

**ITTO Thematic Programme on Trade and Market Transparency (TMT)
5th Proposal Cycle, Deadline: Friday, 9 January 2015**

Important Note: This cycle is limited to small proposals not exceeding ITTO funding of US\$ 150,000 and 18 months in duration. Proposals must clearly address both the objectives of TMT as well as the objectives of the ITTO-CITES programme. Special requirements for this proposal cycle are listed below.

Introduction

ITTO member countries are invited to submit proposals under the Thematic Programme on Trade and Market Transparency (TMT) to take advantage of funding currently available through the ITTO-CITES Programme. The objective of the TMT programme is to: (i) increase the capacity of producer member countries to develop and employ market intelligence and marketing skills; and (ii) improve market transparency through improved data and analysis. The ITTO-CITES Program provides specific assistance to countries throughout the tropics to design forest management plans, forest inventories, provide guidelines and case studies for making “Non Detriment Findings” (NDFs) for CITES listed tree species, and to develop and disseminate tools for timber identification with the overall objective to ensure that international trade in CITES-listed timber species is consistent with their sustainable management and conservation.

The majority of the funding available under this cycle is through a grant from the European Union (through the European Commission) under the ITTO-CITES Program (http://www.itto.int/cites_programme/) which calls for part of the available funds to be devoted to activities relevant to both the ITTO-CITES Program and the ITTO TMT Thematic Programme. Proposals submitted under this cycle must therefore address the objectives of both programmes, TMT as well as ITTO-CITES.

Proposal Formulation and Format

Full guidance on project design, content and format is provided in the ITTO Manual for Project Formulation (3rd Edition, 2009). Your proposal must be consistent with the small project format (including page limitations) in the Manual and must incorporate all specific requirements outlined in this announcement. Please also make sure to take into account relevant lessons learned or good practices from previous ITTO projects. The ITTO Manual on Project Formulation (3rd Edition, 2009) and other important documentation is available electronically from the ITTO website:

- ITTO Manual on Project Formulation <http://www.itto.int/projectformulation/manuals/>
- ITTO Lessons Learned/Good Practices http://www.itto.int/files/user/pdf/thematicprogrammes/ITTO_LessonsLearned_GoodPractices_E.pdf
- ITTO Strategic Action Plan 2013-2018 http://www.itto.int/files/user/pdf/publications/ENGLISH_ACTION_PLAN_2013_2018.pdf
- ITTA 2006 http://www.itto.int/direct/topics/topics_pdf_download/topics_id=3363&no=1&disp=inline

Special Requirements for this Proposal Cycle

In addition to the requirements outlined in the Manual on project formulation, all proposals must include a section elaborating in detail on:

- 1) The proposal’s contribution to the achievement of the TMT deliverables (see TMT TPD, Chapter 4, Table 1)
- 2) The proposal’s contribution to the achievement of the ITTO-CITES Programme objectives;
- 3) The association of the project results to the Output indicators, Target Values and Means of Verification specified in the TMT Monitoring Protocol (MP) http://www.itto.int/files/user/thematic/MP_TMT_English.pdf

The additional section must be included as a separate paragraph under chapter ‘1.2.1 Conformity with ITTO’s objectives and priorities’. Please note that without this section your proposal cannot be considered.

TMT & ITTO-CITES Information

Detailed information on TMT and ITTO-CITES is available from the ITTO website:

TMT

- TMT Thematic Programme Document (TPD) http://www.itto.int/files/user/pdf/callforproposals/TPD_TMT_E_100415.pdf
- TMT Monitoring Protocol (MP) http://www.itto.int/files/user/thematic/MP_TMT_English.pdf
- TMT general information http://www.itto.int/thematic_programme_general/

CITES

- ITTO-CITES programme overview http://www.itto.int/cites_programme/
- ITTO-CITES country activities http://www.itto.int/country_activities/
- CITES (Website of the Convention) <http://www.cites.org>

The TMT programme is financially supported by the following donors: European Union (through ITTO-CITES), Finland, Japan, Switzerland and USA. The ITTO-CITES programme is financially supported by the EU, Germany, Netherlands, Norway and USA, plus private sector donors Abbott-Solvay, Indena, EuroMed and Plavuma.

Submission of Revised Proposals

If any version of your proposal had already been submitted to ITTO under earlier calls (either thematic programmes or the ITTO regular project cycle) and has received recommendations for revisions, you must highlight all additions, deletions or amendments in the revised version. Such highlighting may take the form of underlining, using **boldtype**, *italic* or a different color. Highlighted sections must be clearly distinguishable from the original text. Please also provide the proposal ID of the previous submission. Please note that resubmitted proposals failing to highlight revised sections will not be considered.

Proposal Submission and ITTO Focal Point Endorsement

Proposals must be submitted directly by (or provide proof of endorsement from) the “Official Contact Point” of an ITTO Member Country [Decision 4(XXV), Annex A, Section III]. The official ITTO Contact Point must be the person and/or institution designated by the Member Country and registered by the Secretariat to handle ITTO matters. For further information please contact the Secretariat. Please note that proposals without endorsement cannot be considered.

Official ITTO Contact Points are kindly reminded on the recommendations made to improve project formulation and appraisal [Document ITTC(XXXVI)/5], particularly with regard to the advice to set up a “National Clearing House” mechanism for the screening of proposals taking into account national priorities and relevance to ITTO goals prior to submission. Please make a firm decision to support any proposal before submission, also taking into account that substantial translation cost and handling time are expended on each proposal.

Proposals must be submitted electronically in Word format with the budget tables in EXCEL to the contacts provided below. PDF files are also accepted, however we will need editable Word/Excel versions (including problem trees, flow charts etc.) for translation. Please refrain from sending any hardcopies or sending to email addresses other than those indicated above.

The deadline for proposal submission is Friday, 9 January 2015

Please note that proposal documentation must be complete at the time of submission; partial submissions cannot be considered.

Contacts:

Dr. Gerhard Breulmann
E-mail: breulmann@itto.int

Ms. Adriana Sugihara
E-mail: sugihara@itto.int