# FAO/Government of Japan Cooperative Programme

## GCP/INT/988/JPN

### PROJECT DOCUMENT

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Strengthening Monitoring, Assessment and Reporting (MAR) on Sustainable Forest Management (SFM) in Asia</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Symbol</strong></td>
<td>GCP/INT/988/JPN</td>
</tr>
<tr>
<td><strong>Donor Country</strong></td>
<td>Government of Japan</td>
</tr>
<tr>
<td><strong>Donor Contribution</strong></td>
<td>Total US$ 2,543,455 (Five year period)</td>
</tr>
</tbody>
</table>
| **Duration** | Total: Five years  
Phase I: Development Phase (First two years) and  
Phase II: Implementation Phase (next three years) |
| **Estimated Starting Date** | December 2005 |
| **Estimated Completion** | November 2010 |
| **Participating Countries** | Selected countries in the Asian and Pacific region |
| **Implementing Agencies** | FAO and Ministries of Forestry (or equivalent) in selected project countries in Asia and the Pacific region |

### Brief Description

The main objective of the project is to develop a globally harmonized forest-related national Monitoring Assessment and Reporting (MAR) system and apply it in the Asia Pacific region to directly contribute to the improvement of sustainable forest management (SFM) regimes in the Asia Pacific region. An associated objective is to provide better information on forests coupled with enhanced access and sharing with civil society in order to facilitate and improve upon national decision-making, formulation of efficient forest policies and sustainable forest management and planning.

The project plans to accomplish its objectives in two phases. The *Development Phase* spreads over the first two years of the project and focuses on (a) international activities like the establishment of linkages with forest-related processes and the development of a globally harmonized framework, guidelines and database structure, including pilot testing in some countries; and (b) a set of national activities that initiate and facilitate the implementation of the harmonized MAR on SFM.

The *Implementation Phase* spreads over the remaining three years of the project period and its detailed design will be finalised on the basis of a review of activities and outputs of the first phase. This phase focuses on the implementation of the harmonized MAR on SFM, including facilitating establishment of databases at the national level in selected project countries within the Asia and the Pacific region through training, reviews, studies, workshops and expert consultations.
1 Mandate, Background and Justification

The following provides the global and national mandate, background and justification for the project.

1.1 Global and National Mandate

The global mandate for the project derives from the recommendations of various sessions of the Committee on Forestry (COFO) and FAO council. The last (Seventeenth) Session (15 to 19 March 2005) of the COFO was attended by more than 120 countries in addition to the representatives of many sister United Nations Agencies and Programmes, intergovernmental organizations and international non-governmental organizations. The COFO 2005 noted the recommendations of the 32nd Session of the FAO Conference and of the 124th and 127th sessions of the FAO Council, in particular those related to FAO’s work: to facilitate countries’ efforts to achieve the commitments contained in the United Nations Millennium Declaration, including the internationally agreed development goals, and to implement sustainable forest management; and to strengthen national capacities; and to support international forestry processes.

The COFO 2005 recommended FAO to strengthen its technical assistance to countries in order to improve governance, strengthen institutional frameworks and activities in collecting, analyzing and disseminating relevant data on forests and to ensure that related reporting arrangements are effectively harmonized for accelerating the implementation of sustainable forest management on the ground and to fulfil relevant commitments contained in the United Nations Millennium Declaration, including the internationally agreed development goals. (Para 40, 41 and 51).

The COFO 2005 requested FAO to strengthen its activities in the areas of monitoring, assessment and reporting (MAR) on forests and to intensify assistance to countries for activities in these areas. It requested that FAO continue efforts to link the global Forest Resources Assessment with reporting on criteria and indicators for sustainable forest management. It made a specific request to help minimize duplication in international forest reporting thus reducing the reporting burden on countries by working together with other CPF members and other agencies to continue to develop an information framework on forest-related reporting. (Para 59, 60 and 61).

The proposed project collaboration with the forest agency of Japan contributes to the global mandate given to the FAO Forestry Department to develop a globally harmonized framework, guidelines, structure of database for monitoring assessment and reporting on sustainable forest management, which is linked with Criteria and Indicator processes. These global products and processes will be tested and applied in the Asian region as requested by the donor agency. The outcome of the project will have the effective capacity and computability for later replication in other regions of the world.

1.2 Linkages with Normative Programme

The forestry major programme 2.4 assists countries to achieve the sustainable management of their forests. It was restructured in 2003 and the key dimensions of sustainable forest
management were aligned to three programmes (Programme 2.4.1 - Forest Resources, Programme 2.4.2 - Forest Products and Economics, and Programme 2.4.3 Forestry Policy and Institutions). These three programmes are supported by a cross-cutting substantive programme (2.4.4 Forestry Information and Liaison).

The project primarily augments the normative activities of the FAO Forest Department at the global level, especially as it is mainly related to the programme 2.4.1 in addition to their secondary linkages to 2.4.3 and 2.4.4. It gives the technical basis to implement effective sustainable forest management and provides information on forest resources. It benefits several international processes related to forests, and facilitates countries in developing their forest related monitoring, assessment and planning systems. The programme emphasizes the role of forest management and conservation in sustainable development, including linkages to the Millennium Development Goals and support to the implementation of major UN conventions on biological diversity, climate change and desertification. It takes the agreed international concepts of sustainable management of forests (like Criteria and Indicators) and international dialogue into action on the ground.

The project fits very well with the current midterm plan of 2.4.1 which pursues FAO's leadership in global forest resources assessments, lays a foundation for monitoring of progress towards sustainability at international global level and provides attention at the national level to monitoring and assessment systems that support policy processes. The following table highlights linkages of project activities with project entities, major outputs and biennial outputs under 2.4.1.

<table>
<thead>
<tr>
<th>Programme Entity</th>
<th>Major Output</th>
<th>Biennial Output</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>241P1 004 402</td>
<td>Support to country efforts to monitor, assess and report (MAR) on progress toward sustainable forest management (SFM), including effective implementation of agreed criteria and indicators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241P1 001 401</td>
<td>Development and transfer of new methodologies for forest inventories and assessments through pilot projects in countries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241P1 004 401</td>
<td>Training, workshops and publications to support improved national forest assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241A8 002 401</td>
<td>Assistance to national capacity building to comply with the Kyoto Protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241A1 002 403</td>
<td>Analysis of status and trends in forest management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241P1 001 402</td>
<td>Enhanced national-level analyses and use of forest-related information in national policy processes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241A8 001 403</td>
<td>Consistent terminology related to carbon stock assessment in forests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241A1 002 402</td>
<td>Regional and subregional networks of model and demonstration forests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241P1 002 401</td>
<td>Continuously updated national information, provided by countries, on forests and forestry disseminated through the FAO website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The project aims to develop a framework and set of technical guidelines to monitor and assess the sustainable forest management. This will be done through the creation of manuals/guidelines which will be tested in the Asia and Pacific Region, upon the donor’s specific request. However, these technical documents will have global utility and will not be just region or country specific.
1.3 Background

Monitoring, Assessment and Reporting (MAR) on SFM

The United National Conference on Environment and Development (UNCED) in 1992 recognized that forest resources in most of the countries are not being managed in a sustainable manner. It therefore developed a set of “Forest Principles” that demanded worldwide sustainable forest management (SFM) in conformity with multiple functions and values of forest resources. It noted that “Forest resources and forest lands should be sustainably managed to meet the social, economic, ecological, cultural and spiritual needs of present and future generations.” Further, that “these needs are for forest products and services, such as wood and wood products, water, food, fodder, medicine, fuel, shelter, employment, recreation, habitats for wildlife, landscape diversity, carbon sinks and reservoirs, and for other forest products.” The Collaborative Partnership on Forests (CPF) has taken this task further by promoting the development of MAR on SFM, recognizing that such MAR should be simple in reporting and action-oriented both at the international and national levels. At the international level, it should provide opportunities to share experiences among countries and other stakeholders and to identify actions that could be taken at various levels to support SFM. At the national level, it should catalyze national discussions, analyses and actions that promote SFM. Finally, at all levels, the MAR, should help to clarify the contribution of forests to global environment and to human well-being.

There is a need to harmonize and improve international reporting on forests to reduce reporting burdens on countries and improve the efficiency and utility of such monitoring and reporting. This is because many international and regional processes are demanding international reporting on different aspects of forests or on the same aspect of forests but with varying definitions. Some of these include: global Forest resource Assessment (FRA) of FAO (www.fao.org/forestry/fra), IPCC, UNFCCC, and CBD etc. The extent and quality of national response to these efforts varies among countries as well as among the processes. For example, almost all the countries have responded to global FRA 2005, whereas only a limited number of countries (www.fao.org/forestr/cpf) have responded to other processes. Further, in most of the countries such monitoring and reporting is not related to policy development and planning, thus reducing its utility. The global FRA compiles analyses and presents the information on national state and trend of stocks, goods and services of forest resources at regular intervals. Due to its wider political acceptability, greater participation by countries, broader coverage, longer temporal consistency, the global FRA programme of FAO provides a better basis to develop a harmonized MAR on SFM.

Forest Information in Asian countries

The current national forest information systems in most of the Asian countries are underdeveloped, non-robust, and lack necessary and consistent information. They do not have sufficient capacity and necessary linkages to promote SFM. The last FRA 2000 indicates that forests resources in most Asian countries are not managed in a sustainable manner. It reports net deforestation of 0.13 percent during 1990 and 2000 in Asia as a region and indicates that about 52 percent of the forested area distributed in 5 countries registered a nominal increase in their total extent. About 45 percent of the forested area in 14 countries registered decline in their total extent and the remaining 3 percent of the forested area in 4 countries did not register any significant change in their total extent (Fig. 1). Further, the reported increase in
the total extent of forests in some of the countries was mainly due to the increase in area under forest plantations. This may have obscured deforestation in these countries.

(Fig.1 Annual Rate of change in the forested area (extent) in Asian Countries)

The current regimes of forest management in Asian countries do not necessarily have positive correlation with sustainability. Only 10 out of the 23 Asian countries could report on extent of their forest under management and in the five Asian countries, where management plans completely span the forestland, the extent of forest has increased in two, decreased in two, and has remained the same in one country (FRA 2000).

(Fig.2 Annual Rate of change in the extent of forests) (Fig.3 New Information provided to FRA 2000)

Three C&I processes (ITTO Producer countries, Dry Forest Asia and Montreal) span the Asian and the Pacific region. The first two (ITTO Producer and Dry forest Asia) regional processes cover most of the Asian countries and need support to become effective tools for enhancing sustainable forest management in the region.
Lastly, the quality and extent of the information base (national forest inventories “NFI”) for the MAR in Asia varies very widely among the countries. For example, the information (including partial information) provided to FRA 2000 was more than 10 years old in case of 26 percent of the Asian countries, between five to ten years old in about 30 percent of the countries and less than five years only in case of 44 percent of the Asian countries. Further many Asian countries have no time series (i.e. only one time information).

The current forest related MAR processes in most of the Asian countries, therefore, are underdeveloped, poorly implemented and not linked to the development of forest policies and the national planning processes. This poor state of MAR in the region is increasing the spatial and temporal inefficiencies of the forest management regimes in the Asian countries.

1.4 Project Rationale/Justification

The main rationale of the project resides in its objective to enhance the efficiency of the sustainable forest management through improvements in the existing forest related MAR systems. The other complementary rationale and/or justifications include the following:

a. to satisfy international policy dialogues, institutions, conventions and processes dealing with global issues like global biodiversity, carbon sequestration, soil condition, and the effects of climate change;

b. to improve links between existing forest policies and other environmental, social and economic policies related to the interaction of forests with other land resources and with the overall sustainable development processes;

c. to co-ordinate, standardize and harmonize the national MAR processes of the countries in the Asian region to facilitate streamlining, reducing the burden of international and regional reporting by the countries;

d. to disseminate information concerning the forestry sector and its development to all stakeholders and the civil society;

e. to develop a regional network dedicated to sharing information, experiences and new knowledge among countries in the region and the world.

1.5 Expected end of the Project Situation and Sustainability

The project expects that at the end of the project, the current status and issues to be tackled regarding MAR on SFM are identified, and measures initiated to overcome those issues. The approaches to compile, assess and report information on forest management, in accordance with internationally harmonised systems, are better understood and steps are taken to incorporate them into existing national information management frameworks. In addition, the approaches to use the information from the MAR system for the development, review and assessments of national forest policies are better understood and steps are initiated to implement them. Further, that steps have been taken to establish and use the information-
sharing networks for enhancing effectiveness and development of the MAR both at the international and national level (selected project countries).

The project ensures its sustainability by addressing a long felt and prioritised need of the member countries and FAO. The countries have expressed their felt need and priority for such MAR for SFM at various international forum, including COFO, as mentioned in the above (background) section. At FAO, the MAR on SFM continues to be the priority normative programme of Forestry Department. This is exemplified by the fact that the FAO is the chair of Collaborative Partnership on Forests (CPF) among all forestry related international agencies like GEF, UNCD, UNFF, UNDP, UNEP, IUCN, WAČ, CIFOR, ITTO, IUFRO and CBD (www.fao.org/forestry/cpf) and that the MAR on SFM is also a priority programme of the CPF. In addition, the project generates conditions that enable enhanced participation and support of various agencies and major stakeholders at all levels, for example, improved linkages among agencies and stakeholders, and complete national ownership of the MAR. The project has inbuilt motivation for the national governments to sustain it by virtue of the fact that the improved MAR on SFM will eventually reduce their burden of international reporting by containing the duplication and the redundancy in the reports demanded by the various agencies and the processes.

1.6 Target Beneficiaries

The beneficiaries of the project are:

(a) the international policy dialogues, institutions, conventions and processes, which will have access to better, consistent and timely information;

(b) the civil society and other stakeholders, which will benefit through increased awareness about the status and trends of their forest resources; and

(c) the national governments, who will have a more efficient MAR system to improve their sustainable forest management regimes, better linkages with national planning process and reduced burden of international reporting;

(d) the forest dependent communities, which will have a sustained supply of goods and services from forests.

1.7 Conceptualization of MAR

The project shares its conceptualization of MAR with UNFF in that the MAR has the three distinct components with the following definitions.

A. Definitions

“monitoring” is a process that involves periodic quantitative or qualitative measurements or observations of a specific parameter.

“assessment” is a process that involves analysis and synthesis of the monitoring data and observations. It focuses on the “situations and trends” of goods, services and stocks of forests.
along ecological, social and economic dimensions of forests to understand interactions with the contexts in which forest reside.

“reporting” is a process that involves dissemination of the results of assessments that aims at development, implementation and coordination of policy-related actions at national, regional and global levels to implement international commitments and to promote, achieve and report progress towards sustainable forest management.

B. Conceptual linkages

The following diagram presents the national and global level linkages conceptualized by the project.

National Level Linkages

![Diagram showing national level linkages]

Global Level Linkages

![Diagram showing global level linkages]
1.8 Reason for Assistance from FAO

FAO is the pioneer and the leader in the field of forest assessment and monitoring since 1946. It has a very long history of association with member countries in this regard. Most of the developing countries have been recipient of FAO technical assistance at one point or another for the development of their forest inventory programmes. FAO has the maximum political and technical acceptance in this regard among national governments, which is exemplified by incredibly high number (176) of officially nominated and functioning national correspondents to the global forest resources assessment programme of FAO. All major conventions and processes, therefore, continue to fall back to Forest Resources Assessment (FRA) programme of FAO in this regard, for example, Stockholm Conference on the Human Environment in 1972; UNCED, 1992; Criteria and Indicators for SFM, Good Practice Guidance (2003) of IPCC and recent global initiatives like CPF, Global Environmental Outlook programme of UNEP, and Millennium Development Goals. The countries have, therefore, sought (through COFO) the assistance of FAO to provide the leadership, technical guidance, international forum and necessary help to harmonise and streamline the MAR on SFM. The donor country, for the same reason, has chosen FAO for this purpose.

2 Objective and Approach

2.1 Objective

The main objective of the project is to develop a globally harmonized forest related national MAR system that directly contributes to the improvement of sustainable forest management (SFM). It aims to address not only the sustained supply of goods and services from forest resources but also the social, political, economic, and environmental contexts including policies and institutions, in which these forest resources reside.

The project plans to initiate a system of regular and scientific collection, analysis, and reporting of forestry-related information coupled with its enhanced access and sharing with the civil society to facilitate better informed national level decision-making and improved formulation of forest policies and management planning.

2.2 Approach and Strategy

The project provides for a two-step approach to achieve its objective. The first step involves development of a globally harmonized framework and a set of guidelines for MAR on SFM including basic structure of a database. The second step is to implement them in selected countries in the Asia and Pacific region. The project proposes to use "Plan - Do (Implement) - See (Monitor and Assess)" cycle using the framework of the seven thematic areas that are common among all the nine regional C&I processes for SFM and the information base of the FRA programme. There are many alternative models to develop such a framework and set of guidelines including: the triangular model of ecological, economic and social dimensions, Pressure-State-Response (PSR) model, Driving Force-State-Response (DSR) model, and the Driver-Pressure-State-Impact-Response (DPSIR) model. The project proposes a very flexible approach that enables each project country to choose a model and/or to amend it to match its
existing forest-related information management system and at the same time maintain international compatibility in its basic elements of MAR system on SFM.

The project also aims at country-level cross-sectoral actions by national government and other stakeholders in close cooperation with international forest-related organizations, instruments and institutions. It focuses on country-specific actions that address national priorities and complement existing national policy processes. Specifically, it attempts to clarify and articulate national priorities, reinforce ongoing actions, and identify necessary actions to improve practices in the forestry sector. In doing so it also proposes to improve cross-sectoral cooperation and increase coordination between the governmental institutions, the private sector and the other stakeholders.

2.3 Project Phases

Following its approach, the project has planned its activities in two phases - Development Phase and Implementation Phase. The Development Phase spreads over first two years of the project. At the international level it consists of the development of a technical framework and a set of guidelines for MAR, pilot testing the framework and the guidelines, and establishment of the linkages with international forest-related programmes, networks, protocols, agencies etc. At the national level, it envisages raising awareness among all the major stakeholders, the establishment of MOU/ agreements with selected countries, nomination of National Project Coordinators, setting up of national committees, and identification of major stakeholders, development of country status and issues reports, and establishment of electronic networks in and among selected project countries. This phase also includes a review of the first two years of project activities and outputs to support development of a detailed plan of operation for the second phase (Implementation Phase) of activities including restructuring of project personnel.

The Implementation or the second phase spreads over next three years of the project. It spans activities that include training National Project Coordinators and other stakeholders to implement the pilot tested framework and guidelines, organizing expert consultations, prioritizing national issues for MAR, initiating action to establish database and MAR system in selected project countries. It also includes final evaluation of the project for follow-up activities in project countries and at the international level.

2.4 Project Countries

The project covers all the countries in the Asia and Pacific region of FAO. However, its intensity of intervention and allocation of financial resources may not be equal among them. It will rather be differentiated according to some criteria such as availability of information, extent and trend of forest cover, and the current ability (capacity) to monitor, assess and report on the progress toward SFM. For instance, more intensive support may be provided to some core countries (about 12 countries as indicated below) whereas wider range of countries may be involved in the project only through invitations to workshops or in disseminating project-produced materials and information. These 12 core countries are expected to capture the wide variety of political regimes, planning processes and mode of management as well as condition of forest resources in the Asia and the Pacific region. The Project Steering Committee (PSC)
will make final decisions on selecting countries for undertaking specific project activities and will approve the annual and multiyear work plan of the project.

A. Asian Region (Ten countries spanning about 83 percent of the total extent of forests in the Asian region).

a. Three Asian countries having maximum forest area with positive change in its extent during 1990-2000 and having time series information (excluding developed country like Japan) viz. Asia - China, India, and Vietnam. These countries cover 47.24 percent of total extent of forests in the Asian region.

b. Four Asian countries having maximum forest area with negative change of more than 1 percent per annum in their extent of forest area during 1990-2000 and having time series information viz.: Indonesia, Myanmar, Malaysia and Philippines. These countries cover 32.73 percent of total extent of forests in the Asian region.

c. Three Asian countries – First with highest rate of deforestation, second with lowest rate of deforestation, and third with neither deforestation nor expansion of forests during 1990-2000 and having time series information viz. Nepal, Republic of Korea and Bhutan. These countries cover 2.62 percent of total extent of forests in the Asian region.

B. Pacific Region (Two countries spanning about 94.31 percent of the total extent of forests among the developing countries of the Pacific region.

Two developing countries in the Pacific region with maximum forest area in the Pacific region and having time series information viz. Papua New Guinea and Solomon Islands. These countries incidentally have negative change in their extent of forest area during 1990-2000. These two countries span about 16.77 percent of the total extent of forests in the Pacific region or 94.31 percent if extent of forests of developed countries (Australia and New Zealand) is excluded from the total extent of forests in the Pacific region.

3 Institutional Framework and Arrangements

3.1 International Staff

The project will be implemented by a Chief (Senior) Technical Officer, newly recruited at project cost, in Forest Resource Division and based in Rome. This is necessary as the CTA will need technical mass support to implement set of international activities. The location of CTA in Rome will facilitate direct integration with many of the activities like FRA, NFP facility (support to policy development), Criteria and Indicators for SFM, International reporting related to IPCC and other processes like CPF (streamlining of MAR) and CBD and Forest Sector outlook studies etc. that are being coordinated from Rome. It will also facilitate the development of the linkages of the project with other forest related international projects, processes, initiatives, conventions and institutions. It will make the project more “policy”, “planning” and “action” oriented rather than simply focussed on “reporting”.

In addition to the CTA, a Regional Technical Adviser (RTA) will be newly recruited and located in FAO Regional Office for Asia and the Pacific region, Bangkok to mainly look after the national level activities in the region. This will provide better identity and visibility to the
project in the region. It will enhance efficiency of the project resources through proximity to the Asian countries and integration with Asia Pacific regional activities and Institutions. For example, Bangkok is more close to ITTO headquarters and therefore, it may facilitate better collaboration with ITTO to develop and enhance synergies in similar activities. Specifically, it may provide much needed strength to the C&I process for Dry Forests in Asia and other forest related activities of the regional office and APFC.

The CTA and the RTA will be newly recruited at project cost by Forest Resources Development Service, Forest Resource Division. The CTA will work under overall guidance of Director, Forest Resources Division, and the general supervision of Chief, Forest Resources Development Service and in close collaboration with the forestry wing in Regional Office for Asian and the Pacific region, National Project Coordinators (NPC) and related international, regional and national conventions, processes and institutions. The CTA will provide technical and administrative support to the project including budget control and sanction of expenditures and maintain regular contacts with donor representatives, provide coordinating services, as required, in order to facilitate timely implementation of project activities. During the development phase, the Regional Technical Adviser (RTA) will work under direct supervision of the CTA in close collaboration with the forestry wing in Regional Office for Asian and the Pacific region and the National Project Coordinators (NPC). During implementation phase he will work under the direct supervision of the Senior Forestry Officer in Regional Office for Asian and the Pacific region. He will coordinate all national activities and provide necessary support to CTA and NPCs in this regard.

### 3.2 National Institutions

The national collaborating institutions in the participating project countries will be equivalent of National Forest Departments or Ministry of Forests. Each project country will nominate an officer as the National Project Coordinator (NPC), who will be the national focal point for the project and will be responsible for implementation of the project activities within the country.

### 3.3 Budgetary Management

The project will be managed as a global project with a baby project for regional and national activities.

### 3.4 Steering Committees

The Project proposes to set up steering committees both at FAO Headquarters and at national level to provide necessary oversight, to monitor the project and to suggest mid-course corrections whenever deemed necessary.

The Project Steering Committee (PSC) at FAO headquarters will be chaired by of Chief, (FORM) FORM and the CTA will be its member and secretary. The other members of PSC will include Regional Technical Adviser, a representative of Japanese Forestry Agency and two national managers on an annual rotational basis. The PSC will meet once a year. It will have the task of reviewing work done during the last 12 months and approval of the work plan.
for next 12 months. The meetings will be organized by the CTA and who will develop and maintain the proceeding of the meetings for records.

The National Steering Committee (NSC) in each project country will chaired by Head of the collaborating national institution and will comprise of four members (two nominated by the country, the CTA or Regional Technical Adviser (RTA) or his nominee, and the NPC. The NPC will be its member secretary. The NSC will meet twice in a year. It will have the task of reviewing work undertaken to date and planning work for the following six months within the objectives and work plan of the original proposal. The meetings will be organized by the National Project Coordinators and he will develop and maintain the proceeding of the meetings. The RTA will also maintain a copy of the proceedings of the NSCs.

3.5 Project Outputs

Main Outputs

The project aims to achieve the following four broad main outputs,

1. Current status and issues to be tackled regarding MAR on SFM are
   - identified, and
   - measures are taken to overcome those issues.

2. Approaches to compile assess and report relevant information on forest management, in accordance with internationally and/or regionally developed systems are
   - better understood and
   - steps taken to incorporate them into existing national information management framework.

3. Approaches to incorporate relevant information on forest management into forest policy assessments and review processes are,
   - better understood and
   - steps taken to implement them.

4. An information-sharing networks for enhancing effectiveness and development of the MAR are developed at,
   - International level, and
   - national levels.
Specific Outputs

Following are the expected specific outputs related to the above four broad outputs at global and national levels.

A. Outputs at Global Level

1.1 A prioritized list of international programmes, processes, protocol and institutions that demand national reporting, are concerned with MAR on SFM.

1.2 An established process to set up dynamic linkages with prioritized international programmes, processes, protocol and institutions.

1.3 A prioritized list of key project countries in the Asian region.

2.1 An international technical framework to review and analyze the available national, region and global information.

2.2 An internationally harmonized set of technical guidelines for MAR on SFM.

3.1 An international set of harmonized elements of a database for MAR on SFM.

4.1 An information-sharing network for the MAR among major stakeholders both at the international and national levels.

Other

A. Technical review (evaluation) of the Development Phase (first two years) to guide the detailed planning of the Implementation Phase (last three years).

B. Complete evaluation of the project (both Development and Implementation phases).

B. Outputs at National Level

1.4 National Steering Committees on MAR on SFM.

1.5 List of prioritized major stakeholders in MAR on SFM.

1.6 Country Reports – using the “Framework” and the “Guidelines” to review the information to identify the issues and measures relating to MAR for SFM.

2.3 (a). Progress towards harmonised definition of terms.
2.3 (b). Identified alternative approaches for data compilation and review.
2.3 (c). Increased awareness of relevant personnel and stakeholders on MAR on SFM.
2.3 (d). Review of national forest policies and their linkages with planning processes.

3.2 Progress towards establishment of database on harmonized elements.

4.2 An established information-sharing network of major stakeholders at national level.
3.6 Project Activities

The project plans to achieve its four broad outputs through following activities at global and national levels. The activities at global level through FAO in Rome are primarily designed to facilitate the development of the framework, set of technical guidelines, basic database structure and information sharing network for MAR that are properly linked and harmonized with various processes, protocols and reporting at the international level.

The national activities through FAO Regional Office for Asia and the Pacific, Bangkok are designed to test and implement these frameworks, guidelines, and database structure and information networks in selected project countries in the Asian Pacific Region.

A. Global Level

1.1 Identifying and prioritizing key international programmes, processes, protocol and institutions that demand national reporting, are concerned with MAR and are important for the Asia region, such as the following:

- Global Forest Resources Assessment
- Criteria and Indicator for Sustainable Forest Management
- Regional Outlook Studies
- ITTO
- Conservation of Biodiversity (CBD)
- IPCC
- Kyoto Protocol
- UNFF

1.2 Initiating the process to develop project linkages with identified key international programmes, processes, protocol and institutions.

1.3 Identifying and prioritizing key project countries in the Asian region.

2.1 Developing an international framework to review and analyze the available national, region and global information for:

- description of the current national status of forests, along ecological, social, economic and institutional dimensions of forests, that is appropriate to understand the interactions with national and international contexts in which forests reside.

- identification and prioritization of the national issues to be tackled as regards MAR on SFM

2.2 Developing an internationally harmonized set of technical guidelines for establishment of national and regional MAR on SFM, that is compatible with the various international processes and includes:

- rationale,
• definition of terms, and
• alternative approaches for information compilation
• alternative approaches for policy assessment and review.

3.1 Developing a set of internationally harmonized elements or variables for a database that may facilitate the implementation of MAR through:

• appropriate description of the status and
devolution of trends in forest management.

4.1 Developing information-sharing network for enhancing effectiveness and development of the MAR among the following:

• global focal points of various forest related international processes
• regional focal points of various forest related agencies and processes
• national focal points of various forest related agencies and processes
• project focal point and
• other relevant stakeholders

Other Activities

A. Conducting a technical review of the project activities during the last quarter of the Development Phase (first two years) for the detailed planning of the Implementation Phase (last three years).

B. Conducting a complete evaluation of the project (including both phases).

B. National Level

1.4 Establishment of MOU with selected countries including nomination of National Project Coordinators and setting up of National Steering Committees.

1.5 Identification of major stakeholders in MAR on SFM in the selected project countries and at the regional level.

1.6 Conducting studies and trainings workshops at regional, subregional and national levels for:
• raising awareness of relevant national personnel
• developing country reports using the framework and the guidelines to review the information
• identification of issues and measures relating to MAR for SFM

2.3 Organizing regional, subregional and national levels workshops to initiate establishment of an effective national and regional MAR on SFM with initiation of activities like:
• harmonization of definition of terms
• identification of alternative approaches for data compilation and review.
• building capacities by providing alternative basic methodologies for review of forest policies and linking them with national planning processes.

3.2 Organizing regional, subregional and national levels workshops to promote the establishment of a national and regional database of information on internationally harmonized elements or variables that facilitate:
• appropriate description of the status and
• assessment and review of trends in national forest management and policies

4.2 Organizing regional, subregional and national levels workshops to facilitate the development of an information-sharing network of:
• regional focal points of various forest related agencies and processes
• national focal points of various forest related agencies and processes
• project focal point and
• other relevant stakeholders

4 Inputs

The following provides brief and general information on the inputs to be provided by FAO, the participating project countries and the donor government.

4.1 FAO

1. Personnel Services

• Chief (Senior) Technical Officer (CTA): The CTA will be recruited (see TOR at Annex 1) by Forest Resource Division, FORM and posted in Rome.
• Regional Technical Adviser (RPA): The RPA will be recruited (see TOR at Annex 2) and posted in the region.

2. Overtime

• Support of secretarial/clerical temporary assistance during peak working periods.

3. Consultants

• International consultants at FAO Head quarters (two for about two weeks each to technically review and finalise the draft documents on the “frame work” and the “technical guidelines” for MAR on SFM; one very year for about to two weeks for reviewing the national technical reports to finalise the technical documents for the regional training workshops; one for about one month in the last quarter of the second year to assist in the technically review the first phase; and one for about one month in the last quarter of the last year of the project to assist in the final and complete evaluation of the project). National consultants at the national level (in each project country for about two weeks each year to consolidate the technical material and reports for contribution to the national, subregional and regional training and review workshops).
4. **Official Travel**
   - International and the in-country travels for the CTA, RTA, Consultants and the National Project Coordinators.

5. **Training**
   - Training inputs are planned at the national, subregional and regional level through the studies, reports and workshops. The scope of regional workshops will be global in nature since representatives of various international agencies, regional processes like C&I, and even countries outside the region may participate to share their experience and knowledge. Further, the “framework”, the “technical guidelines”, the network” and the “database structure” will be technically deliberated and finalised in the regional workshop. The scope of the national and subregional studies, reports and workshops etc. will be regional in nature and will initiate activities to modify and adapt the “framework”, the “technical guidelines”, the “information sharing network”, the harmonised “databases”, the processes of “review”, “harmonising”, and “linking” the MAR with policies, planning and forest management decisions. The budget also contains a token provision (about $6 000 per annum) to take care of some unplanned activities at the global level.

6. **Equipment and Supplies**
   - Office equipments (computer, peripherals and software) for the project staff and project countries as needed for the effective implementation of the project activities.

7. **Hospitality**
   - Hospitality organized for component related official functions has been provided up to a maximum of US$500 per annum.

8. **General Operating Expenses**
   - Fund will be provided for printing and global distribution of the internationally harmonised “framework” and the “technical guidelines” developed for MAR on SFM.
   - Funds will be provided for printing of national, subregional and regional studies, pilot studies and evaluations and to distribute them at the regional, subregional and national level.
   - Funds will be provided for various operations and communications.

9. **Technical Support Services**
   - Secondment to component activities of FAO headquarters staff for technical advisory inputs (ATS) as might be required.
   - Technical review of the project at the end of the implementation phase (second year) and to provide inputs for the detailed planning of the development phase.
- Project evaluation in the last year of the project.
- Development and reproduction of the terminal reports.
- Terminal statements.

10. Project Servicing

- Project Servicing (Project Servicing costs at 6 percent).

4.2 Participating Countries

Each participating country (Government) is expected to provide full co-operation and to take necessary measures to facilitate the execution of the project including general services, staff, resources, equipment, information and facilities as may be require to fulfil their task under the project. In particular, the participating country (Government) is expected to:

(a) Nominate an institution as National Implementing Agency and a senior official, competent to take necessary decision with regard to implementation of the project, as its National Project Coordinators (NPC) of the project.

(b) Constitute and maintain the National Steering Committee during the operation of the project in the country.

(c) Provide necessary, authority, complementary funds, office equipment, facilities and support services to the nominated NPC to smoothly and timely implement the project activities.

(d) Authorize NPC to directly correspond on project matters with CTA, Regional Technical Adviser and other concerned FAO officials related with the project including releasing NPC to participate in workshops, trainings and other project activities.

(e) Provide access project sites and information that may be necessary to implement the project.

(f) Establish a system to implement the outcome of the project activities

4.3 Donor Government Inputs through FAO

The donor government (Government of Japan) has committed to provide a support of US$2 810 045 during the project period of five years.

5 Risks

The nature (temporal, contents and implementation) and level of the expected risks is minor and includes the following.
1. Delays in the following could affect the implementation of the project activities,
   - Recruitment of CTA and Regional Technical Adviser
   - Nomination of National Project Coordinators
   - Signing of the Memorandum of Understanding and necessary agreement by the selected project countries
   - Establishment of Project Steering Committee (PSC) and the National Steering Committees (NSC).

2. Inadequacy of information, inadequate support, and indifferent attitude of any or some of the participating countries to support the project activities directed towards development of the MAR system on SFM.

3. Partial or total non-implementation of the project outputs by any or some of the project countries.

6  Prior Obligations and Pre-requisites

A. International level

Appointment of the Senior Technical officer/Chief Technical Officer and the Regional Technical Advisor and establishment of the Project Steering Committee are the prior obligations and pre-requisites at the international level.

B. National Level

Approval of the Memorandum of Understanding, signing of necessary agreements, nomination of National Project Coordinators, and establishment of the National Steering Committee by the selected project countries are the main prior obligations and pre-requisites. The MOU and necessary agreements, with the selected project countries and or their institutions in the Asia and Pacific countries will be signed by FAO for implementation of the project activities. The project implementation by FAO in the selected countries will be subject to FAO receiving satisfaction that the prerequisites listed above have been fulfilled or are likely to be fulfilled. When anticipated fulfilment of one or more of the prerequisites fails to materialize, FAO may at its discretion, either suspend or terminate its assistance to the project country.

7  Project Reporting, Reports, Reviews and Evaluation

The project will develop technical reports, progress reports, reviews, terminal reports and evaluation as detailed below.

7.1  Technical Reports

The technical reports prepared by the project staff and or consultants may be issued as field documents (working papers) in English, under the authority of the CTA. The CTA may recommend that any or some of the technical reports should remain restricted to a particular country. The finalized un-restricted technical reports may be submitted as usual to the donor
government and copies may be sent to other countries. The framework and technical
guidelines (working papers) will be global in nature and it copies will be distributed globally,
while national, subregional and regional working papers will be distributed regionally and
may be supplied to other regions in the world on demand.

7.2 Progress Reports

The CTA and RPA will prepare the six-monthly Progress Reports in the standard format for
the periods January-June and July-December to summarize the progress made during the
period and these report will be forwarded to the Donor Government. The reports will
highlight the results and findings and draw attention to any technical or operational problems
that might affect the achievement of the immediate objectives of the Project and will outline
the future work in coming periods.

7.3 Review

During the last three month of the Development Phase (first two years of the project), the
project will conduct, with participation of the Donor ad FAO, a mid-term technical review
and appraisal using draft review report developed by the CTA and the RTA and various
project reports as its working documents. The review will analyse the results of the project
and may recommend any eventual complementary measures required. The date, place and
respective budgetary allocation will be decided by mutual consultation.

7.4 Terminal report

During last three months of the project, the CTA/RTA will develop a draft Terminal Report
for finalization, approval and presentation to the Donor and the participating governments.
The draft terminal report will assess, in a concise manner, the extent to which the projects
activities have been carried out and the outputs produced, and the progress towards achieving
the immediate objectives ands the related long-term development objectives. It will also
present recommendations for any future follow-up action arising out of the project.

7.5 Evaluation

A complete evaluation of the project will be conducted consisting of wide –reaching and in-
depth examination of all essential aspects, including the design, activities, achievements and
impacts of project implementation. The evaluation will be done by independent mission
comprised of the Donor, the participating governments and FAO (itself). The Donor and the
FAO will subsequently hold joint discussions on the mission’s findings, at a mutually agreed
date and place.
8 Part III Annexes
# 8.1 Annex 1. Preliminary Project Implementation Schedule

<table>
<thead>
<tr>
<th>Location of Activities</th>
<th>Brief Description</th>
<th>Preliminary Implementation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Level</strong></td>
<td></td>
<td>2005</td>
</tr>
<tr>
<td><strong>Main Activities</strong></td>
<td>1.1 Identifying and prioritising international programmes, processes, protocol and institutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.2 Initiating the process to develop project linkages with identified programmes, processes, protocol and institutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.3 Identifying and prioritising key project countries in the Asian region.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1 Developing an international framework to review and analyse the information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2 Developing an internationally harmonized set of technical guidelines for MAR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.1 Developing an internationally harmonized set of elements or variables for a database</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.1 Developing information-sharing network among all international agencies, processes and protocol.</td>
<td></td>
</tr>
<tr>
<td><strong>Other Activities</strong></td>
<td>A. Conducting Technical Review of the Development Phase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Conducting complete Evaluation the project (including both phases).</td>
<td></td>
</tr>
<tr>
<td><strong>B. National Level</strong></td>
<td>1.4 Establishment of MOU with selected countries, Nomination of National Project Coordinators and setting up of National Steering Committees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.5 Identification of major stakeholders in MAR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.6 Conducting in-country studies, trainings and workshops</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.3 Facilitate establishment of MAR on SFM with initiation activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.2 Promoting establishment of MAR through establishment of a database</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.2 Facilitating development of a information-sharing network</td>
<td></td>
</tr>
</tbody>
</table>
8.2 Annex 2. Logical Framework Matrix

**Project Title: Strengthening Monitoring, Assessment and Reporting on SFM in Asia**

<table>
<thead>
<tr>
<th>Narrative Summary (Intervention logic)</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources or Means of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Goal</strong></td>
<td>Forests are managed sustainably</td>
<td></td>
</tr>
<tr>
<td><strong>Project Goal</strong></td>
<td>Internationally harmonized set of Framework and Technical Guidelines are available for development of MAR on SFM</td>
<td>(1) Framework and Guidelines of relevant international protocols, processes, programmes and institutions (2) Working Papers on harmonized Framework and Technical guidelines for MAR on SFM</td>
</tr>
<tr>
<td></td>
<td>In each core project country, &quot;Plan - Do (Implement) - See (Monitor and Assess)&quot; cycle covering all of the 7 thematic areas of C&amp;I of SFM is established for sustainable management of their forests.</td>
<td>(1) National report(s) published within each country (2) National report(s) submitted to relevant international protocols, processes, programmes and institutions (3) Working Paper (Reports) from each country's National Project Coordinators (NPC)</td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Global</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. International protocols, processes, programmes and institutions that demand international reporting are identified and project linkages are developed with them.</td>
<td>Relevant international protocols, conventions, processes and programmes are identified and prioritized and project has linkages with them.</td>
<td>(1) Working papers on related activities (2) Proceedings of Regional workshops</td>
</tr>
<tr>
<td>2. Internationally harmonized Framework and Technical guidelines are developed to initiate establishment of MAR on SFM</td>
<td>Relevant harmonized Framework and Technical guidelines are available.</td>
<td>(1) Working papers on related activities (2) Proceedings of Regional workshops</td>
</tr>
<tr>
<td>3. Internationally harmonized set of elements are identified for a database to facilitate the establishment of MAR on SFM</td>
<td>Relevant harmonized set of elements for a database is available.</td>
<td>(1) Working papers on related activities (2) Proceedings of Regional workshops</td>
</tr>
<tr>
<td>4. International information sharing network is developed among focal points and major stakeholders.</td>
<td>An information sharing network is operating among international focal points and major stakeholders.</td>
<td>(1) Working papers on related activities (2) Proceedings of Regional workshops</td>
</tr>
<tr>
<td><strong>National</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. For each core project country, current status and issues to be tackled as regards MAR on SFM are identified, and measures are taken to overcome those issues.</td>
<td>Number of project countries in which current status and issues to be tackled as regards MAR on SFM are identified, and measures are initiated to overcome those issues</td>
<td>(1) Working papers on related activities (2) Proceedings of Regional, Subregional and National workshops (3) Country reports submitted to related international fora (4) Working Papers (Reports) by each NPC</td>
</tr>
<tr>
<td>2. In each core project country, approaches to MAR on SFM are understood and incorporated into their forest management framework.</td>
<td>Number of countries (among project countries) in which collection and compilation of relevant information is initiated in accordance with the technical guidelines developed by the project.</td>
<td>(1) Working papers on related activities (2) Proceedings of Regional, Subregional and National workshops (3) Country reports submitted to related international fora (4) Working Papers (Reports) by each NPC</td>
</tr>
</tbody>
</table>
3. In each core project country, approaches to incorporate relevant information on forest management into forest policy assessment and review process are understood and rooted.  
Number of project countries in which certain institutional arrangement national committee is established for assessing and reviewing forest policies based on the information from MAR on SFM.  
(1) Working papers on related activities  
(2) Proceedings of Regional, Subregional and National workshops  
(3) Country reports submitted to related international fora  
(4) Working Papers (Reports) by each NPC

4. International information sharing network is developed among national, subregional and regional focal points and major stakeholders  
An information sharing network is operating among national, subregional and regional focal points and major stakeholders.  
(1) Working papers on related activities  
(2) Proceedings of Regional, Subregional and National workshops  
(3) Country reports submitted to related international fora  
(4) Working Papers (Reports) by each NPC

Activities (Related to each of the above output)

<table>
<thead>
<tr>
<th>A. Global</th>
<th>Global Activities</th>
</tr>
</thead>
</table>
| 1.1 Identifying and prioritizing key international programmes, processes, protocol and institutions that demand national reporting. | List of prioritized key international programmes, processes, protocol and institutions that demand national reporting is available. | (1) Working paper on identification and prioritization of relevant International protocols, conventions, processes and programmes and institutions  
(2) Proceedings of Regional Workshops |
| 1.2 Initiating the process to develop project linkages with identified key international programmes, processes, protocol and institutions. | Linkages established with identified key international programmes, processes, protocol and institutions. | (1) Working Paper on the process to develop project linkages with identified and prioritized International protocols, conventions, processes and programmes and institutions  
(2) Proceedings of Regional Workshops |
| 1.3 Identifying and prioritizing key project countries in the Asian region. | List of prioritized key project countries in the Asian region is available. | (1) Working paper on identification and prioritization of relevant International protocols, conventions, processes and programmes and institutions  
(2) Proceedings of Regional Workshops |
| 2.1 Developing an international framework to review and analyze the information for MAR on SFM. | An international framework to review and analyze the information for MAR on SFM is ready. | (1) Working paper on development of the framework for development of MAR on SFM  
(2) Proceedings of the Regional Workshops |
| 2.2 Developing an internationally harmonized set of technical guidelines for establishment of national and regional MAR on SFM, that includes rationale, definition of terms, alternative approaches for information compilation and analyses. | An internationally harmonized set of technical guidelines for establishment of national and regional MAR on SFM is ready. | (1) Working paper on development of the Technical guidelines for development of MAR on SFM  
(2) Proceedings of the Regional Workshops. |
| 3.1 Developing a set of internationally harmonized elements of a database to facilitate the implementation of MAR through appropriate description of the status and development of trends in forest management. | A set of internationally harmonized elements or variables for the database for MAR on SFM is available. | (1) Working paper on development of a set of internationally harmonized elements or variables for a database for MAR on SFM  
(2) Proceedings of the Regional Workshops. |
| 4.1 Developing an international information-sharing network for enhancing effectiveness and development of the MAR among relevant international focal points and stakeholders | An international information-sharing network is working. | (1) Working paper on International information sharing network of MAR on SFM  
(2) Proceedings of Regional Workshops |

26(42)
<table>
<thead>
<tr>
<th>B. Regional (National)</th>
<th>B. Regional (National) Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4 Establishment of MOU with selected countries including nomination of National Project Coordinators and setting up of National Steering Committees.</td>
<td>Necessary MOU and National (Project) Steering Committees and NPC are operationally functional.</td>
</tr>
<tr>
<td>1.5 Identification of major stakeholders in MAR on SFM in the selected project countries and at the regional level.</td>
<td>Identified major stakeholders in MAR on SFM in each core project countries.</td>
</tr>
<tr>
<td>1.6 Conducting in-country studies, trainings and workshops for raising awareness, use of the framework and technical guidelines to review the information, and identification of issues and measures relating to the MAR.</td>
<td>Increased awareness and better and systematic review of issues and measures relating to MAR for SFM.</td>
</tr>
<tr>
<td>2.3 Organizing national and subregional workshops to facilitate and initiate establishment of an effective national and regional MAR on SFM.</td>
<td>Initiation of harmonization of terms along with identification of alternative approaches for data compilation and review of forest policies and linking them with national planning processes.</td>
</tr>
<tr>
<td>3.2 Promoting establishment of a national and regional database that facilitates appropriate description of the status and assessment and review of trends in national forest management and policies</td>
<td>Establishment of a harmonised national and regional database has been initiated in project countries.</td>
</tr>
<tr>
<td>4.2 Facilitating development of an information-sharing network of regional and national focal points and relevant stakeholders</td>
<td>Development an information-sharing network of regional and national focal points and relevant stakeholders is in process.</td>
</tr>
</tbody>
</table>
8.3 Annex 3. Terms of Reference –Chief (Senior) Technical Officer

Duty Station: Rome
Duration: Two years (Development Phase)

DUTIES AND RESPONSIBILITIES

Under the overall guidance of Director, Forest Resources Division, and the general supervision of Chief, Forest Resources Development Service, will lead development and implementation of the project “Strengthening International Monitoring Assessment and Reporting (MAR) on Sustainable Forest Management (SFM)” serve as the CTA of the project. Specifically to:

- Plan and organize project activities specially related to development of framework and set of guidelines relating to MAR on SFM, linkages with international processes;
- Contribute to the development of related annual and multiyear work plans, progress reports, technical reports and terminal reports of the project;
- Supervise and contribute to the formulation of a framework for MAR on SFM and the development of a set of technical guidelines for MAR on SFM;
- Initiate action for development of basic structure of a harmonized database for MAR on SFM and development of an electronic network among agencies, institutions, process, and experts related to MAR on SFM;
- Organize and conduct the meetings of the Project Steering Committee (PSC) at FAO Headquarters as its member and secretary including maintenance of the proceedings.
- Supervise the Regional Technical Adviser
- Assist National Project Coordinators in organizing technical studies and expert consultations.
- Provide guidance and day-to-day supervision and coordination of project related activities.
- Liaise and collaborate with FAO Regional Office for Asia and the Pacific, Bangkok, FAORs, Forestry Agency of Japan, related processes and institutions, and the Embassies of Japan in the selected countries to facilitate the implementation of the project activities.

REQUIREMENTS

- Advanced University Degree in Forestry.
- Ten years of relevant field experience in policy development, management, monitoring and assessment of forests in any Asian country and familiarity with forest resources in the region.
- Good knowledge of computer software.
- Working knowledge of English.

SELECTION CRITERIA

- Level and relevance of academic qualifications
- Extent and relevance of profession field experience forest policy development, management, monitoring and assessment of forests in Asian countries
- Experience with UN, intergovernmental and international organizations related to forestry.
- Extent and relevance of experience with donor funded forestry projects in Asian region
- Extent of experience in preparation and conduct of international meetings.
- Extent of international experience, particularly in the Asian region related to capacity building for forest resources management and assessment.
- Quality of both written and oral communication skills on technical issues

(Note: Above TOR are provisional in nature)
8.4 Annex 4. Terms of Reference – Regional Technical Adviser

Duty Station: Asia and the Pacific Region
Duration: Five years

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Forest Resources Development Service and direct supervision of the CTA and in close co-operation with the FAO Regional Office for Asia and the Pacific region (RAP), Bangkok, respective FAO Representations in project countries, National Project Managers, the Regional Project Adviser, will coordinate the implementation of project “Strengthening International Monitoring Assessment and Reporting (MAR) activities at the national level in the Asia and Pacific region. Specifically to:

- Plan and organize national project activities and assist the National Project Coordinators in their timely implementation;
- Assist National Project Coordinators in development of their annual and multiyear work plans, progress reports, technical reports and terminal reports of the project;
- Organize national and subregional workshops related to development and implementation of the framework, set of guidelines, database, networking relating to MAR on SFM in Asian region;
- Contribute to the development of linkages of the project with regional processes and institutions;
- Supervise and contribute to the implementation of the framework, set of technical guidelines, establishment of databases, and setting up electronic network among National Project Coordinators and regional processes and agencies related to MAR on SFM;
- Organize the meetings of the National Project Steering Committees including development of background technical material and record keeping at the regional level;
- Provide day-to-day supervision and coordination of project related national and regional activities.
- Liaise and collaborate with FAO Regional Office for Asia and the Pacific, Bangkok, FAORs, Forestry Agency of Japan, related processes and institutions, and the Embassies of Japan in the selected countries to facilitate the implementation of the project activities.

REQUIREMENTS

- Advanced University Degree in Forestry or a related field;
- Five years of relevant experience in the field of forest resources management, policy and assessment in Asian countries and familiarity with forest resources in the region.
- Working knowledge of English.

SELECTION CRITERIA

- Level and relevance of academic qualifications;
- Extent and relevance of profession field experience in forest policy development, management, monitoring and assessment of forests in Asian countries;
- Experience with UN, Inter-governmental and International organizations related to forestry.
- Extent and relevance of experience with donor funded forestry projects in Asian region;
- Extent of experience in preparation and conduct of international meetings;
- Extent of international experience, particularly in the Asian region related to capacity building.
- Quality of both written and oral communication skills on technical issues.

(Above TOR is provisional in nature)
8.5 Annex 5. Preliminary TOR of International Activity - A1.1 and A1.2

Objective:

A1.1 To identify key international programmes, processes, protocol and institutions, that demand national reporting, and to prioritize them based on their importance for the Asia and the Pacific region.

A1.2 To initiating a process to develop linkages of the project with the identified key international programmes, processes, protocol and institutions.


Details of Activity

The project plans to identify the international programmes, processes, protocol and institutions, like the following, that demand national reporting and are concerned with MAR on SM. It also plans to prioritize them based on their importance to the Asia and the Pacific region. Through this activity, the project also plans to understand the demand and use of forest related information at the international and national level.

- Global Forest Resources Assessment
- Criteria and Indicator for Sustainable Forest Management
- Regional Outlook Studies
- ITTO
- Conservation of Biodiversity (CBD)
- IPCC
- Kyoto Protocol
- UNFF

Mode of implementation of the activity

This activity will be initiated by the CTA and will be achieved through email correspondence within Forestry Department of FAO and with relevant programmes and process as well as other known major stakeholders in this process. This process is also expected to reveal the willingness of respective programme processes and institutions to participate in the project activities.

Cost Estimate

Included in regular operating cost of the project.

Objective:
To identify and prioritize key project countries in the Asian region.

Period: 2005 - 2006

Details of Activity
The identification and prioritizing the key project countries in the Asia and Pacific region is necessary to efficiently utilize the limited time, personnel and financial resources available to the project.

The project plans to cover all the countries in the Asia and Pacific region of FAO but its intensity of intervention and allocation of financial resources may not be equal among them. It will rather be differentiated according to some criteria such as availability of information, extent and trend of forest cover, and the current ability (capacity) to monitor, assess and report on the progress toward SFM. For instance, more intensive support may be provided to some core countries whereas wider range of countries may be involved in the project only through inviting to workshops or in disseminating project-produced materials and information. These core countries are expected to capture the wide variety of political regimes, planning processes and mode of management as well as condition of forest resources in the Asia and the Pacific region.

Mode of implementation of the activity
The CTA will develop necessary background technical material for consideration of the Project Steering Committee (PSC). The PSC will make final decisions on identification of countries and the year in which they will be taken up as well as the specific project activities that will be carried out in these countries. This decision will be taken during the process of approval of annual and multiyear work plan of the project by the PSC.

Similar action (which activities to start including when, where and how in a country) will be taken by respective NSCs during their meetings to approve detailed national work plans.

Cost Estimate
The cost is included in organising the meeting of the PSC and NSC.
8.7 Annex 7. Preliminary TOR of International Activity – A2.1

Objective:

To develop a framework for developing a MAR on SFM based on a review and analysis of current status and issues to be tackled as regards MAR on SFM along ecological, social and economic dimensions of forests to understand the interactions with national and international contexts in which forest reside

Period: 2006 and 2007

Details of Activity

The project will review and analyse the country reports (developed as part of national activity A1.6) to identify issues regarding MAR on SFM including the following,

i. Identify the mandates, requirements and use of forest related information by major stakeholders (national and international organisations, institutions, agencies, programs, processes) including the contexts in forest reside in the project countries.

ii. Examine and document the process of development and standardization of specifications and operational mechanisms for collection, compilation, analysis, review and dissemination of forest related information within these agencies in the project countries.

iii. Review and examine the alternative proposals given by various agencies and highlight their strength and weaknesses.

iv. Develop a draft framework for developing a MAR and SFM.

Mode of implementation of the activity

A consultancy contract of about two weeks to review available documents and develop the background material for the regional workshop.

This document will be circulated for discussions at Forestry Department of FAO before being deliberated at the regional workshop.

Discussion on the draft on the framework for MAR at the annual Regional Project Workshop.

Discussion on the draft on the framework for MAR in national and subregional Project meetings/Workshop.

Cost Estimate

Up to $10,000 for the two weeks consultancy contract for 2006 and 2007. (Line Item 5570 and 5900).

The cost of the Regional and National including Subregional workshops etc. has been provided separately. (Line item 5920).
8.8 Annex 8. Preliminary TOR of International Activity – A2.2

Objective:

To develop a set of technical guidelines for MAR on SFM, that are compatible with various international process and include rationale, definition of terms, and alternative approaches for compilation and review of forest related information.

Period: 2006 and 2007

Details of Activity

The project will support following activities to develop regional technical guidelines for MAR on SFM that are compatible with various international process and include rationale, definition of terms, and approaches for data compilation and interpretation, etc.

i. Continue to support the national processes initiated in selected countries to harmonize forest related country reporting among various national agencies.

ii. Initiate a process of harmonization of MAR on SFM among the selected countries.

iii. Develop a set of harmonized definitions and specifications of terms in steps i.e. Criterion (Thematic Area) by Criterion of the regional C&I processes.

iv. Identify a simple and common system of data development (collection (like NFI), compilation, transformation, estimation, and forecasting) of the terms in steps i.e. Criterion (Thematic Areas) by Criterion of the regional C&I processes.

v. Develop a set of technical guidelines for Mar on SFM and initiate pilot studies at the regional and national levels to test the feasibility of the initial proposals.

Mode of implementation of the activity

A consultancy contract of about two weeks to review available documents and develop the background material for the regional workshop.

This document will be circulated for discussions at Forestry Department of FAO before being deliberated at the regional workshop.

Discussion on the draft set of technical guidelines in the annual Regional Project Workshop.

Discussion on the draft of the set of technical guidelines in national and subregional project meetings/workshop including organization of in-country consultations among national experts of various agencies, donor representatives, and regional processes.

Cost Estimate

Up to $10 000 for the consultancy contract during 2006 and 2007. (Line Item 5570 and 5900).

The cost of the Regional and National including Subregional workshops etc. has been provided separately. (Line item 5920).
8.9 Annex 9. Preliminary TOR of International Activity – A3.1

**Objective:**

To develop an internationally harmonized set of elements or variables for a database to facilitate implementation of the MAR on SFM.

**Period:** 2008 to 2010

**Details of Activity**

The project will support following activities for developing an internationally harmonized set of elements or variables for a database to facilitate implementation of the MAR on SFM.

i. Analyse the national set of forest databases with various agencies in each selected country.

ii. Document the technical and other issues, including the process, on developing a set of harmonized elements for a database.

iii. Develop a pilot set of internationally harmonized set of elements for a database based on national information and demands of forest related information in project countries.

iv. Identify alternative basic structures of database that can deal with these pilot set of harmonized variables and are able to meet the varied demands of international reporting.

**Mode of implementation of the activity**

A consultancy contract of about one to two weeks to review available documents and develop the background material for the regional workshop.

This document will be circulated for discussions at Forestry Department of FAO before being deliberated at the regional workshop.

Discussion on the draft set of harmonized elements in the annual Regional Project Workshop including organization of regional expert consultation workshops.

Discussion on the draft set of harmonized elements in national and subregional Project meetings/Workshop including organization of in-country consultations among national experts of various agencies, donor representatives, and regional processes.

**Cost Estimate**

A consultancy contract up to $10,000 during 2008 to 2010. (Line Item 5570 and 5900).

The cost of the Regional and National including Subregional workshops etc. has been provided separately. (Line item 5920).
Objective:

To develop information-sharing network of global focal points of various forest related international processes, regional focal points of various forest related agencies and processes, national focal points of various forest related agencies and processes, project focal point and other relevant stakeholders.

Period: 2008 to 2010

Details of Activity

The project will support following activities for developing information-sharing network of global focal points of various forest related international processes, regional focal points of various forest related agencies and processes, national focal points of various forest related agencies and processes, project focal point and other relevant stakeholders.

i. List international and regional agencies and programmes and their personnel, who are currently the focal points of various forest related international processes and agencies.

ii. List various forest related stakeholders in each of the selected countries and document their stake in various forest related national and international processes.

iii. Identify various possibilities and structures of the network and document their relative strength and weakness to select the best in terms of quality, ease, time and resources.

iv. Develop a detailed technical proposal to set up a pilot network for the selected option.

Mode of implementation of the activity

A consultancy contract of about one to two weeks to review available documents and develop the background material for the regional workshop.

This document will be circulated for discussions at Forestry Department of FAO before being deliberated at the regional workshop.

Discussion on the proposal in the annual Regional Project Workshop.

Discussion on the pilot proposal in national and subregional project meetings/workshop including organization of in-country consultations among national experts of various agencies, donor representatives, and regional processes.

Cost Estimate

A consultancy contract up to $10 000. (Line Item 5570 and 5900).

The cost of the annual Regional Workshops and National workshops etc. has been provided separately. (Line item 5920).
8.11 Annex 11. Preliminary TOR of National Activity – A1.4

Objective:

To establish MOU with selected countries including nomination of National Project Coordinators and setting up of National Steering Committees.

Period: 2005 and 2007

Details of Activity

Approval of the Memorandum of Understanding, signature on necessary agreements, nomination of National Project Coordinators, and establishment of the National Steering Committee by the selected project countries are the main prior obligations and pre-requisites. The MOU and the agreements with the selected project countries in the Asia and Pacific countries will be signed by FAO for implementation of the project activities. The project implementation by FAO in the selected countries will be subject to FAO receiving satisfaction that the prerequisites listed above have been fulfilled or are likely to be fulfilled. When anticipated fulfilment of one or more of the prerequisites fails to materialize, FAO may at its discretion, either suspend or terminate its assistance to the project country.

Mode of implementation of the activity

The Regional Technical Adviser will develop these MOUs and agreements and take action with selected project countries.

Cost Estimate

The cost elements are built in the normal operating cost of the project.

Objective:

_To identify and understand the major stakeholders in MAR on SFM in the selected project countries and at the regional level._

**Period:** 2005 - 2007

**Details of Activity**

For development of an efficient MAR on SFM, it is necessary to identify the major stakeholders both who generate information and those who demand or use the national information. The project will therefore, support development of country reports that provide information with its review and analysis to present current status and issues to be tackled as regards MAR on SFM including the following,

i. Identify current forest MAR related national and international agencies, their mandates and activities in the country as well as key personnel related with MAR on SFM.

ii. Document the extent and nature of co-ordination among these agencies regarding development, storage and reporting on forest related information.

iii. Examine and document the process of development and standardization of specifications and operational mechanisms for collection, compilation, analysis, review and dissemination of forest related information within these agencies at national and international level.

iv. Motivate these agencies to suggest alternative feasible proposals to develop a well coordinated national network among them with anticipated supports and bottlenecks.

v. Review and examine the above proposals for their feasibility and utility in the country highlighting the key issues.

vi. Discuss these reports and their contents at national or subregional workshops to modify or update them as well as prioritize the stakeholders based on their importance for each country.

**Mode of implementation of the activity**

The Regional Technical Adviser will initiate the action and develop necessary national contracts for national studies for this purpose. The output will be in form of working papers.

**Cost Estimate**

Up to $2,000 per selected country with total expenditure cap of US$20 000 per year for 2006 and 2007. It excludes expenditure on related national and subregional workshops (US$30 000) (line item 5920).

The expenditure on Regional workshops has been provided separately (line Item5920).

Objective:

Organising studies, trainings and workshops using the framework and technical guidelines to review information and to identify main issues relating to MAR.

Period: 2006 and 2007

Details of Activity

The project will support following activities through national studies and workshops for raising awareness of relevant personnel and stakeholders, using the “framework” and the “technical guidelines” to review information, and to identify main issues relating to MAR.

i. Raise awareness of the major stakeholders through regional, national or subregional workshops and use of supporting documents and training material

ii. Assess the current capacity building needs of the relevant personnel and stakeholders to monitor, assess and report on sustainable forest management and to response through effective policy, planning and management decisions in the selected countries.

iii. Review current methodology/methodologies and implementation of assessments and their contribution to enhance efficiency of sustainable forest management.

iv. Review current process of forest related policy development and implementation including its feedback mechanism and the capacity to response to change in the conditions of forests and the context in which they reside.

v. Identify key areas in the field of assessment of forest resources and development and implementation of forest policies that need immediate intervention to enhance the efficiency of SFM in the selected countries.

vi. Identify alternative proposals to build the needed capacity of relevant personnel and stakeholders to effectively intervene in the identified key areas. Relatively rank these options based on availability of resources, time and degree of anticipated success.

vii. Select the best feasible option and develop a multiyear work plan with necessary implementation details.

viii. Implement MYWP and regularly monitor its outcomes,

Mode of implementation of the activity

The Regional Technical Advisor will initiate and develop necessary national contracts for this purpose.

Cost Estimate

Up to $2 500 per selected country with total expenditure cap of US$30 000 per year during 2006 and 2007. It includes expenditure on related National Workshops (Line Item 5920) but excludes expenditure for subregional workshops (US$30 000) (line item 5920).

The expenditure on Regional workshops has been provided separately (line Item 5920).

Objective:

To initiate establishment of an effective national and regional MAR on SFM.

Period: 2006 and 2007

Details of Activity

The project will support following activities to initiate the establishment of an effective national and regional MAR on SFM through studies and workshops,

i. Initiate actions to regionally harmonize definition of terms, identification of alternative approaches for data compilation and review

ii. Build capacities by providing alternative basic methodologies for review of forest policies and linking them with national planning processes.

iii. Initiate a national process of harmonization of forest related country reports among various agencies for reporting to different international agencies and processes including standardization of related national terms, definitions and specifications and ensuring the compatibility with international terms and definitions.

iv. Develop alternative appropriate national measures to overcome various issues that are identified during the above process.

v. Identify national agencies and personnel, if possible, who can serve as centre of excellence and resource for the above (i) and (ii).

vi. Identify international agencies and personnel persons who can serve centre of excellence and resource for the above (i) and (ii).

vii. Organize in-country training and or workshop in each of the project countries to raise the awareness and develop appropriate national measures to overcome them.

Mode of implementation of the activity

The Regional Technical Advisor will initiate the action and develop necessary national contracts for this purpose.

Cost Estimate

Up to $2 500 per selected country with total expenditure cap of US$30 000 per year during 2006 and 2007. It includes expenditure on related National Workshops (Line Item 5920) but excludes expenditure for subregional workshops (US$30 000) (line item 5920).

The expenditure on Regional workshops has been provided separately (line Item5920).
8.15 Annex 15. Preliminary TOR of National Activity – A3.2

Objective:

*To promote establishment of national and regional databases of information on internationally harmonized elements.*

**Period:** 2007-2010

**Details of Activity**

The project will support following activities to promote establishment of MAR through establishment of national and regional databases of information on internationally harmonized elements.

i. Continue to support the national processes initiated earlier in selected countries to harmonize forest related country reporting among various national agencies.

ii. Initiate a process of regional harmonisation of elements of a database for MAR on SFM among the selected countries.

iii. Enhance compatibility between information elements of various agencies and processes at national, regional and international level.

iv. Develop regional set of harmonized elements along with their definitions and specifications of terms in steps i.e. Criterion (Thematic Area) by Criterion of C&I process and the remaining variables in the end.

v. Identify a simple and common system of data development (collection (like NFI), compilation, transformation, estimation, and forecasting) at the regional level in steps i.e. Criterion (Thematic Areas) by Criterion of C&I process.

vi. Initiate pilot studies at the regional and national levels to test the feasibility of the initial proposals.

**Mode of implementation of the activity**

The Regional Technical Advisor will initiate the action and develop necessary national contracts for this purpose.

**Cost Estimate**

Up to $5,000 per selected country with total expenditure cap of US$60,000 per year during 2008 to 2010. It includes expenditure on related National Workshops (Line Item 5920) but excludes expenditure for subregional workshops (US$40,000) (line item 5920).

The expenditure on Regional workshops has been provided separately (line Item 5920).
8.16 Annex 16. Preliminary TOR of National Activity – A4.2

Objective:

*To develop information-sharing network of regional focal points of various forest related agencies and processes, national focal points of various forest related agencies and processes, project focal points and other relevant stakeholders.*

**Period:** 2007- 1010

**Details of Activity**

The project will support following activities for developing information-sharing network of regional focal points of various forest related agencies and processes, national focal points of various forest related agencies and processes, project focal point and other relevant stakeholders.

v. List national agencies and their personnel, who are currently the focal points of various forest related national, regional, and international processes and agencies.

vi. Document the process of the nomination of focal points by these national agencies.

vii. List various forest related stakeholders in each of the selected countries and document their stake in various forest related national and international processes.

viii. Identify various possibilities and structures network and document their relative strength and weakness to select the best in terms of quality, ease, time and resources.

ix. Develop a proposal to set up a pilot network.

**Mode of implementation of the activity**

The Regional Technical Advisor will initiate the action and develop necessary national contracts for this purpose.

**Cost Estimate**

Up to $2500 per selected country with total expenditure cap of US$30 000 during 2008 to 2010. It includes expenditure on related National Workshops (Line Item 5920) but excludes expenditure for subregional workshops (US$40 000) (line item 5920).

The expenditure on regional workshops has been provided separately (line Item5920).