

INTERNATIONAL TROPICAL TIMBER ORGANIZATION

ITTO

PRE-PROJECT DOCUMENT

TITLE	SUPPORT TO THE LOCAL COMMUNITIES OF THE MONO PLAIN FOR THE PROMOTION AND SUSTAINABLE MANAGEMENT OF COMMUNITY FORESTS IN TOGO
SERIAL NUMBER	PPD 191/18 Rev.1 (F)
COMMITTEE	REFORESTATION AND FOREST MANAGEMENT
SUBMITTED BY	GOVERNMENT OF TOGO
ORIGINAL LANGUAGE	FRENCH

SUMMARY

This pre-project aims to draw a baseline study of Ecological Zone III in Togo in order to prepare a Project Document for the conservation and sustainable management of natural plant formations in the Mono Plain, Togo. The overarching concept behind this initiative is to reduce or eliminate the negative impacts resulting from the destruction of the ecosystems in this area and to help improve the living conditions of beneficiary communities. The main outputs will be: (i) data from forest, socio-economic, legal and environmental surveys on the project are available; (ii) a support strategy and project for promoting community forests and forest sustainable management among local communities in Togo are developed for submission to the ITTO

The development of this project is justified by the lack of data due to the outdated nature of existing studies on the area coupled with the non-availability of national expertise and the lack of material and financial resources. These shortcomings are major constraints for any direct formulation of a full project proposal.

It should be noted that this pre-project proposal was approved by ITTO during the 48th Session of the International Tropical Timber Council (Decision 1) in 2012 under ID number PPD 151/11 Rev.3 (F). The project was thereafter lapsed due to the absence of funding. The project proposal was updated by Togo for new submission.

EXECUTING AGENCY	<i>"LES AMIS DE L'ENVIRONNEMENT" ASSOCIATION (AMEN, civil society organisation)</i>		
COLLABORATING AGENCY	<i>DIRECTORATE OF FOREST RESOURCES (DIRECTION DES RESSOURCES FORESTIÈRES-DRF)</i>		
DURATION	10 MONTHS		
APPROXIMATE STARTING DATE	TO BE DECIDED		
BUDGET AND PROPOSED SOURCES OF FUNDING	Source	Contribution in US\$	Equivalent en Local Currencies
	ITTO	71 211	
	Gov't of Togo	31 772	
	TOTAL	102 983	

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ACRONYMS AND ABBREVIATIONS

CC-PNAE	: Coordination Unit of the National Environment Action Plan
CBD	: Convention on Biological Diversity
<u>CGPRN</u>	: <u>Natural Resources Management and Protection Committee (<i>Comité de gestion et de protection des ressources naturelles</i>)</u>
<u>CLGPRN</u>	: <u>Local Committees in charge of Natural Resources Management and Protection (<i>Comités locaux de gestion et de protection des ressources naturelles</i>)</u>
CTP	: Chief Technical Advisor
CVD	: Village Development Committees
DEF	: <i>Direction des Eaux et Forêt</i> (Forest Department)
<u>DRF</u>	: <i>Direction des ressources forestières</i> (Directorate of Forest Resources)
FAO	: Food and Agriculture Organization
F CFA	: CFA Franc
GDP	: Gross Domestic Product
IGAs	: Income-generating Activities
ITTA	: International Tropical Timber Agreement
ITTO	: International Tropical Timber Organization
MERF	: Ministry of Environment and Natural Resources
NC	: National Coordinator
NGO	: Non-Government Organization
NTFPs	: Non-Timber Forest Products
<u>ODEF</u>	: <u><i>Office de développement et d'exploitation des forêts (Agency for Forest Development and Use, Togo)</i></u>
PAFN	: National Forest Action Plan
PNADE	: National Decentralized Environment Management Action Programme
PNAE	: National Environment Action Plan
ToR	: Terms of Reference
UNCTAD	: United Nations Conference on Trade and Development
UNESCO	: United Nations Organization for Education, Science and Culture
<u>UONGTO</u>	: <u><i>Union des ONG du Togo (Union of Togo's NGOs)</i></u>

PART 1. BACKGROUND OF THE PRE-PROJECT

1.1 Origin and justification

Actions for sustainable natural resource management undertaken to date in the project area are very sparse and concern only a few isolated natural stands such as the Haho-Baloé forest in the Haho and Bato Prefecture and in the Prefecture of Ogou, etc. While these actions are undertaken, there is an increasing deforestation and now fairly advanced environmental degradation. Faced with this situation, people in various places in the Mono plain on several occasions have expressed their desire to restore the forest cover in their respective communities following the permanent, alarming level of damage these natural stands have sustained, hindering economic development in the region. The desire they have demonstrated is motivated by the continuing fall in production of their main agricultural activities that were once a significant source of income.

Therefore, preliminary meetings were held between the communities in the area and the authorities of both the AMEN Association and the Forest Administration to discuss the environmental problems of the Mono plain and concerns of local communities. During this series of meetings, the participatory approach was preferred and adopted by the communities. Communities are generally very much aware of the state of degradation of their environment and are fully supportive of the proposed Pre-project idea. This Pre-project will conduct preliminary studies (forestry studies, socio-economic and environmental impacts) in the area in order to provide technical data and develop a credible project proposal.

This pre-project proposal was approved by ITTO during the 48th Session of the International Tropical Timber Council (Decision 1) in 2012 under ID number **PPD 151/11 (F)**. However, due to the absence of funding, it was updated by Togo for resubmission. The project proposal was updated as follows: project compliance with ITTO objectives and priorities (ITTA, 2006; Strategic Action Plan for 2013-2018); ITTO Policy Guidelines on Gender Equality and Empowering Women; ITTO Guidelines on the Assessment of Environmental and Social Risks and Impacts; costs for personnel, sub-contracting, duty travel, consumables, sundry, local management, project monitoring and evaluation; and number of years of experience required for the pre-project national expert to be recruited.

Problems preventing the development of a project

The development of this project is justified by the lack of data due to the outdated nature of existing studies on the area coupled with the non-availability of expertise at national and the lack of material and financial resources. These shortcomings are a major handicap for any direct formulation of a full project proposal.

Indeed the development of a project proposal requires the availability of reliable, practical data from implemented studies. Therefore this Pre-project will strengthen the human, material and financial resources to implement the project properly.

1.2 Relevance

1.2.1 Compliance with the ITTO objectives and priorities

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

- *(c) Contributes to the sustainable development of forests and the alleviation of poverty through sound and sustainable management of natural resources;*

The activities of this pre-project are part of the implementation of sustainable forest management in Togo. Indeed, Togo has made significant progress by establishing a framework conducive to sustainable and participatory forest management: the adoption of the Law providing the "Forest Code" on June 19, 2008. The Forest Code is to remedy the shortcomings in the enforcement of the 1938 Decree and, as such, it has been designed as the legal, state-of-the-art system for a more participatory and efficient form of management, to ensure the sustainability of forests and secure the continuance of their ecosystem services, on the one hand, and to have the forest industry contribute substantially to the economic development and finally to help local communities to improve their living conditions, on the other hand. Thus, through a participatory approach and empowerment of grassroots communities, non-agricultural, income-generating activities will be identified and implemented for the development of the local communities.

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

This pre-project will reinforce the future project that will focus on the development of degraded forest lands with the motivated participation of local communities gradually empowered to sustainably manage their environment. This future project is consistent with the national policy covering the production of tropical timber and it also addresses the concern for reducing poverty whose objectives include inter alia the control of deforestation and environmental degradation.

In addition, this proposal is consistent with the following priorities and expected outcomes outlined in the ITTO Action Plan (2013-2018):

- Strategic Priority 3: *“Enhance the conservation and sustainable use of biodiversity in tropical timber producing forests”* and its related Expected Outcome *“Conservation and sustainable use of biodiversity in tropical timber producing forests is maintained and enhanced through SFM practices”*;
- Strategic Priority 4: *“Reduce tropical deforestation and forest degradation and enhance the provision of environmental services”* and its related Expected Outcomes *“Increase in the capacity of members to address climate change adaptation and mitigation through SFM”* and *“Increase in income generation based on forest-related environmental services and other forest outputs”*.

This pre-project will provide technical data from forestry, socio-economic and environmental impact studies providing the basis for project development. The implementation of this project will help increase timber production and improve forest lands with positive effects on local and regional climate. It will also create more jobs and the induction of new income-generating activities in the community. Therefore, It will contribute thereby to the social promotion of local communities by reducing their vulnerability to climate change.

The objectives of this Pre-project, and the various activities to be performed are entirely consistent with the priority objectives of the ITTO on the conservation of forest resources, the Yokohama Action Plan for 2013-2018 and the six priority areas mentioned in ITTO work plan 2002-2006 for the management of forest resources. This project will allow, amongst other things:

- Building the technical and material capacities of local people and other stakeholders for the sustainable management of forests;

Local communities will be involved in all decisions and their primary mission will be the implementation of reforestation, seedling production and undertaking IGAs during the implementation of the future project. To do this, they will be organized into local committees for the management and conservation committees and they will have their technical capacities enhanced on the following modules:

- Theme1: Natural resource management and poverty reduction in rural areas.
- Theme 2: Importance of natural resources in poverty reduction efforts.

- Increase the production of fuel wood and service wood;

To ensure optimal production of timber and service wood, the pre-project will focus on the need to rehabilitate and sustainably develop community forests through the formulation of the future project. This will also help increase the quantity and quality of fuelwood in the area of the future project.

- Promote participatory management and the equitable sharing of benefits from the sustainable management of forest resources;

The process of community involvement and participation was initiated during the design phase of the pre-project and it will continue during the advocacy phases aimed at all stakeholders and especially the people living in the area of the pre-project. These advocacy phases will provide opportunities to discuss the various concerns and to prepare the ground for the future activities of consultants. The methodology used by these consultants will be based on the collection of field data from participatory surveys with the affected communities through focus groups representing various socio-professional fields in the pre-project area.

All this work will be made use of during a local stakeholders consultative workshop in the area of the pre-project. Through an exchange of views, this workshop will reconcile viewpoints on certain principles and to restore confidence between the various stakeholders.

- Identify and fund income-generating activities necessary for the improvement of the living conditions of local people.

During the execution of forestry and socio-economic studies by the consultants during the implementation of the pre-project, local communities will offer some IGAs (Income Generating Activities) that provide income for their livelihoods. These IGAs will be considered in the development and implementation of the future project.

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

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

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

1.2.2 Relevance to the policies of submitting country

The full project proposal that will result from this Pre-project, is consistent with national policy guidelines contained in the updated version of the National Forestry Action Plan (NFAP, 2011). Indeed, this program focuses on the development of gazetted forest lands classified / conservation areas and private forest lands with the participation of rural communities to be gradually empowered to sustainable management of their environment.

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

- developing natural plant formations and reforesting degraded and forest land and / or open fallow land.
- Implementing the policies aimed at the rational use and conservation of genetic resources in the country.

To this end, four additional programmes were validated or under development, namely:

- National Agriculture Investment and Food Security Programme PNIASAN
- National Action Plan to Combat Desertification (PAN/LCD)
- National Development Plan (PND);
- National Agricultural Development Plan (PNDA)

The Strategic Investment Framework for Environment and Natural Resource Management in Togo, 2018-2022 (CSIGERN) was also developed this year.

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

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

The project developed so as to focus on conservation and the restoration of existing forest formations is close to an array of major projects and pre-projects completed or under implementation in the country through ITTO funding:

- Project PD 9/99 Rév. 2(F) *Sustainable Management of the Missahoe Reserved Forest forestry Resource with the Participation of the Local Rural Communities for an Optimal Timber Production (Kpalime, Togo)* now completed, which stemmed from pre-project PPD 11/96 Rév. 2 (F) *Identification and Planning of*

Measures for the Sustainable Management of the Kloto Community Forests in the Reserved Forest of Missahoe with the Participation of Farmers' Communities

- Pre-project PPD 136/07 Rev.1 (F) *Study for the Conservation, Land Management and Sustainable Mountain Biodiversity Management in the Centre North Region of Togo currently under completion in Togo.*

PART 2. PRE-PROJECT JUSTIFICATION

2.1 Objectives

2.1.1 Development Objective

To contribute to the conservation and sustainable management of forest ecosystems in the Mono plain in Togo.

2.1.2 Specific Objective

To support local authorities to design a project for the conservation and sustainable use of biodiversity on the Mono plain in Togo.

2.2 Preliminary Identification of the problem

In the Mono plain, according to the general population and housing census of 2010, there is a population of about 716,787 people i.e. 12.46% of the Togolese population. It is a predominantly rural population (80.25%) i.e. 575,212 people distributed across ten prefectures: Tchamba, Sotouboua, Blitta, East Mono, Anié, Ogou, Moyen-Mono, Agou, Amou and Haho. All of these prefectures belong to two regions (Central Plateau) where the incidence of poverty is 60.2% in rural areas against 36.5% in urban areas. It is an agricultural region par excellence with cotton, maize, cowpea, peanut and rice as main crops. In this region of the Mono Plain, the kabyé, tem, Ana and Ewhé ethnic groups predominate and respectively live in the cantons of Sotouboua, Adjengré, Tchébébé, Blitta and Elavagnon; Tchamba, Koussountou and Bago; Pallakoko, Anié, Gléi and Kamina; and Notsé, Aassrama, Tohoun and Tado.

More specifically, the locations involved in the project activities are as follows: (i) Prefecture of Sotouboua for the cantons of Sotouboua, Adjengré, Aouda, Tchébébé and Titigbé; (ii) Prefecture of Blitta for the cantons of Blitta, Yalimbe, Tchaoudé, Agbandi, Langabou and Pagala; (iii) Prefecture of Est Mono for the cantons of Gnamassila, Elavagnon, (iv) Prefecture of Anié for the cantons of Anié and Pallakoko; (v) Prefecture of Haho for the cantons of Notsé, Gléi, Datcha. These locations which have been identified for reforestation will be retained after consultation with the local communities and validation by a technical workshop.

Communities in the targeted and neighbouring villages and village development committees will be involved in the improved work associated with reforestation, growing forest seedlings in nurseries, modern beekeeping and traditional poultry farming. In this way they will benefit from the direct effects of the project through: (i) payment for work associated with reforestation, nurseries, beekeeping and poultry farming; (ii) establishment of private forest reforestation and nurseries they themselves run thus allowing them to access new financial resources; (iii) significant sales of good quality honey and poultry; (iv) an improvement in their agricultural income due to the improvement in climatic conditions in the project area.

The diagnosis mission conducted in the area with the support of local populations gave them the opportunity to express their concern regarding the ongoing degradation of their living area, which hinders the development of the economy in the region, and their desire to restore the forest cover. Their strong desire for action is motivated by the need to address the continuing drop in production outputs for their main agricultural and pastoral activities, which were important sources of income. This decline in productivity is mainly due to human pressure and deteriorating environmental conditions. For this purpose, the development of this pre-project is justified by the lack of a forest development plan for the Mono Plain due to the outdated nature of existing studies on the area combined with the non-availability of national expertise and the lack of material and financial resources.

The causes of this threat are:

- (i) Overexploitation of forest and wildlife resources.

This overexploitation and uncontrolled exploitation are among the drivers of deforestation in Togo, conducted in order to meet the need for fuelwood, on the one hand, and timber and service wood on the other.

(ii) The farming pressure

Crop cultivation practices are carried out by traditional methods in this case the slash and burn cultivation and tree girdling resulting, in the demise of flora, fauna and biodiversity.

(iii) Repeated wildfires and bush fires

They consume most of the savannah landscapes, savannah parklands and grasslands, endangering habitats and dependent species.

These threats have the following effects:

- The extinction of certain biological species,
- The depletion of timber stocks,
- forest land degradation and declining agricultural production,
- The aggravating poverty in local communities.

PART 3. PRE-PROJECT INTERVENTIONS

3.1 Outputs

Output 1: Data from forest, socio-economic, legal and environmental studies are available.

Output 2: To contribute to the conservation and sustainable management of forest ecosystems in the Mono Plain in Togo.

3.2. Activities, inputs and unit costs

Outputs and activities	Inputs			Unit costs	Source (I or E)	Year	Budget Component	TOTAL
	Units and quantities	QTY						
Output 1: Data from forest, socio-economic, legal and environmental studies are available								
Activity 1.1: Raise the awareness of communities and conduct inventory of community forests in the pre-project area		month						
	Coordinator		10	64,0	(I)	Y1	11.1	640
	Coordinator	month	20	29,0	(E)	Y1	11.1	580
	National Expert	month	3	167,0	(I)	Y1	31.1	501
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Driver-messenger	month	10	30,0	(I)	Y1	12.2	300
	Driver-messenger	month	20	12,0	(E)	Y1	12.2	240
	Advocacy kit	unit	5	625,0	(I)	Y1	21	3 125
	Vehicle maintenance	unit	30	12,7	(E)	Y1	52	380
	Fuel and lubricants	liter	30	17,0	(E)	Y1	51	510
	Office supplies	unit	35	6,0	(E)	Y1	44.1	210
	Project leader	month	2	20,0	(E)	Y1	31.3	40
	Communication	month	8	18,0	(I)	Y1	53	144

Outputs and activities	Inputs		Unit costs	Source (I or E)	Year	Budget Component	TOTAL	
	Units and quantities	QTY						
Sub-total 1.1							7 155	
Activity 1.2: Implement socio-economic studies in the pre-project area	National consultant (2 months)	month	2	2650,0	(I)	Y1	22	5 300
	Coordinator	month	10	64,0	(I)	Y1	11.1	640
	Coordinator	month	20	29,0	(E)	Y1	11.1	580
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Driver-messenger	month	10	30,0	(I)	Y1	12.2	300
	Driver-messenger	month	20	12,0	(E)	Y1	12.2	240
	Fuel and lubricants	liter	30	17,0	(E)	Y1	51	510
	Vehicle maintenance	unit	1	380,0	(E)	Y1	52	380
	Communication	month	6	18,0	(I)	Y1	53	108
Sub-total 1.2							8 543	
Activity 1.3: Conduct forestry studies in the pre-project area	Two months national consultant	month	2	2650,0	(I)	Y1	23	5 300
	Coordinator	month	10	64,0	(I)	Y1	11.1	640
	Coordinator	month	20	29,0	(E)	Y1	11.1	580
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	90,0	(E)	Y1	12.1	1 350

Outputs and activities	Inputs			Unit costs	Source (I or E)	Year	Budget Component	TOTAL
	Units and quantities		QTY					
	Vehicle maintenance	unit	30	12,7	(E)	Y1	52	380
	Driver-messenger	month	10	30,0	(I)	Y1	12.2	300
	Driver-messenger	month	20	12,0	(E)	Y1	12.2	240
	Fuel and lubricants	liter	30	17,0	(E)	Y1	51	510
	Communication	month	6	18,0	(I)	Y1	53	108
Sub-total 1.3								9 758
Activity 1.4: Conduct legal studies	National consultant (1 month)	month	1	2300,0	(I)	Y1	24	2 300
	Coordinator	month	5	64,0	(I)	Y1	11.1	320
	Coordinator	month	10	29,0	(E)	Y1	11.1	290
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	18,0	(E)	Y1	12.1	270
	Vehicle maintenance	unit	20	13,5	(E)	Y1	52	270
	Driver-messenger	month	5	30,0	(I)	Y1	12.2	150
	Driver-messenger	month	15	12,0	(E)	Y1	12.2	180
	Fuel and lubricants	liter	20	17,0	(E)	Y1	51	340
	Communication	month	6	18,0	(I)	Y1	53	108
Sub-total 1.4								4 578
Activity 1.5: Conduct environmental assessment	National consultant (1 month)	month	1	2300,0	(I)	Y1	25	2 300
	Coordinator	month	5	64,0	(I)	Y1	11.1	320

Outputs and activities	Inputs			Unit costs	Source (I or E)	Year	Budget Component	TOTAL
	Units and quantities		QTY					
	Coordinator	month	10	29,0	(E)	Y1	11.1	290
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Vehicle maintenance	unit	20	13,5	(E)	Y1	52	270
	Driver-messenger	month	5	30,0	(I)	Y1	12.2	150
	Driver-messenger	month	15	12,0	(E)	Y1	12.2	180
	Fuel and lubricants	liter	20	17,0	(E)	Y1	51	340
	Vehicle maintenance	month	6	18,0	(I)	Y1	53	108
Sub-total 1.5								4 443
Activity 1.6: Organise a workshop to report study findings to stakeholders	Committee (10 pers; 2 days)	day	2	1500,0	(I)	Y1	61	3 000
	Project leader	month	2	20,0	(E)	Y1	31.3	40
	Coordinator	month	3	64,0	(I)	Y1	11.1	192
	Coordinator	month	7	29,0	(E)	Y1	11.1	203
	National Expert	month	1	167,0	(I)	Y1	31.1	167
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Driver-messenger	month	4	30,0	(I)	Y1	12.2	120
	Driver-messenger	month	6	12,0	(E)	Y1	12.2	72

Outputs and activities	Inputs			Unit costs	Source (I or E)	Year	Budget Component	TOTAL
	Units and quantities		QTY					
	Vehicle maintenance	unit	10	16,0	(E)	Y1	52	160
	Fuel and lubricants	liter	10	17,0	(E)	Y1	51	170
	Insurance	unit	1	200,0	(E)	Y1	64	200
	Communication	month	9	18,0	(I)	Y1	53	162
Sub-total 1.6								4 971
<u>Output 2: To contribute to the conservation and sustainable management of forest ecosystems in the Mono Plain in Togo</u>								
Activity 2.1: Develop strategy and full project proposal for submission to ITTO for funding		month						
	National Expert		20	167,0	(I)	Y1	31.1	3 340
	Coordinator	month	5	64,0	(I)	Y1	11.1	320
	Coordinator	month	15	29,0	(E)	Y1	11.1	435
	National supervisors (10 pers. x 20 days)	day	20	895,0	(I)	Y1	31.2	17 900
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Driver-messenger	month	10	30,0	(I)	Y1	12.2	300
	Driver-messenger	month	20	12,0	(E)	Y1	12.2	240
	Vehicle maintenance	unit	30	12,7	(E)	Y1	52	380
	Fuel and lubricants	liter	30	17,0	(E)	Y1	51	510
	Communication	month	6	18,0	(I)	Y1	53	108

Outputs and activities	Inputs			Unit costs	Source (I or E)	Year	Budget Component	TOTAL
	Units and quantities	QTY						
Sous-total 2.1								24 018
Activity 2.2: Organise a validation seminar for pre-project results	30 participants; 2 days	day	2	1500,0	(E)	Y1	62	3 000
	Coordinator	month	4	64,0	(I)	Y1	11.1	256
	Coordinator	month	6	29,0	(E)	Y1	11.1	174
	National Expert	month	1	167,0	(I)	Y1	31.1	167
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Evaluation Committee (10 pers.; 3 days)	day	3	1000,0	(I)	Y1	63	3 000
	Driver-messenger	month	4	30,0	(I)	Y1	12.2	120
	Driver-messenger	month	6	12,0	(E)	Y1	12.2	72
	Vehicle maintenance	units	10	16,0	(E)	Y1	52	160
	Fuel and lubricants	liters	10	17,0	(E)	Y1	51	170
	Office supplies	units	1	500,0	(I)	Y1	54	500
	Office supplies (photocopy machine)	units	1	800,0	(E)	Y1	44.1	800
	Communication	month	9	18,0	(I)	Y1	53	162
Sub-total 2.2								9 066

Outputs and activities	Inputs			Unit costs	Source (I or E)	Year	Budget Component	TOTAL
	Units and quantities		QTY					
Activity 2.3: Prepare pre-project reports	Coordinator	month	5	64,0	(I)	Y1	11.1	320
	Coordinator	month	15	29,0	(E)	Y1	11.1	435
	Project leader	month	30	20,0	(E)	Y1	31.3	600
	National Expert	month	5	167,0	(I)	Y1	31.1	835
	Financial assistant	month	5	70,0	(I)	Y1	12.1	350
	Financial assistant	month	15	9,0	(E)	Y1	12.1	135
	Office set-up	unit	6	200,0	(E)	Y1	41	1 200
	Office supplies	unit	12	108,3	(I)	Y1	54	1 300
	Office supplies (Computer)	unit	1	600,0	(E)	Y1	44.1	600
	Audit	unit	1	2000,0	(I)	Y1	65	2 000
Sub-total 2.3								7 775
TOTAL								80 307

I = ITTO's contribution E = Togo's contribution

3.2 Approaches and methods

This Pre-project proposes to make draw up a baseline study of lowland ecosystems of national significance to build a database and develop a management and conservation plan for these ecosystems.

The project will be implemented with the participation of all stakeholders involved in the development of the project, including the communities, local NGOs and the forestry administration, agriculture, social affairs and others involved in the management of natural resources. A strong emphasis will be placed on the advocacy work towards the communities to induce their enthusiasm, availability and expectations in respect of the future project.

The communities in the targeted and neighbouring villages together with the CVD (Village Development Committees) will be involved in the work for reforestation, production of forest seedlings, beekeeping and poultry farming. In this way they will benefit from the direct effects of the project through: (i) payment for work associated with reforestation, nurseries, beekeeping and poultry farming; (ii) establishment of private forest reforestation and nurseries they themselves run thus allowing them to access new financial resources; (iii) significant sales of good quality honey and poultry; (iv) an improvement in their agricultural income due to the improvement in climatic conditions in the project area.

Due to their proximity, the communes of Sotouboua, Blitta, Atakpame and Notse will gain economic advantages from the future project as this is where the headquarters will be established and some of the income spent. Through forestry administration the Togolese state is equipping itself with a methodology for managing its forestry sector more successfully. It will have the resources to carry out new projects in the future.

The future project will re-establish the forest cover with positive effects on the local and neighbouring climate. It will also allow a fairly large number of jobs to be created (distribution of income) and will introduce new income-generating activities to the local community, thus assisting with its social advancement.

It should be pointed out that any activities involved in future projects will be preceded by consultations with all the stakeholders involved, in particular the CVD, the grassroots organisations, the communities, etc. A CGPRN (Natural Resources Management and Protection Committee) has been created for this purpose and will be responsible for running the future project. Its exact role is discussed at the time of its creation, i.e. at the outset of the future project. Here are a few ideas about how the CGPRN could intervene: (1) it prepares its rules of procedure; (2) it is involved in confirming the proposed areas of use according to the land allocation map and in preparing its rules of procedure; (3) it is responsible for supervising implementation of the rules of procedure per land allocation zone; (4) it takes part in planning and organising reforestation work; (5) it organises the protection of community forests against fire, illegal wood-cutting, poaching; (6) it discusses, proposes and supports the measures for promoting reforestation; (7) It takes part in the selection of external stakeholders. The following parties sit on the CGPRN: two representatives per village, the Prefect's representative (environmental DR, one Social Affairs representative and the project coordinator (during the project period). Depending on the agenda other representatives may be invited. The CGPRN should meet at least 3 to 4 times/year, and more often at the outset of the project. The CGPRN will be supported by the CLGPRN (Local Committees in charge of Natural Resources Management and Protection) representing the targeted cantons. Their role and how they operate is discussed and decisions reached between the CGPRN and the cantons. The CLGPRN decide on their own membership and on the distribution of duties and obligations. The community is responsible for forest seedling production but they may request technical support from the forestry services, and assistance with purchasing forest seeds and equipment.

Considering that the forest stands belong to local communities, the concept of community forest would apply better in this context if the relevant communities are certain that their interests will be respected and that revenues derived from products and services of these community forests will be shared equally. To do so, the technical manager of the project, the local representatives of the forestry administration and community development NGOs working in this area will assist village

communities to form legal entities that could be Associations, Cooperatives, Joint-Initiative Groups (GIC) or Economic Interest Groups (GIE) for the management of these forests. Awareness meetings and consultation for the creation and management of community forests, targeting each component of the community will be organized by forest administration officers responsible to ensure the participation of all members of the community and identify objectives and priority uses for these forests.

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

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

a) Participatory approach

The overall objective of a participatory approach is to engage, involve in and closely associate communities to the diagnosis, identification, programming, implementation and monitoring of actions at the level Local and identify the responsibilities of the different partners in monitoring and management activities.

The participatory approach leads to the collaborative management of mutually agreed solutions to meet the needs and expectations of local communities. It aims, ultimately, at improving the living conditions of communities while ensuring local development for their benefit on a sustainable basis.

For this purpose several methods can be used such as PRA, DIGRAP, PCESH, SAGE, GOPP.

During the execution of this pre-project, the use of the PRA method would be more appropriate because it never ceased to induce a consensus as to its contribution to improved techniques for diagnosis, planning and evaluation in rural areas in particular. This success is undoubtedly due to the fact that it is based on local knowledge and a multidisciplinary team of stakeholders using a variety of flexible tools encouraging the participation of the communities concerned. These tools can be discriminated into three main groups namely:

- The tools used in participatory information gathering exercises;
- The participatory planning tools;
- Tools for participatory monitoring and evaluation.

In addition, the GOPP methodology (Goal-Oriented Project Planning) can be used in workshops to validate the results of studies of this pre-project PPD 151/11 (F). Based on the results of this workshop a proposal for future projects will be formulated taking into account all the interests and expectations of all stakeholders, including those local target communities for whom the project achievements will improve the living conditions and environment, while contributing to a rational use of biological resources available.

Although the development of the pre-project was based on the concerns of local residents of the Mono Plains, during the implementation activities of the pre-project, a special emphasis should be placed on certain categories of stakeholders, including landowners who assume that the development of their land on behalf of the community would eventually lead to the loss of their land to the community. This basic issue should lead the pre-project team to increase advocacy by closely involving traditional chiefs. To this end, a workshop with landowners of the pre-project area can be organized to get approval and support from them to ensure the success of the future project.

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

The dynamics set in motion following the phase during which bottlenecks were identified and the pre-project was developed will be maintained during the field survey phase and until the development of the future full project. NGOs will continue to generate relevant information to pave the way for the

consultant through their organizational capacity building activities among populations. All project work will be leveraged through consultation and exchange workshop between various stakeholders in order to maintain trust and consolidate the commitment of all involved in future project implementation.

b) Field Survey

- Inventory of vegetation and the flora

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

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

- Wildlife inventory

The following methodology will be used, information data will be collected regarding:

- ⇒ Identification of individual species;
- ⇒ Their population figures;
- ⇒ The group structures;
- ⇒ Signs and evidences of their occurrence;
- ⇒ The behaviour of groups.

- Direct observation (transects methodology)

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

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

- Quantitative sampling using the quadrat methodology

It consists of the demarcation of a 25 m² or 100 m² areas in which holes dug by West African fiddler crab and other crustaceans have been numbered. The objective is to assess the abundance of these species.

c) Ethno-botany and ethno-zoological surveys

This will consist in surveys aimed to assess the level of interest for these ecosystems – together with their various plant and animal species –among the target communities and villages. Community members will therefore be met including farmers, fishermen, merchant and traders, stock breeders, etc. in order to draw up the list of local wetlands with their respective uses and their animal and plant resources, on the one hand, and the various human activities – whether having human-induced impacts on these ecosystems or not, on the other hand. These surveys will help develop a knowledge base on these local wetlands. Questionnaires prepared for the circumstances will help assess the conservation and management potentials of these biodiversity-rich areas.

d) Proposed participatory management model for the target area

The lowlands of the Mono, were never to our knowledge the subject of any management programme. However these areas are occupied by diverse forms of wetlands, ponds, reservoirs, all richly endowed with biological diversity which the local communities use in accordance with their needs.

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

e) Mapping of plant assemblages/plant communities

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

f) Data analysis

Data collected will be entered in the computer system using Excel and submitted to a multi-variable analysis with a specialist software (e.g. *Community Analysis Package*, 2002) in order to define the vegetation formations/types and the plant assemblages within each identified formation. The results of this analysis will confirm or complement existing data.

The established list of plant species will be compared with that of previous work in order to determine rare species or species endemic to the area.

The formations identified as well as the flora and fauna diversity will be compared with those of similar ecosystem in other tropical regions, in order to define, where possible, the specificity of the Mono plain.

3.3 Work Plan

Outputs and Activities	Responsible Partner	Schedule (in months)									
		1	2	3	4	5	6	7	8	9	10
Output 1: Data from forest, socio-economic, legal and environmental studies are available											
Activity 1.1: Raise awareness of communities and conduct inventory of community forests in the pre-project area	NC /AMEN /DRF	■									
Activity 1.2: Implement socio-economic studies in the pre-project area	National socio-economist consultant			■	■						
Activity 1.3: Conduct forestry studies in the pre-project area	National forestry consultant			■	■						
Activity 1.4: Conduct legal studies	National legal consultant			■	■						
Activity 1.5: Conduct an environmental assessment	National Environment Management Consultant			■	■						
Activity 1.6: Organise a workshop to report study findings to stakeholders	NC /AMEN /DRF					■					
Output 2: To contribute to the conservation and sustainable management of forest ecosystems in the Mono Plain in Togo											
Activity 2.1: Organise a validation seminar for the pre-project results	NC /AMEN /DRF							■			
Activity 2.2: Develop a project proposal for submission to ITTO for funding	EN /CN							■	■		
Activity 2.3: Prepare pre-project reports	NC /AMEN /DRF									■	■

EN=National Expert; CN=National Coordinator; CTA=Technical Support Committee; DRF=Directorate of Forest Resources

3.5 Budget

Yearly Consolidated Project Budget: summary

	Budget components	Input	Unit cost	TOTAL	Year 1
10	Project Personnel				
	1.1 Experts nationaux (long terme)				
	1.1.1. Project Coordinator	10	721,5	7 215	7 215
	1.2.1 Financial assistant	10	571,5	5 715	5 715
	12.2 Driver / messenger	10	320,4	3 204	3 204
	Component total			16 134	16 134
20	Sub-contracting				
	2.1 Advocacy kits	5	625,0	3 125	3 125
	2.2 Consultant in socio-economics	2	2650,0	5 300	5 300
	2.3 Consultant in forest surveys	2	2650,0	5 300	5 300
	2.4 Consultant in legal surveys	1	2300,0	2 300	2 300
	2.5 Consultant in environmental impact evaluation	1	2300,0	2 300	2 300
	2.9 Component total			18 325	18 325
30	Duty travel				
	3.1 Daily Subsistence Allowance	10	0,0		
	31.1 National expert	10	501,0	5 010	5 010
	31.2 Other national key personnel	10	1790,0	17 900	17 900
	31.3 Project leader	10	68,0	680	680
	39. Component total			23 590	23 590
40	Capital Goods				
	41. Office space	10	120,0	1 200	1 200
	44. Capital Goods				
	44.1 Office equipment	10	161,0	1 610	1 610
	49 Component total			2 810	2 810
50	Consumables				
	51. Raw materials (fuel)	3 060,0	1,0	3 060	3 060
	52. Maintenance and spare parts	10	238	2 380	2 380
	53. Utilities (communication)	10	100,8	1 008	1 008
	54. Office Supplies	10	180,0	1 800	1 800

	59. Component total			8 248	8 248
60	Miscellaneous				
	61. Workshop to report on study findings to stakeholders	1	3000,0	3 000	3 000
	62. Seminar to evaluate pre-project results	1	3000,0	3 000	3 000
	63. Assessment of project proposal by national panel	1	3000,0	3 000	3 000
	64. Insurance	1	200,0	200	200
	65. Audit	1	2000,0	2 000	2 000
	69. Component total			11 200	11 200
	Sub-total			80 307	80 307
70	Local management costs				
	71. EA's Management Costs			12 046	12 046
	79. Component total			12 046	12 046
80	Project monitoring and administration				-
	81. ITTO Monitoring and Review			3 000	3 000
	82. ITTO mid-term, final and ex-post evaluation costs				-
	83. ITTO Programme Support Costs (12% on budget items 10 to 82 above)			7 630	7 630
	89. Component Total			10 630	10 630
90	Pre-project cost refund (Pre-project budget)				
100	OVERALL TOTAL			102 983	

Yearly Project Budget by source: ITTO

	Budget Component	Input	Unit Cost	TOTAL	Year 1
10	Project personnel				
	1.1 National experts (long term)				
	1.1.1. Coordinator	10	364,8	3 648	3 648
	1.2.1 Financial assistant	10	315	3 150	3 150
	12.2 Driver / messenger	10	174	1 740	1740
	Total component			8 538	8 538
20	Sub-contracting				
	2.1 Advocacy kits	5	625	3 125	3 125
	2.2 Consultant in socio-economics	2	2650	5 300	5 300
	2.3 Consultant in forest surveys	2	2650	5 300	5 300
	2.4 Consultant in legal surveys	1	2300	2 300	2 300
	2.5 Consultant in environmental impact evaluation	1	2300	2 300	2 300
	2.9 Total component			18 325	18 325
30	Duty travel				
	3.1 Daily Subsistence Allowance				
	31.1 National expert	10	501	5 010	5 010
	31.2 Other national key personnel	10	1790	17 900	17 900
	31.3 Project leader				
	Total component			22 910	22 910
40	Capital items				
	41. Office space				
	44. Capital goods				
-	44.1 Office supplies	-	-	0	0
	49 Total component				
50	Consumables				
	51. Raw materials (fuel)	-	-	0	0
	53. Utilities and services (communication)	10	100.8	1008	1008
	54. Office Supplies	10	180	1 800	1 800
	59. Total component			2 808	2 808
60	Miscellaneous				
	61. Workshop to report on survey findings to stakeholders	1	3000	3 000	3 000
	62. Seminar to evaluate pre-project results			0	0
	63. Workshop for assessment of project proposal by national panel	1	3000	3 000	3 000
-	64. Insurance	-	-	0	0
	65. Audit	1	2000	2 000	2 000

	Budget Component	Input	Unit Cost	TOTAL	Year 1
	69. Total component			8 000	8 000
	Sub-total			60 581	60 581
80	Project monitoring and administration				
	81. ITTO Monitoring and Review			3 000	3 000
	82. ITTO mid-term, final and ex-post evaluation costs				
	83. ITTO Programme Support Costs (12% on budget items 10 to 82 above)			7 630	7 630
	89. Total component			10 630	10 630
90	Refund of pre-project costs (pre-project budget)				
100	OVERALL TOTAL			71 211	

Yearly Project Budget: Host government contribution

	Budget Component	Input	Unit Cost	TOTAL	Year 1
10	Project personnel				
	1.1 National experts (long term)				
	1.1.1. Coordinator	10	356,7	3 567	3 567
	1.2.1 Financial assistant	10	256,5	2 565	2 565
	12.2 Driver / messenger	10	146,4	1 464	1 464
	19. Total component			7 596	7 596
30	Duty travel				
	3.1 Daily Subsistence Allowance				
	31.3 Project leader	10	68,00	680	680
	39. Total component			680	680
40	Capital items				
	41. Office space	10	120,00	1 200	1 200
	44. Capital Goods				
-	44.1 Office supplies	10	161,00	1 610	1 610
	49 Total component			2 810	2 810
50	Consumables				
	51. Raw materials (fuel)	3060	1	3 060	3 060
-	52. Maintenance and spare parts	10	238	2 380	2 380
	59.Total component			5 440	5 440
60	Miscellaneous				
-	62. Seminar for evaluating pre-project results	1	3 000,00	3 000	3 000
-	64. Insurance	1	200,00	200	200
	69. Total component			3 200	3 200
	Sub-total			19 726	19 726
70	Local management costs				
	71. EA's Management costs			12 046	12 046
	79. Total component			12 046	12 046
100	OVERALL TOTAL			31 772	

Overall Project Budget by Activity and Component (in US dollars)

Budget Components														
OUTPUTS / ACTIVITIES + Non-activity related costs	10. Project personnel		20. Sub-contracting		30. Duty travel		40. Capital goods		50. Consumables		60. Miscellaneous		Year	GRAND TOTAL
Output 1: Data from forest, socio-economic, legal and environmental studies are available														
Activity 1.1: Raise the awareness of communities in pre-project area	2,245.00	IE	3,125.00	I	541.00	IE	210.00	I	1,034.00	IE	-	I	Y1	7,155.00
Activity 1.2: Implement socio-economic studies	2,245.00	IE	5,300.00	I	-		-	I	998.00	IE	-	I	Y1	8,543.00
Activity 1.3: Conduct forestry studies in pre-project area	3,460.00	IE	5,300.00	I	-		-	I	998.00	IE	-	I	Y1	9,758.00
Activity 1.4: Conduct legal studies	1,560.00	IE	2,300.00	I	-		-	I	718.00	IE	-	I	Y1	4,578.00
Activity 1.5: Conduct environmental assessment	1,425.00	IE	2,300.00	I	-		-	I	1,033.46	IE	-	I	Y1	4,443.00
Activity 1.6: Organise workshop to report study findings to stakeholders	1,072.00	IE	-	I	207.00	IE	-	I	492.00	IE	3,300.00	I	Y1	4,971.00
Sub-total 1	12,007.00	IE	18,325.00	I	748.00	IE	210.00	I	4,958.00	IE	3,200.00	I		39,448.00
Output 2: To contribute to the conservation and sustainable management of forest ecosystems in the Mono Plain in Togo														
Activity 2.1: Develop a full project proposal for submission to ITTO and funding	1,780.00	IE	-		21,240.00	I		I	998.00	IE	-	I	Y1	24,018.00
Activity 2.2: Organise seminar for validating pre-project outcomes	1,107.00	IE		I	167.00	I	800.00	I	992.00	IE	6,000.00	I	Y1	9,066.00
Activity 2.3: Prepare pre-project reports	1,240.00	IE	-		1,435.00	IE	1,800.00	IE	1,300.00	I	2,000.00		Y1	7,775.00
Sub-total 2	4,127.00	IE	-	I	22,842.00	IE	2,600.00	IE	3,290.00	IE	8,000.00	I		40,859.00
Sub-total (ITTO)	8,538.00		18,325.00		22,910.00		-		2,808.00		8,000.00			60,581.00
Sub-total (Executing Agency)	7,596.00		-		680.00		2,810.00		5,440.00		3,200.00			19,726.00
Sub-total (Other)	-		-		-		-		-		-			-
TOTAL (ITTO/EA, excluding costs)	16,134.00		18,325.00		23,590.00		2,810.00		8,248.00		11,200.00			80,307.00

I: ITTO's contribution

E: Executing Agency Host Government contribution

PART 4. IMPLEMENTATION ARRANGEMENT

4.1 Executing Agency and Organizational Structure

The project will be piloted by a committee composed of the national coordinator appointed by the AMEN Association and one National Expert. This Steering Committee will ensure the execution of the various studies to be implemented by the consultants.

The Coordinator will be supported by a Technical Support Committee whose membership will be as follows:

- One representative of the Ministry in charge of Forests;
- One representative of the Ministry in charge of Agriculture, Husbandry and Fisheries;
- One representative of ITTO Focal Point in Togo;
- One representative of the AMEN Association;
- One representative of the union of NGOs;
- One representative of the Directorate of Forests.

The Technical Support Committee's tasks will be to review Progress reports. **Specifically, this committee consists of the following services: the department of forest resources which is responsible for supervision; the department of agriculture; the department of the environment; the planning department; the ODEF (Agency for Forest Development and Use, Togo) and the UONGTO (Union of Togo's NGOs). It is responsible for assessing bids for recruiting a national expert and forestry study consultants, socioeconomic studies, legal studies, environmental studies. It will also conduct awareness campaigns in communities within the pre-project area. Finally, the committee will be responsible for assessing the consultant reports before these are finalised. The supervision agency will monitor progress and release funds for carrying out the pre-project activities.**

4.2 Pre-project management team

The Ministry of the Environment and Forest Resources is the representative of the Government with ITTO. In this respect, it will ensure the appointment of the National Pre-project coordinator nominated by the civil society organization "Les Amis de l'Environnement" (AMEN) to become the representative of the aforesaid Pre-project Management Team. It will also supervise the recruitment of the National Consultants and the participation of the various services and NGOs and other stakeholders interested in the implementation of the pre-project.

AMEN will receive technical support from the *Direction des Eaux et Forêts* (DEF) as the latter is statutorily in charge of forest management in Togo.

Three local community structures will be involved in the future project. These are:

- Local Community Forests Management Structures.
- Village Management Committees for Community Development.
- Village Committees for Community Forest Monitoring And Maintenance

4.3 Monitoring and reporting

Monitoring and reporting:

To ensure effective pre-project monitoring, a Technical Support Committee will be established (see below) whose mission will be to assess the reports of the various consultants and National Expert. Meetings of the Technical Support Committee will take place each time preliminary reports will be submitted and minutes will be drawn of these minutes. ITTO Focal Point in Togo will also have a right to monitor the implementation of the pre-project.

Reports:

The National Coordinator will prepare scheduled work plans and progress reports for ITTO and forward copies thereof to ITTO Focal Point in Togo.

Two technical reports will be prepared by the National Coordinator for ITTO with copies thereof forwarded to ITTO Focal Point in Togo, including the following:

- A progress report will be prepared according to standard ITTO procedures;
- One pre-project report complying with ITTO guidelines providing findings and recommendations. This report will come with the Pre-project financial audit report.

ANNEX 1: EXECUTING AGENCY PROFILE

1) **Background:**

- *Name, address of headquarters and mission profile*
AMEN has its headquarters in Lomé, rue de la CEDEAO, BP: 81185,
Tél: +228 903 85 67
- *Year of creation: March 2001*
- *Field of specialism: Education, Environment and health*
- *Staff Chart:*

The civil society organization "Les Amis de l'Environnement" (AMEN) promotes development at grassroots level and is affiliated to several ONG networks. It is the body in charge of designing, coordinating and implementing the grassroots-level development policy in agriculture, environment and conservation, especially forest resources.

For this purpose, it is in charge of:

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

Organisation:

At central level, it includes:

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

The Executive Office includes

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

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

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

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

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

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

The participation in all meetings organized by ONG groups and related umbrella organizations;

Organization of training programmes and symposia; etc.

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

- The Atamtou reforestation project (Binah Prefecture, Kara region);
- The beekeeping project in Blitta (Blitta Prefecture; Central region);
- The forest surveys of pre-project PPD 37/02 Rév.1 (F) (Lakes prefecture; Maritime Region);
- The forest surveys of pre-project PPD 136/07 Rév.1 (F) (Kara Central Regions).

2) **Infrastructure:**

AMEN does not have sufficient resources. However, for training and retraining of their personnel, they resort to training equipment of training centres built by the Government for this purpose. Training props are often provided by the Association and/or NGO Groups. For long-term training, specialist training institutes in the African sub-region are often approached.

3) **Budget:** (in \$US)

Years	2008	2009	2010
Components			
Personnel	21588	21451	19130
Duty travel	5000	3000	3500
Missions	4005	6018	3252
Capital Goods	1200	1200	1200
Consumables	1200	2500	2600
TOTALS	32993	34169	29682

4) **Personnel:**

Categories	Staff
(g) University Graduates (Baccalaureate + 5, 6 or 7 years)	5
(h) Trainers, Assistants, Extension workers	8
(i) Admin. Personnel.	9
(j) Support staff	19

ANNEX 2: TERMS OF REFERENCES OF THE KEY EXPERTS SECONDED BY THE EXECUTING AGENCY

Pre-project National Coordinator (NC)

The person will be in charge of making all arrangements required to conduct the Pre-Project; he/she will work and liaise with various consultants; develop the detailed work plan; facilitate mutual consultations and collaboration with all institutions involve in the implementation of this pre-project; he/she will prepare appropriate documentation for the expert and sub-contractors, organize and convene the Pre-project results evaluation seminar; participate to the development of a land-management and restoration project. The National Pre-project Coordinator (CN) must become familiar with ITTO procedures, in particular with financial management and reporting.

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

Secretary/Administrative and financial assistant

He/she will be in charge of the operation of the secretariat, accounting and administrative matters.

Driver - Messenger

In charge of courier and manages the vehicle fleet.

ANNEX 3: TERMS OF REFERENCE FOR CONSULTANTS AND KEY PERSONNEL FUNDED BY ITTO

Pre-project National Expert

Based on the various studies conducted in the area and recommendations from the validation seminar and in keeping with the ITTO Project development procedures, the National Expert's duties will include:

- To prepare the draft Project Proposal to be submitted for adoption in the Seminar to validate the Project Proposal Document;
- To finalise the Project Proposal taking into account the resolutions and recommendations from the seminar to be submitted to ITTO;
- To present the project proposal to the evaluation commission;
- To prepare the final Pre-Project technical report having in appendices the synthesis of studies implemented and the formulated project proposal.
- To be ready to incorporate any amendments formulated by stakeholders – and subsequently by the ITTO Expert Panel – into the Proposal.

The National Expert will have at least 5-year experience in developing project proposals in accordance with the ITTO Manual for Project Formulation.

Consultant in Forestry Surveys

Forest and wildlife surveys will

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

Consultant in charge of the socio-economic surveys

- To identify the stakeholders of the future project;
- To prepare a sociological map of the region (location of villages, population centres, social infrastructure, dependence on natural resources);
- To study the social structure, socio-political relations between the local communities and social groups (conflicts, competition, cooperation);
- To conduct a socio-economic survey to establish a set of baseline data for the socio-economic context and the use of resources;
- To characterize the dynamics of economic exchanges between the region and the rest of the country;
- To investigate data on the current use of natural resources in the region and to predict future trends;
- To research information on the traditional user's rights on forest resources, migratory flows and any cultural aspects relevant to biodiversity conservation;
- To research relevant information on relevant local knowledge in respect of biodiversity management;
- To research information on local communities' outlook with regard to biodiversity management and conservation objectives;
- To actively participate in the workshop reporting the results of the socio-economic study;
- To propose policies for the adequate participation of stakeholders in the execution of the planned project.
- **To determine the crucial role of women in forestry management, access to financial resources, technology, education and training; and decision-making opportunities.**
- **To provide details about women's advantages and disadvantages in wood industries, and giving them equal access to employment opportunities;**
- **To determine women's potential for involvement in the national forestry economy, and contributing to it;**
- **To promote gender equality and women's empowerment within the community forest sector;**
- **To promote women's role in the governance structure for community forests at cantonal, regional and national level.**

Note: For all activities, analyses and recommendations, the consultant will take into account gender equity considerations. The studies will be conducted by the ENDE-Consulting firm which has proven experience in this field.

Consultant in legal surveys

- To identify the stakeholders of the future project;
- To prepare a sociological map of the region (location of villages, population centres, social infrastructure, dependence on natural resources);
- To study the social structure, socio-political relations between the local communities and social groups (conflicts, competition, cooperation);
- To research relevant information on relevant local knowledge pertaining to biodiversity management;
- To research information on local communities' outlook with regard to biodiversity management and conservation objectives;
- To actively participate in the workshop reporting the results of the socio-economic study;
- To propose policies for the adequate participation of stakeholders in the implementation of the planned project;
- To identify institutional requirements and related needs for implementing mitigation and monitoring measures.

Consultant in Environmental Impact Survey

1. Introduction

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

2. Background

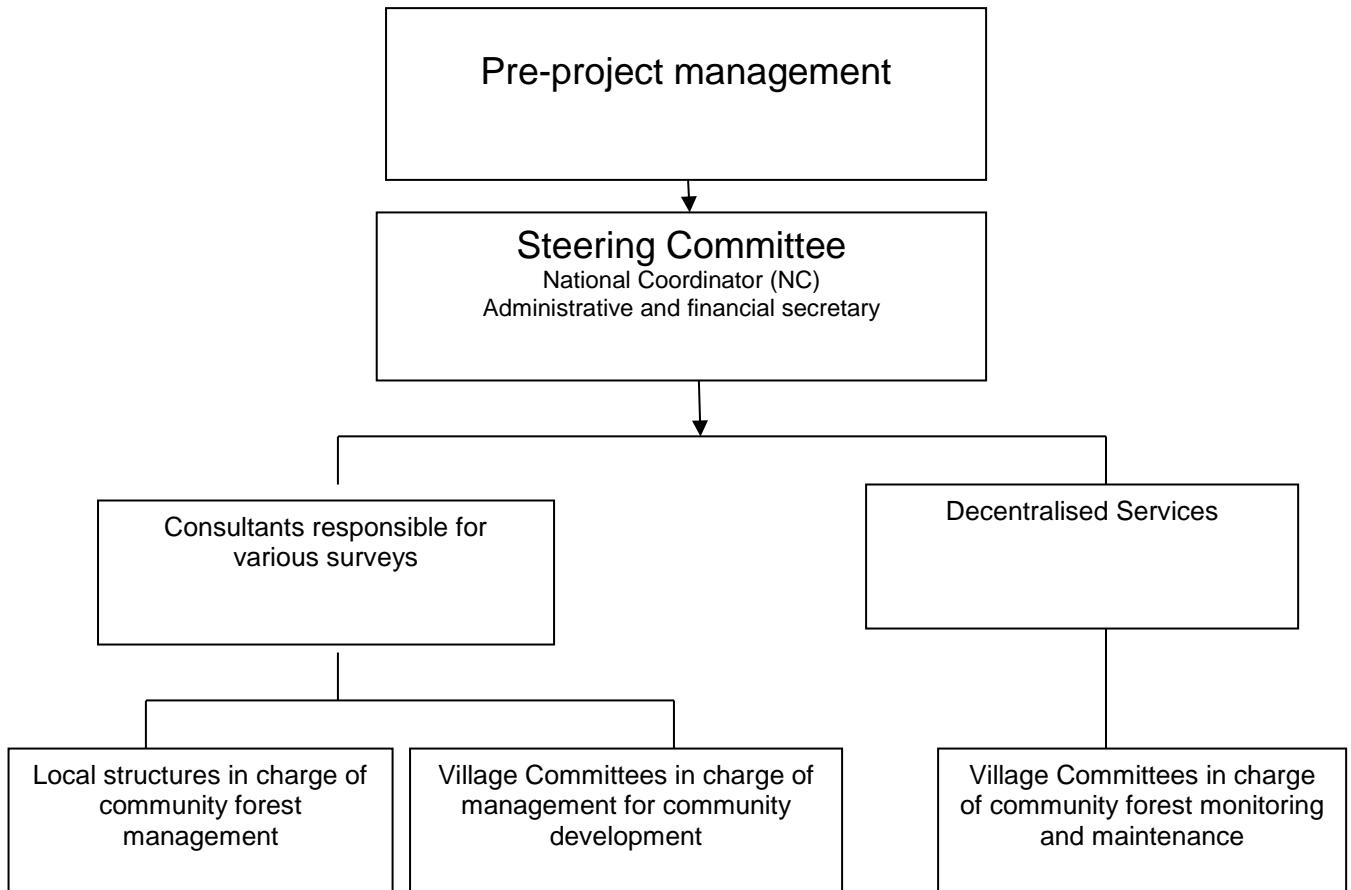
- Agencies and institutions concerned
 - Brief description of the planned project
 - Current status of Project preparation and related Work Plan
 - Relations with previous studies
 - Relation with other projects in the same region.
3. Objectives
- Objectives of the EIA
 - Identification and analysis of planned project objectives
 - Working relationship with the studies conducted by other projects and study teams
 - Approach envisaged for the mutual consultations with affected groups.
4. The Study Area (Map in attachment)
- To specify the target area
5. Specific work to be undertaken:
- 5.1 To describe the project in detail, focusing on the aspects that represent risks or activities likely to generate impacts.
- 5.2 To describe the environment of the study area
- Physical environment
 - Biological environment
 - Social and cultural characteristics.
- 5.3 To describe legal and regulatory considerations
- 5.4 To identify potential impacts
- To characterize baseline data and other useful information and to evidence their level of reliability
 - To describe the positive and negative impacts and those reversible and irreversible, temporary and long-term.
 - To identify measures to reduce and/or mitigate impacts
 - To quantify and allocate financial and economic values to impacts, and to indicate mitigation measures
 - If need be, to develop data sheets on the studies to be conducted to obtain missing information.
- 5.5 To describe and analyse alternative options
- To describe any alternatives considered by others
 - To identify alternatives considered under the Project (or other projects) that may enable the implementation of the Project objectives
 - To implement one technical, economic, social and environmental analysis of alternatives envisaged by the Project.
- 5.6 To develop a mitigation plan for negative impacts
- To include objectives, implementation procedures, the work plan and budget proposed.
- 5.7 To develop a monitoring plan to implement mitigation measures and/or measures to offset the impacts of the project. To include the baseline studies required and related costs.
- 5.8 **To identify institutional requirements and requirements relating to the implementation of the mitigation and monitoring measures.**
- 5.9 To identify actions which can:**
- **Contribute to sustainable development and poverty alleviation;**
 - **Preserve and support mechanisms for supplying additional new financial resources to strengthen the expertise of the project stakeholders;**

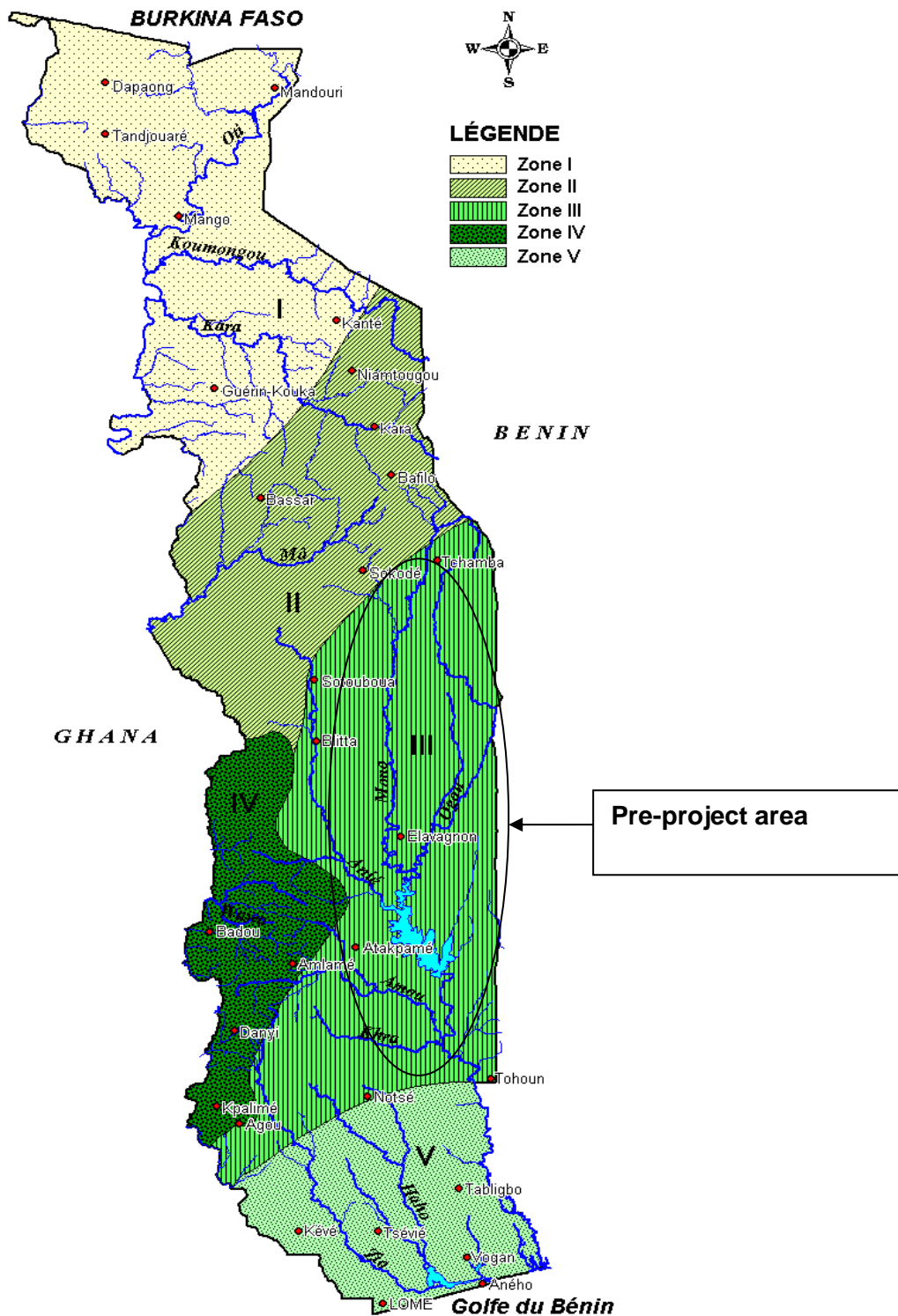
- **Encourage the members of the target community to support and develop reforestation activities as well as the rehabilitation and restoration of degraded forest lands, taking due account of the interests of the local communities;**
- **Encourage the members of the target community to acknowledge the role of all forest-dependent local parties in sustainable forest management.**

5.10 To submit a report containing the following:

- One Executive Summary
- The description of the planned project
- A description of the environment
- A description of significant environmental impacts
- An analysis of alternatives to the project proposal
- A plan of mitigation measures and costs
- A monitoring and costs plan
- A description of the required changes, strengthening or reforms of the legal and institutional framework in relation to the mitigation and monitoring actions
- To identify the training needs and related plan and costs
- Strategies for inducing the involvement of industries
- A list of references and resources persons.

ANNEX 4: PRE-PROJECT ORGANISATIONAL CHART





F Figure 2: Togo Ecological Subdivisions (Ern, 1979).

I: Northern Lowlands (Sudanian Savannah); **II:** Northern Mountains (Savannah lands + dry dense forests); **III:** Central Lowlands (Guinean Savannah Woodlands); **IV:** Southern part of Togo Mountains (Semi-deciduous dense forests); **V:** Coastal Plains of Southern Togo (Savannah mosaics, residual forests, fallow lands, etc.).

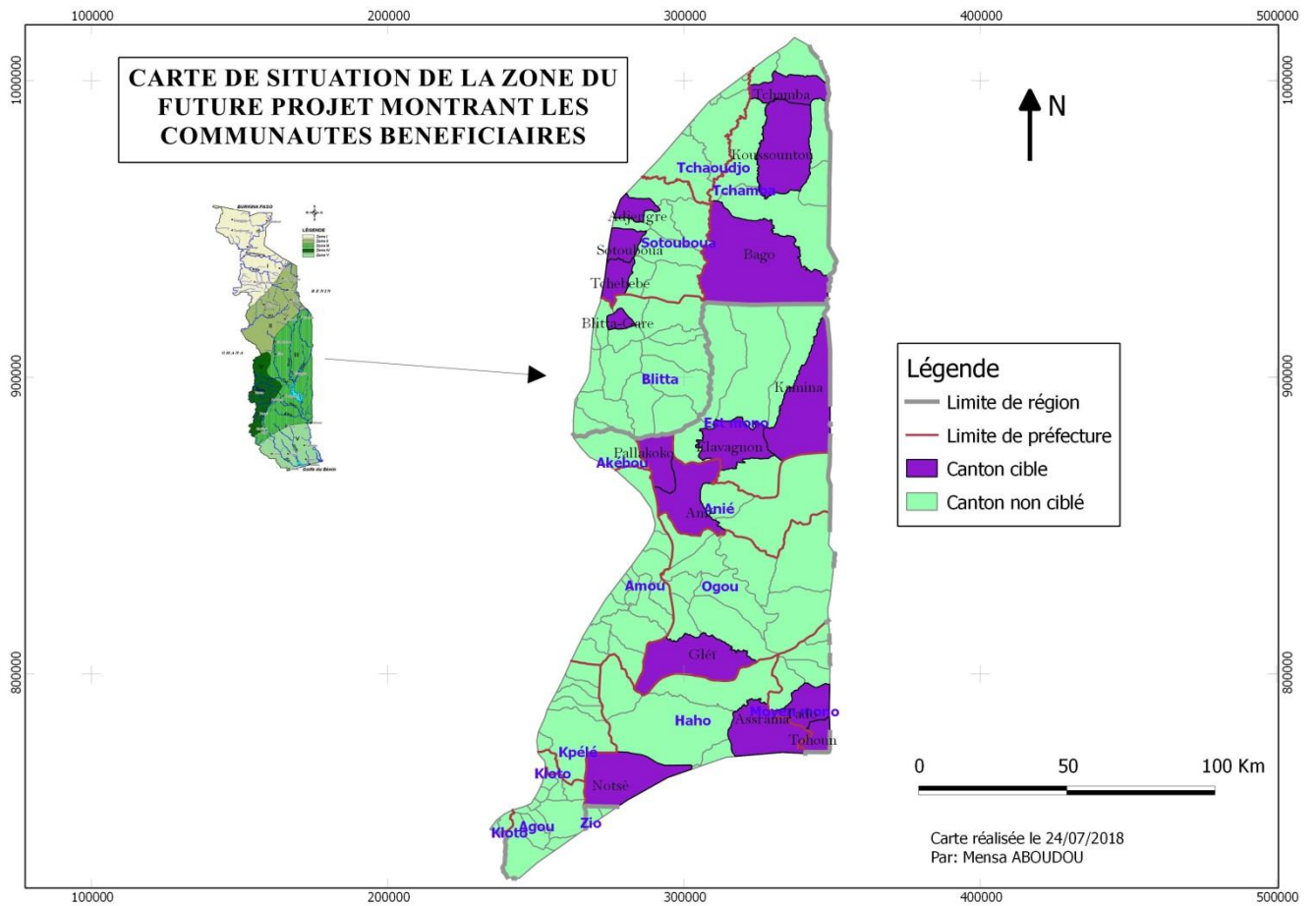


Figure 3 : Localisation des sites du projet

ANNEX 5: RECOMMENDATIONS BY THE 53RD EXPERT PANEL AND RESULTING AMENDMENTS

SUMMARY OF THE RECOMMENDATIONS BY THE EXPERT PANEL FOR TECHNICAL APPRAISAL OF ITTO PROJECT PROPOSALS

No	Expert Panel Recommendations	Comments
1	Amend the development objective which could be stated as follows: <i>“To contribute to the conservation and sustainable management of forest ecosystems in the Mono Plain in Togo”</i> (suggestion of the Panel which could be subject to amendment by the proponent);	The development objective has been redefined as follows: “To contribute to the conservation and sustainable management of forest ecosystems in the Mono Plain in Togo”
2	Reformulate the specific objective as recommended in the ITTO manual for project formulation (refer to Chapter IV);	The specific Objective has been reformulated as follows: “To support local authorities in designing a project for conservation and sustainable use of biodiversity in the Mono plain in Togo”.
3	Delete the objective tree which is not required in the preliminary problem identification for the formulation of a pre-project;	The objective tree has been deleted from the formulation of the pre-project.
4	Add a second map focusing on the area of the future project and clearly indicate the location of local communities identified for their involvement in the future project, while making sure to describe them in the preliminary problem identification section;	See Figure 3 under annexe 4 and paragraph 2.2.
5	The section dealing with the approaches and methods should be further improved by describing how the stakeholders will be involved in the participatory implementation of the future project in the Mono Plain, while ensuring some ownership of the project outcomes;	See paragraph 3.3.
6	Amend the work plan by deleting the Output 0 and related Activities which are supposed to be administrative actions to be taken by the executing agency for the preparation of the inception of the pre-project;	See paragraph 3.4.
7	Describe the roles of centralized services mentioned in the organizational chart in order to clarify their involvement in the pre-project implementation;	See paragraph 4.1.
8	Add in the terms of reference on the socio-economic study some relevant elements regarding ITTO guidelines on gender equality and empowering women (GEEW), as well as in the terms of reference on environmental study some relevant elements regarding guidelines for environmental and social risk and impact assessment (ESIA);	See ToR Consultants in Annex 3.
9	Readjust the ITTO budget in accordance with the above overall assessment and specific recommendations and also in the following way:	
a)	Provide clear unit costs for each input of activities listed in the Table 3.2 for a better understanding of the budget tables.	See table 3.2 of the budget
b)	Add the appropriate numbering of budget components and sub-components in both tables of budget by source (ITTO and Counterpart	See ITTO and Togo budget table

	contribution);	
c)	Remove from the ITTO budget and transfer to the Counterpart contribution (Togo), the costs of the following components and sub-components: 42 (Vehicle and maintenance costs), 44.1 (Computer equipment), 51 (Raw materials), 52 (Spare parts), 62 (seminar to evaluate pre-project results) and 64 (insurance).	See ITTO and Togo budget table
d)	Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with new standard rate of 12% of the total ITTO pre-project costs.	See ITTO budget

BUDGET (in US\$)

CONTRIBUTION OF TOGO	31,772
CONTRIBUTION OF ITTO	71,211
OVERALL TOTAL	102,983