

NORMATIVE FRAMEWORK FOR TCP PROJECT

Food and Agriculture Organization of the United Nations Technical Cooperation Programme

Country:

Project title: Development of a sustainable wood energy system in
[small country or province within a large country]

Project symbol: TCP/xxx/xxxx

Starting date:

Completion date: (not to exceed 24 months)

I. Project Summary

This should put particular emphasis on the outcome (desired improved situations or changes) expected from the project (not to exceed one half-page).

- Brief presentation of wood energy situation and main problems to be addressed by this project
- Concise description of actions and activities aimed to overcome main problems with the project proposed Description of main outcomes such as:
 - current consumption and sustainable production of wood energy assessed;
 - human resources trained;
 - main interventions and activities required for the development of sustainable wood energy systems at local and national levels identified
 - technical solutions for the optimization of production, trade and consumption processes evaluated ;
 - institutional aspects for the proper and smooth regulation of the wood energy sub-sector revised;
 - wood energy program with follow-up actions and project proposals recommended, (including opportunities to be implemented with the Clean Development Mechanism of the Kyoto Protocol).

II. Background and Justification

*This section will contain the background to the request and a brief description of the specific problem, highlighting its causes and effects, in the particular sector or sub-sector in which the project will be placed. It should specifically explain the sector's importance, **the critical gap to be filled and the urgency of the problem** to be solved in the context of the relevant Government's sector and sub-sector strategy and policy. **It should also explain the consequences caused by non-action on this specific problem**, and **outline** how the assistance requested will be utilized to fill a **particularly urgent need which cannot be met from other sources**. Mention should be made of other related activities supported by the Government or by other assistance agencies.*

Examples for the preparation of background:

- Importance of wood energy in the [country and / or particular province(s)].
- Brief presentation describing who; how much, how and where wood fuels are used for example:
 - Wood Energy consumption (description, figures, statistics)
 - Wood Energy production (description, figures, statistics)
 - Wood Energy processing, trade, distribution (description, figures, statistics)
 - Wood Fuels supply sources and sustainability (description, figures, statistics)
 - Wood Fuels demand/supply balance (description, figures, statistics)
- Main causes of unsustainable production and use of forest biofuels such as;
 - un managed resource illegal cutting
 - increasing demand by growing urban populations; inefficient use of woodfuels;
 - infrastructures for transportation, trade and marketing of woodfuels inadequate

Needs for technical assistance for the development of sustainable wood energy systems

- Describe new opportunities opened by International Conventions on climate change for the development of wood energy

Examples of issues and aspects that justify the urgency of action requested

The justification should highlight the follow-up action expected after completion of the project and the expected project's catalytic role in connection with the Government's development efforts. It should, in particular, clarify how the Government intends to ensure realization of the planned project results in a sustainable manner, and the extent to which this will depend on national budgetary or policy decisions or funding decisions by other donors.

- unsustainable utilization of forests and trees as a result of woodfuel consumption by the residential, commercial and industrial sectors in the [country or province];
- impact on the existing forests and other natural wooded areas, compromising the sustainability of supply; impact on agricultural productivity;
- negative/unsustainable demand/supply balance; current and future negative consequences on poor and marginal rural and urban populations
- Address health, gender and environmental problems derived from the unmanaged and unsustainable use of forest for energy purposes describe the national capabilities insufficiently prepared (in terms of human resources) to develop available wood energy opportunities

Key questions to be answered to justify the proposals:

- What are the institutions dealing with wood energy planning in the [country or province], their present staffing, their means of work? What is the main problem they are facing: (lack of capacity, lack of means, other?)
- What are their current constraints which prevent them from addressing directly the problem, without FAO support? (Lack of planning tools, lack of reliable or up-to-date information on wood fuel consumption and sustainable supply capacity...);
- How urgently is action needed? What would happen if action was not taken at this stage?
- What is the critical expertise gap that FAO would fill in?
- How would catalytic effect be obtained?
- What would the impact of requested activities be on local stakeholders?
- What is the priority attached to this request by Government? How sustainable could be the activities proposed? What is the Government commitment to cover for recurrent and

further investment costs of the institutions concerned? Are other donors committed for follow-up actions?

- How do the proposed activities complement other actions funded by Government and/or other donors?
- Etc.

III. Objectives of the Assistance

*This section will state briefly but in **specific terms**, the particular objective(s) which the project is expected to achieve. The project objective is defined as a specific aim to be achieved and formulated as the expected future improved situation after the successful completion of the project. The statement should be drafted wherever possible **in terms permitting subsequent verification of project accomplishments**. Examples include practice of a particular improved technology (developed by the project) by a group of beneficiaries, or staff capable of carrying out specific functions (as a result of training by the project).*

The aims are:

1. Institutional capacity to develop and implement sustainable wood energy systems improved, in order to:
 - survey woodfuel production, trade and consumption by area and end-users;
 - assess the sustainability of current woodfuel supply sources,
 - identify new sustainable woodfuel supply sources;
 - forecast demand/supply balance, in order to anticipate critical situations; and
 - identify new market opportunities for the use of woodfuels
 - introduce new technologies for more efficient woodfuel conversion into energy;
 - train human resources with wood energy planning tools.
2. Wood energy techniques and planning tools introduced in the country to optimize the use of available wood energy resources through the reduction of wastes and transformation losses.
3. Wood energy program introduced into forestry and energy policies and Institutional arrangement for the proper regulation of wood energy systems developed, and follow-up actions identified.

IV. Project Outputs (Results)

Outputs (results) to be defined in this section, are the specific products of activities undertaken, the combined use of which by project beneficiaries will achieve the objective of the project, provided assumptions about external factors are correct. They should be defined in terms that permit their verification in quantity, quality and time, and should be consistent with the project objective and design, and provide the basis for the elaboration of a clear, detailed work plan.

Regarding objective 1: Institutional capacity to develop and implement sustainable wood energy systems improved

- woodfuel production, trade and consumption by area and end-users surveyed;
- the sustainability of current woodfuel supply sources assessed
- new sustainable woodfuel supply sources identified;
- demand/supply balance, in order to anticipate critical situations forecasted;
- new market opportunities for the use of woodfuels identified
- new technologies for more efficient woodfuel conversion into energy introduced;
- human resources with wood energy planning tools trained.

Regarding objective 2: Wood energy techniques and planning tools introduced in the country to optimize the use of available wood energy resources through the reduction of wastes and transformation losses.

- new technological solutions for the sustainable production of woodfuels, efficient use and rational trade and market structures Identified
- train human resources on the tools and techniques aimed to optimize the use of available wood energy resources through the reduction of wastes and transformation losses
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Regarding objective 3: Wood energy program introduced into forestry and energy policies and Institutional arrangement for the proper regulation of wood energy systems developed, and follow-up actions identified.

- national (or sub-national) Wood Energy Strategy introduced
- propose new institutional arrangements for the proper regulation, legislation, monitoring of wood energy systems
- Follow-up actions prepared and possible donors identified.

V. Work Plan

All the substantive activities required to produce the outputs of the project will be defined. An overall implementation work plan will be given in the form of a timetable with a definition of its start and its end, with an indication of when each of the specific activities will be implemented and outputs produced. The format is flexible but should be sufficiently specific, not only to serve as a practical guide for the national Government and experts/consultants on what activity should be carried out at what time and at what place and to be implemented by whom, but also to serve as an instrument for monitoring project implementation and achievement for both the Government and FAO.

The detailed work plan will be developed by the designated National Project Director in close collaboration with the National Steering Committee (NSC), the Wood Energy Working Group (WEWG), and other institutions involved in the country's wood energy policy.

For the development of the work plan the National Project Director, NSC and WEWG will seek the assistance of the relevant Officer of the Forest Product Division (FOWP) of FAO.

The work plan will include, among others, the following main activities:

In relation to objective 1

- Assessment of main sources of information and data on wood energy consumption and integration/update with new surveys in order to assess the entity of the demand by geographic areas (urban, rural, provinces,) and by end-user categories (households, commercial, industrial, ...)
- Identification of current woodfuel supply sources and cartographic representation of these at a suitable strategic planning scale (national/sub-national).
- Assessment of the sustainability of current woodfuel production on the basis of current knowledge on the regenerative capacity of natural vegetation. Identification of surveys needs for a representation of the potential sustainable production capacity of the various ecological formations.
- Study of current wood energy demand/supply balance and preparation of predictive scenarios, on the basis of the information produced through the above activities.
- Identification of new market opportunities for the use of woodfuels to support local development and to reduce dependence on non-renewable energy sources.

In relation to objective 2

- Identification and introduction of new technical solutions to A) increase the supply source of woodfuels; B) reduce consumption C) improve market and trade mechanisms D) new end users.

In relation to objective 3

- Study of current institutional arrangements and legislation regulating the wood energy sector and assessment of their suitability to support the appropriate development of the sector. Development of a proposal of new institutional arrangements and identification of areas for follow-up action.

VI. Capacity Building

The project agreement is to describe in clear terms how the project will use national experts/consultants to achieve project objectives and how the use of such experts/consultants will contribute to building national capacity in the recipient institution/country.

Main headings:

- Study tours of specialization in other countries:
 - in the context of the “formulation of optimized wood energy systems and policies”.
 - in the context of the “bioenergy conversion technologies”.
- Training activities (specific courses and on-job training)
 - on specific survey techniques for the assessment of wood energy consumption in rural and urban areas and in the various end-user groups;
 - on the techniques needed to assess and represent wood energy supply sources, to assess the sustainability of current practices, and to identify other potential sustainable sources;
 - on improved stoves and on appropriate woodfuel extraction techniques, including improved methods of carbonization.
- Workshops
 - one to launch the project, with the participation of all governmental institutions and NGOs that belong to the energy sector and/or that will be involved in the activities of the project;
 - one at the end of the project, to present the [National or sub-national] Wood Energy Strategy for the period -, to describe/discuss its rationale with all involved stakeholders, and to recommend follow-up activities.
- Other participatory activities
 - dissemination and testing of improved tools and techniques;
 - identification/discussion of the features of the wood energy strategy under development.

VII. Inputs to be provided by FAO

1. Personnel services
International consultants/experts
 - Wood Energy Planning Specialist. This Specialist will assist the National Project Director on all aspects of strategic planning in the full range of sectors concerned with wood energy - energy, forestry, agriculture, environment and planning.

- Wood Energy Conservation Specialist. This Specialist will be responsible for all aspects of biomass energy conversion and conservation technologies ranging from domestic devices to modern industrial applications.

FAO Advisory Technical Services (ATS)

National experts and consultants

International expertise under Partnership Programmes (i.e. TCDC/TCCT or Retired experts and consultants)

- Wood Energy Flow Expert to assist in the assessment of production/consumption patterns by areas and by user-groups.
- Wood Energy Sector Planning Expert to assist in the analysis of wood energy demand/supply scenarios and the identification/development of adequate planning tools.

VIII. Government Contribution and Supporting Arrangements

This section should contain a clear statement of cash contributions, physical facilities (buildings, office space and local transport) and counterpart staff which the Government intends to make available in support of the project. Each project should be assigned a National Project Coordinator at senior level who will not be on the payroll of FAO nor receive any direct or indirect benefits from the project. National consultants or experts cannot be on the Government payroll at the time of their assignment with FAO.

Projects whose major activity is the preparation of a sector study, of policy advice, of documentation for a round table, etc. by a team of international and national consultants should be supervised by a Project Steering Committee whose membership should include senior officials of the technical ministries concerned, in addition to the FAO Representative.

The administrative arrangements and responsibilities assigned to each party of the project will facilitate project execution. This refers in particular to arrangements for clearance of experts, customs clearance of equipment, tax-free local purchase of project equipment and supplies, etc. (annex I, page vii)

Requests must be accorded high priority by the Government, which must also ensure that the required local support facilities and services will be available and that follow-up action will be taken (...)

Requests must provide assurance of the fullest possible participation of the government in project execution, through such means as the use of national institutions, personnel and resources. (Annex IVa, page i).

The Government of [country or province], through the [main responsible institution and ministry] will have overall responsibility for the execution of the project.

The Government will designate existing staff of its principal organizations to serve on the National Steering Committee (at policy and decision-making level), and Wood Energy Working Groups (at technical expert level).

All government contributions will be in kind, mainly in the form of salaries of staff engaged in project activities. In addition, financial support for national activities, particularly for the field-based demonstration and dissemination activities will be encouraged.

The government will designate a range of staff to take part in project activities as part of their regular responsibilities. The government will appoint a National Project Director who will oversee the day-to-day operations of the project and serve as the principal liaison with the FAO.