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## ABBREVIATIONS AND ACRONYMS

CENAGREF	:	National Center for the Management of Wildlife Reserves
CHM	:	Clearing-House Mechanism (information exchange platform of the Convention on Biological Diversity)
CPDRN	:	Center for the Promotion of Local Development and Sustainable Management of Natural Resources ( <i>Centre de Promotion du Développement Local et de Gestion Durable des Ressources Naturelles</i> )
DGEFC	:	General Directorate of Water, Forests and Hunting ( <i>Direction Générale des Eaux, Forêts et Chasse</i> )
EA	:	Executing agency
GF	:	Gallery forests
GIS	:	Geographical Information System
Ha	:	Hectare
IGA	:	Income-generating activity
ITTA	:	International Tropical Timber Agreement
ITTO	:	International Tropical Timber Organization
IUCN	:	International Union for Conservation of Nature
MCVDD	:	Ministry of Living Environment and Sustainable Development ( <i>Ministère du Cadre de Vie et du Développement Durable</i> )
NE	:	National Expert
NGO	:	non-governmental organization
PAE	:	Environmental Action Plan ( <i>Plan d'action environnementale</i> )
PAG	:	Government Action Program ( <i>Programme d'Actions du Gouvernement</i> )
PAGEFCOM	:	Project to Support the Management of Municipality Forests ( <i>Project d'Appui à la Gestion des Forêts Communales</i> )
PEFC	:	Water, Forestry and Hunting Program
PGFTR-FA	:	Forest and Adjacent Land Management Project
PND	:	National Development Program ( <i>Programme National de Développement</i> )
PRI	:	Intensive Reforestation Program ( <i>Programme de Reboisement Intensif</i> )
PSBE-GAZ	:	Project for the Substitution of Wood Energy by Gas ( <i>Projet de Substitution du Bois Énergie par le Gaz</i> )
PT	:	Project Team
SCRIP	:	Growth strategy for Poverty Reduction ( <i>Stratégie de Croissance pour la Réduction de la Pauvreté</i> )
SPANB	:	Biodiversity Conservation Strategies and National Action Plan ( <i>Stratégies et Plan d'Action National pour la Conservation de la Biodiversité</i> )
SH	:	Stakeholders
TDR	:	Terms of reference

## 1. PRE-PROJECT CONTEXT

### 1.1. Origin

In recent decades, Benin has experienced a significant loss of its forests and forest plantations. From 1978 to 2010, Benin lost nearly 85 per cent of its dense forests and more than 30 per cent of its plant cover (FAO 2010). Benin's total forest cover is currently estimated at 4 625 000 ha, which represents almost 42 per cent of national territory. The forest cover is partially degraded and increasingly fragmented. According to the FAO, about 75 000 ha of forests were destroyed every year in Benin during the decade 1990-2010. This high rate of destruction places Benin in the group of African countries with high deforestation rates.

According to a study carried out by the General Directorate of Water, Forests and Hunting (DGEFC) under World Bank funding in Benin in 2016, the recent changes in forest cover in Benin, particularly during the decade 2007-2016, is of concern. While forests still covered 8.12 million ha (70.4 per cent of the national territory) in 2007, in 2016 they accounted for only 7.9 million ha (68.5 per cent of the territory), i.e. a loss of 215 738 ha, or 2.66 per cent of their area during the study period. If current trends continue, the forest area per capita, which fell from 1.63 ha in 1980 to 0.87 ha in 1995, is expected to fall to 0.29 ha in 2025 (Ministry of the Environment, Housing and Urban Planning—MEHU/ General Directorate of Forests and Natural Resources—DGFRN 2012). Environmental costs resulting from the loss of forest cover in Benin (soil erosion, loss of woody vegetation, forest and savanna fires, soil depletion) are estimated at over 3 per cent of the GDP (FAO, 2001).

This decline in forest cover as a result of anthropogenic pressures and inadequate systems of agricultural production dominated by slash and burn farming practice, illegal logging, uncontrolled wild fires and overgrazing poses a serious threat to the balance of Benin's main ecosystems.

Aware of the situation and convinced of the adverse effects of natural resource degradation on its progress toward socio-economic development and poverty reduction, successive governments of our country, with the support of technical and financial partners, have initiated a number of projects for the management of natural forests, to reduce this pressure on scarce forest resources. Initiatives for the establishment of plantations, however, remain limited to those of the National Timber Board (*Office National du Bois*—ONAB) for the production of timber, and to some forestry projects, for the production of fuelwood and utility wood plantations, including in particular the firewood project [*Projet Bois de Feu*] (PBF 1 and 2) in South Benin, the Project for forest management and village land use and the Project for participatory management of natural forests and village forest reforestation for carbon reduction (Funding: Global Environment Facility—GEF; United Nations Development Program—UNPD).

Forest plantations, like natural forests, provide timber, utility wood, fibers, fuelwood and non-timber forest products for industrial and non-industrial uses. Planted forests, when managed responsibly, can also contribute to providing environmental services (soil and water protection, rehabilitation of degraded land, restoration of landscapes, habitat development, carbon sequestration, etc.) and social services as well as support for livelihoods (income-generating activities, job creation and recreation). They can also offset the wood production pressure imposed on natural forests and valuable forest ecosystems. Coaching private growers is still essential for achieving the forestry policy vision. Despite a favorable national forest policy, the reduction in state resources has serious repercussions on the coaching of producers in the private forest sector and the productivity of that area. Producers are often left to themselves as soon as their plantations are created, without informed advice for the continuation of silvicultural work.

It should be noted that many producers in the private forest estate liquidate their forest investments because of lack of prospects for their sustainable management. Consequently, the development of this pre-project is justified by the lack of planning relating to managing the private forest estate, inadequate coordination between the stakeholders involved and their capacity-building requirements and, finally, the lack of financial resources to assist the stakeholders in this forest estate.

This pre-project has been developed using the survey database for the area. During this identification phase, consultation sessions were held with certain stakeholder categories. Following these exchanges, local people have expressed their desire to benefit from capacity-building. **In fact, there are far fewer natural forests in southern Benin than in the north. Private forest plantations are encouraged to meet the need for wood forest products. Private forest plantations in southern Benin are an important source of fuelwood, service wood and timber. However, these private plantations are poorly managed and the technical approaches involved are not properly followed. This situation does not inspire the promotion and development of forest plantations**

**in the South. This pre-project proposes to address the problem of the promotion and sustainable management of private forest plantations in southern Benin.**

**1.2. Project Relevance**

**1.2.1. Conformity with ITTO's objectives and priorities**

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

- **(c) “Contribute to sustainable development and poverty alleviation”;**

The pre-project aims to improve the productivity and sustainable forest management of private forests. Thus, wood production will be improved, providing a significant source of income to contribute to poverty alleviation in the project's area of intervention.

- **(d) “Strengthen the capacity of private and community growers to implement a strategy for the export of tropical timber and derived products from sustainably managed sources”;**

The identification and planning of measures for the sustainable management of the private forest is part of a strategy for the sustainable management of state-owned forests. This action involves strengthening the technical and organizational capacities of stakeholders concerned with a view to producing tropical timber of competitive quality on both the regional and international markets.

- **(j) “Design and support mechanisms to provide new and additional financial resources to mobilize sufficient foreseeable funds and the technical expertise required to strengthen the capacity of member producers to achieve the objectives of this Agreement.”**

In other words, the pre-project will make available to primary stakeholders the material, financial and human resources necessary for the identification and planning of measures for the achievement of their conservation objective, to maintain planted forests and to strengthen the capacities of the various stakeholders involved in the private forest sector.

Furthermore, this proposal is in conformity with the *ITTO Guidelines for the establishment of gender equality and women's empowerment*.

This pre-project proposal is also in accordance with *Element 3: “Capacity-building”* of the *ITTO Guidelines for Gender Equality and Women's Empowerment*. In view of the responsibility of women in various forestry activities, the coordination of the pre-project will ensure that women and young people are involved in all stages of pre-project implementation, in particular for management, analysis of stakeholder needs, etc. These women and young people will also be key players in the project to be developed after the implementation of this pre-project. The project to be developed will also take this category into account in the analysis of the stakeholders, identification of the activities, the logical framework, the implemented approaches, etc. As women are important stakeholders in the forestry sector, they will take an active part in the process of stakeholder analysis in relation to the project to be developed. They will benefit from activities for technical and organizational capacity building to familiarize themselves with the laws and regulations on gender equality and women's empowerment.

The pre-project document is also in compliance with the *Guidelines for the Assessment of Environmental and Social Risks and Impacts in ITTO Projects (ESIA)*, as it takes into account Principles 1, 2 and 3, and Priority 1 “Rehabilitation of degraded landscapes” and Priority 7 “Planted forests”.

In addition, this project is also in line with ITTO's Strategic Action Plan 2013-2018, and in particular with: Strategic Priority 2, which is reflected in an increase in the contribution of tropical forests to national and local economies, including via international trade. This project will enable capacity building in communities and within the private sector to ensure sustainable forest management and to promote the forest resource. With regard to compliance with strategic priority n°4 of the ITTO Strategic Action Plan 2013-2018, this pre-project is designed to curb deforestation and forest degradation in the tropical world and to enhance the contribution of ecosystem services. This project aims to curb deforestation and forest degradation in Benin by establishing conditions conducive to slowing down deforestation and forest degradation as well as to remunerating environmental services in tropical forests.

## 1.2.2. Relevance to the submitting country country's policies

### **From a national perspective:**

This proposal is in accordance with Law No. 93-009 of 2 July 1993 establishing the rules governing forests in the Republic of Benin, which stipulates that the forest management plan developed with the participation of local populations defines the objectives assigned to the forest and the means of achieving them: it is based on the principles of conservation management and sustained production. Articles 55 and 56 of the framework law on the environment in the Republic of Benin (Law No. 98-030 of 1 February 1999) stipulate that forests, whether public or private, are a national heritage that shall be managed with due regard to environmental concerns so that forest protection functions are not compromised by economic, social or recreational uses. Moreover, Article 56 stipulates that forests shall be protected against all forms of degradation, pollution or destruction caused in particular by overutilization, grazing, illegal land clearing, fires, slash and burn agriculture, diseases or the introduction of unsuitable species. This project is in line with the priorities defined in the Government Action Plan, where the Government undertakes to reverse the trend of forest cover degradation by strengthening the legislative and regulatory framework in this area; improving the management of fragile ecosystems (wetlands, coastlines and marginal ecosystems). In addition, this project is closely aligned with the National Development Program 2018-2026 (PND), which continues to support the National Program for Sustainable Natural Resources Management (PNGDRN), which aims *inter alia*: (i) to promote alternative energies to meet the domestic energy needs of urban centers; (ii) to support municipalities and grassroots communities with the sustainable management of forests and wildlife reserves through the process of developing and implementing participatory management plans; (iii) to ensure equitable distribution of income from forest resources; (v) to strengthen the legislative and regulatory framework for promoting the sustainable management of natural resources by municipalities and the private sector; (vi) to ensure the establishment and sustainable management of community biological reserves in the wetlands, in particular lakes Nokoué, Ahemé, and the valleys of the rivers Ouémé and Mono; and (vii) to develop and implement a national reforestation program, taking into account the specificities of different forest categories and agro-ecological zones.

This project is also part of the sectoral strategies and policies of the Ministry of Living Environment and Sustainable Development (*Ministère du Cadre de Vie et du Développement durable*—MCVDD), in particular the Biodiversity Conservation Strategies and National Action Plan (SPANB 2011-2020), the National Strategy for the Implementation of the United Nations Framework Convention on Climate Change, the Environmental Action Plan and the Forest Policy Document which advocate reforestation for the sustainable management of forest resources and improved living conditions for local populations.

This pre-project is consistent with the implementation of the Government Action Program 2016-2021 (PAG), particularly as regards point 4 'Promotion of sustainable development' of Strategic Axis 7 "Balanced and sustainable development of the national space". This pre-project will promote the sustainable management of private and community plantations.

### **From an international perspective:**

Benin is a signatory to a number of international conventions and agreements, including the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); the RAMSAR Convention on Wetlands; the Convention on Biological Diversity (CBD), the United Nations Framework Convention on Climate Change (UNFCCC), and in particular the International Tropical Timber Agreement (ITTA, 2006). Pre-project implementation will help to collect information on Ramsar sites 1017 and 1018, and to secure the necessary funds for undertaking actions in relation to sustainable forest management, efforts that will all contribute to fulfilling these international commitments.

## 2. PRE-PROJECT RATIONALE

### 2.1 Objectives

#### 2.1.1 Development objective

To contribute to the sustainable management of private forests in Benin to improve the living conditions of local populations.

#### 2.1.2 Specific objective

To collect data with a view to developing a capacity-building project for private and community tree farmers in southern Benin.

### 2.2 Preliminary identification of the problem

In Benin, forests hold an important place in the lives of local populations. They essentially perform three functions:

- ecological function (protecting water sources, protecting soils from erosion, serving as habitat for animals and plants),
- religious function (shelter of deities, place of worship, rituals or other ceremonies),
- socio-economic and cultural function (harvesting of wood, plants for medicinal or food uses and other non-timber forest products, places of initiation, etc.).

This situation has led to the local populations being very much involved **at an early stage** in the establishment of private plantations. The production of timber, lumber and fuelwood from the private forest sector is an important part of the timber industry. However, management of private forests is characterized by excessive harvesting of resources, mainly due to a lack of management capacity. The following findings were made during pre-project development:

- Producers' lack of information about the regulatory provisions governing the management of private forests.
- Concern in relation to several private forest producers, as due to the lack of prospects for the sustainable management of their forests, they prefer to sell them at any price to prevent them from falling into inappropriate hands after their death;
- Inadequate implementation of the law on forest management in Benin with regard to logging in forests owned by local authorities and individuals.
- Lack of framework for developing simplified management plans for private forest plantations;
- Lack of framework for consultations and synergy of action amongst private tree farmers.

These problems have resulted in:

- Poor management of private plantations;
- Insufficient income from private plantations;
- **A low level of enthusiasm for the renewal of exploited plantations.**

**Private forest plantations are encouraged to meet the need for timber forest products. Private forest plantations in southern Benin are an important source of fuelwood, service wood and timber. However, these private plantations are poorly managed and technical approaches involved are not properly followed, resulting in poor quality products. This situation does not inspire the promotion and development of forest plantations in the south. This pre-project proposes to address the problem of the promotion and sustainable management of private forest plantations in southern Benin.**

The development of this pre-project is justified by the lack of data hindering the possibility of developing a full project proposal directly. The lack of reliable and recent data on plantations under private and local community ownership, and the non-availability of material and financial resources are all major handicaps. Reliable, concrete data derived from studies should be available in order to develop a project proposal. This pre-project will also help to define strategies to ensure consistency and synergy between all ongoing actions on reforestation.

### **3. DESCRIPTION OF PRE-PROJECT INTERVENTIONS**

#### **3.1. Outputs**

Two main outputs are expected at pre-project completion, as follows:

**Output 1:** The data required for the identification and planning of a private tree farmer capacity-building project for the sustainable management of private forests are available.

**Output 2:** A capacity-building project for private and community tree farmers in southern Benin is developed and submitted to the ITTO for approval.

#### **3.2. Activities**

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

**Output 1: Baseline information on the management of private/community plantations is available**

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

**Activity 1.1:** Conduct an inventory study of private and community plantations

**Activity 1.2:** Conduct a socio-economic study of private and community forest plantations

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

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

**Output 2: A capacity-building project for private and community tree farmers in southern Benin is developed and submitted to the ITTO for approval.**

**Activity 2.1:** Develop a project proposal for capacity building of private and community tree farmers in southern Benin

**Activity 2.2:** Validate the project proposal and submit it to ITTO for funding

**Activity 2.3:** Prepare a final report on the pre-project

#### **3.3. Approaches and methods**

The pre-project will be implemented by a multidisciplinary team composed of foresters, geographer/cartographer socio-economist with the participation of local stakeholders. Specific studies will be the subject of consultations. Pre-project implementation will involve two main stages: collecting baseline data, and developing a capacity-building project for private and community tree farmers. **The ITTO Environmental and Social Guidelines (PS-23) will be used for the socio-economic study to be conducted in the context of pre-project implementation.**

##### **3.3.1. Conducting an inventory study of private and community plantations**

A consultant will be recruited to conduct field surveys with the aim of identifying the various plantations in the project intervention area, categorizing them and determining which ones will benefit from the project activities. Field visits and exchanges with stakeholders will take place with the aim of drawing up the list of eligible plantations.

##### **3.3.2. Conducting a socio-economic study of private and community forest plantations**

A consultant will be recruited to conduct a socio-economic study of private and community forest plantations. The objective of this study is to assess the economic profitability of private plantations and to study the possibilities for upgrading plantations through silvicultural treatments. This study will allow assessment of the activities to be taken into account for the optimal management of these plantations. **This study will be based on relevant aspects of the ITTO Environmental and Social Management Guidelines (PS-23) for the socio-economic study to be conducted in the context of pre-project implementation.**

### **3.3.3. Stakeholder consultations and assessment of plantation management capacity**

A series of consultations will be held to promote local ownership of actions in order to strengthen private plantation management. Collected data will be used to analyze the conditions under which private plantations can be better managed. The main barriers to the implementation of the actions proposed by the project will be addressed as well as the potential barriers to cooperation between the stakeholders involved.

Field surveys will be conducted in participatory assessment focus groups. These surveys will collect information on:

- *demographic data on the area covered by the pre-project;*
- *users of products from the area and all other development partners involved in the conservation, restoration and sustainable management of the biodiversity of the private forests in the area; main economic activities of communities, the income derived from them and the capacity-building needs of local populations;*
- *conditions of access of populations to land ownership and land use, as well as their involvement in activities for the utilization of natural formations taking into account gender issues;*
- *techniques of utilization, production, restoration and resource development, while specifying existing traditional management and development techniques;*
- *Income-generating activities (IGAs) that can be carried out concurrently with the conservation and sustainable management of private and community forests while proposing concrete capacity-building actions;*
- *public attitudes toward forest conservation and environmental protection, while testing people's receptivity to the introduction of innovations in sustainable forest management;*
- *the capacity of local stakeholders and managers will be analyzed to identify areas where support will be required to strengthen community participation in the sustainable management of their plantations.*

### **3.3.4 Developing a capacity-building project for private and community tree farmers in southern Benin**

The development of a capacity-building project for private and community tree farmers in southern Benin will therefore depend on the benefits to be gained by tree farmers from managing their plantations sustainably. Awareness-raising and information meetings will be held for local stakeholders. An ITTO project development expert will be hired to develop the project in a participatory manner with all categories of stakeholders. The *ITTO Project Formulation Manual* will be used extensively.

### 3.4. Work plan

Outputs/ Activities	Manager/ Employee	MONTH									
		1	2	3	4	5	6	7	8	9	10
<b>Output 1:</b> Baseline information on the management of private/community plantations is available											
<b>Activity 1.1.</b> : Set up and operationalize the pre-project steering committee	CPDRN	■									
<b>Activity 1.2:</b> Conduct an inventory study of private and community plantations	Coordinator	■	■	■	■						
<b>Activity 1.3:</b> Conduct a socio-economic study of private and community forest plantations	Coordinator			■	■	■					
<b>Activity 1.4</b> Conduct a series of sessions to raise stakeholder awareness			■		■			■		■	
<b>Activity 1.5</b> Hold a workshop to provide stakeholders with feedback on the study findings	Coordinator						■				
<b>Output 2:</b> A capacity-building project for private and community tree farmers in southern Benin is developed and submitted to the ITTO for approval.											
<b>Activity 2.1.</b> Develop a project proposal for capacity building of private and community tree farmers in southern Benin	Coordinator						■	■	■		
<b>Activity 2.2.</b> Validate the project proposal and submit it to ITTO for funding	Coordinator /Stakeholders									■	
<b>Activity 2.3.</b> Prepare a final report on the pre-project	Coordinator										■

### 3.5 Master budget schedule

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

Outputs/ Activities	Description	Budgetary component	Quantity	Unit	Unit cost \$ EIU (US\$?)	Total Cost US\$	ITTO	EA
<b>Output 1</b>	Baseline information on private and community forest plantations is available							
<b>A 1.1</b>	Set up and operationalize the pre-project steering committee							
	1 Pre-project coordinator	11	10	Person-month	1500	15000		15000
	1 Pre-project evaluation and monitoring officer	12.1	10	Person-month	<u>900</u>	<u>9000</u>	<u>9000</u>	
	1 Administrative and Financial Secretary	12.3	10	Person-month	<u>675</u>	<u>6750</u>	<u>6750</u>	
	1 driver of courier vehicle	12.4	10	Person-month	400	4000		4000
	<b><u>Duty travel costs</u></b>	<b><u>31</u></b>	<b><u>20</u></b>	<b><u>Person-month</u></b>	<b><u>200</u></b>	<b><u>2000</u></b>	<b><u>2000</u></b>	
	Office supplies	<u>54</u>	<u>10</u>	<u>Month</u>	<u>146</u>	<u>1460</u>	<u>1460</u>	
	Utilities	53	10	Month	200	2000		2000
	Office rental	62	10	Month	400	4000		4000
<b>A 1.2</b>	Conduct an inventory study of private and community plantations							
	Consultant for the inventory study	20	<u>4</u>	<u>Month</u>	<u>2500</u>	<u>10000</u>	<u>10000</u>	
<b>A 1.3</b>	Conduct a socio-economic study of private and community forest plantations							
	National socio-economic consultant	21	<u>2</u>	<u>Month</u>	<u>3500</u>	<u>7000</u>	<u>7000</u>	
<b>A 1.4</b>	Conduct a series of sessions to raise stakeholder awareness							
	10-day assignment; 4 participants	30	40	Person/day	<u>Lump sum</u>	<u>2950</u>	<u>2950</u>	
<b>A 1.5</b>	<b>Validate conducted studies</b>							
	Hold a workshop to provide stakeholders with feedback on study findings (30 participants, 1 day)	63	<u>30</u>	Person/day	100	<u>3000</u>	<u>3000</u>	
<b>Output 2:</b>	A capacity-building project for private and community tree farmers in southern Benin is developed and submitted to the ITTO for approval.							
<b>A 2.1.</b>	Develop a project proposal for capacity building of private and community tree farmers in southern Benin							
	1 Expert in project development	<u>24</u>	<u>2</u>	<u>Person-month</u>	<u>4000</u>	<u>8000</u>	<u>8000</u>	
<b>A.2.2.</b>	Workshop for project validation by stakeholders ( <b>26 participants</b> )							
	Audit	64	<u>2</u>	<u>Person-month</u>	<u>2000</u>	<u>4000</u>	<u>4000</u>	

EA: Executing agency:

**Consolidated budget by component (US\$)**

Budget component	Description	Total	Month										
			1	2	3	4	5	6	7	8	9	10	
10	Personnel												
	11.1 Project coordinator	15000	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
	12.1 Assistant responsible for monitoring and evaluation	<b>9000</b>	<b>900</b>										
	12.3 Administrative and financial secretary	<b>6750</b>	<b>675</b>										
	12.4. Courier vehicle driver	4000	400	400	400	400	400	400	400	400	400	400	400
	<b>19. Component total</b>	<b>34750</b>	<b>3475</b>										
20	<i>Sub-contracting</i>												
	<b>21:</b> Conduct inventory study of private and community plantations	<b>10000</b>	<b>2500</b>	<b>2500</b>	<b>2500</b>	<b>2500</b>							
	<b>22:</b> Conduct socio-economic study on forest plantations	<b>7000</b>		<b>3500</b>	<b>3500</b>								
	25. Develop the project document	<b>8000</b>							<b>4000</b>	<b>4000</b>			
	<b>29 Component Total</b>	<b>25000</b>	<b>2500</b>	<b>6000</b>	<b>6000</b>	<b>2500</b>	<b>0</b>	<b>4000</b>	<b>4000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>30</b>	<b><u>Duty travel</u></b>												
	<b>31. <u>Duty travel costs</u></b>	<b>2000</b>	<b>200</b>										
	<b>39 <u>Total component</u></b>	<b>2000</b>	<b>200</b>										
50	<i>Consumable items</i>												
	53. Utilities	1200	120	120	120	120	120	120	120	120	120	120	120

	54. Office supplies	<u>1460</u>	<u>1460</u>									
	59. Component total	<u>2660</u>	<u>1580</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>
60.	<i>Miscellaneous</i>											
	61. Workshop for feedback of study findings to stakeholders	<u>3000</u>					<u>3000</u>					
	6.2 Raising stakeholder awareness	<u>2950</u>	<u>1475</u>			<u>1475</u>						
	63. Office rental	4000	400	400	400	400	400	400	400	400	400	400
	64. Project validation workshop (50 participants)	<u>2600</u>								<u>2600</u>		
	65. Audit	<u>4000</u>									<u>4000</u>	
	<b>69. Component total</b>	<u>16550</u>	<u>1875</u>	<u>400</u>	<u>400</u>	<u>1875</u>	<u>3400</u>	<u>400</u>	<u>400</u>	<u>3000</u>	<u>4400</u>	<u>400</u>
80	<i>Project monitoring and administration</i>											
	<b>81. Monitoring and review costs</b>	<u>1276</u>	<u>1276</u>									
	Sub-total (10-82)											
	ITTO program support costs (12% on items 10-82 above)	<u>6964</u>	<u>6964</u>									
	<b>Component total</b>	<u>8240</u>	<u>8240</u>									
<b>100</b>	<b>GRAND TOTAL</b>	<u>89200</u>	<u>17870</u>	<u>10195</u>	<u>10195</u>	<u>8170</u>	<u>7195</u>	<u>8195</u>	<u>8195</u>	<u>6795</u>	<u>8195</u>	<u>4195</u>

**Budget contribution - ITTO**

<b>Budget line</b>	<b>Description</b>	<b>Total</b>
10	<i>Personnel</i>	
	12. Assistant responsible for monitoring and evaluation	<b>9000</b>
	12.3 Administrative and financial secretary	<b>6750</b>
	19. Component total	<b>15750</b>
20	<i>Sub-contracting</i>	
	<b>21:</b> Conduct inventory study of private and community plantations	<b>10000</b>
	<b>22:</b> Conduct socio-economic study on forest plantations	<b>7000</b>
	25: Develop project document	<b>8000</b>
	29 Component total	<b>25000</b>
<b>30</b>	<b><i>Duty travel</i></b>	
	<b>31. Duty travel costs</b>	<b>2000</b>
	<b>39. Component total</b>	<b>2000</b>
50	<i>Consumable items</i>	
	54. Office supplies	<b>1460</b>
	59. Component total	<b>1460</b>
60.	<i>Contingencies</i>	
	61. Workshop to provide stakeholders with feedback on study findings (50 participants)	<b>3000</b>
	62 Raising stakeholder awareness	<b>2950</b>
	63. Project validation workshop (50 participants)	<b>2600</b>
	64. Audit	4000
	69. Component total	<b>12550</b>
80	<i>Project monitoring and administration</i>	
	<b>81. Monitoring and review costs</b>	<b>1276</b>
	Sub-total (10-82)	<b>58036</b>
	ITTO program support costs (12% on items 10-82 above)	<b>6964</b>
	Sub-total	<b>8240</b>
<b>100</b>	<b>GENERAL TOTAL</b>	<b>65000</b>

#### Budget contribution - Executing Agency

Budget	Description	Total
10	Personnel	
	11.1 Project coordinator	15000
	12.3. Courier vehicle driver	4000
	19. Component total	19000
50	<i>Consumable items</i>	
	53. Utilities	1200
	59. Component total	1200
60.	<i>Contingencies</i>	
	62. Office rental	4000
	69. Component total	4000
<b>100</b>	<b>GRAND TOTAL</b>	<b>24200</b>

#### 4. IMPLEMENTATION ARRANGEMENTS

##### 4.1. Executing agency and organizational structure

The Center for the Promotion of Local Development and the Sustainable Management of Natural Resources (CPDRN) is a non-governmental organization (NGO) listed under **registration number** N° 2020/090/DEP-ATL/SG/SAG-ASSOC of 3 June 2020. The CPDRN will serve as the project Executing Agency. It will be responsible to the ITTO for pre-project implementation. Activities will be carried out by a Management Unit. The unit will be headed by a National Coordinator assisted by a Secretary/accountant. The Executing Agency will work with all identified partners. The latter will be required to contribute to the successful execution of the project. The General Directorate of Water, Forests and Hunting (DGEFC) will serve as the collaborative agency. The DGEFC will provide its expertise and support for the implementation of the pre-project. It collects and manages statistical information from the sector. It has developed and managed several projects and programs that support it in its sovereign missions. The DGEFC draws upon several programs/projects and centers and offices in the forestry sector. It will also provide all necessary forestry officers available to facilitate data collection activities at the level of inspectorates.

##### 4.2. Monitoring and reporting

###### Monitoring and evaluation

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

- one DGEFC representative who is the Government's focal point with the ITTO (Chairperson of the Committee);
- one representative of the Ministry of Agriculture, Husbandry and Fisheries; two Municipal Authority representatives; and
- two representatives designated by the communities.

###### Reporting

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

- Progress reports (inception report and mid-term report) will be produced according to ITTO procedures;
- A pre-project completion report will be prepared following ITTO guidelines and will include conclusions and recommendations. The report will be followed by the pre-project financial audit report.

## ANNEX 1. Profile of the executing agency

The Center for the Promotion of Local Development and the Sustainable Management of Natural Resources (CPDRN) is a non-governmental organization (NGO) with legal personality and is self-funding.

The CPDRN NGO is located in the district of **Tchinagbegbo - Agori Plateau**, municipality of **Abomey-Calavi**, rue de l'Espoir, BP: 334 Abomey-Calavi; Tel: (00229) 96965476 or 66476188, [cpdrn2020@gmail.com](mailto:cpdrn2020@gmail.com) [severin\\_nsia2002@yahoo.fr](mailto:severin_nsia2002@yahoo.fr)

Focus areas

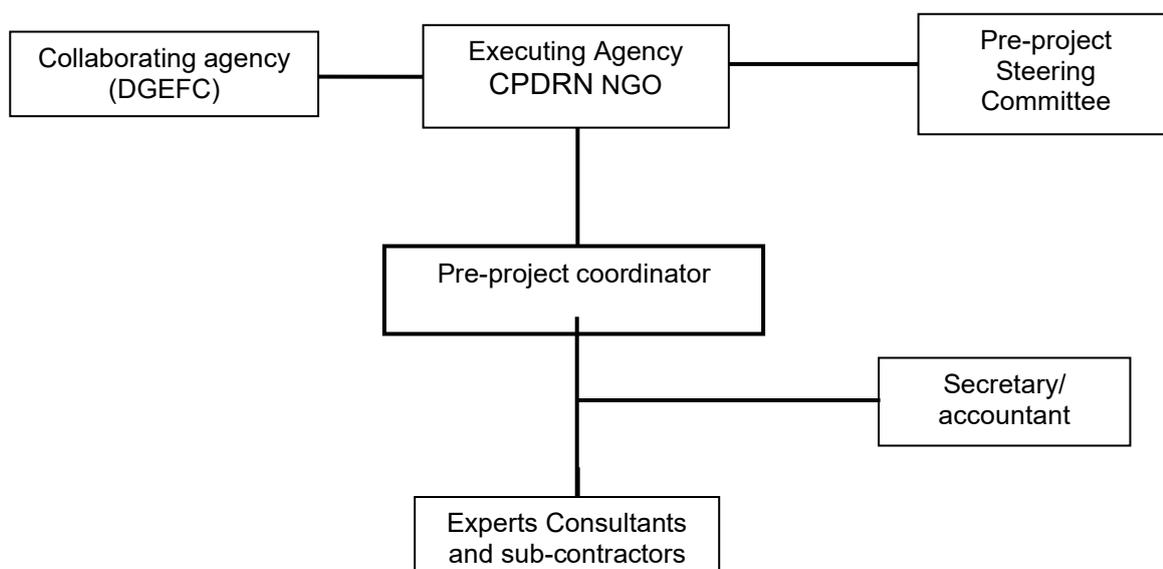
- Adult learning and training, capacity-building and advisory support;
- Research & Development;
- Land use planning and local development;
- Local Economy;
- Sustainable land and soil fertility management;
- Management of the environment and natural resources;
- Climate change.

**Overall objective:** The overall objective of the CPDRN is to contribute to the harmonious development of territories through inclusive local development and sustainable management of natural resources.

### Specific objectives

- promote inclusive local development and the local economy through diversification of income-generating activities with populations living near bodies of water and forests;
- promote new technologies for the decentralized and sustainable management of natural resources;
- provide stakeholders with grassroots support for the efficient implementation of new technologies for sustainable land management and soil fertility, as well as actions relating to climate change mitigation and adaptation;
- assist administrations in charge of the environment and natural resources in the effective management of agreements and conventions within their respective fields;
- conduct applied research and development processes and establish Incubation Centers (IC).

### Pre-project organizational chart



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

### **CV of pre-project Coordinator**

**Name: Mr K. Séverin NSIA,**

For over thirty (30) years, Mr. K. Séverin NSIA, Engineer Officer, Senior Water, Forests and Hunting Keeper, has worked in the areas of environment and forest resource management, land use planning and local development. He has been a senior technical executive in the management of projects and programs as well as in public administration. He has sound knowledge of the principles and procedures for managing projects funded by technical and financial partners, including the World Bank, the African Development Bank, *Coopération Suisse*, the Netherlands, UNDP and the European Union. He has capitalized on his proven experience in the preparation of policy, strategy and project and program design documents. His areas of expertise can be grouped into four categories:

**Category 1 experience: Permanent posts within projects/programs and public administration structures.**

**From 1988 to 1996:** Area manager (Atacora department) on the "Multi-purpose tree planting project (*Financing: UNSO/UNDP*) and the Participatory natural forests and village reforestation development project for carbon reduction (*financing: GEF-UNDP*).

**From 2002 to 2004:** Recruited as a forestry expert, Mr NSIA assumed the responsibilities of Head of the Bantè branch in the Agoua, Monts Kouffé and Wari Maro (PAMF) Forest Management Project, ***funded by the African Development Bank (AfDB)***.

**From 2016 to 2018:** Director General of Water-Forests and Hunting concurrently with the functions of Coordinator of the Forest Management and Adjacent Zones Project (***World Bank funding***), National Coordinator of the Support Project for the Preservation and Development of Gallery Forests and Production of Digital Base Map (***PAPDFGO EU/UNDP funding***).

**Category 2 experiences: Studies, design and assessment of projects and programs.**

**2019:** Team leader in the development of progress made in the implementation of the National Biodiversity Strategy and Action Plans for the achievement of the Aichi targets in Benin (contribution to the compilation of the national report). Study commissioned by the CERF, focal point of the Convention on Biological Diversity.

**From 2017 to 2018,** as Director General of Water, Forests and Hunting, Mr NSIA coordinated the diagnostic study conducted by the international consultant (recruited by the World Bank) on the management status of gazetted forests in Benin. This study was used as a basis for the development of the Benin Gazetted Forests Project, funded by the World Bank. (***PAD***). ***Funding by the World Bank.***

**2018:** Support for the development of the coastal and mangrove ecosystem restoration project with FAO support through the funding of project TCP/BEN/3502: Restoration of the mangrove ecosystems at the RAMSAR 1017 site.

**Category 3 experiences: Preparation of sectoral policy and strategy documents.**

**2018:** Support with updating the National Forest Policy with a new forest tax and forest code. ***RECASEB, European Union Funding.***

**2017-2018:** Coordination of the implementation of the National Strategy and Action Plan for the sustainable management of mangroves ecosystems in Benin. This strategy was developed as part of project TCP/BEN/3502: Restoration of the mangrove ecosystems at the RAMSAR 1017 site, funded by the FAO.

**Category 4 experiences: Training and capacity building**

**2010-2015:** International technical assistance for capacity-building of local organizations and local elected officials in the field of natural resources management within the framework of the implementation of the *Fatick* Integrated Development Program (***Senegal***) ***funded by the Belgian Directorate-General for Development,***

**I hereby certify that the above information is accurate and verifiable**

**Cotonou, 02 August 2021**



**Mr K. Séverin NSIA**

**CV of officer in charge of pre-project monitoring and evaluation**

**Name: Ms Dossoumou C. Eliane**

**Born on 08/10/1970 in Pira**

• Professional training:

<b>Year</b>	<b>School /University</b>	<b>Areas of expertise</b>	<b>Qualifications</b>
2006-2007	Benin University Institute ( <i>Institut Universitaire du Bénin</i> ) (Cotonou)	Economy, Planning	Master's degree in Project Management
2005-2006	Benin University Institute, Cotonou	Communications,sociology	Master's degree in Communication
2004-2005	Abomey-Calavi University, Benin	Sociology	Basic University Degree
1992-1996	Medji Agricultural High School, Sekou, Benin	Agriculture, Extension, Plant Protection, Plant Production	Diploma of Studies in Tropical Agriculture ( <i>Diplôme d'Etude d'Agriculture Tropicale -DEAT</i> )

• Technical training

<b>Year</b>	<b>Name and place</b>	<b>Qualification obtained</b>	<b>Observation</b>
2010	Project identification technique, Cotonou	Certificate	Climate change
2009	Results-based Management (RBM) Cotonou	Certificate	
2006	Preparation of the annual work plan Cotonou	Certificate	
2005	Decentralization and Local Development	Certificate	
2004	Lobbying and advocacy techniques	Certificate	

• Professional experience

2016-2019: Monitoring and Evaluation Officer in the CeSaReN NGO Sn project PD 754 (F) **Restoration and Sustainable Management of Sacred Forests at RAMSAR sites 1017 and 1018 in Benin.**

- Assist the Coordinator with project management tasks.
- Prepare the detailed project plan;
- Perform the monitoring/evaluation of project performance
- Compile the terms of reference and monitors the contracting process
- Monitor the completion of studies,
- Ensure communication with, and raising awareness of, stakeholders,
- Prepare the final technical report for the project with the summary of the studies carried out and the formulated project proposal attached as an annex.

2007-2006: Project assistant in the Bureau for Development Projects and Social Works (NGO)

Activities carried out:

- Institutional and organizational support to associations, sustainability of the achievements of associations or organizations
- Facilitation of multi-stakeholder platforms at local and departmental level to support the associations and the municipal authorities of Mono
- Support in using the PACDR tool: Participatory Assessment of Climate and Disaster Risks
- Organization and facilitation of training workshops on the psycho-social care of vulnerable people
- Organization and facilitation of training workshops for outreach, information and awareness-raising.
- Organization of recovery sessions for malnourished children
- Facilitation of a listening, advice and guidance center
- Support for the development of income-generating activities

Signature DOSSOUMOU Eliane

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

Experts to be provided	Tasks and Responsibilities
Project assistant responsible for monitoring and evaluation	<ul style="list-style-type: none"> <li>• Assist the Coordinator with project management tasks;</li> <li>• Develop the detailed project plan;</li> <li>• Conduct the monitoring/evaluation of project implementation</li> <li>• Compile the terms of reference and monitor the procurement process</li> <li>• Monitor the conduct of studies;</li> <li>• Ensure communication with, and raising awareness of, stakeholders,</li> <li>• Prepare the pre-project final technical report, including summary of studies and developed project proposal attached as an annex</li> </ul>
Secretary-Accountant	<ul style="list-style-type: none"> <li>• Assist the Coordinator with secretarial tasks;</li> <li>• Enter, edit, file and store the project-related documents;</li> <li>• Manage the Coordinator's phone calls</li> <li>• Manage the work schedule of the Coordinator;</li> <li>• Edit the minutes of meetings chaired by the Coordinator;</li> <li>• Designs the media for recording project accounting and financial transactions;</li> <li>• Record all project accounting operations;</li> <li>• Develop the pre-project cashflow plan;</li> <li>• Prepare all documents to be used for auditing project accounts.</li> </ul>
National consultant in charge plantation inventory study	<ul style="list-style-type: none"> <li>- Summarize and analyze existing data on plantations;</li> <li>- Analyze the state of land use planning in the target region;</li> <li>- Describe and map the habitats subject to various pressures including rare or threatened species or plant communities of special scientific or cultural interest and describe the biodiversity of these habitats;</li> <li>- Assess the potential for multiple use of forest resources by communities;</li> <li>- Conduct a rapid inventory and describe the main forest formations as well as all the other associated formations in the study area;</li> <li>- Produce the vegetation map and estimate the areas covered by each plant formation represented;</li> <li>- Identify all human activities performed in the area;</li> <li>- Produce the land use map (zoning plan);</li> <li>- Identify problems related to the conservation, restoration and sustainable management of private plantations;</li> <li>- Identify and evaluate existing reforestation trials (technical processes, strengths and weaknesses, constraints, etc.);</li> <li>- Assess the possibilities and constraints of natural regeneration and reforestation;</li> <li>- Carry out an analysis of constraints and opportunities for the development of private and community planting;</li> <li>- Present the study produced at a validation workshop;</li> <li>- Participate in the workshop to validate the project document to be submitted to the ITTO.</li> </ul>

<p>National consultant responsible for the socio-economic study of private forests</p>	<ul style="list-style-type: none"> <li>- Drawing on ITTO guidelines on stakeholder participation in the project cycle, the consultant will:</li> <li>- Identify the stakeholders in the future project;</li> <li>- Study social structure, socio-political relations between communities and local social groups (conflicts, competition, cooperation);</li> <li>- Conduct a socio-economic study to collect baseline data on the socio-economic context and on the use of resources;</li> <li>- Search for data about the current use of natural resources in the area and make projections for the future;</li> <li>- Search information on traditional rights of access to forest resources;</li> <li>- Search relevant information on local knowledge relevant to biodiversity management;</li> <li>- Search information on the attitude of local communities towards the management and conservation objectives of the FS</li> <li>- Provide guidance for appropriate stakeholder involvement in the implementation of planned project</li> <li>- Present the study produced in a validation workshop</li> <li>- Participate in the workshop to validate the project document to be submitted to the ITTO.</li> </ul>
<p>National consultant responsible for developing project proposal document</p>	<p>On the basis of the various studies conducted in the area and the recommendations of the validation workshop, and in accordance with the procedures for the development of ITTO projects, the National Expert will:</p> <ul style="list-style-type: none"> <li>• Develop the draft project proposal and have it validated at a workshop involving the key stakeholders in the project;</li> <li>• Finalize the project proposal taking into account the amendments and recommendations of the validation workshop;</li> <li>• Remain available to incorporate the amendments formulated by the stakeholders and in due course by the ITTO Expert Panel.</li> </ul>

## **ANNEX 4. Pre-project assessment by the 56th Expert Panel**

### **PPD 201/21 (F) Support for Capacity Building of Private and Community Tree Farmers in Benin**

#### Assessment by the Fifty-Sixth Panel

##### A) Overall Assessment

The Panel noted the relevance of the pre-project proposal to assist in collecting data with a view to developing a capacity-building project for private and community tree farmers in southern Benin. That project could contribute to the sustainable management of private forests in Benin for improving the living conditions of local populations. It was noted that the pre-project was justified by the lack of data hindering the possibility of directly developing a full project proposal.

The pre-project proposal was well formulated but there was still a need for improvement in the following sections and sub-sections dealing with: **(1)** the Section 1.1 (origin and justification) did not explain why the future project will be implemented in southern Benin; **(2)** the preliminary identification of the problem that the future project will contribute to address did not provided elements justifying the selection of southern Benin as target area for the implementation of the future project; **(3)** there was no reference to the ITTO Environmental and Social Guidelines (PS-23), in the Section 3.3 (implementation approaches and methods), as the abovementioned guidelines should be taken into account while conducting the socio-economic study; **(4)** non-relevant budget lines found in the ITTO budget table; **(5)** Curricula vitae (CV) of the Project Coordinator and Assistant Responsible for monitoring and evaluation were not provided as annexes.

##### B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Improve the Section 1.1 (origin and justification) by including the elements justifying the selection of southern Benin vis-vis to other regions of Benin.
2. Improve the preliminary problem identification with technical elements correlated to the identified key problem arguing for the implementation of the future project in southern Benin as a contribution to address the identified key problem.
3. Add in the Section 3.3 (implementation approaches and methods) the need to refer to the relevant elements in the ITTO Environmental and Social Guidelines (PS-23) for the socio-economic study to be carried out during the pre-project implementation.
4. Include as annexes the 1-page CVs (following the structure provided in the ITTO manual for project formulation, on page 68, French version) of the Project Coordinator and Assistant Responsible for monitoring and evaluation.
5. Readjust the ITTO budget in accordance with the above overall assessment and specific recommendations and also in the following way:
  - a) Delete the budget line 51 (fuel and lubricant) and budget line (52 (vehicle spare parts) as no vehicle is purchased with ITTO budget,
  - b) 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; and
6. Include an Annex that shows the overall assessment and specific recommendations of the 56th Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

##### C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.

## **ANNEX 5. Recommendations by the 56th Expert Panel and resulting modifications**

Assessment by the 56 <sup>th</sup> Expert Panel	Resulting modifications in the pre-project document
<b>A) <u>Overall Assessment</u></b>	
<p>The Panel noted the relevance of the pre-project proposal to assist in collecting data with a view to developing a capacity-building project for private and community tree farmers in southern Benin. That project could contribute to the sustainable management of private forests in Benin for improving the living conditions of local populations. It was noted that the pre-project was justified by the lack of data hindering the possibility of directly developing a full project proposal</p> <p>The pre-project proposal was well formulated but there was still a need for improvement in the following sections and sub-sections dealing with: <b>(1)</b> the Section 1.1 (origin and justification) did not explain why the future project will be implemented in southern Benin; <b>(2)</b> the preliminary identification of the problem that the future project will contribute to address did not provided elements justifying the selection of southern Benin as target area for the implementation of the future project; <b>(3)</b> there was no reference to the ITTO Environmental and Social Guidelines (PS-23), in the Section 3.3 (implementation approaches and methods), as the abovementioned guidelines should be taken into account while conducting the socio-economic study; <b>(4)</b> non-relevant budget lines found in the ITTO budget table; <b>(5)</b> Curricula vitae (CV) of the Project Coordinator and Assistant Responsible for monitoring and evaluation were not provided as annexes.</p>	<p>The requested amendments were reflected in the pre-project (all amendments highlighted in bold and underlined)</p>
<b>B) <u>Specific Recommendations</u></b>	
<p>1. Improve the Section 1.1 (origin and justification) by including the elements justifying the selection of southern Benin vis-vis to other regions of Benin</p>	<p>See page 4</p>
<p>2. Improve the preliminary problem identification with technical elements correlated to the identified key problem arguing for the implementation of the future project in southern Benin as a contribution to address the identified key problem.</p>	<p>See page 7</p>
<p>3. Add in the Section 3.3 (implementation approaches and methods) the need to refer to the relevant elements in the ITTO Environmental and Social Guidelines (PS-23) for the socio-economic study to be carried out during the pre-project implementation.</p>	<p>See page 8</p>
<p>4. Include as annexes the 1-page CVs (following the structure provided in the <i>ITTO manual for project formulation</i>, on page 68, French version) of the Project Coordinator and Assistant Responsible for monitoring and evaluation.</p>	<p>See pages 18 and 19</p>
<p>5. Readjust the ITTO budget in accordance with the above overall assessment and specific recommendations and also in the following way:</p> <p>a) Delete the budget line 51 (fuel and lubricant) and budget line (52 (vehicle spare parts) as no vehicle is purchased with ITTO budget,</p> <p>b) 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; and</p>	<p>See pages 11, 12 and 14</p>
<p>6. Include an Annex that shows the overall assessment and specific recommendations of the 56th Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (<b><u>bold and underline</u></b>) in the text.</p>	<p>See page 23</p>