

INTERNATIONAL TROPICAL TIMBER ORGANIZATION

ITTO

PROJECT PROPOSAL

TITLE	BUILDING THE CAPACITIES OF FORESTRY TRAINING INSTITUTIONS MEMBERS OF THE NETWORK OF CENTRAL AFRICAN FORESTRY AND ENVIRONMENTAL TRAINING INSTITUTIONS (RIFFEAC) FOR PROVIDING SFM TRAINING FOR FOREST CONCESSIONS <i>“CAPACITY BUILDING FOR SUSTAINABLE MANAGEMENT OF TROPICAL RAINFORESTS AND BIODIVERSITY CONSERVATION IN THE ITTO CONGO BASIN COUNTRIES”</i>
SERIAL NUMBER	PD 456/07 Rev.4 (F)
COMMITTEE	REFORESTATION AND FOREST MANAGEMENT
SUBMITTED BY	ITTO
ORIGINAL LANGUAGE	ENGLISH

SUMMARY

The results of the ITTO study conducted in the Congo Basin countries concluded that there was a shortage of qualified forestry executives required for the sustainable management of the Congo Basin production forests, taking into account the important issue of biodiversity conservation. Thus, the Secretariats of CBD and ITTO decided to join efforts, through the support to a sub-regional project to be implemented by the RIFFEAC, under the political umbrella of COMIFAC, in order to contribute to significantly reduce that shortage of forestry executives in five Congo Basin countries. The key thematic focus of this project will be on strengthening capacity for the implementation of the ITTO/IUCN guidelines for the conservation and sustainable use of biodiversity in tropical timber production forests, by supporting the RIFFEAC training institutions to become capable to train forestry executives qualified for the implementation of sustainable forest management (SFM) reconciling with the biodiversity conservation and well-being of local communities.

EXECUTING AGENCY	RIFFEAC Secretariat
COOPERATING GOVERNMENTS	Gabon, Cameroon, Rep. of Congo, Democratic Rep. of Congo, Central African Republic
DURATION	60 MONTHS
APPROXIMATE\ STARTING DATE	TO BE DECIDED

BUDGET AND PROPOSED SOURCES OF FINANCE	Source	Contribution in US\$	Local Currency Equivalent
	ITTO	4,408,557	
	RIFFEAC Training Institutions	110,300	
	TOTAL	4,518,857	

PROJECT BRIEF

1. Context and problem to address

In the framework of the International Year on Biodiversity (IYB) 2010, a Memorandum of Understanding (MOU) between the Secretariat of the Convention on Biological Diversity (CBD) and the Secretariat of the International Tropical Timber Organization (ITTO) was signed on 2 March 2010, in order to support the implementation of the Programme of Work on Forest Biodiversity (FPOW) of the Convention on Biological Diversity in its relation to tropical forests. This MoU was supported by the Decision on Forest Biodiversity adopted by the 10th Conference of the Parties of CBD held in Nagoya, Japan, on 18-29 October 2010, which recommends the development of collaborative actions between the two Secretariats to strengthen the implementation of the CBD Programme of Work on Forest Biodiversity in ITTO Producer Member Countries.

This sub-regional project is part of the implementation of the CBD/ITTO collaborative initiative in the Congo Basin, which will be in conformity with the objectives of both institutions, in relation to sustainable forest management and biodiversity conservation.

2. Project objectives and indicators of their achievement

2.1 Development objective and impact indicators

This project will contribute to building human resources capacities required to achieve sustainable forest ecosystem management in the Congo basin by reconciling social economic imperatives and the maintenance of ecological balances.

The main long-term impact indicator of this project is as follows:

- By 2016, the competent personnel for SFM and biodiversity conservation has increased by 50 to 60% and made available for forest concessions, administrations, entreprises, NGOs, CBOs and consultant firms

2.2 Specific objective and outcome indicators

To build the capacities of environmental and forestry training institutions in Central Africa to ensure they are capable to train personnel qualified to implement sustainable forest management, while ensuring the biodiversity conservation in the Congo Basin.

The outcome indicators of this project are the following:

- By 2016, each RIFFEAC training institution provides training in SFM and biodiversity conservation according to revised, harmonized and validated modules/programmes and related methodologies
- By 2016, each training institution has appropriate training equipment and materials available to respond to the requirements of modern teaching/training modules and related methodologies and the need to improve professional competences, in SFM and biodiversity conservation.
- By 2016, at least 120 trainers and other personnel trained or re-trained in SFM and biodiversity conservation.

3. Beneficiaries, Results and expected Outputs

The Project stakeholders had been identified during the execution of project PD 189/03 Rev.1 (I) *"Support Project for the Updating of Training in Forest Management and Forest Concession Management in Central African Forestry Schools (Gabon)"*. They include forestry training institutions, forest concessionaires, forest industries, NGOs, the relevant authorities and other support projects including donors and international organizations involved in the forest sector in the Congo Basin.

At project completion, RIFFEAC member institutions providing forestry and environmental training in the sub-region will be capable to train personnel to the standards required for them to implement sustainable forest concession management in the Congo Basin, while ensuring bio-diversity conservation. The outcomes at project completion can be summarized as follows:

- The contents of six reference training modules/programmes relating to sustainable management of forest concessions and biodiversity conservation have been revised, reviewed, adapted, harmonized, validated and approved by training institutions, based on the RIFFEAC sub-regional strategy. A teaching methodology to implement each training module/programme with better trained trainers and a kit of training materials including the required basic components has been validated and approved by RIFFEAC members.
- The full-time trainers (110 in the sub-region) and supernumerary/part-time trainers (170) in seven RIFFEAC founding members have been updated and/or trained on the utilization of equipment and materials acquired for the capacity reinforcement in relation to the six harmonized training modules/programmes.
- RIFFEAC member institutions are equipped with equipment, materials and infrastructures appropriate to the requirements of modern teaching methodologies and the requirements of more advanced vocational training courses.
- The annual shortage of 620 qualified forestry executives have been gradually reduced, by 50 to 60%, for the purpose of sustainable management of forest concessions and biodiversity conservation in the Congo Basin countries., thanks to the implementation of this project by seven RIFFEAC training institutions. The level of reduction of the shortage could be more that 50 to 60%, as the reference training modules/programmes and related teaching methodology will be shared and used by other RIFFEAC training institutions.
- Communication flows and the sharing of know-how among RIFFEAC members and with other SFM stakeholders (such as private sector) have been improved and the role of RIFFEAC as a coordination mechanism under the COMIFAC Plan of Convergence has been enhanced;

4. Project implementation strategy

Since the creation of the Central African Forest Commission (COMIFAC) in 1999, by the Head of States of the Congo Basin countries, ITTO is cooperating with COMIFAC for the promotion of SFM and biodiversity conservation in their common member countries.

In the current organizational chart of COMIFAC, RIFFEAC has been identified as the leading structure in charge of the implementation of the Priority Action 7 of the Plan of Convergence developed by the Central African Forest Commission (COMIFAC) dealing with the capacity building, stakeholders involvement, information and training. The RIFFEAC network is considered as the appropriate interface between the Congo Basin countries and international partners (bilateral and multilateral) on the capacity building/reinforcement regarding the forestry and environment aspects, in order to avoid duplication of means and efforts in that African sub-region.

This regional approach has been driving the cooperation between the Congo Basin countries and ITTO through COMIFAC and its relevant technical structure (RIFFEAC) and contributing to building and/or reinforcing the human, technical and institutional capacities of seven RIFFEAC founding members, in order to ensure that those institutions become capable to train personnel qualified for the implementation of sustainable forest management (SFM) while reconciling with the biodiversity conservation and well-being of local communities.

5. How will project results be made sustainable after project completion

The sustainability of key project results can be ensured, after the project completion, through the effective ownership of the six harmonized reference training modules/programmes finalized, validated and approved by the RIFFEAC member institutions and trainers who have been involved in the entire process. These trainers are also the primary beneficiaries of the project outputs, as the main users of these training modules/programmes they have contributed to develop, validate and approve through a participatory/consultation process with national and international partners.

Providing support to the RIFFEAC training institutions and promoting the new curricula on SFM and biodiversity conservation are one of the best ways to promote the sustainability and long term positive impact of the project results in the Congo Basin sub-region, as the qualified persons trained in the RIFFEAC training institutions will be involved in the good functioning of relevant stakeholders (Government, private sector, NGOs, etc.) dealing with SFM and biodiversity conservation.

Under the political umbrella of COMIFAC, another important element for the sustainability of the main project results is due to its implementation by RIFFEAC, the technical structure in charge of the implementation of the Priority Action 7 of the Plan of Convergence of COMIFAC. This will facilitate the institutionalization of the main project results, and contribute to sustain them in the Congo Basin countries.

6. Major assumptions and risks

The following risks may hinder the smooth implementation of the project but mitigation measures are also provided for each as hereafter :

- The reluctance by certain trainers who find it difficult to revise the content of their training courses and get them adapted to RIFFEAC criteria; this reluctance could be the result of the constraints mentioned above, i.e. access to documentation.
- Staff turnover in training institutes: staff turnover, especially among management personnel during the project implementation period, could seriously undermine the dynamics and momentum built-up by the former managers.
- Lack of interest from logging and timber processing companies who have been frustrated by the inability of forest training institutes to meet their demand for qualified personnel.
- Insufficient additional support to achieve the project objectives.
- Lack of commitment by Governments to effectively build the capacities of the training institutes.

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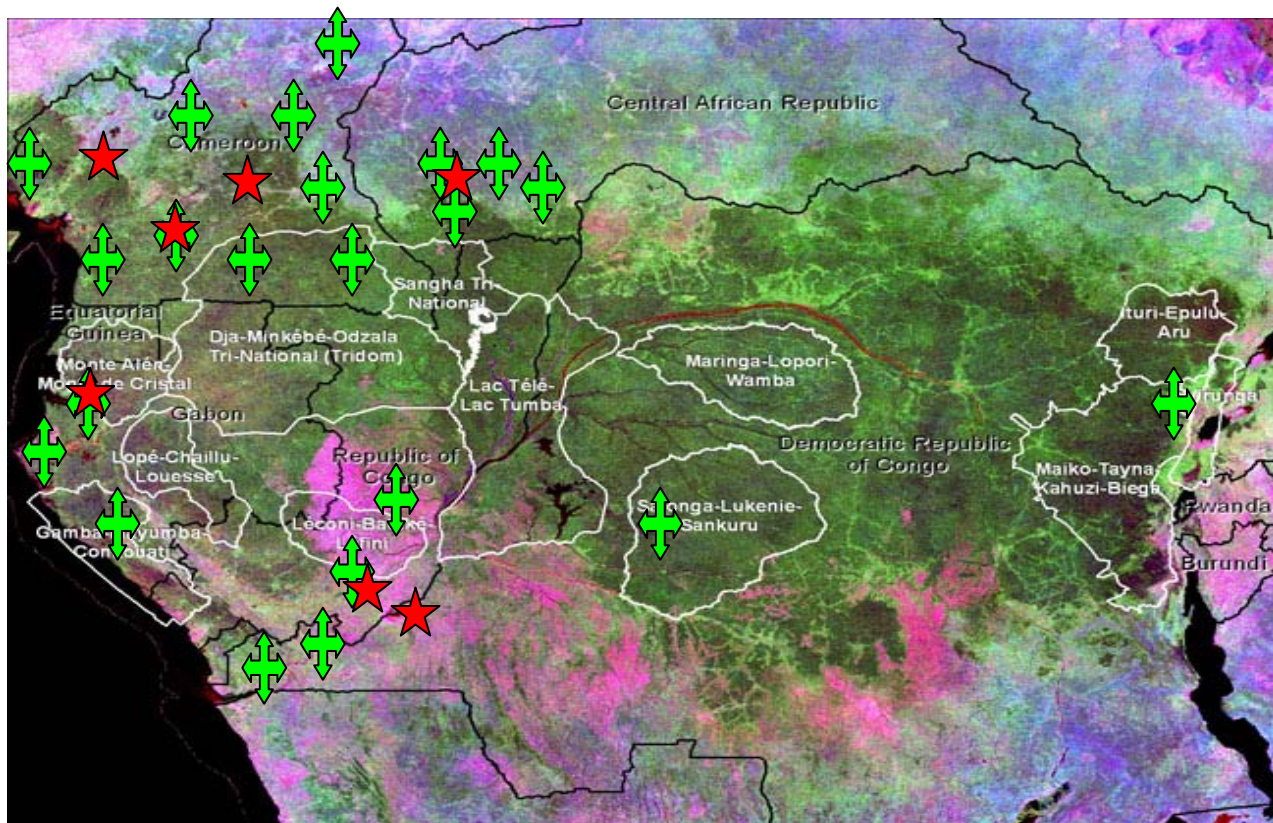
LIST OF ABBREVIATIONS AND ACRONYMS

AFLEG	African Forest Law Enforcement and Governance
ATIBT	Association technique internationale des bois tropicaux
ATO	African Timber Organization
AUF	Agence Universitaire de la Francophonie
BRAC	Regional Office in Central Africa (IUCN)
CAFTN	Réseau Forêts et Commerce d'Afrique Centrale (Forest and Trade Network in Central Africa)
CAR	Central African Republic
CARPO	Central Africa Regional Programme Office of WWF
CBD	United Nations Convention on Biological Diversity
CBFP	Congo Basin Forest Partnership Fund
CBO	Community Based Organization
CEFDHAC	<i>Conférence sur les écosystèmes forestiers denses et humides de l'Afrique Centrale</i> (The Brazzaville Process)
CIBT	International Tropical Timber Council
CIFOR	Center for International Forestry Research
CIRAD	Centre International de Recherche Agricole pour le Développement
COMIFAC	Conférence des Ministres sur la Conservation et la Gestion Durable des Forêts d'Afrique Centrale -- Central African Forest Commission
CPF	Collaborative Partnership on Forests
CRESA	Centre Régional d'Enseignement Spécialisé en Agriculture Forêt-Bois
DESS	Diplôme d'Etudes Supérieures Spécialisées (a post-graduate diploma)
DGIS	Dutch Cooperation
DRC	Democratic Republic of the Congo
DUT	Diplôme Universitaire de technologie (a 2-year Polytechnics Graduation Certificate)
EFG	Ecole pour la Formation des Spécialistes de la Faune de Garoua, Cameroon
ENEF	Ecole Nationale des Eaux et Forêts, Gabon
ERAIFT	<i>Ecole Régionale Post-Universitaire d'Aménagement et de Gestion Intégrés des Forêts Tropicales</i> (DRC)
EU	European Union
FAO	Food and Agriculture Organization
FASA	Faculty of Agronomy and Agricultural Sciences -- Université de Dschang (Cameroon)
FORAFRI	<i>Project Régional de Capitalisation et de Transfert des Résultats des Recherches menées dans les Forêts denses humides d'Afrique</i>
FORINFO	Project Formation et Recherche pour l'Appui au Développement Durable du secteur Forêt - Environnement en Afrique Centrale.
GDF	Sustainable Forest Management
GTZ	Gesellschaft für Technische Zusammenarbeit (German overseas cooperation agency)
ICRAF	International Center for Research in Agroforestry
IDR	Rural Development Institute -- Université Marien Ngouabi, Congo

IFIA	Interafrican Forest Industries Association
ISDR	<i>Institut Supérieur de Développement Rural de Mbaiki, CAR</i>
ITTO	International Tropical Timber Organization
JICA	Japanese International Cooperation Agency
Km ²	Square-kilometre
LMD	Licence -Master - Doctorat (Bachelor – Master – PhD)
MAE	French Ministry of Foreign Affairs.
MOFA	Ministry of Foreign Affairs
NGO	Non-Governmental Organization
OFAC	Observatory of Central African Forests (<i>Observatoire des Forêts d'Afrique Centrale</i>)
PCI	Principles, Criteria and Indicators
RAPAC	<i>Réseau des Aires Protégées d'Afrique Centrale</i> (Network of Protected Areas in Central Africa)
RIFFEAC	Network of Central African Forestry and Environmental Training Institutions (<i>Réseau des Institutions de Formation Forestière et Environnementale d'Afrique Centrale</i>)
SFM	Sustainable Forest Management
SIG/GIS	Geographic Information System
TFF	Tropical Forest Foundation
TIC/ICT	<i>Technique d'information et de la communication</i> / Information and Communication Technologies
TOR	Terms of Reference
IUCN (IUCN)	International Union for the Conservation de la Nature (World Alliance for Nature)
UNDP	United Nations Development Programme
UNFF	United Nations Forum on Forests
WCS	Wildlife Conservation Society
UV	Unit de valeur (Course Credit)
WWF	World Wilde Fund for Nature (Fonds mondial pour la nature)

Map of project area

For this sub-regional RIFFEAC project the geographical location of each training institution is shown the following map:



Congo Basin vegetation and main protected areas landscape map (source : WRI/GFW, 2008)

- ★ Location of seven RIFFEAC training institutions
- ✚ Location of forest sites for field practical work used by the RIFFEAC training institutions

PART 1: PROJECT CONTEXT

1.1 Origin

The demand for sustainable forest management (SFM) training is increasing in proportion to the challenges faced by the Congo Basin countries where the development of SFM is less advanced than in Asian and Latin American countries: 17% for Africa (mostly in the Congo Basin), 54% for Asia and 29% for Latin America of 36 millions ha of tropical forests sustainably managed in ITTO producing member countries (SFM Tropics 2005, ITTO), despite the increasing roles the Congo Basin forests will play in the future. Those roles include the following: poverty alleviation and human development, biodiversity conservation, maintenance of global ecological balance, within an integrated sustainable management of tropical forests in the Congo Basin sub-region.

The Congo Basin forests still boast interconnected tracts of tropical rain forests with important populations of large mammals. These forests harbor the most diverse assemblage of plants and animals including over 400 mammal species, more than 1,000 bird species, and likely over 10,000 plant species of which some are endemic. Only in the Congo Basin sub-region do gorillas, forest buffaloes, bongo, and okapi occur in large numbers across large areas of natural forests. Therefore, there is a need for trained personnel to manage this important biodiversity of high value for our planet.

The results of the ITTO study conducted in the Congo Basin countries concluded that there was a shortage of qualified persons required for the sustainable management of the Congo Basin forests, taking into account the important issue of biodiversity conservation. The annual shortage of human resources would be estimated to 180 engineers and 440 technicals (620 Forestry Executives), to be used at the high level of decision making regarding the SFM issues, for the Congo Basin countries (Hiol and Simula, 2006).

In the framework of the International Year on Biodiversity (IYB) 2010, a Memorandum of Understanding (MOU) between the Secretariat of the Convention on Biological Diversity (CBD) and the Secretariat of the International Tropical Timber Organization (ITTO) was signed on 2 March 2010, in order to support the implementation of the Programme of Work on Forest Biodiversity (FPOW) of the Convention on Biological Diversity in its relation to tropical forests. This MoU was supported by the Decision on Forest Biodiversity adopted by the 10th Conference of the Parties of CBD held in Nagoya, Japan, on 18-29 October 2010, which recommends the development of collaborative actions between the two Secretariats to strengthen the implementation of the CBD Programme of Work on Forest Biodiversity in ITTO Producer Member Countries.

This sub-regional project is part of the implementation of the CBD/ITTO collaborative initiative in the Congo Basin, which will be in conformity with the objectives of both institutions in relation to sustainable forest management and biodiversity conservation.

The successful holding of the tenth meeting of the Conference of the Parties (COP 10), in Nagoya, 18-29 October 2010, was an opportunity for Japan to take a leading role in promoting biodiversity conservation world wide. The Japanese Government's initiatives and vision of "Living in Harmony with Nature", the adopted mission to "take effective and urgent actions towards halting the loss of biodiversity by 2020" would contribute to that leadership during the Japanese chairmanship of the CBD until COP-11 in 2012.

At its 32nd session held in Bali (13-18 May 2002), the International Tropical Timber Council (ITTC) decided to participate in the "Partnership/Type II Initiative" for the Congo Basin in preparation of the forthcoming World Summit on Sustainable Development (WSSD). Decision 10(XXXII) of ITTC provided for an assistance to the Network of Central African Forestry and Environmental Training Institutions (*Réseau Régional des Institutions de Formation Forestière* - RIFFEAC) through the conduct of one SFM training workshop for trainers. The Decision provided for additional activities in support of the Network of Central African Forestry and Environmental Training Institutions (RIFFEAC). This project proposal has been developed based on the results and findings of these additional activities and projects.

Since 2000, RIFFEAC member institutions have been actively expanding their role to contribute to the ITTO 2000 Objective. The revision of training programmes was initiated in April 2000 during a workshop for the adaption of training modules/programmes to the context of sustainable forest ecosystem management. After a baseline assessment of the current gap between existing forestry training programmes and the changing concepts and practices prevalent in the sector, seven forestry schools in the sub-region have engaged in a collective approach to overhaul their respective training programmes through sub-regional cooperation.

RIFFEAC was created after a meeting of forestry and environmental training institutions held in Libreville, Gabon, on 4th and 5th October 2001. By signing the "Libreville Declaration" the managers of signatory institutions became committed to a mutual collaboration towards the implementation of shared objectives and they sought the support of Central African States, the international community, NGOs and the private sector to achieve these objectives successfully. The RIFFEAC Network was established for facilitating and steering the overall arrangement.

The main objective of RIFFEAC is to promote inter-institutional collaboration at sub-regional level between training institutions in order to improve training standards and address the needs of sustainable management of forest ecosystems in the Congo Basin. RIFFEAC priority actions are as follows: a) to promote the involvement of all stakeholders in sustainable forest ecosystem management; b) to incorporate the notion of sustainable forest management in the training programmes of member institutions; c) to harmonize training programmes and activities among member institutions; d) to review common problems and seek solutions, and e) to promote knowledge and experience sharing between members, especially in training and research areas.

Therefore, the Secretariats of CBD and ITTO decided to join efforts and submit a proposal to potential donors in order to promote, in partnership with five Congo Basin countries, the SFM and conservation of tropical production forest biodiversity in that mega-diversity region. This project will contribute to build and/or reinforce the human, technical and institutional capacities of seven RIFFEAC training institutions operating in Central Africa sub-region, in order to ensure that those institutions become capable to train personnel qualified for the implementation of sustainable forest management reconciling with the biodiversity conservation and well-being of local communities.

1.2 Relevance

1.2.1 Conformity with ITTO's objectives and priorities

The RIFFEAC sub-regional project will contribute to the implementation of the ITTO Council Decision 6(XLIV) that adopted the "ITTO-IUCN Guidelines for the conservation and sustainable use of biodiversity in tropical timber production forests" and Decision 6(XLVI) on "ITTO/CBD Collaborative Initiative to conserve tropical forest" through the inclusion of the biodiversity conservation requirements in the harmonized training modules to be used in the training institutions operating in the Congo Basin sub-region. It will also contribute to the promotion of good practices regarding the sustainable forest management in relation to the biodiversity conservation and livelihoods, in the ITTO Congo Basin countries, in conformity with the following Objectives of ITTA 2006 (Article 1):

- m) Encouraging members to develop national policies aimed at sustainable utilization and conservation of timber producing forests, and maintaining ecological balance, in the context of the tropical timber trade;
- n) Strengthening the capacity of members to improve forest law enforcement and governance, and address illegal logging and related trade in tropical timber;
- o) Encouraging information sharing for a better understanding of voluntary mechanisms such as, *inter alia*, certification, to promote sustainable management of tropical forests, and assisting members with their efforts in this area;
- p) Promoting access to, and transfer of, technologies and technical cooperation to implement the objectives of this Agreement, including on concessional and preferential terms and conditions, as mutually agreed;
- q) Promoting better understanding of the contribution of non-timber forest products and environmental services to the sustainable management of tropical forests with the aim of enhancing the capacity of members to develop strategies to strengthen such contributions in the context of sustainable forest

management, and cooperating with relevant institutions and processes to this end.

It is also in conformity with the following Actions contained in the ITTO Action Plan 2008-2011 and regarding the following cross cutting actions:

Capacity building

- k) Assist human resource development by conducting national, regional and international training activities, the provision of fellowships, and by supporting institutional/legal strengthening.
- l) Strengthen cross-sectoral approaches linking government, industry, trade and civil society.

International cooperation

- n) Actively cooperate and coordinate with other international organizations and with international forums and regional initiatives that undertake activities relevant to ITTO's objectives, with a view to sharing expertise, reducing duplication, enhancing complementarity and harmonizing activities.
- o) Contribute to the work of the CPF, UNFF and the global environmental conventions to further the shared objective of promoting SFM.

1.2.2 Conformity with CBD Programme of Work on Forest Biodiversity

The RIFFEAC sub-regional project will prioritize activities related to relevant goals identified in CBD's post-2010 Strategic Plan, specifically to the following targets:

- Target 7: By 2020 areas under agriculture, aquaculture and forestry are sustainably managed, ensuring conservation of biodiversity; and
- Target 14: By 2020 ecosystems that provide essential services and contribute to health, livelihoods and well-being are safeguarded and/or restored and equitable access to ecosystem services is ensured for all, taking into account the needs of women, indigenous and local communities and the poor and vulnerable.

The main forest element of support to the CBD Strategic Plan is its Programme of Work on Forest Biodiversity (PWFB), which consists of three main Programme Elements, 12 Goals, 27 Objectives, and 130 Actions. The sub-regional project will specifically be in conformity with the following goals of the PWFB:

- Goal 1.3: Protect, recover and restore forest biological diversity
- Goal 1.4: Promote the sustainable use of forest biological diversity
- Goal 2.1: Enhance the institutional enabling environment
- Goal 3.2: Improve knowledge on and methods for the assessment of the status and trends of forest biological diversity

1.2.3 Relevance to the submitting countries' policies

The RIFFEAC sub-regional project will be in conformity with the sub-regional policies in the Congo Basin set forth in the Plan of Convergence developed by the Central African Forest Commission (COMIFAC). The Plan of Convergence is a common platform for priority actions to be implemented at the sub-regional and national levels. The Plan of Convergence includes sub-regional actions to be implemented together by COMIFAC signatory States and the compilation of specific national action programmes of each signatory State member.

The implementation of the sub-regional project is mainly related to the Priority Action 7 of the Plan of Convergence dealing with capacity building, stakeholders involvement, information and training. The Component 7.4 of the Priority Action 7 identifies objectives dealing the consolidation and development of institutions and synergies in the training sector. The four activities under this component address the following aspects: harmonisation of training modules/programmes, promotion of further specialisation among Institutes, improvement of training institutions and adoption of a sub-regional strategy on vocational training, with the overall aim of promoting the sustainable forest management and biodiversity conservation.

For this RIFFEAC sub-regional project, it will have wider values and benefits for the Congo Basin countries, as the capacity building will be dealing with the forestry sector which has a great impact on the economy of these countries in general and on the livelihood of populations living both in urban and rural areas.

1.3 Target area

1.3.1 Geographic location

As shown on the map of page x, the seven RIFFEAC training institutions to be involved in the implementation of this project are operational in the following countries: Cameroon, Central African Republic (CAR), Democratic Republic of the Congo (DRC), Gabon and republic of Congo.

The basic information and data on these five countries are represented in the following table:

Table 1: Basic data of five Congo Basin countries

Countries	Land area (x1000 km ²)	Population 2010				GDP per capita (US\$)	UN Human Development Index Ranking (2010)
		Total (million)	Density (No./km ²)	Annual growth (%)	Rural (%of total)		
Cameroon	475	18.5	40	2.2	44	1,072	131/169
Gabon	268	1.5	6	1.8	14	8,396	93/169
C.A.R.	623	4.4	7	1.9	61	469	159/169
Congo	342	3.7	11	1.9	38	3,075	126/169
D.R.C.	2,345	66	28	2.7	65	189	168/169
Total	4,053	94.1	23	2.52	59	619	---

Source: Weekly information magazine, Jeune Afrique, Hors-Serie No.27, 2011

Together, the five countries mentioned in this table cover three quarters of the total land area of the Congo Basin countries while representing approximately 97% of the Congo Basin forest total area. The average GDP per capita is around US\$619 and four countries out of five are classified as least developed countries. Gabon is an exception with the GDP per capita 13 times higher than the average. Around 60% of the total populations live in rural areas while the situation is variable from Gabon (minimum with 14%) and DRC (maximum with 68%).

1.3.2 Socio-economic, technical and environmental aspects

(a) Socio-economic aspects

Although there is lack of accurate statistics on many areas of the forestry sector in the Congo Basin countries, it is obvious that it has a great impact on the economy and populations of this sub-region, as the main source of energy (fuel wood and charcoal), food (animal protein with bush meat and vegetables), traditional medicines, etc.

In 2008, only 18.3% of production forests were under management plan based on an approved management plan.¹ The total area under sustainable forest management is approximately 5.8% of the total forest area of all five countries. As regard to certification, forest management is FSC certified in 7.5 % of production forests. It is acknowledged that in the Congo Basin, illegal logging and forest governance remain the main concern despite the numerous initiatives and projects to mitigate them such as the FLEGT process with the lead of the European Commission. The average gross rate of deforestation is estimated to be 0.17%. Due to its higher population density, DRC has the highest rate of gross deforestation (0.21%) of the sub-region.

¹ In DRC the percentage is zero because of State decision to stop all forestry activities to enable sector reforms that will create the enabling environment; in the 4 other countries this percentage varies from 10 to 50%.

Table 2: Forestry basic information and data of 5 Congo Basin countries

Countries	Total forest area (x1000 ha)	Production forests (x1000 ha)	Forest allocated to harvesting (x1000 ha)	Forests with approved management plan (AMP) (x1000 ha)	Forests with AMP versus production forests (%)	Certified forests (x1000 ha)	Certified forests versus production forests (%)	Deforestation (%)
Cameroon	19985	8840	6074	4208	47.6	879	9.9	0.14
Gabon	21800	10600	10533	3449	32.5	1874	17.7	0.09
C.A.R.	4826	3500	3000	1739	49.7	0	0.0	0.19
Congo	22000	18400	11976	1908	10.4	1909	10.4	0.07
D.R.C.	126236	20500	9719			0	0	0.21
Total	194847	61840	41302	11304	18.3	4661	7.5	0.17

Source: Status of Congo Basin Forests, OFAC, 2008

The proportion of production forests governed by an approved management plan is still low and variable from one country to another, and that of certified forest is even lower. This shows the magnitude of the work to be done in order to improve the situation (regarding SFM) in the Congo Basin sub-region, with its related consequence to make available adequate qualified human resources.

The importance of forestry sector in the five countries to be covered by this sub-regional project is presented in the two following tables:

Table 3: Timber products export (in 2009)

Countries	Volume (1000m3)	Value (million US\$)
Cameroon	920	534
Gabon	2.133	978
C.A.R.	102	65
Congo	1.045	201
D.R.C.	267	173

Sources: ITTO and FORAF

Table 4: Contribution of the forestry sector to GDP (2008)

Countries	Contribution of forestry sector to GDP (%)
Cameroon	6
Gabon	4.3
C.A.R.	6.3
Congo	5.6
D.R.C.	1

Sources: FORAF

The contribution of the forestry sector to GDP is low as the economy of these Congo Basin countries are mostly based on oil and/or mining sectors. These figures are underestimated because most of forest products are exchanged through informal markets, making it difficult to be accounted for in the formal GDP of these countries.

The importance of non-timber forest products is recognized in the Congo Basin countries, although accurate data and statistics on their volume/quantity and value are often lacking. Based on the survey by the FAO project GCP/RAF/441/GER, in 2009, it is estimated that more than 90 % of the population of the Congo Basin depend on forests, including particularly non-timber forest products (NTFP), to variable degrees, for domestic energy (fuel wood and charcoal), food (bush meat, fruits, nuts, vegetables, etc.), traditional medicines, raw materials (construction, furniture, etc), cultural aspects (sacred forest sites for the ritual process for ancestors and spirits), etc. While most NTFPs are mainly used for subsistence purposes and exchanged through informal market, some of them are collected and traded regionally and internationally: *Prunus Africana* (treatment of prostate cancer), *Pausinystalia johimbe* (treatment of sexual impotence), *Gnetum sp.* (leaves appreciated as vegetable in the Congo Basin countries), *Psittacus erithacus* (African grey parrots for pet trade), etc.

(b) Technical aspects

The results of the ITTO study conducted in the Congo Basin countries concluded that there was a shortage of qualified persons required for the sustainable management of the Congo Basin forests, taking into account the important issue of biodiversity conservation. The annual shortage of human resources would be estimated to 180 engineers and 440 technicals (620 Forestry Executives), to be used at the high level of decision making regarding the SFM issues, for the Congo Basin countries (Hiol Hiol and Simula, 2006).

The following table shows how the consultants has estimated, in 2006, the number of Forestry Executives to be trained in order to fill the annual gap of 180 engineers and 440 technicals (620 Forestry Executives) in the Congo Basin countries.

Table 5: Estimation of Annual Shortfall of Forestry Executives in 5 Congo Basin countries (2006)

Countries	Forestry Engineers			High level Forestry Technicians		
	Needs (1)	Declared Training Capacity (2)	Shortfall to be filled (1) – (2)	Needs (1)	Declared Training Capacity (2)	Shortfall to be filled (1) – (2)
Cameroon	42	30	12	71	65	6
C.A.R.	37	30	7	49	30	19
Congo Rep.	57	0	57	116	20	96
D.R.C.	186	106	80	257	18	239
Gabon	46	22	24	80	0	80
Total	368	188	180	573	133	440

Forestry Executives = Group comprising Forest Engineers and High level Forest Technicians

Sources:

- (1): Hiol Hiol & Simula, RIFFEAC feasibility study, page 26, 2006
- (2): Data collected by Consultants from Training Institutions in 2006

(c) Environmental aspects

The Congo Basin forests represent a resource of global significance, with around 200 million hectares, and are mostly composed of the biome of tropical and subtropical rainforests. Large areas of the Congo Basin forests have been identified as the wildest areas on Earth with very rich biodiversity. (State of the Forests of Central Africa, 2008). The forest cover of all five countries (Cameroon, Gabon, Central Africa Republic, Congo Republic, and Democratic Republic of Congo) is approximately 97% of the total area. These five countries represent almost the entire Congo Basin forests.

The Congo Basin forests still boast interconnected tracts of tropical rain forests with important populations of large mammals. These forests harbors the most diverse assemblage of plants and animals including over 400 mammal species, more than 1,000 bird species, and likely over 10,000 plant species of which some are endemic. Only in the Congo Basin sub-region do gorillas, forest buffaloes, bongo, and okapi occur in large numbers across large areas of natural forests. Therefore, there is a need for trained personnel to manage this important bioversity of high value for our planet.

The project will have no direct environmental impacts. Indirectly, the project will contribute to the sustainable management of the Congo Basin tropical forests which are the habitats of the rich mega-biodiversity of the Congo Basin countries, while ensuring the incorporation of local community priorities and needs into the management plans of forest concessions in the Sub-region.

The most obvious goal of the training on SFM and biodiversity conservation would be to reduce the negative environmental impacts of logging operations of forest concessions in the Sub-region. A reduction of negative impacts on forest and biodiversity (including wildlife) is anticipated through the adequate training received by the concession management staff and forestry-related executives working in the public forestry administration. The wildlife in general, and more specifically primates and larger wild animals will stand a better chance of survival. Although one training module/programme will be particularly focusing on the biodiversity conservation in the production forests in the Congo Basin countries, this issue will be briefly mentioned in other training modules/programmes through specific components.

1.4 Expected outcomes at project completion

At project completion, RIFFEAC member institutions providing forestry and environmental training in the sub-region will be capable to train personnel to the standards required for them to implement sustainable forest concession management in the Congo Basin, while ensuring bio-diversity conservation. The outcomes at project completion can be summarized as follows:

- The contents of six reference training modules/programmes relating to sustainable management of forest concessions and biodiversity conservation have been revised, reviewed, adapted, , harmonized, validated and approved by training institutions, based on the RIFFEAC sub-regional strategy². A teaching methodology to implement each training module/programme with better trained trainers and a kit of training materials including the required basic components has been validated and approved by RIFFEAC members.
- The full-time trainers (110 in the sub-region) and supernumerary/part-time trainers (170) in seven RIFFEAC founding members have been updated and/or trained on the utilization of equipment and materials acquired for the the capacity reinforcement in relation to the six harmonized training modules/programmes.
- RIFFEAC member institutions are equipped with equipment, materials and infrastructures appropriate to the requirements of modern teaching methodologies and the requirements of more advanced vocational training courses.

- The annual shortage of 620 qualified forestry executives have been gradually reduced, by 50 to 60%, for the purpose of sustainable management of forest concessions and biodiversity conservation in the Congo Basin countries., thanks to the implementation of this project by seven RIFFEAC training institutions. The level of reduction of the shortage could be more that 50 to 60%, as the reference training modules/programmes and related teaching methodology will be shared and used by other RIFFEAC training institutions.
- Communication flows and the sharing of know-how among RIFFEAC members and with other SFM stakeholders (such as private sector) have been improved and the role of RIFFEAC as a coordination mechanism under the COMIFAC Plan of Convergence has been enhanced;

PART 2: PROJECT RATIONALE AND OBJECTIVES

2.1 Rationale

2.1.1 Institutional set-up and organizational issues

Sub-regional policies in the Congo basin were set forth in the Plan of Convergence developed by the Central African Forest Commission (COMIFAC) originally approved in 2000. The Plan is a common platform for priority actions to be implemented at sub-regional and national levels. The plan includes sub-regional actions together with the compilation of specific national action programmes of each signatory state respectively. In May 2004 an updated version of the Plan of Convergence has been adopted by the first Special COMIFAC Conference.

The Priority Action 7 of the Plan of Convergence deals with capacity building, stakeholders involvement, information and training. Component 7.4 identifies objectives covering the consolidation and development of institutions and synergies in the training sector. The four activities under this component address the harmonisation of training modules/programmes, the promotion of further specialisation among training institutions, the improvement of training institutes and the adoption of a sub-regional strategy on adult vocational training³. This Project aims at supporting the implementation of Focus 7 of the Plan of Convergence and its relevant activities identified under COMIFAC general coordination. By implementing this activity, ITTO provides key support to COMIFAC which has identified RIFFEAC as a partner under the general capacity building framework for stakeholders at sub-regional level.

This is a follow-up project which includes the results and findings of sub-regional initiatives conducted in the Congo Basin with the support of international cooperation. It aims at providing general assistance to the implementation of new forest policies in general, and to SFM and biodiversity conservation in forest concessions in particular. Some major initiatives among these include the following⁴:

- Since 2005, under the respective French, German and Canadian coordinations, the Congo Basin Forest Partnership (CBFP) concentrates his actions on key major thrusts which include human capacity-building in the forest-environment sector, regarded as a priority.
- The CEFDHAC initiative facilitated by IUCN regional office for Central Africa, is a sub-regional organisation of States, national and sub-regional NGOs, and other stakeholders of the management of dense moist forest ecosystems in Central Africa⁵. COMIFAC mandated CEFDHAC to convene national and sub-regional mutual consultation fora, hence the role assumed by CEFDHAC in the RIFFEAC facilitation process.
- The joint ATO/ITTO Initiative on the Promotion of SFM in African Forests which facilitates the operational adaptation and effective field-level application of ATO/ITTO PCIs through the implementation of the ATO/ITTO Project PD 124/01 Rev.2 (M).
- ITTO project PD 77/01 Rev. 2 (I,F) "Contribution to the Development of Skills and Technical Training Structures at the Mbalmayo National School of Forestry" (being finalised) has helped to acquire modern teaching equipment; it has established a training herbarium and a 2-km educational path in the school forest reserve for training in species identification, dendrology and phenology. The training master-plan is under development. A second project phase to address the implementation of the training master-plan is being formulated.
- The support provided by the European Union to the two RIFFEAC school institutions (ENEF-Gabon and ERAIFT) aiming to achieve better adequacy between training policies and job market requirements, especially in Gabon and the Sub-region.
- The FORINFO Project ("Training and research to support the sustainable development of the Forest/Environment Sector in Central Africa") aims at building regional capacities through the

3 Implementation of COMIFAC's Plan of Convergence. Operational Plan 2006-2008. Working Document. 14 March 2006.

4 See Hiol Hiol, 2006b.

5 Website <http://iucn.org/places/brac/programme/cefdhac.htm>

provision of training to technicians, supervisory/executive and research staff and backstopping research.

- Short-term courses organized by ATIBT on forest concession management. The first training course was conducted at Cap Esterias (Gabon) in March 2006 and the second has been conducted in Kinshasa in October 2006. These vocational training courses target forest managers of private companies, the public forestry administration and NGOs.
- The WWF/CARPO initiatives : (a) the Central African Forest and Trade Network (CAFTN) to promote the responsible management and legal trade of timber products from Congo Basin forests; b) Building SFM capacities of local stakeholders in the Congo Basin; c) Providing support to the sustainable forest ecosystem management and conservation in the DRC; d) Providing support to the development of a training module on bushmeat management at the Wildlife management school in Garoua, Cameroon. The series of initiatives address the needs of stakeholders training in sustainable biodiversity management and conservation.
- The Project entitled "Training in Reduced Impact Logging Practices" (RIL) in Central Africa" just completed with USAID assistance. This project developed 10 RIL training modules in the sub-region based on the training template implemented in Brazil and Indonesia (TFF 2006).
- The eco-forestry and eco-agriculture project in the Congo Basin, financed by the Canadian cooperation, is implemented by the Laval University of Quebec, and is now in inception phase. Its main objective is to urgently reinstate college and vocational forestry training in the DRC with improved and upgraded curricula and courses, in order to bridge the huge gap in the area with the assistance of national and sub-regional (Cameroon and Gabon) trainers and teachers, complete with the Canadian expertise. It will contribute to build the capacities of partner training institutions in order to create three sub-regional centers of excellence for forestry research and human resource training in Cameroon, Gabon and DRC, in order to sustainably meet the forestry-related development needs of communities, countries and the sub-region.

2.1.2 Stakeholder analysis

The Project stakeholders had been identified during the execution of project PD 189/03 Rev.1 (I) "Support Project for the Updating of Training in Forest Management and Forest Concession Management in Central African Forestry Schools (Gabon)". They include forestry training institutions, forest concessionnaires, forest industries, NGOs, the relevant authorities and other support projects including donors and international organizations involved in the forest sector in the Congo Basin. The Groups concerned and their representatives are identified in the Project Report of PD 189/03 (Mbolo 2004a, 2004b et 2005). The involvement of these stakeholders during the preparation of the RIFFEAC sub-regional Project included: (i) interviews with the management and professional teams of training institutes; (ii) personal consultations with the forest authorities of participating countries, forest concessionnaires and forest industries and NGOs; and (iii) the participation of all these groups to the validation workshop which analyzed the preliminary project proposal. The results of this workshop⁶ are reported in the work groups and are described in the workshop final conclusions. All suggestions and recommendations from the validation workshop have been taken into account in the finalization of the project proposal document.

In addition to the the forest authorities of the five Congo Basin countries, forest concessionnaires, forest industries and NGOs, the RIFFEAC training institutions involved in the stakeholder analysis include the following:

1. Faculty of Agronomy and Agricultural Sciences -- Université de Dschang (Cameroon),
2. National School of Forestry in Mbalmayo (ENEF-M) (Cameroon),
3. Regional Centre for Agriculture and Forestry Training (Centre régional d'enseignement spécialisé en agriculture forêt-bois -- CRESA), (Cameroon),
4. National Forestry School (Ecole Nationale des Eaux et Forêts - ENEF-G) (Gabon),
5. Rural Development Institute (Institut de Développement Rural - IDR) (Congo),
6. Rural Development Institute (Institut Supérieur de Développement Rural - ISDR) (Central African Republic),

⁶ See ITTO /COMIFAC, 2006

7. Regional Post-Graduate School of Integrated Tropical Forest Development and Management (ERAIFT) (Democratic Republic of Congo).

Table 6: Stakeholders analysis for the RIFFEAC Project

Stakeholder group	Characteristics	Problems, needs, interests	Potentials	Involvement in the project
Primary stakeholders				
Normal training institutions	Responsible for training of general practitioner forestry executives	Adequate logistics and infrastructure insufficient for practices. Training modules not adequately correlated to job market. Financial means not regularly provided for the regular functioning of each institution.	Experience on the training of forestry executives will be useful for the validation of training modules, in collaboration with the forestry private sector.	Primary project beneficiaries
Regional training institutions	Responsible for the training of specialists in specific forestry-related areas	Lack of adequate equipment and materials for practices purpose of specialist to be trained	Desire to get support for the improvement of the practical training of specialists	Primary project beneficiaries
Secondary stakeholders				
Forestry authorities	Promotion and monitoring of SFM practices and biodiversity conservation	Shortfall of forestry executives for the implementation of national forest policies, including SFM and biodiversity conservation	High interest in getting qualified forestry executives	Main actors in the implementation of national forest policies, including SFM and biodiversity conservation
Forest concessions	Forest production mainly based on timber harvesting	Gap between job profiles and training modules for forestry executives.	Desire to reinforce the capacity for the training of forestry executives	Technical advices provided in order to match the training modules with the job market needs
Forest industries	Processing of timber products.	Lack of specialists in timber processing	Desire to get specialists in timber processing for the growth of companies	Technical advices provided in order to match the training modules with the job market needs
NGOs	In charge of education and sensitization missions of local communities on SFM and biodiversity conservation	Non involvement of communities for SFM and biodiversity conservation in production forests	Competence in education and sensitization of local communities	Collaboration in advising on ways and means to get the involvement of local communities on SFM and biodiversity conservation.

The involvement of key stakeholders, which are in charge of forestry-related operations in the Congo Basin, is particularly important for the smooth implementation of this project and the sustainability of important project outcomes after project completion.

2.1.3 Problem analysis

The demand for SFM training is increasing in proportion to the challenges faced by the Congo Basin countries where the development of SFM is less advanced than in Asian and Latin American countries (OFAC 2008). By 2008, only 18.3% of the total forest production area within the permanent forest estate in the Sub-region was managed by concessionaires having developed a management plan. The area considered as under certified sustainable management covers 7.5 per cent of the total area in the five countries. As for certification, forest management had been certified FSC and PEFC schemes. In September 2006 there were only three forest concessions whose forest management had been fully or partially certified⁷. While forest protection data remain incomplete, protection areas having a management plan cover only a very small area.

The estimated number of persons to be trained annually in the countries of the sub-region show that training needs are significant with 620 forestry executives composed of 180 engineers and 440 technicals (Hiol Hiol and Simula, 2006), as an annual average shortfall. Currently, the institutes do not have the capability to progressively fill the shortage of qualified forestry executives. Forestry training institutions should have adequate training modules/programmes to cover the SFM training needs of forest concessions. To update their skills through continuous vocational training, qualified trainers must be made available to them, together with appropriate logistics and infrastructure. In RIFFEAC member institutions, these capacities exist only partially. There is a deficit of skills and abilities in terms of knowledge, know-how, and know-how-to-be. The personnel required to implement sustainable forest ecosystem management is not always available in each. The deficit of skills is a matter of concern for the industries (Landrot 2001). Based on these findings, several SFM training needs and problem assessment studies were conducted in Central Africa at Sub-regional and national levels. These studies (FAO 2001, ITTO 2004, Bigombe, 2006, Boukoulou and van Lierop 2006, and GIZ 2010), together with the work carried out in preparation for this project (Hiol Hiol, 2006a, 2006b and 2006c)⁸ have highlighted the following issues:

Training courses :

- Training is inadequate in terms of teaching methodology and technical standards. The teaching methodologies are sometimes no longer adapted to the new SFM-related learning objectives. Training courses being taught in the institutions are essentially theoretical with little or no practice at all.
- There is a gap between SFM training needs and the training received by professionals in the RIFFEAC training institutions. There is a discrepancy between the body of knowledge possessed by graduates of forestry schools and the job profiles advertised by the forest industry companies.
- SFM taught in these schools is narrowed to timber in scope and outlook, as training modules have not been regularly adapted to changes that have affected the forestry areas.
- The need for trained specialists is increasing due to the complexity of SFM but these needs have not been adequately assessed.
- Basic training and continuous vocational training should be strengthened in order to address the demands of the job market.
- In the interest of the students, there is a vital need to integrate some training modules/programmes with the LMD credit system (i.e. main stream college graduation system), in order to facilitate the exchange of students within the Central Africa sub-region..
- The level of integration of training in national policies is generally low.
- Logistics and infrastructures are not sufficient to enable trainers to conduct training satisfactorily.

7 One in Gabon, one in Cameroon and another one in Congo

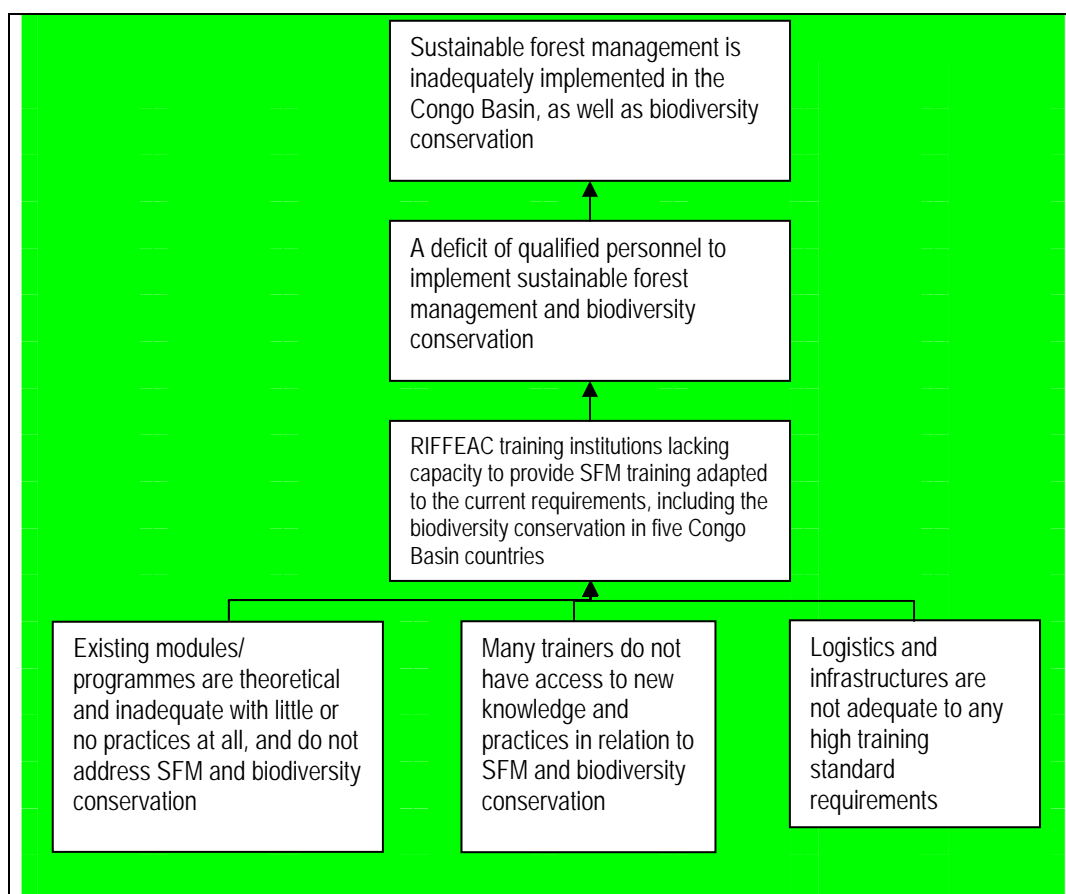
8 The results are in line with the conclusions of the validation workshop (ITTO/OMIFAC 2006) and the study of training needs conducted under Project PD 189/ 03 (Mbolo 2004a).

Training institutions :

- Training institutions are in great need of support; these needs vary according to the institution but generally relate to the training module/programme revision, acquisition of vehicles (rolling stock), ICT equipment and materials, laboratory and field work equipment and materials, Internet access, access to demonstration forest sites (Hiol Hiol 2006c)⁹. The interface (between students and the industry companies) is based on individual contacts, as there is no formal institution established for that purpose.
- The institutes tend to function in isolation; partnerships between schools and the private sector remain limited.
- There is a lack of professionalism concerning training standards within forestry and environmental training schools, which can be explained by problems relating to the lack of enough qualified personnel among trainers and the general low standards of training modules/programmes.
- Some schools have already specialised but there is still a large potential for improvement. Harmonisation and specialisation of training modules/programmes can help developing synergies.
- Forestry training institutes do not receive adequate funding on regular basis.

« The problem tree below has been drawn up to summarise the above problem analysis. The core problem is that Governments in the sub-region generally do not give sufficient priority nor do they allocate adequate financial and human resources to vocational and technical training. Policymakers do not always understand that (i) training is about a long-term investment and that (ii) the improvement of the standard of training is a crucial factor to ensure a positive impact of this investment.

Figure 1: Problem tree



2.1.4 Logical framework matrix

PROGRAM ELEMENTS	INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
Development Objective: To contribute to building human resources capacities required to achieve sustainable forest ecosystem management in the Congo Basin by reconciling social imperatives and the maintenance of ecological balances	The competent personnel for SFM and biodiversity conservation has increased within forest concessions, administrations, enterprises, NGOs and consultant firms	Statistical data and other reports on the operational personnel trained in forestry-related areas: logging companies, public forestry administration, timber processing industries, NGOs, etc.	There is a relative political stability in all States in the Sub-region. The States allocate adequate budget provisions to RIFFEAC Member Institutions.
Specific Objective : To build the capacities of environmental and forestry training institutions in Central Africa to ensure they are capable to train qualified personnel to implement sustainable forest management, while ensuring the biodiversity conservation in the Congo Basin.	Each RIFFEAC Institute provides training in SFM and biodiversity conservation according to revised, harmonized and validated modules Each Institute has appropriate training material available to respond to the requirements of modern teaching/training methodologies and the need to improve professional competences Trainers and other personnel trained or re-trained in SFM and biodiversity conservation	The contents of training modules/programmes on SFM and biodiversity conservation, as taught by RIFFEAC Members Institutions The training equipment and materials (training kit) available to teach SFM and biodiversity conservation in each training institution Reports on short-term training sessions for trainers Report of the sub-regional validation workshop of training modules/programmes	Additional support from other development partners is secured. Private industries accept to establish partnerships with RIFFEAC Institutes Managers and training staff of RIFFEAC Institutes support the project objective and effectively participate in its pursuit.
Output 1: Six (6) harmonized reference training modules/programmes in sustainable forest management developed, reviewed, adapted and implemented, while taking into account the biodiversity	The six harmonized reference modules/programmes are developed, adapted and tested in each training institution	The six reference harmonized modules/programmes documents The Sub-regional validation workshop	The private sector and other stakeholders participate in the validation of modules and agree to establish partnership with RIFFEAC institutes.

conservation requirements under the framework of BD's Programme of Work on Forest Biodiversity. One of the six modules should be focusing on biodiversity conservation issue.	Signing of partnership agreements signed between each RIFFEAC school and one timber trade association or industry or any other institution under its staff re-training programme	<p>report</p> <p>The documents of the promotion plans for each RIFFEAC institute.</p> <p>The partnership agreements signed with partners.</p> <p>A website for each institute, established and updated.</p>	<p>The cooperation of institutes in the organization of pilot courses is secured.</p> <p>Managers and teachers of RIFFEAC Institutes are effectively involved in the revision of the SFM and biodiversity conservation training modules.</p>
<p>Output 2:</p> <p>One hundred ten (110) full-time trainers one hundred seventy (170) supernumerary/part-time trainers in seven (7) RIFFEAC founding training institution members updated and/or trained on the utilization of equipment and materials acquired for the capacity reinforcement, in relation to the six (6) harmonized reference training programmes/modules to be finalized under Output 1</p>	In each RIFFEAC institute, at least two trainers have been trained or re-trained in each of the six harmonized reference training modules/programmes in SFM and biodiversity.	<p>The report on the Sub-regional training workshops for trainers</p> <p>Training reports including the attendance lists and evaluation of learners and trainers</p>	<p>Available material and financial resources are not sufficient when needed.</p> <p>Managers and trainers in RIFFEAC member institutes are effectively involved in the organization of training workshops</p>
<p>Output 3:</p> <p>Training and teaching equipment and materials acquired and provided in each training institution, as well as infrastructure (teaching rooms, laboratories and other facilities) enhanced, in accordance with the needs of each training institution, in order to progressively fill the yearly gap of one hundred eighty (180) engineers and four hundred forty (440) technicals required for the sustainable forest management and biodiversity conservation actions in the Congo Basin countries</p>	Each institution has training equipment and materials appropriate to the requirements of a modern training methodology and adequate to the needs for improved professionalism in SFM and biodiversity training for production forests	Equipment and materials delivered to RIFFEAC training institutions	The security of equipment and materials is assured by each RIFFEAC training institution

2.2 Objectives

2.2.1 Development objective and impact indicators

This project will contribute to building human resources capacities required to achieve sustainable forest ecosystem management in the Congo basin by reconciling social economic imperatives and the maintenance of ecological balances.

The main long-term impact indicator of this project is as follows:

- By 2016, the competent personnel for SFM and biodiversity conservation has increased by 50 to 60% and made available for forest concessions, administrations, entreprises, NGOs and consultant firms

2.2.2 Specific objective and outcome indicators

To build the capacities of environmental and forestry training institutions in Central Africa to ensure they are capable to train qualified personnel to implement sustainable forest management, while ensuring the biodiversity conservation in the Congo Basin.

The outcome indicators of this project are the following:

- By 2016, each RIFFEAC training institution provides training in SFM and biodiversity conservation according to revised, harmonized and validated modules/programmes and related methodologies
- By 2016, each training institution has appropriate training equipment and materials available to respond to the requirements of modern teaching/training modules and related methodologies and the need to improve professional competences, in SFM and biodiversity conservation.
- By 2016, at least 120 trainers and other personnel trained or re-trained in SFM and biodiversity conservation.

PART 3: DESCRIPTION OF PROJECT INTERVENTIONS

3.1 Outputs and activities

3.1.1 Outputs

The project will contribute to achieve the abovementioned goal and objectives through the main following expected outputs:

- **Output 1:** Six (6) harmonized reference training modules/programmes in sustainable forest management developed, reviewed, adapted and implemented, while taking into account the biodiversity conservation requirements under the framework of CBD's Programme of Work on Forest Biodiversity. One of the the six modules should be focusing on biodiversity conservation issue
- **Output 2:** One hundred ten (110) full-time trainers one hundred seventy (170) supernumeray/part-time trainers in seven (7) RIFFEAC founding training institution members updated and/or trained on the utilization of equipment and materials acquired for the capacity reinforcement, in relation to the six (6) harmonized reference training programmes/modules to be finalized under Output 1
- **Output 3:** Training and teaching equipment and materials acquired and provided in each training institution, as well as infrastructure (teaching rooms, laboratories and other facilities) enhanced, in accordance with the needs of each training institution, in order to progressively contribute filling the yearly gap of one hundred eighty (180) engineers and four hundred forty (440) technicals required for the sustainable forest management and biodiversity conservation actions in the Congo Basin countries

3.1.2 Activities

Output 1

- Activity 1.1 Sub-regional workshop for the project inception dealing with the sensitization and awareness on the objective and goals of the sub-regional project and approve a road map for its implementation.
- Activity 1.2 : To develop six reference training modules/programmes.
- Activity 1.3 : To organize six technical workshops based on the six reference training modules/programme, for the validation process.
- Activity 1.4 : Sub-regional workshop for the approval of the six reference training modules/programmes.
- Activity 1.5 Dissemination of the approved six reference training modules/programmes to all the Congo Basin training institutions which are currently members of RIFFEAC.

Output 2

- Activity 2.1 : To establish a group/network of trainers for each training module/programme.
- Activity 2.2 : To develop a methodology for the operationalization of each training module/programme by the related group/network of trainers.
- Activity 2.3 Sub-regional workshop for the validation of the methodology for the utilization of each training module/programme.
- Activity 2.4 : Dissemination of the training modules and related methodology to all RIFFEAC training institutions.
- Activity 2.5 : Yearly assessment of each training module/programme and related methodology.

Output 3

- Activity 3.1: Survey for the finalization of the list of appropriate teaching-related equipment and materials for the RIFFEAC member institutions.
- Activity 3.2: To develop a maintenance-safety agreement, for equipment and materials, to be signed by all RIFFEAC training institutions involved in this project.
- Activity 3.3: Selection of suppliers of teaching-related equipment and materials identified in the list based on the survey conducted in the RIFFEAC member institutions.

- Activity 3.4: Selection of local companies for the construction/rehabilitation of training infrastructure for the RIFFEAC member institutions.
- Activity 3.5: Acquisition of teaching-related equipment and materials identified in the list based on the survey conducted in the RIFFEAC member institutions.
- Activity 3.6: Construction/rehabilitation of training infrastructure for the RIFFEAC member institutions.

3.2 Implementation approaches and methods

3.2.1 Regional approach for the project implementation

During its 25 years of existence, ITTO has accumulated adequate technical experience through the implementation of fifty (50) projects and twenty (20) pre-projects in the Congo Basin countries, for a total amount of US\$ 26.7 million provided by ITTO donors. Since the creation of the Central African Forest Commission (COMIFAC) in 1999, by the Head of States of the Congo Basin countries, ITTO is cooperating with COMIFAC for the promotion of SFM and biodiversity conservation in their common member countries.

In the current organizational chart of COMIFAC, RIFFEAC has been identified as the leading structure in charge of the implementation of the Priority Action 7 of the Plan of Convergence developed by the Central African Forest Commission (COMIFAC) dealing with the capacity building, stakeholders involvement, information and training. The RIFFEAC network is considered as the appropriate interface between the Congo Basin countries and international partners (bilateral and multilateral) on the capacity building/reinforcement regarding the forestry and environment aspects, in order to avoid duplication of means and efforts in that African sub-region.

The history of the multilateral cooperation between ITTO and COMIFAC common country members can be summarized as follows:

- Holding of a sub-regional workshop on sustainable forest management (SFM) training for instructors, with a focus on the social and environmental aspects of forest concession management, in January 2003, with the assistance of ITTO [Decision 10(XXXII)]. The workshop participants expressed the need to get the results of various initiatives implemented in the Congo Basin countries with the assistance of bilateral and multilateral cooperation (Belgian, Canadian, French and German cooperation, European Union, ATO, CIFOR, FAO, ITTO, etc.), for the reinforcement of capacity of selected training institutions in the Congo Basin, being coordinated and shared by and through RIFFEAC for more synergy among them;
- Subsequent to a key recommendation of that sub-regional workshop, the ITTO project PD 189/03 Rev.1 (I) *“Support project for the updating and of training in forest management and forest concession management in Central African forestry schools”* was funded during the Thirty-fourth ITTC Session in May 2003 and implemented from December 2003 to July 2006. The implementation of this project has led to the following main outcomes: fifteen (15) training modules were identified through a survey conducted by consultants to get the opinions of trainers teaching in the RIFFEAC founding members, commonalities and differences between training institutions were highlighted in relation to the need to ensure synergy among them, etc.;
- ITTO provided support for the formulation of the project PD 456/07 (F) *“Building the capacities of forestry training institutions of the Network of Central African Forestry and Environmental Training Institutions (RIFFEAC) for providing SFM training for forest concessions”* aiming to analyze the work carried out under the completed project PD 198/03 Rev.1 (I) and other relevant on-going bilateral and multilateral initiatives in the Congo Basin. Thus, fifteen training modules have been condensed into six reference training modules to be developed, validated and used in RIFFEAC training institutions regarding sustainable forest management and biodiversity conservation. The project has been converted into a phased one in order to facilitate its funding by potential donors.

This brief history is showing that the regional approach has been driving the cooperation between the Congo Basin countries and ITTO through COMIFAC and its relevant technical structure (RIFFEAC) and contributing to building and/or reinforcing the human, technical and institutional capacities of seven RIFFEAC founding members, in order to ensure that those institutions become capable to train personnel qualified for the implementation of sustainable forest management (SFM) while reconciling with the biodiversity conservation and well-being of local communities.

Therefore, based on the regional approach in application since 2002, it is highly preferable to continue with the same approach, as the current project is supposed to be a continuation, on a larger scale, of the results of the previous Activity and Projects described here above.

3.2.2 Methodology for project implementation

The mandate of the Network of Central African Forestry and Environmental Training Institutions (*Réseau Régional des Institutions de Formation Forestière et Environnementale d'Afrique Centrale* - RIFFEAC) is to promote inter-institutional collaboration, at the sub-regional level, between training institutions in order to enhance the training standards and related infrastructures, in order to address the needs of sustainable forest management in the Congo Basin. RIFFEAC Secretariat will be the implementing agency of this project.

The implementation of this capacity reinforcement related project should contribute to avoid the duplication of means to be provided to the training institutions thanks to the approach aiming to get each training institution becoming a Centre of Excellence in a specific area contributing to the SFM and biodiversity conservation issues. The specialization of each training institution should be associated to the mobility of teachers within the training institutions operating in the Congo Basin countries.

The training institutions, founding members of RIFFEAC, which will be involved in the implementation of this project are the following:

- Faculty of Agronomy and Agricultural Sciences -- Université de Dschang, Cameroon;
- National School of Forestry in Mbalmayo (ENEF-M), Cameroon;
- Regional Centre for Agriculture and Forestry Training (Centre régional d'enseignement spécialisé en agriculture forêt-bois -- CRESA), Cameroon;
- National Forestry School (Ecole Nationale des Eaux et Forêts - ENEF-G), Gabon;
- Rural Development Institute (Institut de Développement Rural - IDR), Republic of Congo;
- Rural Development Institute (Institut Supérieur de Développement Rural - ISDR), Central African Republic; and
- Regional Post-Graduate School of Integrated Tropical Forest Development and Management (ERAIFT), Democratic Republic of Congo.

These seven training institutions, to be involved in the project implementation, are the founding members of the network RIFFEAC. Among those seven training institutions, three are located in Cameroon and two of three (CRESA and University of Dschang) are playing a sub-regional role and open to students from other Congo Basin countries and even to some West African countries (Benin, Togo). Therefore, the support to these two training institutions will have an impact beyond Cameroon. The only training institution with a national-related scope is ENEF of Mbalmayo.

The participatory approach has been given priority in all project's activities, and synergy and partnerships will be sought with other ongoing forestry training and research support initiatives in the Congo Basin sub-region. Thus, the support provided by this sub-regional project to the provision of training institutions with logistical and infrastructural equipment takes into account existing capacities as well as any support provided or planned by other partners. The equipment and materials primarily aim at building the vocational training aspect of courses as the latter had been deemed highly theoretical as a result of a lack of appropriate logistics and infrastructure.

The implementation approach is based on the pooling and coordination of support provided by international partners on the forest and environment sector and SFM efforts undertaken by Governments, forest industries and the civil society in the Congo Basin, for the promotion and implementation of SFM and biodiversity conservation.

3.3 Work plan

Project activities	Responsible party	Year 1 (Quarters)	Year 2 (Quarters)	Year 3 (Quarters)	Year 4 (Quarters)	Year 5 (Quarters)
Output 1: six harmonized reference training modules/programmes in sustainable forest management developed, reviewed, adapted and implemented, while taking into account the biodiversity conservation requirements under CBD's Programme of Work on Forest Biodiversity						
A1.1 Sub-regional workshop for the project inception dealing with the sensitization and awareness on the objective and goals of the sub-regional project and approve a road map for its implementation	RIFFEAC Secretariat					
A1.2 To develop six reference training modules/programmes	Sub-contract					
A1.3 To organize six technical workshops based on the six reference training modules/programme, for the validation process	Sub-contract					
A1.4 Sub-regional workshop for the approval of the six reference training modules/programmes	Sub-contract					
A1.5 Dissemination of the approved six reference training modules/programmes to all the Congo Basin training institutions which are currently members of RIFFEAC	RIFFEAC Secretariat					
Output 2: One hundred ten (110) full-time trainers one hundred seventy (170) supernumerary/part-time trainers in seven (7) RIFFEAC founding training institution members updated and/or trained on the utilization of equipment and materials acquired for the capacity reinforcement, in relation to the six (6) harmonized reference training programmes/modules to be finalized under Output 1						
A2.1 To establish a group/network of trainers for each training module/programme	RIFFEAC Secretariat					
A2.2 To develop a methodology for the operationalization of each training module/programme by the related group/network of trainers	Sub-contract					
A2.3 Sub-regional workshop for the validation of the methodology for the utilization of each training module/programme	Sub-contract					

Project activities	Responsible party	Year 1 (Quarters)				Year 2 (Quarters)				Year 3 (Quarters)				Year 4 (Quarters)				Year 5 (Quarters)			
A2.4 Dissemination of the training modules and related methodology to all RIFFEAC training institutions	RIFFEAC Secretariat																				
A2.5 Yearly assessment of each training module/programme and realted methodology	RIFFEAC Secretariat																				
Output 3: Training and teaching equipment and materials acquired and provided in each training institution, as well as infrastructure (teaching rooms, laboratories and other facilities) enhanced, in accordance with the needs of each training institution, in order to progressively fill the yearly gap of one hundred eighty (180) engineers and four hundred forty (440) technicals required for the sustainable forest management and biodiversity conservation actions in the Congo Basin countries																					
A3.1 Survey for the finalization of the list of appropriate teaching-related equipment and materials for the RIFFEAC member institutions	RIFFEAC Secretariat																				
A3.2 To develop a maintenance-safety agreement to be signed by all RIFFEAC training institutions involved in this project	RIFFEAC Secretariat																				
A3.3 Selection of suppliers of teaching-related equipment and materials identified in the list based on the survey conducted in the RIFFEAC member institutions	RIFFEAC & ITTO Secretariats																				
A3.4 Selection of local companies for the construction/rehabilitation of training infrastructure for the RIFFEAC member institutions	RIFFEAC & ITTO Secretariats																				
A3.5 Acquisition of teaching-related equipment and materials identified in the list based on the survey conducted in the RIFFEAC member institutions	RIFFEAC & ITTO Secretariats																				
A3.6 Construction/rehabilitation of training infrastructure for the RIFFEAC member institutions	RIFFEAC & ITTO Secretariats																				

3.4 Budget

3.4.1 Master budget schedule

ACTIVITIES	BUDGET COMPONENTS													
	10. Project Personnel		20. Sub-Contracts		30. Duty Travel		40. Capital Items		50. Consumable Items		60. Miscellaneous		Year	GRAND TOTAL
Activity 1.1: A1.1 Sub-regional workshop for the project inception	27360	IE	0		82600	I	0		0		6000	I	Y1	115960
Activity 1.2: A1.2 To develop six reference training modules/programmes	0		60000	I	16800	I	0		0		0		Y1	76800
Activity 1.3: A1.3 To organize six technical workshops	0		0		342600	I	0		0		7000	I	Y2	349600
Activity 1.4: A1.4 Sub-regional workshop for the approval	0		0		82600	I	0		0		10000	I	Y2	92600
Activity 1.5: A1.5 Dissemination of the approved six reference training modules/programmes	140860	IE	0		0		0		12000	I	0			152860
Activity 1.6: A2.1 To establish a group/network of trainers	37960	IE	0		0		0		0		0		Y1	37960
Activity 1.7: A2.2 To develop a methodology for the operationalization of each training module/programme	0		60000	I	28800	I	0		0		0		Y1	88800
Activity 1.8: A2.3 Sub-regional workshop for the validation of the methodology	0		0		82600	I	0		0		10000	I	Y3	92600
Activity 1.9: A2.4 Dissemination of the training modules and related methodology	53860	IE	0		0		0		0		0		Y4	53860

Activity 1.10: A2.5 Yearly assessment of each training module/programme and related methodology	41860	IE	0	0	0	0	0	0	41860
Activity 1.11: A3.1 Survey for the finalization of the list of appropriate teaching-related equipment	21200	I	0	0	0	0	0	Y1	21200
Activity 1.12: A3.2 To develop a maintenance-safety agreement	10600	I	0	0	0	0	0	Y2	10600
Activity 1.13: A3.3 Selection of suppliers of teaching-related equipment and materials	5300	I	0	0	0	0	0	Y3	5300
Activity 1.14: A3.4 Selection of local companies for the construction/rehabilitation of training infrastructure	5300	I	0	0	0	0	0	Y3	5300
Activity 1.15: A3.5 Acquisition of teaching-related equipment and materials	0		0	0	1618997	I	0	Y3, Y1, Y4, Y5	1618997
Activity 1.16: A3.6 Construction/rehabilitation of training infrastructure	0		0	0	1214000	I	0	Y3	1214000
Subtotal (ITTO)	318000		120000	636000	2832997		12000	33000	3951997
Subtotal (E. Agency)	110300		0	0	0		0	0	110300
TOTAL	428300		120000	636000	2832997		12000	33000	4062297

3.4.2 Consolidated budget by component

Consolidated Yearly Project Budget

No.	Budget Components	Input	Unit Costs	TOTAL	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
10	Project Personnel								
	11. National Experts (Long term)	0	0	0	0	0	0	0	0
	11.1. Project Coordinator	60	2000	120000	16000	4000	76000	12000	12000
	11.2. Technical Adviser	60	1800	108000	14400	3600	68400	10800	10800
	11.3. Administrative & Finance Officer	60	1500	90000	12000	3000	57000	9000	9000
	12. Other Personnel	5	22060	110300	22060	22060	22060	22060	22060
	19. Component Total			428300	64460	32660	223460	53860	53860
20	Sub-contracts								
	21. Sub-contract (Training Modules)	0	0	0	0	0	0	0	0
	21.1. Module 1 Expert	1	10000	10000	10000	0	0	0	0
	21.2. Module 2 Expert	1	10000	10000	10000	0	0	0	0
	21.3. Module 3 Expert	1	10000	10000	10000	0	0	0	0
	21.4. Module 4 Expert	1	10000	10000	10000	0	0	0	0
	21.5. Module 5 Expert	1	10000	10000	10000	0	0	0	0
	21.6. Module 6 Expert	1	10000	10000	10000	0	0	0	0
	22. Sub-contract (Methodology for Modules)	0	0	0	0	0	0	0	0
	22.1. Methodology Module 1 Expert	1	10000	10000	10000	0	0	0	0

	22.2. Methodology Module 2 Expert	1	10000	10000	10000	0	0	0	0
	22.3. Methodology Module 3 Expert	1	10000	10000	10000	0	0	0	0
	22.4. Methodology Module 4 Expert	1	10000	10000	10000	0	0	0	0
	22.5. Methodology Module 5 Expert	1	10000	10000	10000	0	0	0	0
	22.6. Methodology Module 6 Expert	1	10000	10000	10000	0	0	0	0
	29. Component Total			120000	120000	0	0	0	0
30	Travel								
	31. Daily Subsistence Allowance	0	0	0	0	0	0	0	0
	31.2. International Consultants	150	197	29550	14850	4950	9750	0	0
	31.3. Others	1047	150	157050	35250	86550	35250	0	0
	32. International Travel	0	0	0	0	0	0	0	0
	32.2. International Consultants	24	2625	63000	40500	22500	0	0	0
	32.3. Others	483	800	386400	37600	311200	37600	0	0
	33. Local Transport Costs	0	0	0	0	0	0	0	0
	33.2. International Consultants	0	0	0	0	0	0	0	0
	33.3. Others	0	0	0	0	0	0	0	0
	39. Component Total			636000	128200	425200	82600	0	0
40	Capital Items								
	41. Premises	6	202333	1114000	0	0	1114000	0	0
	43. Vehicles	5	92000	460000	0	0	460000	0	0
	44. Capital Equipment	0	0	0	0	0	0	0	0
	44.1. Computer Equipment, Materials & Accessories	15	87406	325000	10000	0	0	315000	
	44.2. Forestry Equipment & Materials	0	0	933997	0	0	0	0	933997
	49. Component Total			2832997	10000	0	1574000	315000	933997

50	Consumable Items								
	54. Office Supplies	5	2400	12000	2400	2400	2400	2400	2400
	59. Component Total			12000	2400	2400	2400	2400	2400
60	Miscellaneous								
	61. Sundry (logistics & others)	9	4778	13000	6000	7000	0	0	0
	62. Auditing (annual & final)	0	0	20000	3500	3500	3500	3500	6000
	69. Component Total			33000	9500	10500	3500	3500	6000
	SUBTOTAL			4062297	334560	470760	1885960	374760	996257
80	Project Monitoring and Administration								
	81. ITTO & CBD Monitoring and Review			100000					
	82. ITTO & CBD Evaluation costs			30000					
	83. ITTO and CBD Programme Support Costs (8% on items 10 to 82 above)			326560					
	89. Component Total			465384					
100	GRAND TOTAL			4518857					

3.4.3 ITTO budget by component

Yearly Project Budget By Source – ITTO

Budget Components	Total	Year 1	Year 2	Year 3	Year 4	Year 5
10. Project personnel	\$ 318,000	\$ 42,400	\$ 10,600	\$ 201,400	\$ -	\$ 31,800
20. Sub-contracts	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -
30. Duty travel	\$ 636,000	\$ 128,200	\$ 425,200	\$ 82600	\$ -	\$ -
40. Capital items	\$ 2,832,997	\$ 10,000	\$ -	\$ 1,574,000	\$ 315,000	\$ 933,997
50. Consumable items	\$ 12,000	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
60. Miscellaneous	\$ 33,000	\$ 9,500	\$ 10,500	\$ 3,500	\$ 3,500	\$ 6,000
Subtotal 1	\$ 3,951,997	\$ 312,500	\$ 448,700	\$ 1,863,900	\$ 352,700	\$ 974,197
80. ITTO & CBD Monitoring Evaluation Costs						
81. ITTO & CBD Monitoring and Review Costs (effective estimation)	\$100,000					
82. ITTO & CBD Evaluation Costs (effective estimation)	\$30,000					
Subtotal 2	\$4,081,997					
83. ITTO & CBD Program Support Costs (8% of Overall Budget)	\$326,560					
TOTAL	\$4,408,557					

3.4.4 Executing agency budget by component

Yearly Project Budget By Source - E. Agency (RIFFEAC Secretariat)

Budget Components	Total	Year 1	Year 2	Year 3	Year 4	Year 5
10. Project personnel	\$ 110,300	\$ 22,060	\$ 22,060	\$ 22,060	\$ 22,060	\$ 22,060
20. Sub-contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30. Duty travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40. Capital items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50. Consumable items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60. Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70. Executing Agency Management Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXECUTING AGENCY/HOST GOVT. TOTAL	\$ 110,300	\$ 22,060	\$ 22,060	\$ 22,060	\$ 22,060	\$ 22,060

3.5 Assumptions, risks and sustainability

3.5.1 Assumptions and risks

The following risks may hinder the smooth implementation of the project but mitigation measures are also provided for each as hereafter :

- the reluctance by certain trainers who find it difficult to revise the content of their training courses and get them adapted to RIFFEAC criteria; this reluctance could be the result of the constraints mentioned above, i.e. access to documentation. The comprehensive involvement of full-time teaching staff of these institutions, through a participatory approach, in the implementation of this sub-regional project will minimise this risk. The modular approach followed in the reference programme provides for flexibility and adaptation in individual training institutions, thereby reducing or removing some resistance from teaching staff members who would be inclined to continue teaching their previous training modules/programmes.
- Staff turnover in training institutes: staff turnover, especially among management personnel during the project implementation period, could seriously undermine the dynamics and momentum built-up by the former managers. To minimise any such impact, the project has opted to focus its support on institutions rather than training staff.
- Lack of interest from logging and timber processing companies who have been frustrated by the inability of forest training institutes to meet their demand for qualified personnel. To minimise this risk, the project proposal contains the following provisions: integration of private sector representatives in the Project Steering Committee; the promotion of well-structured formal partnerships between training schools and trade associations/unions or training schools and the industry; the promotion of traineeship in forest concessions as core training component, etc.
- Insufficient additional support to achieve the project objectives. This risk is to be mitigated by strengthening RIFFEAC as coordination instrument and by integrating the representatives of other initiatives in the Project Steering Committee. The task of the Project Coordinator will be to monitor the contributions and activities of other initiatives to ensure proper coordination/synergy.
- Lack of commitment by Governments to effectively build the capacities of the training institutes. To avoid this risk, the Project will involve workshop participants from the national civil servants of government authorities having jurisdiction on the forest sector and the education. The funding strategies for forestry training institutions will be part of awareness campaign to be undertaken by the RIFFEAC Secretariat in order to contribute to reduce this risk.

3.5.2 Sustainability

The sustainability of key project results can be ensured, after the project completion, through the effective ownership of the six harmonized reference training modules/programmes finalized, validated and approved by the RIFFEAC member institutions and trainers who have been involved in the entire process. These trainers are also the primary beneficiaries of the project outputs, as the main users of these training modules/programmes they have contributed to develop, validate and approve through a participatory/consultation process with national and international partners.

As far as possible, this project will contribute to assist these seven training institutions in establishing appropriate mechanisms promoting partnerships with the private sector, government and other entities operating in the area of sustainable forest management and biodiversity conservation in the Congo Basin countries.

Providing support to the RIFFEAC training institutions and promoting the new curricula on SFM and biodiversity conservation are one of the best ways to promote the sustainability and long term positive impact of the project results in the Congo Basin sub-region, as the qualified persons trained in the RIFFEAC training institutions will be involved in the good functioning of relevant stakeholders (Government, private sector, NGOs, etc.) dealing with SFM and biodiversity conservation.

Under the political umbrella of COMIFAC, another important element for the sustainability of the main project results is due to its implementation by RIFFEAC, the technical structure in charge of the implementation of the Priority Action 7 of the Plan of Convergence of COMIFAC. This will facilitate the institutionalization of the main project results, and contribute to sustain them in the Congo Basin countries.

PART 4: IMPLEMENTATION ARRANGEMENTS

4.1 Organizational structure and stakeholder involvement mechanisms

4.1.1 Executing agency and partners

The sub-regional project will be implemented by RIFFEAC in close collaboration with the CBD and ITTO Secretariats. The roles and responsibilities of partners involved in the project implementation will be described in the project plans of operation to be prepared prior to the starting of its implementation. The project will be implemented under the political umbrella of COMIFAC.

The roles and responsibilities of the executing agency and main partners are briefly described hereafter:

RIFFEAC Secretariat will be the project Executing Agency in charge of the following main tasks: supervision of project implementation, financial and technical management of the project, partner in the organization of sub-regional workshops, communication network for project results dissemination and experience sharing between RIFFEAC member institutions.

COMIFAC and CBFP Secretariats will be playing the role of regional policy coordination as follows: compatibility of the Project with COMIFAC Plan of Convergence, especially with its Priority Action 7, coordination between the other initiatives supporting the Plan of Convergence and this sub-regional project in order to avoid duplications and maximize synergies among donors, through their participation in the Project Steering Committee.

The CBD and ITTO Secretariats will be in charge of monitoring this project in close collaboration with the Donors, while ensuring the compliance with their rules and procedures applying to projects, as well as those of Donors.

The RIFFEAC sub-regional project will have to collaborate, through the COMIFAC and its financial supporting body called CBFP (Congo Basin Forest Partnership Fund), with other technical partners operating in the Congo Basin sub-region with funds provided by: Belgian Cooperation, Canadian Cooperation, Dutch Cooperation, EU Cooperation, FAO, French Cooperation, German Cooperation, UNDP, UNESCO, etc.

4.1.2 Project management team

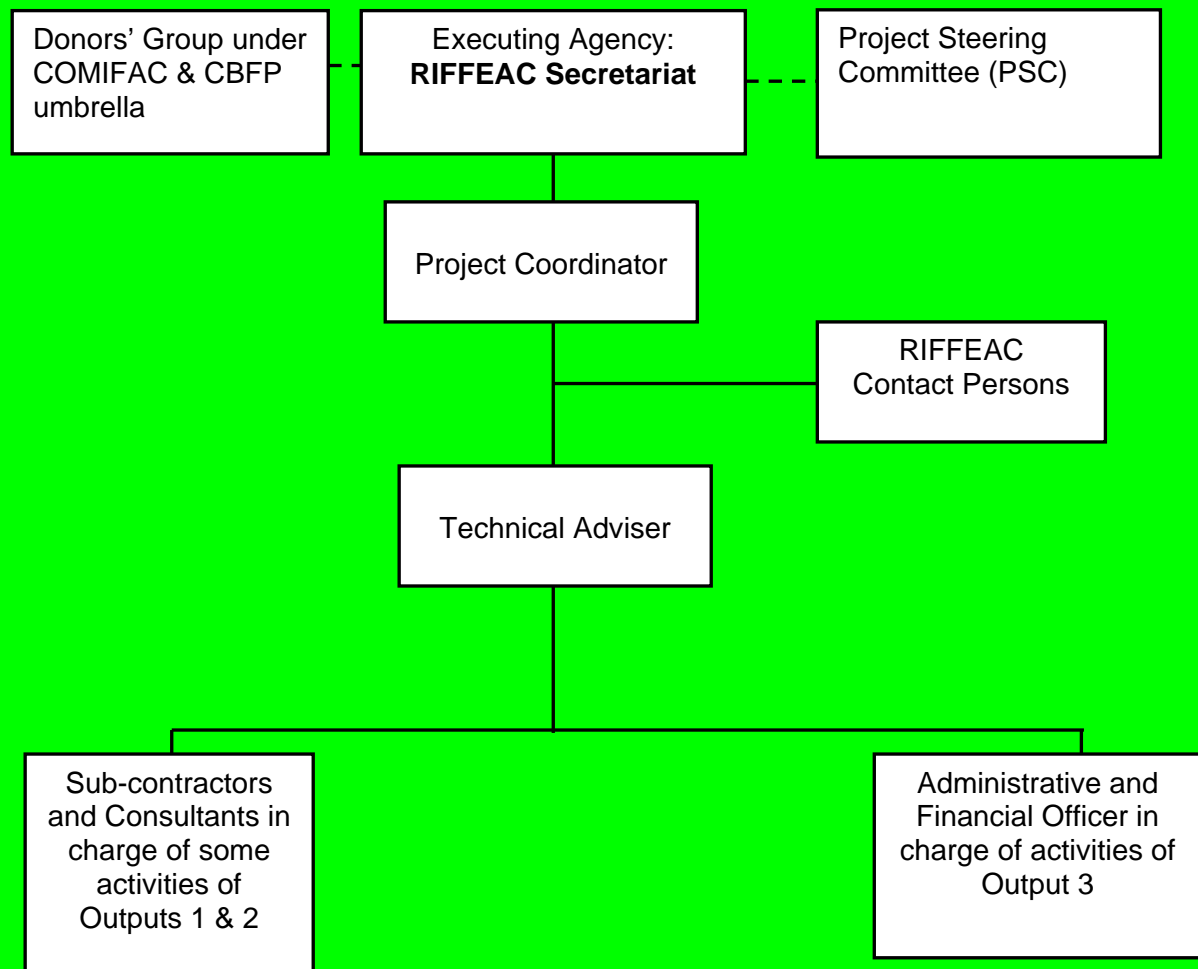
The RIFFEAC Secretariat will be the Project Executing Agency and its personnel will be operating as the project management team:

- Regional coordinator (Project Coordinator)
- Technical adviser (project technical operations)
- Administrative and financial officer (project administrative and financial aspects)
- Communication assistant (project communication with partners under the control of the Project Coordinator)
- Secretary (project secretary tasks)
- One RIFFEAC contact person in each training institution (operationalization of the RIFFEAC network for a real and timely involvement of each of the seven training institutions in the project implementation)

Sub-contractors and consultants will provide technical support to the Project Coordinator for the development of the six reference harmonized training modules/programmes on SFM and biodiversity conservation and related methodologies in the Congo Basin countries, under some activities of the expected outputs 1 and 2, in close collaboration with the RIFFEAC member institutions.

The way the project will be implemented, in close collaboration the ITTO and CBD Secretariats, is schematically represented in the organizational structure chart hereafter.

Figure 2: Project Organizational Structure



4.1.3 Project steering committee

A project steering committee (PSC), the primary role of which is to oversee project implementation, will be established in order to monitor the overall strategic management of the project and ensures that it proceeds in a timely, efficient and effective manner in accordance with its logical framework matrix, work plan, and other aspects of the project document.

The PSC will comprise:

- A representative of ITTO
- A representative of CBD
- Representatives of COMIFAC and CBFP
- Representatives of RIFFEAC institution members
- Representatives of Donors
- A representative from forestry private sector
- The project coordinator (observer and PSC secretary/rapporteur)

The PSC can invite, as an observer, any individual with a good background and experience in relation to the project objective and expected results/outputs.

4.1.4 Stakeholder involvement mechanisms

Stakeholder participation will be ensured through consultative mechanisms to be established under the project. At the national level, for each RIFFEAC training institution, the RIFFEAC contact person will be playing the role of interface between project management team and the training institution, for the project implementation. The RIFFEAC contact person should also be active regarding the involvement of other project stakeholders in the country (forestry private sector, public forestry administration, ministry in charge of education, etc.).

At the regional level, RIFFEAC is the official structure designated by COMIFAC to implement the Priority Action 7 of the Plan of Convergence dealing with capacity building, stakeholders involvement, information and training. The implementation of this project is in conformity with the Component 7.4 of the Priority Action 7 which identifies objectives covering the consolidation and development of institutions and synergies in the training sector. Therefore, the COMIFAC and CBFP Secretariats will be informed on the project implementation in order to allow them checking the complementarity of the RIFFEAC project with other initiatives funded through bilateral or multilateral cooperations. This will contribute to avoid the duplication of means and efforts, as COMIFAC and CBFP are structures gathering donors of all types of initiatives on forestry-related training in the Congo Basin countries.

4.2 Reporting, review, monitoring and evaluation

The Executing Agency shall submit to ITTO, through the project on-line monitoring system, in each year during the implementation of the Project:

- on an annual basis, Yearly Plans of Operation;
- on monthly basis, Highlights of the Month on progress made and related detailed un-audited project financial and cash flow statements for external funding and counterpart funding;
- bi-annual progress reports not later than end of February and end of August; including the steps taken to build the sustainability of the project after the end of external support, and a detailed un-audited project financial and cash flow statements for external funding and counterpart funding should be added, as part of the progress report;
- all documented outputs, products and other means of verifications as per the Logical Framework Matrix as soon as finalized or as per the project timeline; and
- completion report not later than three months after Project completion.

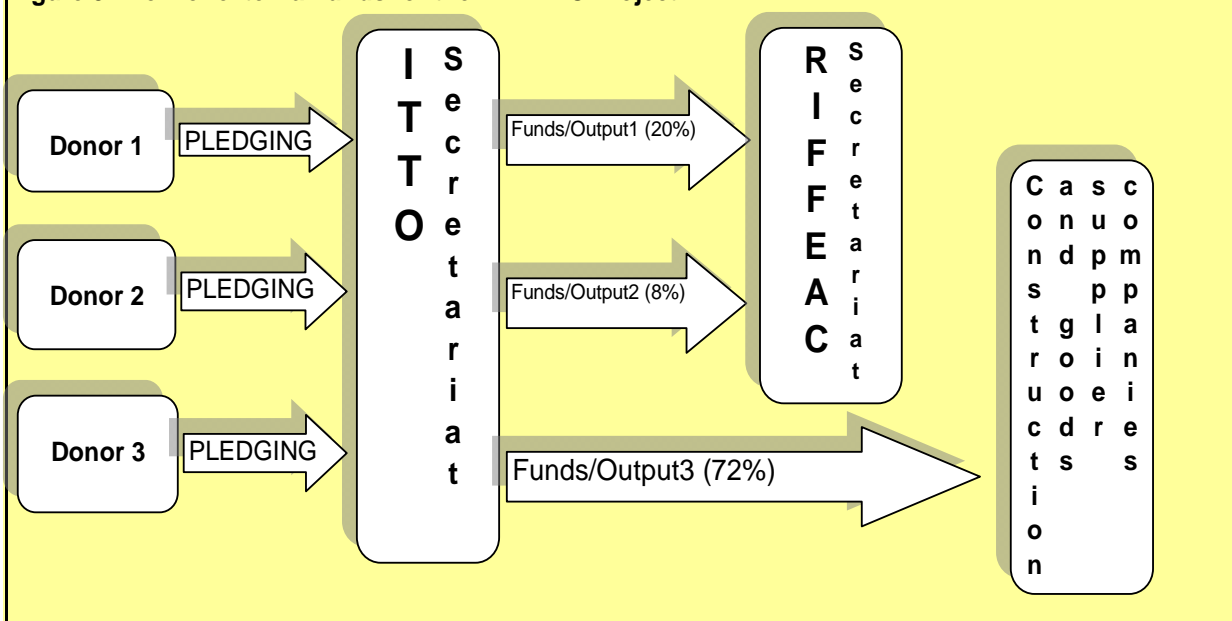
Regarding the external financial monitoring, the Executing Agency shall submit an annual financial audit to ITTO within three months after the end of the financial year. A final financial audit statement shall be submitted within four months of the completion of the Project. The Project accounts shall be audited by duly recognized independent auditors appointed by the Executing Agency in consultation with ITTO. For the purpose of the Project, the financial year of the Project shall be from 1 January to 31 December of each year.

After the signing of the agreement which shall govern the implementation of the project by all project contracting parties, an inception report will be prepared and sent to the ITTO and CBD Secretariats which shall include the first Yearly Plan of Operations, arrangements for monitoring and evaluation to measure the performance of the project, further details on institutional roles and responsibilities, inter-institutional coordination, and coordination mechanisms of the partners in the project.

Regarding the financial management, external funds will be kept in ITTO bank account. The funds related to outputs 1 and 2 will be transferred to the RIFFEAC Secretariat based on a detailed plan of operation to be approved by key project stakeholders, at the beginning of each project implementation year. The most important part of the external funds, dealing with the Output 3 will be directly disbursed to the construction companies and goods supplier companies duly selected by the Executing Agency, in compliance with the ITTO guidelines for the payment of capital goods (equipment and materials) and in consultation with all sources of external funds for the project.

The flow of external funds pledged by donors is represented in the following figure:

Figure 3: Flow of external funds for the RIFFEAC Project



The ITTO Regional Officer for Africa (ROAf), based in Libreville (Gabon), will be in front line for a close monitoring of the project implementation at the level of the seven RIFFEAC training institutions. The ROAF will be collaborating with the COMIFAC and CBFP Secretariats, in which JICA has representatives, for the monitoring of technical and financial aspects of the project implementation, through regular visits. A mid-term valuation of the project implementation will be carried out by independent consultants, after two years and prior to the purchasing of the equipment and materials. The mid-term evaluation purpose will be to draw conclusions, guide and advice on all factors relevant for a smooth implementation of the project during the third, fourth and fifth years.

4.3 Dissemination and mainstreaming of project learning

4.3.1 Dissemination of project results

The project will establish a system to share the results with and stakeholders, using multiple communication channels including printing matters and Internet. The use of Internet for public awareness is already operational with the RIFFEAC website. Other channels to be explored are:

- Distribution of posters and bills on the themes of the project;
- Open Day on the project results;
- Publications and dissemination of short articles, fact sheets and reports;
- Multi-stakeholder workshops convened to synthesize and report project results.

4.3.2 Mainstreaming project learning

This RIFFEAC project is important not only for the training institutions, which will directly benefit from the project support, but also for other forestry stakeholders which will recruit the trained students for employment (public forestry administration, private forestry sector, NGOs, etc.). The project will draw lessons on the priority issues related to the training on SFM and biodiversity conservation in the Congo Basin countries. These lessons will enable the COMIFAC, through RIFFEAC, to strengthen the capacity of training institutions on SFM and biodiversity conservation.

This shows that the RIFFEAC project will have wider value, and that its benefits should reach beyond those seven training institutions and related personnel directly involved in the project implementation. Other RIFFEAC member institutions in the Congo Basin countries will also benefit from the project results and findings through an adequate information sharing system to be implemented by RIFFEAC.

ANNEXES

ANNEX 1: CBD/ITTO MEMORANDUM OF UNDERSTANDING



Convention on
Biological Diversity



Memorandum of Understanding (MoU) between the Secretariat of the International Tropical Timber Organization (ITTO) and the Secretariat of the Convention on Biological Diversity (CBD) (2010-2014)

1. Preamble

The Secretariat of the International Tropical Timber Organization (ITTO) and the Secretariat of the Convention on Biological Diversity (CBD), (hereafter called the Secretariats);

Recalling the adoption of the CBD expanded programme of work on forest biological diversity (CBD POW) adopted at the sixth meeting of the Conference of the Parties (COP) in 2002 in decision IV/22, and also recalling COP decision IX/5 of May 2008 in which Parties are urged to strengthen implementation of the programme of work;

Welcoming the adoption of the resolution by the United Nations Economic and Social Council establishing the United Nations Forum on Forests (UNFF), and recommending the formation of the Collaborative Partnership on Forests (CPF);

Recalling the Non-Legally Binding Instrument on All Types of Forests (Forest Instrument) adopted by the United Nations General Assembly, Resolution 62/98 on 17 December 2007, which offers an integrated framework for national action and international cooperation to implement sustainable forest management (SFM);

Recalling the critical inter-relationship between the condition of tropical forests and the environmental threats such as climate change, biodiversity loss, land degradation and desertification;

Recalling ITTC decisions 13(XXIX) and 7(XXX) in which the International Tropical Timber Council requested the Executive Director of the ITTO to explore options for a work plan with targeted joint activities with international organizations, including the CBD Secretariat;

Further recalling the direct relevance to the ITTO of activities of forest-related international organizations and processes to address conservation and sustainable use of tropical forests;

Recalling CBD decision IX/5, at which the Conference of the Parties requested the Executive Secretary to carry out thematic and/or regional workshops to support Parties' efforts in implementing the programme of work on forest biodiversity, based on the findings of the in-depth review of the programme of work (UNEP/CBD/SBSTTA/13/3) and that such workshops should be carried out, among others, in close cooperation with the International Tropical Timber Organization (ITTO) and other members of the CPF;



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Recognizing the advantage in identifying a basic format for collaboration and cooperation, focused on guiding principles and fundamental elements, in accordance with the respective mandates and activities of the two Secretariats;

Bearing in mind that the successful implementation of this MoU is subject to the availability of appropriate resources;

Noting that a joint framework for cooperation between the Secretariats would enhance the support that could be provided towards the efforts of governments in implementing sustainable tropical forest management and the CBD programme of work on forest biodiversity in tropical forests;

Have reached the following understanding:

2. Objective

This MoU is aimed at facilitating the implementation of activities linked to the conservation and sustainable use of tropical forest biodiversity within the ITTO Biennial Work Programme 2010-2011 and subsequent Work Programmes, the ITTO Thematic Programmes, the ITTO Action Plan 2008 – 2011 and any successor Action Plan; and the CBD programme of work on forest biodiversity in the context of the new CBD Strategic Plan and multi-year programme of work.

3. Purpose

The key purpose of this MOU over the next four years is to:

- a. Identify, develop and implement targeted joint activities on forests and biodiversity between the Secretariats, with involvement of other relevant organizations, including for instance the development of an ITTO support programme for the implementation of the CBD programme of work on forest biodiversity in ITTO producer member countries.
- b. Facilitate information exchange between the Secretariats.

4. Focus of the work on tropical forests and biodiversity

Over the long term, areas of focus related to biodiversity conservation and tropical forests could include the following:

- Continue to organize joint activities under several different modalities
- Promoting cooperation with other sectors
- Supporting regional collaboration and South-South cooperation
- Examining opportunities for harmonized reporting on sustainable use and conservation of tropical forests

5. Resource mobilization

The Secretariats should regularly consult with each other to determine the availability of resources required for implementing the activities under this MoU and the most equitable way of



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meeting such expenditures, if any. If resources are not available, the Secretariats will consult on the most appropriate ways to obtain the necessary resources, including opportunities for joint fundraising.

6. Duration and timeline


The MoU will end on 31 December 2014, with possible extension if mutually agreed, subject to availability of funds. Concrete activities for 2010 and 2011 are listed in Annex 1. The annexed list of activities would be jointly reviewed and updated as deemed necessary.

A report on the first year of implementation (2010) will be presented to the ITTC at its forty-sixth session (in December 2010). The report on the second year of implementation will be presented to the ITTC at its forty-seventh session (in 2011).


The Secretariats will review the effectiveness of this arrangement on an annual basis and decide on necessary steps to keep it dynamic and effective.

This MoU shall become effective on the date of signature.

Signature:



Ahmed Djoghlaif
Executive Secretary, CBD
Date: 2 March 2010



Emmanuel Ze Meka
Executive Director, ITTO
Date: 2 March 2010



Annex 1: Activities 2010 – 2011

Between date of signature and 31 December 2011, joint activities would include (subject to the availability of financial resources):

1. The development and implementation of joint activities in the context of the 2010 International Year of Biodiversity (IYB) and the 2011 International Year of Forests (IYF), including collaboration on the seamless bridging of the closing of the International Year of Biodiversity in 2010, and the launch in 2011 of the International Year of Forests;
2. Organization of an International Conference on Biodiversity Conservation in Transboundary Tropical Forests (14-17 July 2010, Quito, Ecuador);
3. Promote the development, use and dissemination of publications of common interest, including the ITTO/IUCN Guidelines for the conservation and sustainable use of biodiversity in tropical timber production forests, and the CBD/IUCN Good Practice Guide on Sustainable Forest Management, Biodiversity and Livelihoods;
4. Develop a support programme for the implementation of the CBD programme of work on forest biodiversity in ITTO producer member countries, similar to the ITTO programme for support of implementation of CITES Decisions related to tropical timber species.

ANNEX 2: JICA/ITTO MEMORANDUM OF UNDERSTANDING



Memorandum of Understanding (MOU)
between
the International Tropical Timber Organization (ITTO)
and
the Japan International Cooperation Agency (JICA)
(2010-2014)

1. Preamble

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into by the International Tropical Timber Organization (hereinafter referred to as "ITTO"), an intergovernmental organization administering and supervising the operation of the International Tropical Timber Agreement (ITTA), and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), an incorporated administrative agency that implements official development assistance for the Government of Japan. ITTO and JICA are hereinafter jointly referred to as the "Parties".

The Parties:

Recognizing their common interest in promoting and supporting initiatives on sustainable development through the conservation and sustainable use of tropical forest resources;

Recalling that the objective of the International Tropical Timber Agreement is to promote the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests and promoting the sustainable management of tropical timber producing forests by, amongst others, contributing to sustainable development and to poverty alleviation;

Recalling ITTC decisions 13(XXIX) and 7(XXX) on enhancing the role of ITTO in international and regional organizations and fora;

Further recalling the ITTO Action Plans, Biennial Work Programmes and Thematic Programmes on: (1) tropical forest law enforcement, governance and trade, (2) reducing deforestation and forest degradation and enhancing environmental services in tropical forests, (3) community forest management and enterprises, (4) trade and market transparency, and (5) industry development and efficiency;

Recalling the Vision of JICA, "Inclusive and Dynamic Development", and four Missions: (1) addressing the global agenda, including climate change, biodiversity conservation and sustainable use of natural resources; (2) reducing poverty through equitable growth; (3) improving governance, such as through reform of the policies and systems of developing country governments; and (4) achieving human security;

Recalling JICA Strategy 3 – "Promoting Development Partnerships" – which reaffirms JICA's interest in strengthening partnerships with international organizations and other donor

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institutions, leading to the creation of a broad framework for development assistance in a global community.

Recognizing the new JICA guidelines for environmental and social considerations that came into force in April 2010 and they provide for greater attention of overall ODA environmental and social impacts;

Recognizing the advantage of establishing a framework for collaboration and cooperation between the Parties, in accordance with their respective mandates;

Welcoming the establishment of the ITTO/JICA Working Group on forests;

Bearing in mind that the successful implementation of this MOU is subject to the availability of appropriate resources;

Noting that a framework for joint cooperation between the Parties will enhance the support to governments and other targeted beneficiaries in implementing sustainable forest management in tropical forests;

Have reached the following understanding:

2. Objective

This MOU is aimed at facilitating the implementation of joint activities based on the conservation and sustainable use of tropical forest resources within the ITTO Action Plans, Biennial Work Programmes and the Thematic Programmes and the JICA's programme of work in the field of natural resources and forestry.

The key purpose of this MOU over the next four years is to:

- a. Identify, develop and implement targeted joint activities on the sustainable use and conservation of tropical forests in support of the overall sustainable development of ITTO developing member countries which are assisted by JICA and in accordance with their national development policies;
- b. Promote capacity building in ITTO developing member countries and facilitate information exchange between the Parties and interested countries, to advance the implementation of sustainable forest management in the tropics.

3. Areas of Cooperation

The Parties identify the following potential areas for their joint actions and cooperation in the field of tropical forests for sustainable development:

- Joint project development and financing at sub-national, national and regional levels;
- Provision of services by ITTO for JICA project implementation in countries where ITTO has comparative advantage due to extended field experience;

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- Joint activities in dissemination of information and sharing of experiences in the field of sustainable forest management in the tropics;
- Opportunities for the dissemination of Japanese technology and know how for the sustainable use and conservation of forest resources, the sustainable development of forest industry; and the promotion of trade and marketing of sustainably produced and legally harvested forest products;
- Promotion of markets and market-based approaches to increase the value of tropical forests through the payment of environmental services, including carbon sequestration and carbon stocking;
- Forest fire prevention and management, and development of regional early warning and detection systems;
- Forest management for mitigation and adaptation to climate change including REDD+.

4. Resource mobilization

The Parties shall consult with each other to determine the availability of resources for implementing the activities under this MOU and the most equitable way of meeting such expenditures.

5. Visibility

The Parties recognize that the cooperative arrangements and joint activities should be result-oriented and visible to the public. The Parties duly acknowledge their roles and contributions in all public information documentation relating to such cooperation and use their names and emblems in documentation related to the cooperation in accordance with their current policies and subject to their prior written agreement.

6. Duration and reporting

The MOU will be in effect on the date of its signing by the Parties until 31 December 2014. The MOU may be extended by mutual agreement, subject to availability of funds. Joint activities for 2010 and 2011 are listed in Annex 1. The list will be jointly reviewed and updated as deemed necessary. Joint activities for subsequent years will be proposed by the JICA/ITTO Working Group.

The first annual report on the implementation of the MOU (2010) will be presented to the International Tropical Timber Council at its Forty-sixth Session in December 2010 and at the meeting of JICA's Board before the end of 2010. The second annual report on the implementation of the MOU will be presented to the ITTC at its Forty-seventh Session in 2011 and at the meeting of JICA's Board before the end of 2011.

The Parties will review the effectiveness of this arrangement on an annual basis and decide on appropriate steps to keep it dynamic and effective.

This MOU shall become effective on the date of signature.

K. O. ³



Signature:

Yokohama, 3 September 2010

Kenzo Oshima
Senior Vice-President, JICA

Emmanuel Ze Meka
Executive Director, ITTO



Annex 1: Activities 2010 – 2011

Subject to the availability of financial resources, joint activities for the period 2010-2011 may include:

1. Development and implementation of joint activities in tropical countries of common interest including PNG, Gabon and Brazil, in the context of the ITTO Thematic Programme on Reducing Deforestation and Forest Degradation and Enhancing Environmental Services in Tropical Forests (REDDES) and JICA's ODA for natural resources and forests;
2. Organization of joint capacity building and information events for knowledge management and sharing at relevant international meetings and in the framework of the International Year on Biodiversity 2010 and the International Year on Forests 2011; including side events at the 10th Conference of the Parties of the Convention on Biological Diversity (CBD COP 10) to be held in Nagoya (October 2010); the 16th Conference of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC COP 16) to be held in Cancun (December 2010); and 9th Session of the United Nations Forum on Forests (UNFF9) to be held in New York on 24 January – 4 February 2011;
3. Promoting the development, and dissemination of publications of common interest, including the ITTO/IUCN Guidelines for the conservation and sustainable use of biodiversity in tropical timber production forests, and the REDD+ pamphlet to foster understanding amongst the general public on the importance of REDD+ as well as ITTO and JICA's initiatives addressing these issues.

Annex 3: Profile of the Executing Agency

Network of Central African Forestry and Environmental Training Institutions (RIFFEAC)

1. Expertise and Objectives of RIFFEAC

RIFFEAC is the Network of Central African Forestry and Environmental Training Institutions. It is a collaboration platform between some ten forestry and environmental schools and research institutions distributed over seven Central African countries. Members of RIFFEAC include the following eleven institutions : (1) The Faculty of Agronomy and Agricultural Sciences University of Dschang, Cameroon; (2) National School of Forestry in Mbalmayo (ENEF) (Cameroon), (3) Wildlife Specialists Training School in Garoua (*Ecole pour la formation des spécialistes de la faune de Garoua* - EFG), Cameroon; (4) Regional Centre for Agriculture and Forestry Training (*Centre régional d'enseignement spécialisé en agriculture forêt-bois* -- CRESA), Cameroon; (5) *Ecole Nationale des Eaux et Forêts* (ENEF-G) (Gabon), (6) *Institut de Développement Rural* (IDR), Congo; (7) *Ecole Nationale des Eaux et Forêts* (ENEF), in Mossendjo, Congo; (8) Rural Development Institute (*Institut Supérieur de Développement Rural* - ISDR), Central African Republic; *Ecole Universitaire d'Etudes en Agronomie, Peche et Foresterie*, in Malabo, Equatorial Guinea; (8) Regional Post-Graduate School of Integrated Tropical Forest Development and Management (ERAIFT), in Kinshasa, Democratic Republic of Congo (DRC); (9) University of Kisangani (UNIKIS), in Kisangani, DRC; (10) *University of Kinshasa* (UNIKIN), in Kinshasa, DRC; and (11) *Institut Supérieur d'Agriculture*, University of Burundi.

The general objective of the Network is to facilitate the recognition of Central African Forestry and Environmental Training Institutions as suitable partners for the sustainable management of forest ecosystems in the Congo Basin. The specific objectives are as follows : (1) **Training** : (a) to build the capacities of trainers; (b) to facilitate the exchange of trainers and students between institutions; and (c) to update the courses taught in member institutions; (2) **Research** : (a) to update, monitor and evaluate the shared programmes and joint research projects in participatory management of renewable natural resources; (b) to build the research capacities of member institutions; and (c) to participate in development support through technology transfers, self-development efforts and building upon the results of scientific research. (3) **Communication**: (a) to promote communication within and across working groups under the Network; and (b) to promote communication with other networks and potential users and donors. RIFFEAC's activities include meetings (workshops), studies and projects. The meetings include training of trainers' workshops; workshops to validate and disseminate research findings; planning workshops and meetings of the heads of RIFFEAC training institutions.

COMIFAC, which is the sub-regional body in charge of the harmonization of forest-related policies in Central Africa, has identified the RIFFEAC as as the leading structure in charge of the implementation of the Priority Action 7 of the Plan of Convergence of COMIFAC dealing with training and capacity building.

2. Organizational Structure of RIFFEAC

RIFFEAC's organizational structure is composed as follows:

- a) the Board of the Directors of RIFFEAC training institutions;
- b) the RIFFEAC Regional Coordination Office, considered as RIFFEAC Secretariat, which has received temporary offices in the ANAFOR building, in Yaounde, Cameroon. It will operating there until the completion of the COMMIFAC building in Yaounde; and
- c) the Focal Points in each country.

The RIFFEAC has also established some Thematic Working Groups.

The RIFFEAC Secretariat's personnel includes the following positions: (1) Regional Coordinator, (2) Technical Adviser, (3) Administrative and Financial Officer, (4) Communication Assistant, and (5) Secretary. The RIFFEAC Secretariat is collaborating with the RIFFEAC contact person in each training institution.

More information on RIFFEAC can be found in the website www.riffeac.org which operating with the support of the Canadian cooperation.

Annex 4: TERMS OF REFERENCE

Sub-contract

Development of six reference training modules/programmes and six related methodologies

A. Objective

The Objective of this Sub-contract is to develop, review, test and finalize six reference training modules/programmes on SFM and biodiversity conservation, in close collaboration with key stakeholders (RIFFEAC training institutions, public forestry administration, private forestry sector, NGOs, etc). The methodology for the utilization of each training module should be also developed in order to provide appropriate guidance to the trainers in the Congo Basin countries.

Each training module/programme and related methodology should be formulated at a level that will enable training institutions in the Sub-region to use them as part of their training activities.

B. Scope of the Sub-contract

The Sub-contract covers the development of a reference training module/programme and related methodology to be used by the RIFFEAC training institutions, as appropriate.

C. Duties and tasks

1. To identify and review existing modules and other educational/training material in the Sub-region and/or elsewhere covering themes relevant to the module to be formulated.
2. To develop a proposal on the training module/programme to be formulated and submit it to the Project Coordinator, heads of RIFFEAC training institutions and other relevant stakeholders, for comments.
3. Based on the comments received, to revise the draft training module/programme to be validated by a technical expert workshop to be attended by experts/specialists identified for the theme concerned.
4. Present and explain the revised version of the draft of the training module/programme at the technical expert workshop organized for the validation of its contents.
5. To present and explain the validated version of the draft of the training module/programme at the sub-regional workshop organized for the approval of the contents of all six reference training modules/programmes.
6. To prepare the draft of a teaching methodology related to the a specific training module/programme approved by the sub-regional workshop, and circulate it the Project Coordinator, heads of RIFFEAC training institutions and other relevant stakeholders, for comments.
7. Based on the comments received, to revise the draft of the teaching methodology related to a specific training module/programme.
8. To present and explain the revised version of the draft of the teaching methodology related to a specific training module/programme at the sub-regional workshop organized for the validation of the contents of all six teaching methodologies related to the six reference training modules/programmes approved by the sub-regional workshop.
9. To finalize each approved training module/programme and related validated teaching methodology, for the dissemination to the RIFFEAC training institutions.

D. Qualifications

The Sub-contractor may be an independent expert or an organization having adequate staff. The required qualifications are as follows:

- Required academic qualifications : advanced university degree in relation to the the theme of the training module/programme.
- Experience and technical knowledge in training/teaching courses in relation to the theme of the training module/programme.
- At least 5-year experience in education and training in relation to the theme of the training module/programme in the the Congo Basin Sub-region;
- Demonstrated capacities as a trainer to transfer technical knowledge.

E. Duration

A period of two working months is deemed necessary to complete the tasks and duties, for each training module/programme and related teaching methodology.

F. Adjustment

These generic terms of reference may be adapted by the Project Coordinator according to the specific needs of each training module/programme and related methodology, as appropriate, during the preparation of the yearly plan of operation of the project, in order to take into account updates regarding SFM and biodiversity.