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**Guidelines for Direct Assistance Requests**

Open to Government institutions and

Private Sector organizations

**VPA and non-VPA countries**

Programme funded by the European Union, the United Kingdom Department for International Development (DFID), the Swedish International Cooperation Agency (SIDA) and FAO

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# Context

Illegal logging poses a major challenge for the establishment and maintenance of efficient markets and sustainable logging practices in a global economy that increasingly demands assurances of legal and sustainable production of wood and wood products. Illegal behaviour in the logging sector results in lost government revenue, missed opportunities for industrial development, and increased environmental damage and social problems.

In 2003, the European Commission adopted the Forest Law Enforcement, Governance and Trade (FLEGT) Action Plan[[1]](#footnote-2), whose ultimate goal is to encourage sustainable management of forests. To this end, ensuring the legality of forest operations is a vital first step. The FLEGT Action Plan focuses on governance reforms and capacity building to ensure that timber exported to the European Union (EU) comes only from legal sources.

# Programme objective, priorities and eligibility criteria

## Objective

The FAO-EU FLEGT Programme is a five-year demand-driven Programme launched in 2015 that supports stakeholders to put elements of the FLEGT Action Plan into practice.

## Support mechanisms

The FAO-EU FLEGT Programme operates through two main financing mechanisms:

* Calls for proposals: open on a regular basis to government institutions, civil society and private sector organizations
* Direct Assistance: open to government institutions and private sector organisations

For the purpose of these guidelines only the Direct Assistance mechanism will be henceforth described.

## Eligibility requirements

**When?** Requests of Direct Assistance can be submitted at **any time**. Proposals will be evaluated on a rolling basis.

**Which countries?** Currently**,** requests for Direct Assistance can be submitted from entities in VPA countries and in countries not engaged in a VPA (non-VPA countries).

*VPA countries are countries that have negotiated or are negotiating a Voluntary Partnership Agreement (VPA) with the European Union. The following countries are concerned:*

|  |  |
| --- | --- |
| ***Regions*** | ***VPA Countries*** |
| *Africa* | *Cameroon, Côte d'Ivoire, Central African Republic, Democratic Republic of the Congo, Gabon, Ghana, Liberia, Republic of the Congo.* |
| *Asia* | *Indonesia, Lao People’s Democratic Republic, Malaysia, Myanmar, Thailand, Viet Nam.* |
| *Americas* | *Guyana, Honduras.* |

**What stakeholder groups?** Direct Assistance requests are open to two groups of actors:

* **Government institutions**, including relevant Ministries, administrations and public institutions
* **Non-profit private sector organization** representing members of the private sector including trade unions, federations, organizations of chainsaw operators and charcoal producers, or other small scale unions or associations representing small and medium sized enterprises operating exclusively in the forestry sector. Direct support to private companies is not available through the Programme.

**What objective?** The proposal reflects elements of the FLEGT Action Plan and relevant identified national priorities. The proposal is also reasonably aligned with the Programme outputs and supported actions listed in Annex 1.

**What budget?** The proposal is within the financial limit of **55 000 USD (or 50 000 Euros)**.

**What template?** The proposal is complete and follows the requested format (See section 5 on “Proposal format”)

## FAO-EU FLEGT Programme outputs and supported actions

The FAO-EU FLEGT Programme is implementing a new project monitoring strategy, based on a specific range of supported actions. Proponents are required to identify a Programme Output, and a corresponding supported action that best encompass the objective of the proposal in the VPA countries-specific framework provided in **Annex 1**.

Promotion of gender equality and youth participation will be one of the criteria to evaluate proposals. As a crosscutting objective, proposals should promote the inclusion of gender and youth in the forestry sector. This includes strategies towards gender equality, increasing participation of women and youth into the decision-making process and the activities, strategies that involve changing the attitudes and behaviour of men and boys and breaking sex role stereotypes. Please see Annex 2 for recommendations. Proponents are strongly encouraged to integrate gender mainstreaming supported actions in their proposed activities.

# Proposal submission

Applicants can submit direct assistance requests at any time during the Programme life span. All requests must be signed by the applicant and submitted in English, French or Spanish to the e-mail address below. Proposals sent by e-mail must include the proposal in Word format, the budget in Excel format (See Annex 2) and a scan of the signature page of the proposal.

The proposals must be sent by e-mail to the following address: [**FLEGT-Direct-Requests@fao.org**](mailto:FLEGT-Direct-Requests@fao.org)**.** Proposals should also be addressed to the respective forestry officers responsible for the different regions:

* + Africa: Marc Vandenhaute ([**marc.vandenhaute@fao.org**](mailto:marc.vandenhaute@fao.org))
  + Asia: Bruno Cammaert ([**bruno.cammaert@fao.org**](mailto:bruno.cammaert@fao.org))
  + Americas: Guillermo Navarro ([**Guillermo.NavarroMonge@fao.org**](mailto:Guillermo.NavarroMonge@fao.org))

The applicant shall receive a notice confirming receipt of the proposal shortly after the proposal submission.

# Selection criteria and process

All requests for Direct Assistance from government institutions and private sector organizations submitted to the Programme will be evaluated according to the following process.

## Step 1: Verification of eligibility

Submissions are received and registered by the Project Management Unit (PMU), and checked against the eligibility criteria defined in the guidelines for direct assistance requests.

The following types of action are **NOT** eligible:

* actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
* actions concerned only or mainly with individual research, scholarships for studies or training courses;
* actions intended to raise funds or only to promote the visibility of the applicant or its partner(s);
* actions intended to provide immediate personal and institutional financial gains;
* actions which consist exclusively or primarily in capital expenditure, such as infrastructure, large equipment or vehicles and other resources;
* actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
* actions that do not include women in the decision making process;
* actions directly supporting political parties;
* actions which include proselytising activities;
* actions supporting activities that bear no relevance to the FLEGT Action Plan (eg. a proposal to carry out reforestation or tree planting);
* actions that use the funds to pay all/part of existing staff salaries for Government services;
* actions that seek funding for activities that have taken place prior to the submission of the concept note.

## Step 2: Technical evaluation, scoring and approval

Eligible proposals will be evaluated and scored by the PMU and, depending on technical aspects of the proposal, by at least one additional FAO professional with expert knowledge of the country, organization or region concerned. The proposal will be sent for information and technical advice to the European Union Delegations of each country.

Proposals will be scored based on the evaluation criteria and scoring presented in the following table:

|  |  |
| --- | --- |
| **Evaluation criteria** | **Maximum Points** |
| 1. ***Relevance and complementarity***  * Is the project aligned with the Programme Outputs and Supported Actions framework? * Does the project address the priorities of the forestry sector at the national level? * Does the project respond to the needs and expectations of the target groups and the final beneficiaries? | 20 points |
| 1. ***Effectiveness and Feasibility***  * Are the activities adapted to the expected results and set objectives? * Can the activities be carried out within the project duration? Are relevant risks and assumptions taken into account? * Are the activities described adequately and are they technically achievable? * Are the indicators Specific, Measureable, Achievable, Relevant and Time-bound (SMART)? | 20 points |
| 1. ***Sustainability***  * Do activities support sustainable actions or complement long term objectives? | 15 points |
| 1. ***Innovation and Capitalization of lessons learned***  * Does the project include innovative approaches that could be replicated in other contexts, or does it contribute to programmes having these characteristics? * Does the project contribute to the dissemination of ideas, lessons learned and best practices? | 15 points |
| 1. ***Adequate scale***  * Is the budget complete and the costs justified? * Is the budget requested realistic and consistent with the planned actions? | 15 points |
| 1. ***Gender***  * Does the project promote inclusion of youth and/or reduction of gender inequalities in the forestry sector? * Have gender and/or youth been considered throughout the project design and has this been adapted to ensure their full inclusion? * Do the planned activities include a gender analysis   \*For guidance on how to include gender, refer to Annex II | 15 points |
| **TOTAL POINTS** | **100 points** |

A total of 100 points are available for the six criteria. To be eligible for funding, proposals must receive at least 70 points in total, and a minimum of 50 percent of the total points in each criterion. Proposals are evaluated on a rolling basis and funding will be on a first-come, first-served basis.

## Step 3: Information and contracting

The PMU will inform the applicant of the results in writing. In the case of a positive evaluation, the PMU will initiate the negotiations of Letters of Agreement.

# Proposal Format

## ***Part I. Project summary***

1.1 Project title

Indicate the project title.

1.2 Targeted Programme Outputs and Supported Actions

Review the FAO-EU FLEGT Programme Outputs and supported actions (see **Annex 1**) and indicate here the one output and corresponding action(s) that best describe the objectives of the proposal. The proposal should focus on a maximum of 2 supported actions.

***Example****:*

***Project title:*** *“Promoting access to finance and VPA compliance for SMEs”*

***Output 3.5:*** *Private sector stakeholders are empowered to self-organize, to participate fully in revised governance processes and improve access to necessary finance for FLEGT compliance*

***Supported Action:*** *Identify barriers to compliance and seek innovative solutions including access to finance and other resources that aid and support compliance*

1.3 Applicant’s contact information

|  |
| --- |
| * Name of the organization: * Office address: * City and postal code: * Country: * E-mail: * Telephone: * Website: |

1.4 Information on the contact person within the organization

|  |
| --- |
| * Name of contact person: * Title: * E-mail: * Telephone: |

1.5 Organization background

Indicate in one paragraph the context and background of the organization.

1.6 Requested funds

|  |  |
| --- | --- |
|  | **Total (in USD) – Maximum 55000 USD** |
| Requested funds: |  |

1.7 Information on the government references (Private Sector organizations only)

Private sector organizations submitting a proposal must provide the names of at least two officials in the forestry administration who have knowledge of the project proposal.[[2]](#footnote-3) Each government reference must be accompanied by at least the name of the person, his/her title, e-mail and telephone number. Check the appropriate box: [[3]](#footnote-4)

* Government references ❑
* Not applicable ❑

Please include the following information:

* Name of Government Reference 1:
* Title
* Ministry :
* E-mail :
* Telephone :
* Name of Government Reference 2 :
* Title:
* Ministry:
* E-mail :
* Telephone :

1.7 Declaration and signature

**I hereby certify that all information contained in this proposal is accurate and true. This proposal is not currently and has not been previously funded by another institution.**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(signature and name of applicant)**

## Part II. Project Description

2.1 Background of the project and description of the problem (maximum 2 pages):

Please describe the problem that the project will address, as well as the context and factors that perpetuate the problem. Confine the description to relevant forest-related policy, legislation, law enforcement and socioeconomic issues and explain how the project addresses the priorities of the FAO-EU FLEGT Programme and the priorities of the forestry sector at the national level (1 paragraph).

The challenge(s) to be addressed by the project should be clearly defined here, and the strategy to tackle these should be formulated coherently with a solid demonstration of its feasibility. This part of the proposal should also give a summary of the objective, and provide justification for the project: describe how the project activities will be implemented, who will be involved, any partnerships required to complete the action and who will carry out the actions.

Identify and describe clearly any opportunities of promoting collaboration among the government, the private sector and civil society.

Remember to also describe how the project will complement and/or contribute to the success of an ongoing national programme. Specify the means that will be deployed in order to sustain the project in the long term or at least its impact: institutionally, financially, politically and socio-economically.

Sharing lessons learned with the different stakeholders is also a priority of the FAO-EU FLEGT Programme. This introduction should also explain how you will record the outputs and lessons learned and share them with the stakeholders.

Finally, summarize how the project will contribute to gender mainstreaming, and reducing gender and youth inequalities in the forestry sector. In the following section, you should also identify specific project outputs which could have a potential positive impact on the livelihoods of women and youth in the sector, and promote equal access to information and decision making processes.

2.2 Objective:

The project objective should be expressed in a concise statement, identifying the ultimate goal of the requested assistance. The objective should contribute to resolving the stated problem and be realistic, given the available financial resources.

**Remember!** The proposed project cannot be more than 15 months duration. Achieving the stated objective should be possible within this timeframe.

2.3 Organization background and partnerships (maximum 1 page)

Indicate in one paragraph the context and background of your organization.

In a second paragraph, describe the main partners involved in the project implementation, your experience working together (if applicable), and the intended mechanisms to collaborate throughout project implementation.

2.4 Project outcomes, activities and work plan (maximum 2 pages):

List the project outcomes. Each outcome should be described in one sentence, supported by a list of key activities. For each outcome, please identify at least one clear deliverable, and one or two indicators against which to report on the outcome’s achievements.

Each of the activities should be described in one paragraph, with a clearly outlined methodology, including the location, the number of days and participants for each workshop, event, study as well as the number of copies of each publication or similar output. Provide an indicative timeline for these activities.

When relevant proposals should include a small launching workshop to inform relevant stakeholders about the project objectives, expected results and to finalize the project action plan. They should also include a close-out workshop at the end of the project to present results, lessons learned and possible steps forward.

The applicant should establish a communication and visibility strategy and describe this in one result and activities in the proposal. This may include publications (brochures, publications, posters, CD / DVD, website, radio / television / printed media, a documentary, promotional items, or any other means to promote the FAO-EU FLEGT Programme and its partners (EU, the Swedish Cooperation, the UK Department for International Development and FAO).

The duration of the project should be less than **15 months**

|  |
| --- |
| **Example (in relation to the selected output and action mentioned in section 1.2):**  Outcome 1: Private sector actors are aware of the compliance requirements of the FLEGT Action Plan  *Indicators*:   * + 20 members of the targeted private sector organizations are trained on FLEGT and VPA aspects   + 70% of the participants to the training demonstrate willingness to comply with FLEGT requirements   *Deliverables*: summary of the training, and results of a pre and post training assessment  *Activity 1.1:* Organize trainings for members of one private sector organization  20 members of the organization will be selected to attend a 2-day training in Yaoundé, on FLEGT-related issues and FLEGT compliance requirements for the private sector.  *Activity 1.2:* Organize field visits of certified companies  2 field visits will be organize in two certified companies to learn from their practices. 10 participants will attend each visit, which will last one day. The companies will be selected at the beginning of the project.  Outcome 2: Options for better access to finance are developed and tested.  *Indicators, activities…*  Outcome 3: Communication and visibility is ensured throughout the project **[strongly recommended in all proposals]**    *Indicators, deliverables, activities…* |

2.5 Indicative work plan[[4]](#footnote-5) (maximum 1 page)

Please provide an indicative work plan of the completion of the activities for each month. Example of work plan:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity description** |  |  |  | | **Months after project signature** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **Outcome 1** |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1 | x |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2 |  | x |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Outcome 2** |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1 |  |  |  |  | |  | x |  |  |  |  |  |  |  |  |  |
| Activity 2.2 |  |  |  |  | |  |  | x |  |  |  |  |  |  |  |  |
| Activity 2.3 |  |  |  |  | |  |  |  | x |  |  |  |  |  |  |  |
| **Outcome 3** |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.1 |  |  |  |  | |  |  |  |  |  |  |  |  | x | x |  |
| Activity 3.2 |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | x |

2.6 Description of monitoring mechanisms and reporting of outcomes

Please describe in detail the monitoring mechanisms that will be used to measure the delivery and impact of the project in relation to the activities and financial resources.

For example, the proposal could include the following reports:

1. inception report (describe the contents and month to be delivered)[[5]](#footnote-6)
2. progress report 1 (describe the contents and month to be delivered)
3. progress report 2 (describe the contents and month to be delivered)
4. final report (describe the contents and month to be delivered).

***Please note that all projects will require an inception report within 2 months of implementation, preferably two progress reports during the implementation phase, and a final report within the last month.***

## ***Part III. Budget***

Please develop the budget using the Excel spreadsheet attached (Annex 2) and make all budget submissions in US dollars.

Please submit the budget, in Excel format (\*.xls), duly completed with the project proposal.

**Recommendations for developing the budget:**

Ensure correct formulas are applied throughout the excel sheet, and check for accuracy before submission.

Please ensure particular attention is brought to the following points:

***Section 1- Human resources***

* Ensure all HR costs are reflected in this section. This includes project staff and consultants, and also retribution for tasks such as desk studies, field needs assessments etc. (facilitation for workshops are the exception, and can be indicated in section 5: workshops).
* For permanent project staff in non-governmental organizations or the private sector, please indicate the percentage of the salary covered by FAO funds.
* Staff salary for government officials/civil servants cannot be covered by FAO funds. However an allowance for project staff can be included to compensate for working time spent on project-related activities. Any allowance should reflect the amount of working hours dedicated to project activities and needs to follow national legislation and tax policy. The service provider is liable to prove that applicable taxes/contributions are paid through required documentation.

***Section 2 - Staff travel***

* Ensure expenditures indicated here clearly indicate which activities they relate to, number and role of travellers.
* *Per-diem* should be reasonable and include all costs incurred for the travellers (i.e. food and accommodation, local transports etc.)
* *Per-diem* rates should not be excessive and in line with national practices;

***Section 3 - Equipment***

* Provide accurate and reasonable estimated costs, and demonstrate items listed here correspond to actual project needs (a bullet point can be added in the corresponding activity if necessary). FAO-EU FLEGT will expect project implementers to purchase only material relevant to project implementation, and to apply general acceptable practices for procurement.

***Section 4 - Operating costs***

* Provide accurate and reasonable estimated costs, and demonstrate expenses listed here correspond to actual project needs (a bullet point can be added in the corresponding activity if necessary).
* Overheads are not eligible costs under the Programme but additional administrative or management costs directly linked to project implementation can be charged to the project as long as they are clearly described.

***Section 5 - Workshops/Trainings/Conferences***

* Ensure the number of estimated participants is systematically indicated, and all costs detailed per number of participants. Favour inexpensive facilities, and consider that working locally reduces excessive travel.
* Short events for large numbers of people may be useful for general awareness-raising type of activities. However, for training and skills transfer, workshops should be small and of adequate duration. Training activities should also be followed by practice or implementation/use of acquired skills. Project should favour a balanced participation of men and women when selecting beneficiaries.
* Ensure an appropriate balance of costs between project activities and human resources and the organisation of workshops. A majority of funding should be dedicated to the implementation of activities and achievements of outputs/outcomes.

***Section 6 - Information management***

* Ensure reasonable costs for publications considering the targeted readers.
* No payments shall be made to media actors for coverage. Only in cases where advertising pages/radio slots/TV commercials are clearly required by a specific activity can payments be made.
* Ensure visibility articles listed are relevant and useful to the project objective, and their costs reasonable. Avoid give-away items with little impact on actual visibility of the project.
* List only website or IT costs relating to site hosting or standard external fees. Maintenance of websites by webmasters, or fees to developers for applications for instance, should be listed in Human Resources.

**Remember!**

* Excel formulas should be used to calculate costs on the basis of unit costs and number of units, do not simply type the figures into the cells separately.
* You need a total cost for each budget line, make sure the total formula includes all the relevant cells.
* When you total the column, either add the totals for each budget line together or, sum the whole column (including budget line total) and divide by two to avoid double counting the budget line totals and the individual costs for each budget line item.
* All these errors have occurred in earlier proposals!
* Check and recheck your Excel budget file before you submit it!

# Annex 1

**FAO-EU FLEGT Outputs and Supported actions**

|  |  |
| --- | --- |
| **Outcomes and Outputs** | **Supported actions** |
| **VPA Countries** | |
| **Outcome 1**  Voluntary Partnership Agreements contribute to improved forest sector governance and timber legality on domestic and international markets | |
| **Output 1.1**  Stakeholders understand their respective roles in the VPA process | * 1.1.1. Country priorities identified through inclusive consensus-based approaches together with actions to meet challenges to improved forest governance * 1.1.2. Differing awareness of roles is clearly defined and followed. * 1.1.3. Awareness raising on all aspects of forest governance and FLEGT Action Plan, including stakeholder rights and responsibilities, through appropriate modalities at all levels |
| **Output 1.2**  Stakeholders have the knowledge, skills and technical information needed to fulfil their role in the VPA process | * 1.2.1. Training needs assessments and skills audits for FLEGT VPA at a range of levels undertaken * 1.2.2. Potential alliances across and with stakeholder groups identified and supported through improved coordination and active creation of alliances * 1.2.3. Conduct training actions that address needs of VPA implementation. |
| **Output 1.3**  Priority activities supporting the implementation of VPAs are undertaken by stakeholder groups, particularly by communities and indigenous groups and by small and medium scale enterprises | * 1.3.1. Platforms and mechanisms developed for improved local level forest governance including rights and tenure issues, conflict resolution and participatory management * 1.3.2. Modalities and communication systems strengthened to enhance effective engagement of communities and indigenous groups in VPA design and delivery, including community scale logging activities |
| **Output 1.4**  Innovative, effective and inclusive law enforcement processes are developed and tested | * 1.4.1. Knowledge of and capacity for independent monitoring built, especially within civil society and community/indigenous groups, including effective collection, exchange and use of information * 1.4.2. Strengthen female participation and gender equality in stakeholder discussions, projects activities, and governance dialogue through support to woman and community rights to forest management & governance * 1.4.3. Existing forestry legal frameworks and national strategies analyzed and improved to address illegal logging through broad-based approaches * 1.4.4. Support cross-border collaboration to reduce/eliminate opportunities for illegal trade * 1.4.5.Legal timber procurement policies developed, for public and/or private sector stakeholder |

|  |  |
| --- | --- |
| **Non-VPA Countries** | |
| **Outcome2**  Initiatives that support legal production and consumption of timber and better forest sector governance in countries that are not engaged in the VPA process are strengthened | |
| **Output 2.1**  A governance strategy is agreed through a multi-stakeholder process | * Inclusive, consensus-based approaches to improved forest governance identified and developed * Awareness raised and group discussions organised to aid improved forest governance and implementation of a FLEGT action plan |
| **Output 2.2**  Processes to define legal timber production and trade procedures are developed and adopted for implementation | * Appropriate timber legality definition developed through transparent processes and agreed by all relevant stakeholders and actors * Support development and piloting of national traceability control and verification systems, including independent and community/ indigenous group monitoring * Undertake studies on barriers and impediments in timber product trade and develop harmonised parameters and data collection to facilitate compliance checking * Investigate and adapt systems to ensure applicability and facilitate uptake including by small and medium enterprises and local groups engaged in small-scale logging |
| **Output 2.3**  Implementation of forest sector governance strategies are well coordinated | * Awareness of and information flows on legislation, policies, regulations, rights and responsibilities improved * Transparent and participatory review of relevant legislation and regulations conducted, leading to revision and adoption of improved forest governance framework * Coordination with other public sector bodies in addition to forestry (*inter alia* agriculture, mining, land use planning, finance) improved, to include broader range of actors in governance strategy implementation |
| **Output 2.4**  Stakeholders are empowered to participate in processes to promote inclusive forest governance and legal timber production and trade procedures | * Platforms and mechanisms developed for improved local level forest governance including conflict resolution and participatory management * Raising awareness and building skills in local /indigenous communities for application of FLEGT to their logging activities * Support cross-border collaboration to reduce/eliminate opportunities for illegal trade |

|  |  |
| --- | --- |
| **Private Sector Actors in VPA and Non-VPA countries** | |
| **Outcome 3**  The capacity of the private sector at all scales to participate in the production, marketing and trade of legal timber has increased | |
| **Output 3.1**  Private sector composition, scale, incentives, economics and market dynamics are better understood | * 3.1.1. Commission and/or undertake studies on the wood supply and processing sectors, including artisanal level, to characterise volumes, values, efficiency, profitability and impact of legality requirements * 3.1.2. Characterise and document timber flows at local, national and regional levels and identify intervention points to improve compliance with FLEGT and similar systems * 3.1.3 Undertake studies on barriers and impediments in timber product trade and develop harmonised parameters and data collection to facilitate compliance checking. |
| **Output 3.2**  Private sector stakeholders understand their obligations for legal compliance and the demands that are influencing markets | * 3.2.1. Raise awareness on all aspects of FLEGT Action Plan through improved access to information and enhanced communication within and between private sector actors and various scales and others * 3.2.2. Promote better understanding of EUTR and related trade and certification standards leading to more cost-effective systems |
| **Output 3.3**  Policies and legal frameworks are reviewed and revised to promote fair access to forest resources, increase productive employment in the forest sector and act as an engine for poverty reduction | * 3.3.1. Commission and/or undertake comprehensive review of rights and tenure leading to identification of barriers and providing basis for equitable reform * 3.3.2. Investigate and adapt systems to ensure applicability and facilitate uptake including by Small and Medium enterprises and local groups engaged in small-scale logging. * 3.3.3. Cost-benefit studies conducted to underpin legal reforms leading to simplified and incentivised legality compliance processes, including barriers and opportunities around compliance |
| **Output 3.4**  Private sector stakeholders have the skills to comply with legal frameworks and access markets | * 3.4.1. Support training and skills building including training of trainers for all aspects of FLEGT Action Plan, including national legislation and regulations and changed practices such as legality audits * 3.4.2. Undertake training and skills building relating to changed field activities and business administration that support FLEGT related outcomes |
| **Output 3.5**  Private sector stakeholders are empowered to self-organize, to participate fully in revised governance processes and improve access to necessary finance for FLEGT compliance | * 3.5.1. Support effective trade and industry bodies in exchange of knowledge and experience on FLEGT Action Plan and secure representation in governance discussions in producing and consuming countries * 3.5.2. Support to improve international communication and networking between timber trade federations - Support private sector organizations to contribute to market reforms that reduce the illegal use of forest resources and benefit poor people and which promote legal and sustainable industry * 3.5.3. Identify barriers to compliance and seek innovative solutions including access to finance and other resources that aid and support compliance |

|  |  |
| --- | --- |
| **All Countries and Groups** | |
| **Outcome 4**  Stakeholders in both consumer and producer countries demonstrate an improved knowledge of benefits from legal logging, international trade requirements and of best practices for forest law enforcement, governance and trade | |
| **Output 4.1**  Country-level FLEGT-related stakeholders develop and implement FLEGT-related communication plans | * Harmonized communication plans on FLEGT related issues developed by stakeholders providing coherent information through a range of media encompassing the needs of all stakeholders |
| **Output 4.2**  FLEGT-related information, knowledge and experience effectively collected, analyzed and shared at national, regional and global level | * Promote information exchange opportunities on FLEGT leading to national policy changes on timber procurement, use and trade that incorporate legality requirements * Support information collection and sharing mechanisms to optimize exchanges of learning and experience on FLEGT actions |
| **Output 4.3**  Experience on national timber traceability, control and verification systems consolidated and communicated especially at regional level | * Promote exchange of experience and lessons learned on traceability, control and verification |
| **Output 4.4**  Relevant studies undertaken that enhance understanding and have wider value for FLEGT related processes | * Promote synergies and mutual compliance between legality and certification systems to minimize duplication and complexity * Undertake studies that lead to improved knowledge of revenue collection, illegal activities, licensing, prosecution, etc. and provide a basis for revision of current control systems including incorporation of artisanal and local production * Promote operational linkages with other initiatives, to encompass broader range of high-level actors from other sectors and ensure complementarity of FLEGT related actions (REDD+; poverty reduction; food security; land use and land tenure, sustainable supply chains, etc.) |

# Annex 2

**How to Include Gender Considerations in Proposal**

*The following is an indicative list of* supported activities that should serve as reference for the Service Providers in the formulation of their gender-specific activities. The supported actions are grouped under four categories, with corresponding objectives. There is no expectation that all activities would be addressed but proponents are strongly encouraged to include/make reference to some of these activities in the development of their project interventions.

1. **Normative and policy dialogue**: Mainstream gender in national forestry policies and debate; enhance inclusiveness in the decision-making process.

Examples of supported activities:

i. Consider including gender-disaggregated data collection and/or gender-specific indicators in the development of national forest policies, building on relevant work undertaken by other stakeholders and relevant organizations on gender monitoring, evaluation and indicators.

ii. Promote/conduct gender analysis as a tool for better informed policy-making (baseline studies to inform laws reform, formulation of ad-hoc policies etc.).

iii. Ensure that stocktaking exercises associated with the formulation and revision of national forest policies adequately account for the differences in uses of forest and non-forest resources between women and men.

iv. Build women capacity to participate in decision-making processes (facilitate access to decision-making bodies through provision of ad-hoc support services, including awareness raising, capacity development activities etc.).

v. Ensure that women are effectively engaged as members of relevant stakeholder groups consulted for the draft of national forestry laws and regulations.

vi. *Assess* how gender considerations can be incorporated into national forest laws and regulations and how they can contribute to their effective implementation.

vii. Request that gender experts review draft national forestry regulations in order to assess gender sensitivity and provide guidance on improvements.

viii. Identify indigenous and local communities’ experts on forest governance and gender mainstreaming to support the integration of gender considerations into national forestry policies.

ix. Review relevant policies to identify gender differences, including in policies related to forest governance, tenure and use rights, employment, health, local governance, decision-making and access to financial resources, and consider steps to address these.

x. Gather and disseminate local and national case studies on the benefits of gender mainstreaming in forest governance and more in general sustainable use of natural resources (forests).

xi. Ensure that those responsible for high-level decision-making and international negotiations under the VPA agreement are aware of gender commitments at national and international level.

2. **Organizational level**: Promote gender equality and active participation within organizations.

i. Provide training and awareness raising on the links between gender and better forest governance, sustainable use of natural resources (forest) and improved livelihoods to interested staff, indigenous and local communities and policymakers.

ii. Establish a list of gender experts that staff can access to support their work, including experts from indigenous and local communities.

iii. Consider establishing a gender review body or agreement, including indigenous and local communities that can provide input on the gender sensitivity of documents and regulations prepared to support the implementation of VPA agreements or any other legally binding processes or products.

iv. Consider adopting gender-responsive budgeting when assigning resources for implementation of projects.

3. **Implementation and delivery:** link gender aspects to the achievement of Programme outcomes (reduce poverty, decrease adverse environmental impacts, promote better forest governance, enhance opportunities for more sustainable livelihoods and market integration)

i. Ensure gender balance in capacity building to enable effective participation in implementation processes and consider providing dedicated capacity building for women’s groups, as appropriate.

ii. Develop and disseminate information material on the linkages between gender and better forest governance in different languages that can equally be understood by men and women.

iii. Monitor and report on the participation of men and women in implementation processes.

iv. Consider the different needs of men and women when designing and implementing specific actions in support of the implementation of project/Programme activities.

v. Consider the different risks faced by men and women as a result of actions undertaken to achieve project/Programme objectives.

vi. Ensure that men and women’s access to and use of forest resources are equally taken into consideration and assessed during the implementation of a project.

vii. Include gender-disaggregated data when reporting on project progresses and achievements.

viii. Collect and disseminate case studies and best practices on impacts monitoring, evaluation and indicators for gender mainstreaming in the forestry sector.

4. **Partnerships:** build partnership to promote gender mainstreaming among different stakeholders and actors, at the national and regional level.

i. Take stock of gender-related commitments at the national and international level.

ii. Engage ministries responsible for gender and/or women in planning and implementation of project activities.

iii. Identify and/or establish collaborations with other relevant national or regional stakeholders that are already gathering and using gender-disaggregated data and/or incorporating gender considerations in their actions.

iv. Engage women’s groups already active in related sectors such as agriculture or land use rights.

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1. FLEGT Action Plan: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2003:0251:FIN:EN:PDF> [↑](#footnote-ref-2)
2. At this stage, it is not required to provide an official approval by the forestry administration. The references provided shall only aim to ensure that the submission of the project to the FAO-EU FLEGT Programme is known by the heads of the forestry administration. [↑](#footnote-ref-3)
3. If the applicant is a government institution, no reference shall be provided and the box “not applicable” should be checked. [↑](#footnote-ref-4)
4. The example work plan is designed as only a guide to project applicants. The numbers of outputs and activities are variable, depending on the project. No preference will be granted to projects with more or fewer outputs or activities in the work plan. [↑](#footnote-ref-5)
5. In addition to the progress of project activities, these reports can also present, in Annex, deliverables such as: proposal for a new regulation, procedures manuals, guides, workshop and mission reports, brochures, maps, etc. [↑](#footnote-ref-6)