output 1: Improved market data collection and integration of information system components												
Activity 1.1: Conduct diagnostic studies on critical specific data gaps related to production, markets and trade	Project Coordination	11.1	Project Personnel - Project Coordinator		Person-2 Month	1,467	(E)	Y1	2,934		2,934	2,934
	One International Marketing Specialist	14.1	Project Personnel - International Marketing Specialist	33	Days	400	(I)	Y1	13,000	-	13,000	13,000
	Daily Subsistence Allowance for International Marketing Specialist	31.2	Duty Travel - Daily Subsistence Allowance	45	Days	100	(I)	Y1	4,500		4,500	4,500
	Flight for International Travel for International Marketing Specialist	32.2	Duty Travel - International Travel	1	Flight	3,000	(I)	Y1	3,000		3,000	3,000
	Local Transport - International Marketing Specialist	33.2	Duty Travel Local Transport - International Consultant	240	Trips	25	(E)	Y1	6,000		6,000	6,000
	Consumables Office Supplies - to support meetings, workshops, consultations	54.0	Consumables Office Supplies		Event-5 Month	2,000	(I)	Y1	10,000		10,000	10,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost		Activity - 3 Month	2,000	(E)	Y1	6,000	-	6,000	6,000
Activity 1.2: Develop improved data collection methods												
	Project Coordination	11.1	Project Personnel - Project Coordinator		Person-2 Month	1,467	(E)	Y1	2,934		2,934	2,934
	One International Marketing Specialist	14.1	Project Personnel - International Marketing Specialist	30	Days	400	(I)	Y1	12,000		12,000	12,000
	Daily Subsistence Allowance for International Marketing Specialist	31.2	Duty Travel - Daily Subsistence Allowance	30	Days	100	(I)	Y1	3,000		3,000	3,000

	Local Transport - International Marketing Specialist	33.2	Duty Travel Local Transport - International Consultant	200	Trips	25	(I)	Y1	5,000		5,000		5,000
	Consumables Raw Materials -	51.0	Consumables Raw Materials	8	Event-Month	3,000	(I)	Y1	25,000		25,000		25,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	3	Activity - Month	2,000	(E)	Y1	6,000			6,000	6,000
Output 2: Forest sector and market information system in place and operational													
Activity 2.1: Develop protocols and database for operation of integrated information system													
	Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Month	1,467	(E)	Y2			2,934		2,934
	One National Systems Specialist	13.1	Project Personnel National Systems Specialist	145	Days	200	(I)	Y1	29,000		29,000		34,000
	Local Transport - National Experts/Consultants	33.1	Duty Travel Local Transport - National Experts/Consultants	200	Trips	25	(E)	Y2			5,000		5,000
	Computer Hardware for Systems Database	44.1	Capital Equipment - Computer Equipment	6	Units	2,500	(I)	Y1	15,000		15,000		15,000
	Consumables Raw Materials - Meetings and workshop cost, venues, materials and supplies	51.0	Consumables Raw Materials	10	Event-Month	3,000	(I)	Y1: US\$20,000, Y2: US\$10,000	20,000		10,000		30,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	3	Activity - Month	2,000	(E)	Y2			6,000		6,000
Activity 2.2: Training of at least 30 persons to operate information systems and related components													
	Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Month	1,464	(E)	Y1: US\$1,596, Y2: US\$1,332	1,596		1,332		2,928
	One National Systems Specialist	13.1	Project Personnel National Systems Specialist	80	Days	200	(I)	Y1 (US\$4,000, Y2: US\$12,000)	4,000		12,000		16,000

	Local Travel for National Systems Specialist	33.1	Duty Travel Local Transport - National Experts/Consultants	140 Trips	25	(E)	Y2		3,500		3,500	3,500
	Consumables Office Supplies - to support meetings, workshops, consultations	54.0	Consumables Office Supplies	8 Event-Month	2,000	(I)	Y2		15,000	15,000		15,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	3 Activity - Month	2,000	(E)	Y2		6,000		6,000	6,000
Activity 2.3: Develop protocols and capacity for improved dissemination of data									-			-
	Project Coordination	11.1	Project Personnel - Project Coordinator	2 Person-Month	1,467	(E)	Y1	2,934			2,934	2,934
	International Marketing Specialist	14.1	Project Personnel - International Marketing Specialist	15 Days	400	(I)	Y1	6,000		6,000		6,000
	Daily Subsistence Allowance for International Marketing Specialist	31.2	Duty Travel - Daily Subsistence Allowance	15 Days	100	(I)	Y1	1,500		1,500		1,500
	Flight for International Travel for International Marketing Specialist	32.2	Duty Travel - International Travel	1 Flight	3,000	(I)	Y1	3,000	-	3,000		3,000
	Local Transport - International Marketing Specialist	33.2	Duty Travel Local Transport - International Consultant	200 Trips	25	(I)	Y1	5,000		5,000		5,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	3 Activity - Month	2,000	(E)	Y2		6,000		6,000	6,000
Activity 2.4: Conduct a diagnostic report on factors affecting markets and measures impacting tropical timber use												
	Project Coordination	11.1	Project Personnel - Project Coordinator	2 Person-Month	1,467	(E)	Y1	2,934			2,934	2,934
	International Marketing Specialist	14.1	Project Personnel - International Marketing Specialist	20 Days	400	(I)	Y1	8,000		8,000		8,000
	Daily Subsistence Allowance for International Marketing Specialist	31.2	Duty Travel - Daily Subsistence Allowance	20 Days	100	(I)	Y1	2,000		2,000		2,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	2 Activity - Month	2,000	(E)	Y1	4,000			4,000	4,000

Output 3: Enhanced market access and competitiveness of Guyana timber													
Activity 3.1: Conduct one technical study and one market survey on factors related to competitiveness such as chain of custody, demand and supply, niche markets and other producers	Project Coordination	11.1	Project Personnel - Project Co-ordinator	Person-2Month	1,467	(E)	Y1	2,934				2,934	2,934
	International Marketing Specialist	14.1	Project Personnel - International Marketing Specialist	15Days	400	(I)	Y1	6,000			6,000		6,000
	Daily Subsistence Allowance for International Marketing Specialist	31.2	Duty Travel - Daily Subsistence Allowance	15Days	100	(I)	Y1	1,500	-		1,500		1,500
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	Activity - 3Month	2,000	(E)	Y1	6,000	-			6,000	6,000
Activity 3.2: Develop a country-level marketing strategy	Project Coordination	11.1	Project Personnel - Project Co-ordinator	Person-2Month	1,467	(E)	Y2			2,934		2,934	2,934
	International Marketing Specialist	14.1	Project Personnel - International Marketing Specialist	25Days	400	(I)	Y1	10,000			10,000		10,000
	Flight for International Travel for International Marketing Specialist	32.2	Duty Travel - International Travel	1Flight	3,000	(I)	Y1	3,000	-		3,000		3,000
	Daily Subsistence Allowance for International Marketing Specialist	31.2	Duty Travel - Daily Subsistence Allowance	25Days	100	(I)	Y1	2,500			2,500		2,500
	Consumables Office Supplies - to support meetings, workshops, consultations	54.0	Consumables Office Supplies	Event-7.5Month	2,000	(I)	Y1: US\$4,000, Y2: US\$11,000	4,000	11,000		15,000		15,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost	Activity - 3Month	2,000	(E)	Y1: US\$4000, Y2: US\$2000	4,000	2,000			6,000	6,000

Activity 3.3: Review market framework for trade development in Guyana	Project Coordination	11.1	Project Personnel - Project Co-ordinator		Person-2Month	1,467.00	(E)	Y1	2,934	-		2,934	2,934
	Trade Specialist	13.2	Project Personnel - Trade Specialist	100	Days	300	(I)	Y1	30,000		30,000		30,000
	Local Transport - National Experts/Consultants	33.1	Duty Travel Local Transport - Trade Specialist	160	Trip	25	(E)	Y1	4,000			4,000	4,000
	Executing Agency Mgt Cost	71.0	National Management Cost - Executing Agency Management Cost		Activity - 2Month	2,000	(E)	Y1	4,000	-		4,000	4,000
									285,200	83,700	274,000	94,900	368,900

3.4.2 Consolidated Budget by Component

Budget Components	Input/Description	Unit Cost US\$	TOTAL (US\$)	YEAR 1 (US\$)	YEAR 2 (US\$)
10. Project Personnel					
11.1. Project Coordinator	18 mths	1466.67	26,400	19,200	7,200
13. National Consultants (Short term)					
13.1. National Systems Specialist	225 days	200/day	45,000	33,000	12,000
13.2. Trade Specialist	100 days	300/day	30,000	30,000	
14.1. International Marketing Specialist	137.5 days	400/day	55,000	55,000	
19. Component Total			156,400	137,200	19,200
30. Duty Travel					
31. Daily Subsistence Allowance					
31.2 International Marketing Specialist	150 days	100/day	15,000	15,000	
32. International Travel					
32.2 International Consultants	3.0	3,000	9,000	9,000	
33. Local Transport Costs					
33.1 National Experts/Consultants	740	25	18,500	10,000	8,500
33.2 International Consultants	400	25	10,000	10,000	
39. Component Total			52,500	44,000	8,500
40. Capital Items					
44. Capital Equipment					
44.1 Computer Equipment (system database)	6	2,500	15,000	15,000	
49. Component Total			15,000	15,000	-
50. Consumable Items					
51. Raw materials	18.34	3,000	55,000	45,000	10,000
54. Office Supplies	20	2,000	40,000	14,000	26,000
59. Component Total			95,000	59,000	36,000
60. Miscellaneous					
62. Audit Cost	1	5,000	5,000		5,000
69. Component Total			5,000	-	5,000
70. National Management Costs					
71. Executing Agency Management Costs	25	2,000	50,000	30,000	20,000
79. Component Total			50,000	30,000	20,000
SUBTOTAL			373,900	285,200	88,700
80. Project Monitoring and Administration					
80. ITTO Program Support Cost (8% of Funds Requested from ITTO)			23,772		
81. ITTO Monitoring & Review Costs			13,148		
82. ITTO Evaluation Costs			10,000		
89. Component Total			46,920		
GRAND TOTAL ITTO COST			420,820		

3.4.3 ITTO Budget by Component

Budget Components	Input/Description	Unit Cost US\$	TOTAL (US\$)	YEAR 1 (US\$)	YEAR 2 (US\$)
10. Project Personnel					
13. National Consultants (Short term)					
13.1. National Systems Specialist	250 days	200/day	45,000	<u>33,000</u>	12,000
13.2. Trade Specialist	100 days	300/day	30,000	30,000	
14.1. International Marketing Specialist	150 days	400/day	55,000	<u>55,000</u>	
19. Component Total			130,000	<u>118,000</u>	12,000
30. Duty Travel					
31. Daily Subsistence Allowance					
31.2 International Marketing Specialist	150 days	100/day	15,000	15,000	
32. International Travel					
32.2 International Consultants	3.0	3,000	9,000	9,000	
33. Local Transport Costs					
33.2 International Consultants	400	25	10,000	10,000	
39. Component Total			34,000	34,000	-
40. Capital Items					
44. Capital Equipment					
44.1 Computer Equipment (system database)	6	2,500	15,000	15,000	
49. Component Total			15,000	15,000	-
50. Consumable Items					
51. Raw materials	20	3,000	55,000	<u>45,000</u>	10,000
54. Office Supplies	24.5	2,000	40,000	14,000	<u>26,000</u>
59. Component Total			95,000	<u>59,000</u>	<u>36,000</u>
SUBTOTAL			274,000	<u>226,000</u>	<u>48,000</u>
80. Project Monitoring and Administration					
80. ITTO Program Support Cost (8% of Funds Requested from ITTO)			23,772		
81. ITTO Monitoring & Review Costs			13,148		
82. ITTO Evaluation Costs			10,000		
89. Component Total			46,920		
GRAND TOTAL			320,920		

3.4.4 Executing Agency Budget by Component

Budget Components	Input/Description	Unit Cost US\$	TOTAL (US\$)	YEAR 1 (US\$)	YEAR 2 (US\$)
10. Project Personnel					
11.1. Project Coordinator	18 months	1466.67	26,400	19,200	7,200
19. Component Total			26,400	19,200	7,200
30. Duty Travel					
33. Local Transport Costs					
33.1 National Experts/Consultants	740 units	25	18,500	10,000	8,500
39. Component Total			18,500	10,000	8,500
60. Miscellaneous					
62. Audit Cost	1 audit	5,000	5,000		5,000
69. Component Total			5,000	-	5,000
70. National Management Costs					
71. Executing Agency Management Costs	25 persons months	2,000	50,000	30,000	20,000
79. Component Total			50,000	30,000	20,000
SUBTOTAL			99,900	59,200	40,700
Executing Agency/Host Government Cost			99,900	59,200	40,700

Breakdown Table of Raw Materials and Office Supplies

Raw Materials

The ITTO budget for this sub head is US\$55,000. Raw Materials comprise of venue rental, rental of facilities for the meetings and workshops such as computer and projector, microphone system, chairs, tables and food and accommodation for participants since many sessions will be out of central town accommodation is required, water, meals and snacks. At least 15 such sessions will be conducted over the project period.

Office Supplies

The ITTO budget for this sub head is US\$40,000. Office supplies comprise of stationery and office supplies, photocopying, printing and publication, binding, workshop packages for all the sessions planned and updating of website. At least 200 copies of the various reports will be done.

Raw Materials Sub Head	Input/Description	Unit Cost Approx. (US\$)	Total Cost (US\$)
Venue Rental	15 Sessions	900.00	13,500
Facilities Rental	15 Sessions	700.00	10,500
Food & Accommodation	15 Sessions	1,600.00	24,000
Subsistence, Snacks, Water	15 Sessions	466.70	7,000
Total (US\$)			55,000

Office Supplies Sub Head	Input/Description	Unit Cost Approx. (US\$)	Total Cost (US\$)
Stationery & Office Supplies	1800 Units	10	18,000
Printing, Binding & Copying	1000 Units	12	12,000
Workshop Packages	300 Packages	20	6,000
Publication and Data updating/website	200 Units	20	4,000
Total (US\$)			40,000

3.5 Assumptions, risks, sustainability

3.5.1 Assumptions and risks

The assumptions (with risk mitigation) are as follows:

- Risk: There is instability in the local currently that will negatively affect the export market for timber products.**
Assumption: Continued stability of GY\$ (historically the GY\$ has shown stability against major currencies).
Mitigation Measure: Inclusion of potential currency fluctuations in market analysis and competitiveness studies.
- Risk: Industry is opposed to supplying needed information for market information system.**
Assumption: Industry uptakes the marketing information available and makes use of it (continual liaison and engagement with the industry during the project with increases chances of uptake and use).
Mitigation Measure: Involvement of stakeholder groups from the initial stages so that they get to inform the structure of the new system to make it a realistic one that they can comply with.
- Risk: There is a paucity of market data and where available data cannot be accessed owing to various constraints.**
Assumption: Market data is readily available (market data is generally available; GFC and the GoG will support efforts at obtaining data).
Mitigation Measure: Alternative options for each data source identified so that available and accessible options are targeted.
- Risk: The products generated from the Project are not used by stakeholders.**
Assumption: Forest sector recognizes the importance of information and utilizes the system (trade information is recognised as important in a competitive market and use of information system is anticipated).
Mitigation Measure: inclusion of stakeholder in designing the structure of the new system to influence the deliverables that will be generated and in so doing ensuring that their main requirements are met and the system is usable after project completion.
- Risk: There is a decline in demand for Guyana's timber products.**
Assumption: Demand for tropical timber from new markets (new national markets and niche markets for new species and products have increased in recent years and are expected to continue do so).
Mitigation Measure: Guyana's continues its marketing efforts regionally and internationally in an effort to continuously promote its wood products and timber trade.

3.5.2 Sustainability

Institutional, personnel and resource arrangements will be put in place to ensure that the project remains sustainable. From the institutional and personnel perspective, at least four persons will be trained under this project and be assigned to the dedicated data management unit (which is part of the GFC's Management Information System Unit), on a full time, permanent basis. These persons will be tasked with continuing with data collection, management and report generation under the newly designed system, following the completion of the project. Additionally, these positions will be integrated under the GFC's existing organizational structure.

Also, as part of the institutional arraignment to ensure the project's sustainability, the GFC will work closely with the Forest Products Development and Marketing Council to share information, establish a network and communication mechanism for the dissemination of data to the forest sector via the Marketing Council. This will allow for the product that will be generated from the deliverables of this Project to be continuous used by stakeholders.

The GFC is committed to providing continued and sustained finance for the execution of the continuing activities under this project, as part of its Annual Work programme and budget. These will include staff cost, office space, and resources such as computers and other consumables.

After project completion a market information system will be in place providing access for the public and private sector to market and trade data and analysis. In addition, persons within GFC will be trained in the operation of the system and protocols will be in place for persons to access the information.

The political will is in place to undertake this project and there is no reason to believe that this will not continue after project funding. By involving stakeholders – including local communities – during the development of the activities target groups will have a sense of ownership of the outcomes. The project will establish the technical capacity (hardware, software and human resource) to sustain the outcomes and GFC will provide the labour and finance to continue the utilization of the technology developed.

PART 4. IMPLEMENTATION ARRANGEMENTS

4.1 Organization structure and stakeholder involvement mechanisms

4.1.1. Executing agency and partners

The Guyana Forestry Commission's mission is "To provide excellence in forestry management services to our stakeholders through the application of professional skills to contribute to our nation's development." It is the Government Agency that is responsible for the management of Guyana's forest resources in accordance with the National Forest Policy, which was approved by Cabinet in 1997.

Budget

Budget (US\$)

Budget Component	2006	2007	2008	2009	2010	2011
Personnel	715,000	720,000	730,000	740,000	745,000	750,000
Subsistence	195,000	200,000	215,000	220,000	226,500	234,000
Capital Items	215,000	220,000	235,000	240,000	246,000	252,000
Consumables	570,000	575,000	590,000	600,500	610,000	618,000
Other	180,000	185,000	200,000	205,000	211,000	220,000
Total	1,875,000	1,900,000	1,970,000	2,005,500	2,038,500	2,074,000

(1US\$=G\$200)

Personnel

Skill Levels	Number of Staff
Technical Staff with Post Graduate Degrees	18
Technical Staff with Graduate Degrees, Diploma and Certificates	230
Non Technical Staff with Post Graduate Degrees	10
Non Technical Staff with Graduate Degrees, Diploma and Certificates	65

The main project personnel and partners are:

1. **Guyana Forestry Commission**
2. **Forest Products Development and Marketing Council**

The role of the GFC as the executing agency will be as follows:

- **Oversee and coordinate the implementation of all project activities.**
- **Develop the Yearly Plan of Operation and Work Plan for the Project**
- **Seek No objection for relevant aspects of the project implementation.**
- **Coordinate the close off audit and reporting for the project.**
- **Execute project reporting.**
- **Coordinate procurement efforts needed under the project.**
- **Update the ITTO On Line Monitoring System**
- **Liaise with key stakeholders identified in the stakeholder analysis for consultations, coordination of stakeholder inputs, and feedback.**
- **Develop and execute a communication mechanism for the project.**
- **Integrate the results and deliverables of the project into the work plan of the GFC.**

The Forest Products Development and marketing Council is an industry advisory body that has been established under the Companies Act 1991, to provide the services to the forest sector, inclusive but not limited to, market intelligence, product development, market promotion, trade advisory and overall support to the forest industry.

The role of the Marketing Council as the key partner will be as follows:

1. Serve as the stakeholder forum for dialogue with the main groups that are part of the Marketing Council: Forest Products Association, GFC, and the Guyana Manufacturers and Services Association.
2. Provide feedback and inputs to the development of the marketing system.
3. Liaise with small stakeholder groups such as timber exporters, community groups, and saw millers to field test reporting and market information systems.
4. Support the GFC in data collection in areas as required.
5. Report to national and international partners on new areas facilitated under the improved marketing system.

4.1.2. Project management team

The Project Management Team will be as follows:

1. Jowala Somai – Project Coordinator
2. Anna Mohase – Marketing Specialist
3. Theresa Madray – Market Intelligence (Forest Products Development and Marketing Council)
4. Laura Singh – Product Development Specialist (Forest Products Development and Marketing Council)
5. Rajnarine Singh – Trade and Marketing Representative (Forest Products Development and Marketing Council)
6. International marketing Specialist
7. National Systems Specialist
8. Trade Specialist

4.1.3. Project steering committee

1. Guyana Forestry Commission, James Singh – Chairperson
2. Guyana Forestry Commission, Edward Goberdhan – Financial Oversight Personnel
3. ITTO
4. Main Donor
5. Forest Product Development and Marketing Council

The roles and functions of the Steering Committee are as follows:

1. Provide strategic guidance on the management and implementation of all activities under the Project.
2. Support the development of deliverables identified to be done under the project.
3. Continue to data and information requirements in the development of the market information system, including in the areas of the system architecture.
4. Receive and review Project Progress report and Completion report on the Project.
5. Provide a communication mechanism between the GFC and the ITTO.

4.1.4. Stakeholder involvement mechanisms

Stakeholders (as identified in section 2.1.2) will be directly involved and engaged with through a series of regional workshops at the outset and towards the conclusion of the project. In addition, training and awareness sessions will also be conducted for stakeholders as well as GFC staff.

The following mechanism will be employed in this project to allow for appropriate stakeholder involvement:

- One of the main partners of the Project is the Marketing Council. The main industry bodies (Forest Products Association and the Guyana manufacturers and Services Association) are part of this Council and will thus be involved during project implementation to guide and information this process.

- Stakeholders will be involved at the level of the Project Steering Committee to give strategic level inputs to the Project.
- Through stakeholder consultations sessions over the project implementation, there will be a mechanism of inputs and feedback by stakeholders.
- Through the already established technical sub committees, the GFC and the industry bodies, will discuss and give inputs on the Project activities.
- Communication and training materials will be circulated to main stakeholder groups for further sensitization on the Project activities.

4.2 Reporting, review, monitoring and evaluation

GFC will work with ITTO to establish an appropriate monitoring schedule and ensure that results of such periodic assessments are linked to further development of the project.

Bi-annual (mid-year and end-of-year) progress reports will be prepared and submitted to ITTO at mutually agreed dates. These financial and operational progress reports will be submitted to GFC for analysis and approval; if approved, GFC will forward them to ITTO.

In addition, assessment reports, workshop reports, and other similar documents will be printed and made available to ITTO and other interested parties as appropriate. This will facilitate the national monitoring process and increase interactions with stakeholders and assist in developing and maintaining support for the project.

The project completion report will be completed and submitted to ITTO and GFC within 3 months of project completion.

The project will be subject to monitoring by ITTO representatives. The project will also be subject to GFC monitoring on behalf of the Government of Guyana. ITTO will monitor project outputs (reports etc) during the project which, once satisfactory, should remove the need for mid-term review.

Stakeholders will be able to make input at the level of the Steering Committee and Consultation Committee. All results and outputs of the project will be made available to Stakeholders through implementation (in the case of stakeholders which are beneficiaries, such as communities in the training exercises), and at the end of the project as appropriate.

Below is a schedule for reporting and other arrangements for the Monitoring and Stakeholder Participation processes:

Reporting and Monitoring Process

- Monthly Project Management meetings
- Half Yearly Project Steering Committee Meetings or as determined by ITTO
- Period updates as required by ITTO in the On Line Monitoring System
- Semi Annual Progress Reports (February and August)
- End of Project Completion Report
- Main Technical Report from Project

Stakeholder Participation Process:

- One of the main partners of the Project is the Marketing Council. The main industry bodies (Forest Products Association and the Guyana manufacturers and Services Association) are part of this Council and will thus be involved during project implementation to guide and information this process.
- Stakeholders will be involved at the level of the Project Steering Committee to give strategic level inputs to the Project.
- Through stakeholder consultations sessions over the project implementation, there will be a mechanism of inputs and feedback by stakeholders.
- Through the already established technical sub committees, the GFC and the industry bodies, will discuss and give inputs on the Project activities.
- Communication and training materials will be circulated to main stakeholder groups for further sensitization on the Project activities.

4.3 Dissemination and mainstreaming of project learning

4.3.1 Dissemination of project results

The mechanisms for dissemination of project results will be direct via workshops and training sessions and indirect particularly through the GFC website and local media.

Further, the results of the project will be disseminated through the following mechanisms:

- **Project Steering Committee Meetings**
- **ITTO On Line Monitoring System**
- **GFC website**
- **Forest Products Development and marketing Council website**
- **Forest Sector Information Report**
- **ITTO MIS**
- **And tropical forest update**
- **Directly to stakeholder through consultation and workshops**
- **From the GFC's main divisional offices**

4.3.2 Mainstreaming project learning

The project will benefit primary, secondary and tertiary stakeholders as described in section 2.1.2 and therefore will have a wider value to the country as a whole. Awareness of project outcomes will be achieved through media (see section 4.1.5) and issues of trade and market awareness will be further integrated into the National Forest Policy for Guyana which is currently under review.

More specifically, the project learning will be mainstreamed through the following means:

- **The activities under this project will be continued in implementation as part of the GFC's annual work plan.**
- **The reporting structure for national and international entities will be improved to include additional aspects of the new system.**
- **The management information system of the GFC will be expanded to incorporate the new features of the developed system under the Project.**
- **There will be dedicated staff who will be trained, who will continue to implement market reporting activities and the overall management of the marketing information system that will be development under the Project.**
- **There will be periodic information sharing sessions to ensure that key stakeholder continue to benefit from the deliverables. This will allow for continuous upgrade and improvement to be made to the system.**
- **Experiences learned will be shared with ITTO and other bodies at Council sessions and other opportunities.**

ANNEX 1.

PROFILES OF THE EXECUTING AND COLLABORATING AGENCIES

The Guyana Forestry Commission started as a Department of Forestry under the Ministry of Agriculture and Natural Resources in 1925; in 1979 through an Act of Parliament the Guyana Forestry Commission (GFC) was formed. While still being part of the government system it is considered semi- autonomous and thus its day to day activities are independent. Activities relating to the forestry sector started as early as in 1925 and these functions were absorbed by the GFC when it was formed in 1979.

The main activities of the Guyana Forestry Commission are:

- a. Promote sustainable and efficient activities which utilize the broad range of forest resources and contribute to national development.
- b. Conduct surveys and inventories and making recommendations on forest dynamics and silviculture.
- c. Prescribing standards for forest management and provide support for forestry extensions.
- d. Planning and allocation of forest concessions.
- e. Monitoring of forest concessions to ensure, all legislative, social and environmental regulations and procedures are adhered to.
- f. Preparing operational guidelines for forest management and operational plans
- g. Responsible for overseeing community forest activities, and the activities of the Forest Products Marketing Council of Guyana and the Forestry Training Centre Inc.

The Guyana Forestry Commission is self financing, meaning that it generates its own income through collection of royalties, fees and export commission. Fees relate to income from licensing and lease fees and are sufficient to cover the operational activities of the Commission, which is payment of salaries, administrative and operational expenses and purchase of capital items.

The GFC is mandated by law to:

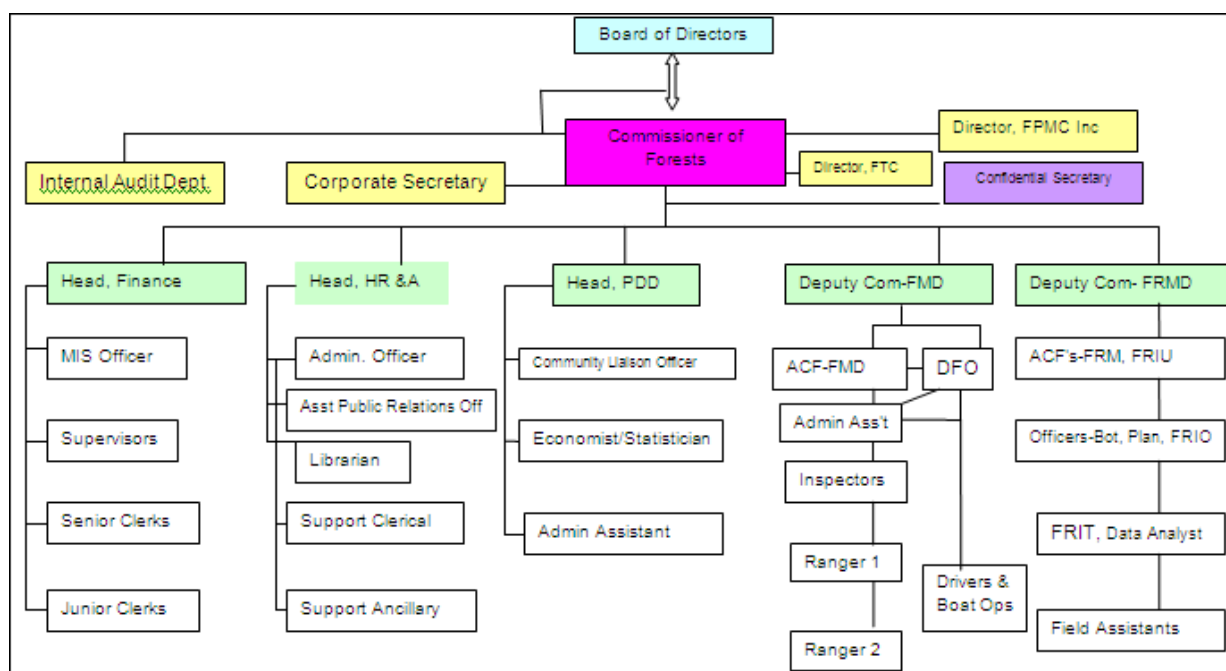
- **Advise the Government on, and implement the National Forest Policy;**
- **Be responsible for the management and control of the utilization of the forests to ensure an optimum yield of forest produce and the maintenance or improvement of the environment.**

The GFC is governed by a Board of Directors appointed by the President. The Commissioner of Forests is the Chief Executive Officer and an ex-officio member of this Board.

The GFC is structured with the following Divisions to address its policy mandate:

1. **Planning and Development: responsible for the co-ordination and preparation of forest sector plans and reports and GFC reports and publications, for conducting special studies, for providing a drafting project proposals to donor agencies and for implementing projects.**
2. **Forest Resources Management Division: responsible for, inter alia, data collection on national forest resource, conducting surveys and inventories, researching and making recommendations on forest dynamics and silviculture, planning and recommending the allocation of concession areas.**
3. **Forest Monitoring Division: responsible for the enforcement of Forest Laws and regulations, monitoring and control of environmental and social impacts of operations within the forest estate and collection of revenue.**
4. **Human Resources Division: responsible for staff management and development, production and implementation of Human resources policies and procedures, education, training, including in-service training and liaison with relevant teaching and training institutions.**
5. **Finance Division: responsible for financial and board matters.**

The GFC is also equipped with a library, which provides library services to staff at the GFC and to the public.



The GFC has a main headquarters building in Demerara, with Divisional offices in Berbice and Essequibo. In addition to these central Division offices, 26 field stations are distributed throughout the country. All stations are equipped with radio/telephone communication equipment for easy exchange of information across the entire country. The Divisional offices are all computerized, and there is access to key databases via this medium. The head office has accommodation for consultants working on projects. These facilities are strategically located for training, but the infrastructure needs to be renovated. The GFC has a fleet of road and field vehicles.

Infrastructure

The Forest Products Marketing and Development Council will also support this project. The GFC's Community Forestry Unit will be the key mean through which contact is made with communities. Through the GFC's 26 forest stations, contact will be made with stakeholders in this process.

Staffing

The total existing staff compliment of the GFC is approximately 323 full time staff comprising a mixture of technical forestry experts and non technical support staff. Technical staffs are both at the senior, middle, and lower level management and also forest technicians. The technical skills of the Commission is very diverse comprising of wood technologist, inventory and mapping specialist, project managers, botanist, forest planners, geographical information systems specialist (GIS), surveyors, cartographer, forest technicians, rangers, monitoring officers, and environmentalist among others. The non technical support or administrative staffs are also very diverse comprising, accountants, computer programmers, marketing specialists, economist, statistician, human resources specialists, management personnel, and legal and public relations officers. Most of the senior and middle level staff has at least an under-graduate degree. The table presents the breakdown of full time staff.

Budget

Budget (US\$)

Budget Component	2006	2007	2008	2009	2010	2011
Personnel	715,000	720,000	730,000	740,000	745,000	750,000
Subsistence	195,000	200,000	215,000	220,000	226,500	234,000
Capital Items	215,000	220,000	235,000	240,000	246,000	252,000
Consumables	570,000	575,000	590,000	600,500	610,000	618,000
Other	180,000	185,000	200,000	205,000	211,000	220,000
Total	1,875,000	1,900,000	1,970,000	2,005,500	2,038,500	2,074,000

(1US\$=G\$200)

Personnel

The Staff possess a blend of skills and most have the necessary qualification and experience for their job responsibilities. Below shows the skill levels for the technical and non technical staff.

Skill Levels	Number of Staff
Technical Staff with Post Graduate Degrees	18
Technical Staff with Graduate Degrees, Diploma and Certificates	230
Non Technical Staff with Post Graduate Degrees	10
Non Technical Staff with Graduate Degrees, Diploma and Certificates	65

Tasks and responsibilities of the Responsible Agencies are:

The GFC will:

- Oversee and coordinate the implementation of all project activities.
- Develop the Yearly Plan of Operation and Work Plan for the Project
- Seek No objection for relevant aspects of the project implementation.
- Coordinate the close off audit and reporting for the project.
- Execute project reporting.
- Coordinate procurement efforts needed under the project.
- Update the ITTO On Line Monitoring System
- Liaise with key stakeholders identified in the stakeholder analysis for consultations, coordination of stakeholder inputs, and feedback.
- Develop and execute a communication mechanism for the project.
- Integrate the results and deliverables of the project into the work plan of the GFC.

The Marketing Council will:

- Serve as the stakeholder forum for dialogue with the main groups that are part of the Marketing Council: Forest Products Association, GFC, and the Guyana Manufacturers and Services Association.
- Provide feedback and inputs to the development of the marketing system.
- Liaise with small stakeholder groups such as timber exporters, community groups, and saw millers to field test reporting and market information systems.
- Support the GFC in data collection in areas as required.
- Report to national and international partners on new areas facilitated under the improved marketing system.

ANNEX 2. TASKS AND RESPONSIBILITIES OF KEY EXPERTS PROVIDED BY THE EXECUTING AGENCY

Curricula vitae of personnel provided by executing agency

JAMES SINGH

Name James Nirmal Singh
Date of birth September 6, 1962
Country of birth Guyana
Nationality Guyanese

EDUCATION

Degree	Name / Specialization	Institution	Year
BSc	Biology (Chemistry Minor)	University of Guyana	1986
MSc	Forest Products Technology	University of Andes, Venezuela	1991
MBA	General Management	University of West Indies	2004

EMPLOYMENT RECORD

1999-present Commissioner of Forest, Guyana Forestry Commission
1998-1999 Deputy Commissioner of Forests, Guyana Forestry Commission (GFC)
1997-1998 Manager, Center for Biological Diversity, University of Guyana (UG)
1996-1997 Forester, Iwokrama International Centre, Guyana
1991-1996 Head, Forestry Unit, UG
1991-1993 Lecturer I, Forestry Unit ,UG
1986-1991 Assistant Lecturer, UG

- 1 Overall management of the Guyana Forestry Commission to promote the achievement of yearly work plans and greater cooperation and collaboration with the forestry sector/industry. Overall coordination of all Forestry donor funded projects.
- 2 Assisting in the formulation of appropriate policies to encourage development and growth in the forestry sector of Guyana. This involves participation in several Governmental Boards and sub-committees.
- 3 Attendance at overseas meetings/seminars/conferences on behalf of the GFC and the Government of Guyana (Forestry and Natural Resource issues).
- 4 Providing support to the Guyana Forestry educational and training facilities (Forestry Training Centre; University of Guyana; Guyana School of Agriculture)

JOWALA SOMAI

Name Jowala Persaud Somai
Date of birth January 08, 1962
Country of birth Guyana
Nationality Guyanese

EDUCATION

Degree	Name / Specialization	Institution	Year
BSc	Biology (Chemistry Minor)	University of Guyana	1987

EMPLOYMENT RECORD

2010-present Project Officer, Guyana Forestry Commission
2009-2010 Quality Assurance and Research Manager, Edward B. Beharry Co. Ltd
2008-2009 Head of Unit – CRA Secretariat/ Executive Secretary –CRA, Caribbean Rice Association (CRA).
2005-2008 Programme Monitoring and Evaluation Officer –CRA, Caribbean Rice Association (CRA).
1998-2005 HEAD – Management System Department, Guyana National Bureau of Standards (GNBS)
1993-1998 Team leader/ Internal Quality Auditor, Master Precision Tool and Die.
1989-1993 Technical Officer 2. Guyana National Bureau of Standards (GNBS)
1987-1989 Research and Quality Control Chemist, Demerara Distillers Limited

RELEVANT WORK OVER THE PAST THREE YEARS

1. Develop, implement and monitor projects
 - Develop project proposals
 - Coordinate and monitor project implementation activities.
 - Prepare reports on project implementation and status.
2. Coordinate the quality assurance and research activities related to production of various products.
 - Coordinate activities related to regulatory and ISO 9001 certification compliance.
 - Manage the testing and research activities undertaken by the laboratory
3. Manage the operations of the CRA secretariat to address the objectives of the association as detailed in its Article of Association and implement policies developed by Board of Directors.
 - Coordinate with National CRA chapters to facilitate cross-border investment and promote other activities with the objective of improving the competitiveness of the Caribbean rice sector
 - Identify and develop projects with the objective of making CRA sustainable
 - Coordinated and prepared a Standardized Monitoring and Reporting system for the EC/CARIFORUM rice programme (12 quarterly and 3 annual reports on the project)

ANNA MOHASE

Name Anna Mohase (Ms)
Date of birth November 17, 1980
Country of birth Suriname
Nationality Guyanese

EDUCATION

Degree	Name / Specialization	Institution	Year
Cert.	Project Management	University of the West Indies	2010
PgDip	Development Studies	University of Guyana	2008
Adv. Cert.	Supervisory Management	Caribbean Institute for Quality (QIC)	2008
BSc	Management	University of Guyana	2002

EMPLOYMENT RECORD

2007 to present Special Projects Officer, Planning and Development Division, GFC
2003 - 2005 Market Intelligence and Research Officer, Forest Products Marketing Council of Guyana, Inc.
2003-2005 Market Development Officer, Planning and Development Division, GFC

RELEVANT WORK OVER THE PAST THREE YEARS

1. Conduct market surveys and industry assessments identifying key areas of concern for industry development
2. Planning, development and implementation of all project activities;
3. Preparation of project reports, evaluations and other project documentation, including yearly and quarterly work-plans, budgets, annual project reports, and other preparation for tri-partite review meetings;
4. Assist with routine systematic monitoring and evaluation activities (e.g., monthly project meetings)
5. Drafting project proposals and other documents for donor support for projects.
6. Assist in drafting Terms of Reference and logistical arrangements for meetings, workshops, consultancies
7. Management of resources under project activities
8. Information dissemination to sister agencies, NGOs, and the general public
9. Providing administrative support to Head of Department.
10. Research and Development in areas of trade and marketing
11. Providing assistance in areas of Climate Change, primarily in a supportive capacity.

THERESA MADRAY

Date of birth: 14th March, 1978
Nationality: Guyanese
Employment: Marketing & Promotions Officer (FPDMC)

Education:

<u>Institution (Date from - Date to)</u>	<u>Degree(s)/ Diploma(s) obtained:</u>
<u>Australian Institute of Business Administration (2011- 2012)</u>	<u>Currently pursuing studies in Masters in Business Administration (MBA)</u>
<u>Guyana Forestry Commission – Timber Grading Course – (May 2009)</u>	<u>Certificate in Timber Grading Course</u>
<u>University of Guyana (Sept 2005 - May 2008)</u>	<u>Degree in Business Management</u>
<u>University of Guyana (Sept 2003 - May 2005)</u>	<u>Diploma in Marketing</u>
<u>University of Guyana (IDCE) (Oct 01 - Mar 02)</u>	<u>Certificate in Marketing</u>

Employment:

<u>Employment</u>	<u>Designation</u>
<u>Forest Products & Marketing Council (FPMC) – 2006 - 2008</u>	<u>Marketing & Administrative Assistant</u>
<u>Forest Products Development & Marketing Council of Guyana (FPDMC) – 2009 to present</u>	<u>Marketing & Promotions Officer</u>

List of Duties/Responsibilities

- Contribution to the development of the FPDMC Strategic & Business plans particularly in the area of marketing and promotion of Guyana’s forest products.
- Preparation of monthly market intelligence reports for distribution in the timber industry by drawing on the market intelligence activities of organisations such as the GFC and other agencies.
- Conduct market analyses and market intelligence research aimed at keeping the industry stakeholders informed and equipped with latest information
- Work closely with the FPDMC/GFC to provide guidance to potential exporters and buyers on species, production capacity, quality control etc.
- Conduct promotional activities/events to promote Guyana’s wood products locally and internationally.
- Assist in conducting initial and thereafter periodic assessments of the industry’s readiness capacity to meet global challenges and enhance its competitiveness.
- Assist in the preparation of the project proposals and reports as required.
- Assist in the general administrative functions of the FPDMC.

LAURA SINGH

Date of birth: 14th August, 1974

Nationality: Guyanese

Employment: Industry and Product Development Officer (FPDMC)

Education:

<u>Institution (Date from - Date to)</u>	<u>Degree(s)/ Diploma(s) obtained:</u>
<u>Arthur Lok Jack Graduate School of Business (UWI) (August 2011)</u>	<u>Certificate- Project Management for non-project management professionals</u>
<u>Guyana National Bureau of Standards (November 2010)</u>	<u>Certificate - Training on Regulatory Impact Assessment (RIA) and Good Regulatory Practices (GRP)</u>
<u>University of Guyana (2007- 2009)</u>	<u>Degree In Forestry</u>
<u>Forestry training Center (Jan 2007)</u>	<u>Certificate – Reduced Impact Logging</u>
<u>University of Guyana (2005-2007)</u>	<u>Diploma in Forestry</u>
<u>Cyril Potter College of Education (1994-1997)</u>	<u>Trained Grade One Class One Teachers' Certificate</u>

Employment:

<u>Employment</u>	<u>Designation</u>
<u>Forest Products Development & Marketing Council of Guyana (FPDMC) – 2009 to present</u>	<u>Industry and Product Development Officer</u>
<u>Ministry of Education – 1994 - 2004</u>	<u>Assistant Mistress/ Trained Graduate Teacher</u>

List of Duties/Responsibilities

The Industry and Product Development Officer, under the direct supervision of the Executive Director, will be responsible for carrying out the following functions

- a) Contribute towards the development of the Council's Strategic and Business Plans particularly in the area of industry and product development
- b) Conduct an initial and thereafter periodic assessments of the industry's readiness and capacity to meet global challenges and enhance its competitiveness
- c) Guide and assist the industry in improving wood products quality, including understanding and meeting international standards and specifications, customer service, quality control, kiln drying, dressing of wood, and storage and packaging for export
- d) Work with producers to improve existing product lines to meet national and international standards
- e) Ensure that adequate training, especially in timber grading and quality control, is provided to the industry
- f) Guiding and assisting the industry in developing new products from the wide range of commercial species available within the nation's forests, including lesser used species
- g) Work closely with the Council's marketing department to provide guidance to potential buyers on species, production capacity, quality control, etc.
- h) Assist in the preparation of project proposals and reports as required

EDWARD GOBERHDAN

Name Edward Goberdhan (Mr.)
Date of birth September 15, 1974
Country of birth Guyana
Nationality Guyanese

EDUCATION

Degree	Name / Specialization	Institution	Year
MBA	Business Mgt.	Edinburgh Business School	2008
FCCA	Accountancy and Finance	Association of Certified Chartered Accountant	2002
BSc	Accountancy	University of Guyana	1996

EMPLOYMENT RECORD

2001 to Present Head of Finance Division, Guyana Forestry Commission
2000 - 2001 Financial Analyst, Banks DIH Ltd

RELEVANT WORK OVER THE PAST THREE YEARS

1. Coordinate revenue collection of the Guyana Forestry Commission
2. Prepare budgets and reports for the GFC
3. Prepare financial and management accounts of the GFC
4. Establish and monitor effective and efficient accounting standards and practices within the Finance Division of the GFC
5. Coordinate the Management Information Systems Unit within the GFC
6. Coordinate information flow and database management within the GFC
7. Prepare and manage project accounts and budget for externally funded projects of the GFC
8. Prepare GFC final account for external audit

RAJNARINE SINGH

Date of Birth: November 1, 1948

Country of Birth: Guyana

Nationality: Guyanese

Education: Trained Accountant

Employment History:

<u>2011 July to present</u>	<u>Executive Chairman----FPDMC</u>
<u>1999 to 2011</u>	<u>High Commissioner to Canada</u>
<u>1994 to 1999</u>	<u>Chairman and Managing Director of Sannap Manufacturing Co Ltd</u>
<u>1998 to 1999</u>	<u>Chairman of the Guyana National Cooperative Bank</u>
<u>1994 to 1998</u>	<u>Chairman of the National Edible Oil Company</u>
<u>1977 to 1994</u>	<u>Accountant--National Milling Co of Guyana Ltd a member company of Seaboard Corporation of the USA</u>

Present Function:

- a) Provide strategic and operational guidance to and leading a team of professionals who will lend support to the forest products industry in areas such as, but not limited to, product development and promotion, technological innovation, market intelligence, market access and information sharing
- b) Spearhead the development of the Council's 5-year Strategic Plan and its Annual Work Plans with corresponding budgets and timelines for implementation
- c) Oversee the implementation of the Strategic and Annual Plans of the Council
- d) Manage in an efficient and transparent manner the FPDMC's financial and human resources in keeping with the mission and objectives of the Council
- e) Prepare statutory and other reports as may be required by the Board of Directors
- f) Coordinate the dissemination of market information to local and international agencies.
- g) Organise trainings, seminars, workshops and conferences in accordance with the Annual Work Plan
- h) Oversee the preparation and implementation of a simple communications strategy and communications plan of the Council
- i) Develop proposals for resource mobilisation from non-government sources
- j) Represent the FPDMC at various forums

ANNEX 3.
TERMS OF REFERENCE OF
PERSONNEL AND CONSULTANTS AND SUB-CONTRACTS
FUNDED BY ITTO

Function: Consultant

Title: *International Marketing Specialist*

Experience:

The specialist will have a minimum of 10 years experience in markets and trade in tropical timber with a higher degree in a relevant subject. S/he will have been closely involved in similar exercises of developing trade and market information, preferably in tropical situations. S/he will ideally have experience with ITTO projects and have lived and worked in one or more developing countries.

Duties

1. Lead the diagnostic studies critical specific data gaps related to production, markets and trade
2. Lead the process of improved data collection including protocols
3. Contribute to awareness and stakeholder engagement exercises
4. Prepare appropriate reports and communications materials
5. Provide networking advice to forest industry stakeholders
6. Oversee the testing of data collection and management approach
7. Provide advice on the design of integrated data collection
8. Conduct training sessions with regulatory and industry representatives
9. Advise and support the design of the integrated forest sector trade system
10. Complete progress report on key deliverables including training materials

Function: Consultant

Title: *National Systems Specialist*

Experience:

The specialist will have a minimum of 5 years experience in developing database systems and have a higher degree in an appropriate field. S/he will have been closely involved in similar exercises of establishing database systems, preferably in tropical situations. S/he will ideally have experience with ITTO projects and have lived and worked in one or more developing countries.

Duties

1. Conduct gap assessment of current information system for market and trade statistics
2. Prepare report on gap assessment making recommendations
3. Lead the development of an integrated forest sector and trade database system
4. Contribute to awareness and stakeholder engagement exercises
5. Train key personnel in using the integrated system
6. Work with other consultants as appropriate
7. Prepare appropriate reports and communications materials
8. Design communication mechanism for information dissemination
9. Test information system and database and develop user manual and system design document
10. Coordinate data input for testing of information system
11. Complete progress report on key deliverables including training materials and system design document

Function: Consultant

Title: *Trade Specialist*

Experience:

The specialist will have a minimum of 5 years experience in forestry, marketing, trade and a higher degree in an appropriate degree. S/he will have been closely involved in similar exercises of reviewing the market framework for trade development, preferably in tropical situations. S/he will ideally have experience with ITTO projects.

Duties

1. Review the market framework for trade development in Guyana
2. Contribute to awareness and stakeholder engagement exercises
3. Work with other consultants as appropriate in information system design
4. Prepare appropriate reports and communications materials
5. Conduct studies and surveys on factors related to competitiveness such as chain of custody, demand and supply, niche markets and other producers
6. Conduct assessment of marketing information needs
7. Develop country-level marketing strategies
8. Conduct studies on factors affecting markets and measures impacting tropical timber use
9. Produce training materials for stakeholder training sessions
10. Complete progress report on key deliverables including training materials and system design document

Annex 4. Responses to reviewer comments (Review 1)

Part			Heading	Reviewer Comments	Amendment Made	Page Number
			Project Brief	Excellent presented - but attention: improved statistics do not improve or give direct benefit. They only form the base of information upon which appropriate actions or measurements can be undertaken	Adjusted to reflect that information will lead to appropriate actions.	1
			List of Abbreviations and Acronyms			
			Map of Project Area			
1.			PROJECT CONTEXT			
1.	1.		Origin	Excellent presented, but perhaps need more information on earlier activities that have led to the current proposal , particularly relating to those market information system	More information added on earlier activities.	4
1.	2.		Relevance			
1.	2.	1.	<i>Conformity with ITTO's objectives and priorities</i>	Well stated. However, relevant objectives of ITTA 2006 should be quoted accordingly and need explanation on how the proposal contribute to outcomes and actions of the Action Plan 2008-2011	Details provided on each stated clause in the ITTO and in the Action Plan. The clauses are also clearly spelt out.	4 to 7
			<i>Conformity with TP deliverables and association of results with the Monitoring Protocol incl. Means of Verification</i>	Need to improve elaborations on conformity with TP document and Monitoring Protocol deliverables rather than presenting a table with some elements copied from relevant documents. Section must be redone.	Section redone to present details on conformity with TP document.	8 to 9
1.	2.	2.	<i>Relevance to the submitting Country's policies</i>	Well presented, but need more information on current policies relating to market information system	More details added on current policies such as LCDS, Forest Act, etc.	10
1.	3.		Target area			
1.	3.	1.	<i>Geographic location</i>			
1.	3.	2.	<i>Social, cultural, economic and environmental aspects</i>	Need more precise description on different aspects, including social, cultural, economic and environment backgrounds for the formulation of the project	Additional details added on social, cultural, economic and environmental background.	11

					Amendment Made	
1.	4.		Expected outcomes at project completion	Revise chapter and put it in-line with scopes in the brief and origin. More description is needed also especially on expectations for improvements and changes in market information system after project completion	Section revised to be more in line with scope and brief of project. More description provided on situation after project completion.	13 to 14
2.			PROJECT RATIONALE AND OBJECTIVES			
2.	1.		Rationale			
2.	1.	1.	<i>Institutional set up and organizational issues</i>	Roles and responsibilities of GFC and other partners were introduced. However, gaps in capacities and coordination of different agencies particularly in the formulation and maintenance of a market information system should be highlighted as part of the rationale for the project. Also explain which 'type' of statistical information is kept by which agency and why the current national data system is not working	Gaps of various agencies highlighted. Type of statistical information detailed and why the current system is not working.	16
2.	1.	2.	<i>Stakeholder analysis</i>	Stakeholder analysis could be improved if a brief analysis would be presented particularly on problems, willingness and potentials for the participation of stakeholders in the project implementation.	Brief analysis presented on problems, potential and willingness to participate.	17
2.	1.	3.	<i>Problem analysis</i>	Adequately presented. However, there are too many sub-causes and sub-effects which need to be concentrated and simplified. A brief text describing the causes and effects to the key problem and consequences on the target group would be useful. Also indicate how addressing the causes will alleviate the key problem	Diagram simplified and explanation text presented and overview given of how the addressing the causes will alleviate the problem.	19
			<i>Problem tree</i>			
2.	1.	4.	<i>Logical framework matrix</i>	Adequately presented but can be further improved and elaborated, especially with regard to indicators, measures of verifications and assumptions. Also need clarification on why indicator for Output 3 is same with the Development Objective. An increase of timber trade of 10% by 2013 is the result of the cumulative efforts undertaken by the sector (private and public) but certainly not an isolated indicator to measure how (much) an improved information systems can promote trade	Framework elaborated to include more details. Clarification in indicator addressed by removal of indicator.	20

					Amendment Made	
2.	2.		Objectives			
2.	2.	1.	<i>Development objective and impact indicators</i>	Group different actions, objectives can be grouped in themes to make the table more understandable on more clear. Introduce sub-section headings. Again the indicators must be redefined. Baseline is needed for the increase described in the impact indicator	Diagram simplified. Indicators refined.	21
2.	2.	2.	<i>Specific objective and outcome indicators</i>	This section needs improvement. The specific objective of this proposal didn't appear as specific and concise as required in ITTO's Manual, and the outcome indicators should be more quantitative and measurable	Section improved to be more concise. Indicators were made more quantifiable and measurable.	22
3.			DESCRIPTION OF PROJECT INTERVENTIONS			
3.	1.		Outputs and activities			
3.	1.	1.	<i>Outputs</i>	Well formulated, but can be improved particularly for Output3, which should be more measurable in quantity, quality and time. Furthermore, the relevant indicators for outputs should be added here	Indicators for Output 3 modified to reflect more measurable ones.	22
3.	1.	2.	<i>Activities</i>	Activities should be more measurable by designing accurate number of trainings, workshops, sessions, studies, surveys, etc. More activities should be allocated to output2 from output3. It's also needed to explain why the GFC as the EA will be in close collaboration with itself?? In addition, outputs and activities should be formulated in ITTO format including their appropriate reference numbers	Activities adjusted to be more precise. Activity 3.3, moved to be Activity 2.4. Clarification on the GFC being in close collaboration with the FPDMC made. Reference number of activities changed.	23
3.	2.		Implementation approaches and methods	Lack of specific and definite steps and arrangements of approaches and methods for the project implementation, and collaboration with stakeholders. E.g. just saying "collaboration with all stakeholders using participatory approach" is not enough to describe methods and approaches to run the project. Be more specific	Specific definite steps outlined.	24
3.	3.		Work plan	Well presented, but the project activities should be arranged so that they start in the first month of the project	Work plan modified to start in the first month.	25
3.	4.		Budget	The budget needs revision in all sections - see below	Budget modified.	26 to 32

					Amendment Made	
3.	4.	1.	<i>Master Budget Schedule</i>	Not correctly presented. Table 3.4.5 should be developed into a master budget table, of which each activity should include sub-components . Please refer to page 49 of the project formulation manual to redo this budget indicating in detail components of all cost streams	Budget redone to include the following changes: 1) Reduced cost for International Marketing Specialist by US\$20,000; 2) Reduce Raw Materials Cost by US\$15,000; 3) Increase Trade Specialist cost by US\$6,000; 4) Increase Systems Specialist Cost by US\$14,000; 5) Increase Office Supplies Cost by US\$9,000; 6) Increase Local Transport Cost by US\$6,000 with budget changes in this regard remaining the same; 7) Increase ITTO Cost as recommended; 8) Provide for cost of audit from EA Cost; 9) Reword activities to match the activities in 3.1.2; 10) Use ITTO Format; 11) Broke down budget by sub component;	26 to 29
3.	4.	2.	<i>Consolidated Budget by Component</i>	Refer to Manual and revise. ITTO monitoring and review (US\$10k/year) ITTO evaluation budget (US\$15K) must be included. Some components appear far too high, such as for international marketing specialist, consumable items and raw materials and they need explanation. Appropriate expenses for a final audit (compulsory for all ITTO projects) need to be included - if EA undergoes regular audits this can be included in the counterpart budget. Other items are missing (e.g. 20 subcontracts .)	Same as above	30
3.	4.	3.	<i>ITTO Budget by Component</i>	This budget table needs to break down into sub-components rather than only presenting in general terms.	Same as above	31
3.	4.	4.	<i>Executing Agency Budget by Component</i>	The EA budget also needs to be broken down	Same as above	32
3.	5.		Assumptions, risks and sustainability			
3.	5.	1.	<i>Assumptions and risks</i>	Assumptions clearly presented, but risks and risk mitigation is not indicated. (The informal sector may not be interested and may oppose to real data collection so re-evaluation of risks should be considered under this point of view)	Risks and mitigation indicated.	33

					Amendment Made	
3.	5.	2.	<i>Sustainability</i>	Institutional, personnel and resource arrangements must be made to ensure sustainability of the project. Provide a clear sustainability plan indicating the institutional arrangements that will be in place to ensure further development of the project as well as how local personnel will be equipped and resources needed to do so	Clear sustainability plan provided.	33 to 34
4.			IMPLEMENTATION ARRANGEMENTS			
4.	1.		Organization structure and stakeholder involvement mechanisms			
4.	1.	1.	<i>Executing Agency and Partners</i>	This is not merely an introduction of EA. Detailed information presented should be transferred to Annex1. Information of key project personnel and partners and their role in project implementation should be presented here. Refer to the Manual!	Details added to Annex. Role of EA and partner explained.	31
4.	1.	2.	<i>Project Management Team</i>	The titles of the team members were not consistent with those in project personnel component of the budget. Missing team members coming from the private sector (trade, timber industry or forest operation). Such part of team members can bring a lot of field information and - experience to balance the scientific approach of the team (see problem at 3.5 risks). Also check work plan, what is the job of the forestry and the forest management specialists?	Missing team members outlined. Titles match the Project Personnel. Bias removed on forest management. Consultants are not known as yet as the procurement process has to be undertaken following possible project approval.	35 to 36
4.	1.	3.	<i>Project Steering Committee</i>	Please elaborate on the role and function of this committee for project implementation and main function of members.	Roles and functions elaborated.	36
4.	1.	4.	<i>Stakeholder involvement mechanisms</i>	Need to establish an appropriate mechanism for stakeholder involvement (in addition to their participation in workshops)	Stakeholder involvement mechanism outlined.	36
4.	2.		Reporting, review, monitoring and evaluation	There must be a detailed schedule for reporting and arrangements for monitoring as well as stakeholder participation process. The online monitoring system should be mentioned	Detailed schedule of reporting and arrangements for monitoring, as well as stakeholder participation provided.	37
4.	3.		Dissemination and mainstreaming project learning			

					Amendment Made	
4.	3.	1.	<i>Dissemination of project results</i>	Briefly stated - minimum fulfilled, would be good to elaborate more.	Section elaborated	38
4.	3.	2.	<i>Mainstreaming project learning</i>	Very short, good is the point of integrating project results into the NFP which is under review (good coincidence?). This goes beyond media and incorporation into policy	Section elaborated	38
ANNEX 1			Profiles of the Executing and Collaborating Agencies		Details added	39 to 41
ANNEX 2			Tasks and responsibilities of key experts provided by the executing agency	Need to outline responsibilities of respective agencies	Responsibilities outlined.	41 to 42
ANNEX 3			ToRs of personnel, consultants and sub-contracts funded by ITTO	ToRs of project personnel missing	Missing ToRs inserted	46, 47, 49
ANNEX 4			Recommendations of previous ITTO reviews and resulting modifications		Summary inserted	55

Annex 4: Responses to reviewer comments (Review 2)

Part	Heading	Reviewer Comments	Amendment Made	Page Number
1.	Conformity with ITTO's objectives and TP deliverables.	-The EA reformulated and included a lot of related elements which extremely expanded this part. However, the elaborations on conformity with TP Areas/Programs need to be streamlined and concentrate on TMT Thematic Programme Document and TMT Monitoring Protocol Deliverables. The relevance to other Thematic Programmes deleted ;	Details streamlined. Aspects on other Thematic Programmes deleted.	5-7
2.	Development/Specific Objectives.	-For the Development Objective, clarification is needed why the Indicator of increase in trade of timber from Guyana of 10% by 2013 was replaced by market information of 5 main markets; -For the Specific Objectives, as we suggested in our comments to be more specific and concise, the revision seemed not satisfied as required. Perhaps the reformulation could be something like "develop and integrate market information system to enhance market transparency and market access by 2012";	This indicator was changed given the recognition that was it too broad in concept, to aim for a 10% increase overall. It was felt that a more measurable and targeted objective is to be more precise, as has been the new formulation of the Development Objective. The Specific Objective as suggested by the Reviewer comments was found to be quite appropriate and was thus adopted in the proposal.	8, 18, 21
3.	Budget.	-According to the comments, budget for ITTO monitoring and evaluation as well as expense for a final audit has been included. But the EA did not give reasonable clarification to reduce some high cost components, such as for international marketing specialist, consumable items and raw materials. For some items like international marketing specialist, the reduced budget was reallocated and resulted in an increase of costs for other experts. This either needs solid justification or should be revised.	Justification and clarification provided below for each budget component that was subject to Reviewer comment.	25-30

			Amendment Made	
3.4	13.1. National Systems Specialist	Notably increased without clarification or justification – requested was a reduction	In this revised version of the Proposal, this cost for this specialist has been reduced by US\$5,000. The original budget for this post was US\$36,000. Following implementation of the Reviewer recommendation to significantly reduce the cost for the International Marketing Specialist, it was necessary to have the National Systems Specialist assist in some of the related responsibilities since this national post will be of lesser per unit cost. The overall effect of this transfer of responsibilities was an overall reduction in the total project cost. One of the main aspects that this post will assist in, is training, which this consultant will assist in, in a greater way on. The consultant days were correspondingly increased to reflect this.	25-30
3.4	13.2. Trade Specialist	Increased without clarification or justification – requested was a reduction	This post retains the same cost as in the last revised version of US\$30,000. This post had been revised to US\$30,000 in the last proposal submission. This represented an increase from the original amount of SU\$24,000. This was found to be necessary following a significant reduction of the International marketing Specialist cost and led to a sharing of some responsibilities with the Trade Specialist. One of the areas that this consultant will additionally assist in, with reference to the work of the International marketing Specialist, is in the area of local and regional diagnostic trade studies. This was a main task of the International Marketing Specialist but will be assisted in a more significant way by the Trade Specialist.	25-30
3.4	14.1. International Marketing Specialist	Reduced slightly but still high, needs further reduction	The cost for this post has been significantly reduced in this revised version of the proposal by 31% to an amount of US\$55,000 as compared to the original budget of US\$80,000.	25-30

			Amendment Made	
3.4	51. Raw materials	Reduced slightly but still needs reduction and in particular explanation	The cost for this component has been significantly reduced in this revised version of the proposal by 26.6% to an amount of US\$55,000 as compared to the originally proposed amount of US\$75,000.	25-30
3.4	54. Office Supplies	Increased against comments for reduction and clarification	The cost in this revised proposal for this component has reverted to the originally proposed amount of US\$40,000.	25-30
3.4	80. Project Monitoring and Administration	ITTO Programme Support Costs is missing. Also need adding in the Consolidated Budget by Component	The budget in this revised version of the proposal, duly includes this cost head in an amount of 8% of the total cost coming from ITTO.	25-30

Annex 4: Responses to reviewer comments (Review 3)

Part	Heading	Reviewer Comments	Amendment Made	Page Number
3.	Budget.	1) Please have a look at the attached ITTO budget by component. This has not been revised and calculations are mistaken. This is probably just an oversight, but needs correction.	The budget has been updated and corrected taking on board all recommendations made.	29
3.	Budget.	2) The reviewer comment on consumable items (raw materials and office supplies) budgeted has not been addressed. The unit costs and the total amount budgeted remain very high and need explanation on the nature and use of those raw materials and office supplies. So please provide detailed explanation on what the raw materials and those office supplies are and why are they needed for the project.	<p>Please see below for additional clarifications requested on the specific cost heads:</p> <p>Raw Materials The project runs for 18 months and a budget of US 55,000 over 18 months is just approximately US\$ 3,055 per month. Under the project at least 15 consultation/stakeholder/workshop sessions will be held. These sessions will be done at various geographic locations across the country. The Raw Materials budget will be used to cover the following costs: venue rental, rental of meeting facilities (projector, chairs and tables, microphone system), food and accommodation (many of the sessions will involve overnight since some of the locations will be out of town, subsistence, meals, snacks and water for participants. Depending on the location and number of participants raw materials cost for one session can be as high as US\$4,500.</p> <p>Office Supplies The project runs for 18 months and a budget of US\$55,000 over 18 months is just approximately US\$2,222 per month. Under the project at least 15 consultation/stakeholder/workshop sessions will be held. These sessions will be done at various geographic locations across the country. The Office Supplies budget will be used to cover the following costs items that will be needed for the various sessions and also supplies to support the project and consultants during the project implementation period: stationery and office supplies, photocopying, printing and binding, preparation of packages for the various sessions and workshops, updating of websites, printing and binding on high quality glossy paper of the various consultancy reports (at least 200 copies will be made of these reports), dissemination of project outputs and reports.</p>	23-30

			Amendment Made	
3.	Budget.	3) As you have reduced the international consultant component, you have increased the (salary) component for national experts. This is of course fine and acceptable. However, the unit costs for those national experts (Systems Specialist, Trade Specialist) are very high in particular when compared to the Project Coordinator. Please explain.	<p>The unit cost for the National Systems Specialist and Trade Specialist is US\$200 and US\$300 per day, respectively. This level of cost for the corresponding level of expertise has also been used for other project submitted to ITTO and to other donors, by Guyana and allows for suitable skills sets to be secured for this level of requirement. Give the level of skills (qualification and experience) that this post seeks to target, this rate has been set at a level to attract suitable candidates. In the Guyana context, give local experience and knowledge gained in other project, this has been determined to be a competitive rate for these skills sets required.</p> <p>The post of Project Coordinator is an administrative post for which the level of qualification and experience requirement are not of the higher level technical nature as these two specialists. Further, the terms of reference for these two technical specialists are much broader and will require a wider range of skills and expertise that will extend beyond administration and project coordination.</p>	23-30