



**PROJECT PREPARATION GRANT (PPG)**

**PROJECT TYPE: Full-sized Project**

**TYPE OF TRUST FUND: GEF TRUST FUND**

**Submission date:** August 07, 2012

**GEF PROJECT ID:** 4800

**GEF AGENCY PROJECT ID:** 615536

**COUNTRY (IES):** Cameroon

**PROJECT TITLE:** Sustainable Management Of Forest Under The Authority Of Cameroonian Councils

**GEF AGENCY (IES):** FAO

**GEF FOCAL AREA(s):** MULTI FOCAL AREA

**A. PROJECT PREPARATION TIMEFRAME**

Start date of PPG	09/01/2012
Completion date of PPG	01/09/2013

**B. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)**

**Describe the PPG activities and justifications:**

The main purpose of the PPG funded activities will be to consult project design with all partners and provide data and analytical inputs to the preparation of to the full Project document and the CEO endorsement request for the project “Sustainable management of forest under the authority of Cameroonian Councils”. The PPG activities will help to gather and improve baseline information for the following project’s components: Creation of council forests for SFM and BD conservation (1), Capacity building to strengthen biodiversity conservation and SFM in council forests (2), Capacity building for the management of forest carbon (3) and Ecosystem restoration and enhancement of carbon stocks (4). The PPG activities will consolidate, supplement and improve the existing baseline information on the biophysical, socio-economical and technical aspects of the proposed project. As described below, while some PPG activities (2, 3, 4, 5) are under specific components, others activities (1, 6) are relevant for the whole project. The activities to be supported by the PPG include:

**Activity 1: Inception & completion workshops and stakeholder consultations**

Inception/completion workshops and consultations will be organized with representatives of the major institutional stakeholders at National, Municipal and local levels as well as representatives of private sector and civil society. Its main objective will be to introduce the project, agree on a work plan for project preparation and solicit inputs and support during the PPG period. This activity includes three segments:

A policy/decision-makers segment plus consultations with decision makers aiming to: (i) inform the decision-makers of the project objectives; (ii) solicit inputs on policy issues and agree on project implementation arrangements and (iii) collect inputs and recommendations on forest land use planning for SFM and biodiversity conservation in the council forests.

A technical segment to bring together invited researchers and technicians with expertise and knowledge of SFM, protected areas, biodiversity conservation, forests restoration and carbon accounting and management. The main objectives will be to: (i) gather evidence and inputs on biodiversity richness of the council forests and threats to their conservation; (ii) gather inputs on methods/ approaches for carbon management (iii) gather evidence on capacity building needs (carbon management, forest restoration, control of deforestation) and inputs to establish criteria to select participants for capacity building

trainings; (iv) provide inputs on techniques for forest ecosystem restoration and control of forest degradation/deforestation in the council forests.

Consultations with local communities, NGOs and relevant local associations in order to: (i) inform the local stakeholders on the goal of the project; (ii) identify the main livelihood activities in the project area; and (ii) solicit inputs to optimize socio economic and global environmental benefits of the project.

The activity 1 is planned near the initiation of the project preparation and its main output will be a comprehensive report summarizing inputs and recommendations gathered from the above three segments. A completion workshop will be organized later to present the draft project design and solicit inputs before finalization of the document.

**Activity 2: Assessment of baseline information on biodiversity, SFM and forest land use planning**

This activity (project components 1 & 2) will aim to detail and improve the baseline information on biodiversity, SFM, and forest land use planning in the council forests. This activity will include: (i) assessment of the status of biodiversity richness in the council forests, identification of threatened habitats and key species to target and prioritization of threats and barriers to biodiversity conservation; (ii) agreement on criteria to select sites within the council forests for the implementation and sustainable management of the protected areas; (iii) assessment of forest land use and forest management planning for council forests and identification of constraints to SFM and biodiversity conservation etc. to inform project design and identify barriers to biodiversity conservation in council forests as well as opportunities for improvement to generate global environmental benefits; (iv) assessment of capacity building needs of local stakeholders for implementation of SFM and biodiversity conservation best practices in the council forests; and (v) completion of BD and SFM tracking tools.

**Activity 3: Identification and assessment of methods and techniques for carbon measurement, management and monitoring**

The activity (project component 3) will detail and improve baseline information on carbon accounting and management methods and techniques. It will include: (i) assessment of existing carbon accounting methodologies (REALU, EX-ACT and others) and agree on criteria to select the most appropriate method to be used in the council forests; (ii) stock taking of initiatives related to carbon mapping, accounting and management in Cameroon and agreement on appropriate coordination mechanism to build upon; (iii) estimation of carbon stocks in the project's targeted areas and establishment of the carbon baseline for the project; (iv) assessment of capacity building and training needs of the council forest staff and local stakeholders for forest carbon accounting, management and monitoring; (v) assessment of climate change risks that might prevent the achievement of the project's objectives related to carbon management and monitoring; and completion of CC tracking tools.

**Activity 4: Assessment of practices and approaches for forest ecosystem restoration and control of deforestation and forest degradation**

The activity (project component 4) aims to detail and improve baseline information on forest restoration and control of deforestation and forest degradation. Specifically, it will include: (i) assessment of practices and approaches for forest ecosystem restoration and control of forest degradation/deforestation and identification of related capacity building needs for council forests staff and stakeholders; (ii) setting of criteria to select degraded sites and areas of high deforestation rate within council forests for restoration and control of deforestation; and assessment of carbon enhancement approaches and practices, particularly in targeted areas within council forest (degraded zones, fallow, savannah); (iii) proposal of activities to control deforestation/forest degradation and (iv) identification of specific activities for forest restoration in targeted areas (degraded zones, fallow, savannah) and for restoration in the rest of the council forests.

**Activity 5: Analysis of policy, institutional, socio-economic constraints and opportunities**

This activity (project components 1 & 2) will detail and improve baseline information on existing policies, legislation and institutional arrangements relevant to SFM, biodiversity conservation and carbon management in the council forests. Specifically, the activity will include: (i) review and update of the baseline information on policies and forest law and proposal made accordingly to better mainstream biodiversity conservation into forest management practices of the council forests; (ii) assessment of the project's implementation scheme and proposal for effective collaborative platform of project's partners; (iii) collect and improve baseline information on existing socio-economic activities within the project area; (iv) quantify tangible socio-economic benefits of the project and propose best options to ensure project's economic sustainability; (v) perform financial analysis of the project and propose sound options to ensure financial sustainability as well as project's contribution to improve the livelihoods of the local populations; (vi) identify socio-economic constraints preventing the mainstreaming of SFM and biodiversity conservation practices in council forests and propose measures for the project to deliver sustainable socio-economic and environmental global benefits.

**Activity 6: Analysis of execution options, fiduciary standards assessment**

The activity will include: (i) analysis of project execution options and agreement on the most efficient and cost-effective arrangement as well as the definition and specific roles and responsibilities of project partners; and (ii) fiduciary risk assessment of a national executing agency which will be in charge of project execution.

**Activity 7: Design of project components, and analyses of cost-effectiveness and sustainability**

The activity will involve: (i) detailed design of project components based on the information from all activities above, and the results framework with SMART impact, outcome and outputs and associated indicators and targets, and their baseline; (ii) incremental cost reasoning analysis; (iii) analysis of cost-effectiveness of the approach; (iv) assessment of complementary initiatives and coordination mechanisms; (v) identification of options to be included in the project design to ensure sustainability, including financial sustainability, and replicability of project results; (vi) preparation of a costed project M&E plan and of a financing plan including detailed results-based budget and co-financing commitments; and (vii) preparation of CC, BD and SFM tracking tools. The main outputs of activity 7 will be fully designed project components and reports with information which will make up the Project Document and CEO Endorsement document.

List of Proposed Project Preparation Activities	Outputs of the PPG Activities	Trust Fund	Grant Amount (a)	Co-financing (b)	Total c = a+b
1. Inception workshop and stakeholder consultations.	1.1 Agreed operational work plan and project implementation arrangements; 1.2 National multi-sectoral coordination platform agreed and established; 1.3. Agreed methods/approaches for carbon accounting/management and forest restoration; 1.4 Agreed project institutional and implementation arrangements with clearly defined roles and responsibilities of project partners including executing partners (MINEP, MINFOF), the Technical Center for Council forest (CTFC) and other relevant institutions; 1.5 Agreed impact indicators to measure project progress agreed and	GEFTF	12,350	19,000	31,350

	recommandations made on options to ensure project sustainability and generate both socio economic and global environmental benefits..				
2. Assessment of baseline information on biodiversity, SFM and forest land use planning. (Project components 1&2)	<p>2.1 Detailed description and update of baseline information on the status of biodiversity in the council forests, habitats and key species to be targeted by the project, priority threats and barriers to SFM and biodiversity conservation and mitigation measures proposed;</p> <p>2.2 Agreed criteria for the establishment of protected areas within the council forests and sites for protected areas selected accordingly;</p> <p>2.3 Agreed tracking tools for BD and SFM;</p> <p>2.4 Detailed review of gaps and weaknesses in current forest land use planning and practices, and proposals made for improvement and integration of biodiversity conservation and SFM;</p> <p>2.5 Detailed recommendations for capacity building needs for council forest staff and local stakeholders and institutional mainstreaming actions described.</p>	GEFTF	7,500	14,000	21,500
3- Identification and assessment of methods and techniques for carbon measuring, management and monitoring.  (Project component 3)	<p>3.1 Agreed methodology/technique for carbon accounting most appropriate for the council forests;</p> <p>3.2 Stock tacking on initiatives related to carbon measurement and management performed;</p> <p>3.3 Estimation of carbon stocks in the council forests and establishment of the carbon baseline for monitoring and evaluation purpose and proposal made for a better integration of carbon monitoring activities in the national inventory;</p> <p>3.4 Agreed tracking tools for CC;</p> <p>3.5 Capacity building and training needs for carbon measuring and monitoring for the council forest staff and local stakeholders identified and detailed capacity building activities proposed accordingly;</p> <p>3.6 Detailed mitigation measures proposed to tackle potential risks including climate change risks preventing the achievement of the project's objective related to sustainable carbon stocks management in council forests.</p>	GEFTF	7,500	14,000	21,500
4- Assessment of practices and approaches for forest	4.1 Agreed approaches and practices for forest ecosystem restoration and control of	GEFTF	7,500	14,000	21,500

ecosystem restoration and control of deforestation and forest degradation.  (Project component 4)	<p>deforestation and forest degradation;</p> <p>4.2 Agreed approach and activities for carbon enhancement in project target areas (degraded forest, fallow, savannah);</p> <p>4.3 Capacity building and training needs for forest ecosystem restoration and control of deforestation and forest degradation for the council forest staff and local stakeholders identified and detailed capacity building activities proposed accordingly;</p> <p>4.4 Agreed criteria for the selection of degraded sites and areas of high deforestation rate within the council forests and detailed actions for restoration and control of deforestation proposed.</p>				
5. Analysis of policy, institutional and socio-economic constraints and opportunities. (components 1,2 &3)	<p>5.1 Critical gaps and constraints in existing policies, forest law identified, and institutional arrangements as well as economic/policy proposals made accordingly to better mainstream biodiversity conservation and carbon management into forest management;</p> <p>5.2 Detailed description of socio-economic situation and roles of council forests in local livelihoods and recommendations for priority actions to sustain socio-economic benefits of council forests (including how best to promote gender mainstreaming in project implementation) and deliver global environmental benefits as well;</p> <p>5.3 Economic analysis of project sustainability performed and options to ensure financial sustainability of the project and improve its contribution to local livelihoods and global environmental benefits explained.</p>	GEFTF	7,500	16,000	23,500
6-Analysis of execution options and assessment of fiduciary standards.	<p>6.1 Proposal on project institutional and implementation arrangements with clearly defined roles and responsibilities of project partners including executing partners (MINEP, MINFOF), the Technical Center for Council forest (CTFC) and other relevant institutions;</p> <p>6.2 Fiduciary risk assessment of the executing agency completed and agreed action plan for mitigation of eventual fiduciary risks.</p>		6,000	12,000	18,000

7- Detailed design, of project components and analysis of financial sustainability	7.1 Description of baseline initiatives; 7.2 Detailed description of project components including activities, outputs, outcomes and impacts and associated indicators and targets (results framework); 7.3 Detailed results budget; 7.4 Costed Monitoring and Evaluation plan; 7.5 Risk analysis and mitigation measures; 7.6 Proposal for measures to be included in the project design to ensure sustainability, including financial sustainability of project results; 7.7 BD, CC and SFM tracking tools completed.	GEFTF	14,450	32,000	46,450
<b>Total project preparation financing</b>			<b>62,800</b>	<b>121,000</b>	<b>183,800</b>

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#### C. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)

	Project Preparation	Agency Fee
Grant Amount	62,800	6,280
Co-financing	121,000	
<b>Total</b>	<b>183,800</b>	<b>6,280</b>

#### D. PPG AMOUNT REQUESTED BY AGENCY (IES) , FOCAL AREA(S) AND COUNTRY (IES)<sup>1</sup> N/A

TRUST FUND	GEF Agency	Focal Area	Country Name/ Global	(in \$)		
				PPG (a)	Agency Fee (b)	Total c = a + b
GEFTF	FAO	Biodiversity	Cameroon	45,300	4,530	49,830
GEFTF	FAO	Climate Change	Cameroon	1,800	180	1,980
GEFTF	FAO	Multi focal area	Cameroon	15,700	1,570	17,270
<b>Total PPG Requested</b>				<b>62,800</b>	<b>6,280</b>	<b>69,080</b>

<sup>1</sup> No need to provide information for this table if it is a single focal area, single country and single GEF Agency project.

#### E. PPG BUDGET REQUEST

Cost Items	Total Estimated Person Weeks for Grant (PW)	Grant Amount (\$)	Co-financing (\$)	Total (\$)
Local consultants *	22	17,300	33,000	50,300
International consultants*	13	25,500	46,000	71,500
Travel		7,650	14,480	22,130
Workshops and consultations		12,350	19,000	31,350
General operational expenses (communications, printing....)		0	8,520	8,520
<b>Total PPG Budget</b>		<b>62,800</b>	<b>121,000</b>	<b>183,800</b>

\* Annex A for Consultant cost details should be prepared first before completing this table. See notes on Annex A for the required detailed information. This table is the sum of all local and international consultants presented in Annex A.

#### F. GEF AGENCY (IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the GEF criteria for project identification and preparation.

Agency Coordinator, Agency name	Signature	Date ( <i>Month, day, year</i> )	Project Contact Person	Telephone	Email Address
Mr Garry Smith, Officer-in-Charge, Investment Centre Division, Technical Cooperation Department FAO Viale delle Terme di Caracalla 00153, Rome, ITALY  Barbara Cooney FAO GEF Coordinator Email: <a href="mailto:Barbara.Cooney@fao.org">Barbara.Cooney@fao.org</a> Tel: +3906 5705 5478		07.08.12	Jeremie Mbairamadji Forestry Officer, Forestry Department, FAO	+ 3906 57053603	<a href="mailto:Jeremie.mbairamadji@fao.org">Jeremie.mbairamadji@fao.org</a>

**Annex A**

**Consultants Financed by the Project Preparation Grant (PPG)**

Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be performed
Local	Biodiversity/ SFM Specialist (Team leader)	900	12	<p>The consultant will take the lead in designing components 1 and 2. Specifically, the consultant will:</p> <ul style="list-style-type: none"> <li>(i) conduct consultations with local stakeholders to obtain information on forest resources used locally and assess threats to their sustainability;</li> <li>(ii) collect and analyze baseline data on biodiversity status, threats and constraints to its conservation;</li> <li>(iii) collect and systematize local and indigenous knowledge and practices on forest biodiversity conservation and sustainable use;</li> <li>(iv) select relevant case studies on biodiversity conservation and protected areas management in the areas covered by the council forests and identify lessons and best practices that the proposed project should take into consideration;</li> <li>(v) identify criteria for the characterization and selection of sites for protected areas in the council forests covering key ecological areas and develop an action plan for sustainable management of protected areas;</li> <li>(vi) identify main knowledge gaps and capacity building needs in biodiversity conservation, SFM, and protected areas management and design capacity building activities and measures to be implemented;</li> <li>(vii) complete the GEF biodiversity and SFM tracking tools and assist the Technical specialist in the development of impact indicators to monitor the project implementation;</li> </ul> <p>As a team leader, the consultant will:</p> <ul style="list-style-type: none"> <li>(i) in close consultation with MINEP and MINFOF, assist in the organization of the inception and completion workshops, and prepare the workshop reports summarizing key decisions and recommendations from stakeholders;</li> <li>(ii) organize all one-on-one meetings and workshops with national stakeholders and facilitate international consultants missions;</li> <li>(iii) translate all relevant documents in French to allow;</li> <li>(iv) liaise with partner organizations to ensure consistency and linkages with other projects related to SFM, biodiversity conservation and carbon accounting and monitoring in the project area;</li> <li>(v) in close consultation with project partners analyze options for project execution arrangements, and facilitate an agreement on the project execution scheme including a national multi-sectoral coordination platform;</li> <li>(vi) secure documentation needed for co-financing commitment from the Government and other partners in the country.</li> </ul>



Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be performed
Local	Policy/institutional and socio-economic Specialist	650	6	<p>The consultant will be responsible for conducting policy, institutional, socio-economic analyses. The consultant will perform the following tasks relevant to components 1&amp;2:</p> <ul style="list-style-type: none"> <li>(i) review existing policies, forest law and institutional arrangements relevant to SFM and biodiversity conservation in council forests and make proposal for improvement of biodiversity conservation in council forests, consistent with these policies and regulations ;</li> <li>(ii) assess institutional and political risks of the project implementation and identify mitigation measures;</li> <li>(iii) assess project implementation mechanism and proposal for an effective collaboration among project executing partners;</li> <li>(iv) assess the socio-economic situation and activities of communities within the project area, identify economic constraints to mainstream SFM and biodiversity conservation in council forests and propose mitigation measures to deliver both socio-economic and environmental global benefits;</li> <li>(v) in collaboration with the BD/SFM specialist, review the current land use planning and policy and propose economic/policy measures for the improvement and integration of biodiversity conservation and SFM practices in council forests;</li> <li>(vi) evaluate the cost-effectiveness of the implementation and execution arrangements for a national multi-sectoral platform;</li> <li>(vii) perform economic analysis of the project sustainability and propose best options to ensure financial sustainability of the project and to optimize its contribution to improve local livelihoods and global environmental benefits;</li> <li>(viii) provide socio economic and policy inputs to the detailed design of components 1 and 2;</li> <li>(ix) contribute to the development of impact indicators to monitor the project implementation;</li> <li>(x) assist the team leader in the facilitation of multi-stakeholders consultations;</li> <li>(xi) produce report(s) based on overall information compiled and analysed.</li> </ul>
Local	Forest carbon management and forest ecosystem restoration Specialist	650	4	<p>The consultant will contribute to project components 3 and 4. Specifically, the consultant will:</p> <ul style="list-style-type: none"> <li>(i) perform stock tacking of existing initiatives in Cameroon on carbon mapping, accounting, and monitoring and propose a coordination mechanism to build upon;</li> <li>(ii) detail and improve baseline information on initiatives related to forest restoration, control of deforestation, and forest degradation;</li> <li>(iii) select relevant case studies on carbon stock measuring and management in Cameroon as well as relevant initiatives conducted for forest restoration and control of forest</li> </ul>

Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWS <sup>2</sup>	Tasks to be performed
				degradation and deforestation and propose options to make use of lessons learnt in the proposed project; (iv) collect and systematize local knowledge and practices on forest restoration; (v) assess climate change risks that might prevent the achievement of project objectives and identify mitigation measures; (vi) assist the team leader in the organization of inception and completion workshops; (vii) assist the international consultant (CC&carbon management) on the detailed design of components 3&4.
International	CC And Carbon Measuring , Monitoring and Management Specialist	1900	5	The consultant will take the lead in designing project components 3 and 4. Specifically, the consultant will: (i) provide overall technical inputs on issues related to methods/techniques for carbon measurement, management and monitoring as well as approaches and practices for ecosystem restoration and techniques to control deforestation and forest degradation; (ii) determine risks of habitat destruction/fragmentation and forest degradation/deforestation, climate change risks and their implications on biodiversity conservation, carbon management and monitoring in council forests and propose mitigation measures; (ii) assess existing carbon methodologies (REALU, EX-ACT and others) and propose the most appropriate methodology setting to use in the council forests; (iv) estimate carbon status of the council forests and propose best scenario setting for carbon enhancement and monitoring in these forests; (v) develop specific action plan for carbon enhancement in degraded forest, fallow and savannah zones within the council forests; (vi) identify main technical knowledge gaps and capacity building needs in carbon accounting, management and monitoring, forest restoration, control of deforestation and forest degradation in council forests and propose appropriate capacity building measures; (vii) define criteria for the identification of key stakeholders and organizations to involve in training and activities for carbon measurement, control of deforestation, forest degradation and forest ecosystem restoration; (viii) complete the climate change mitigation tracking tools.
International	Project Technical Specialist	2300	4	Working with the project preparation team, and in coordination with the Ministry of Environment and Nature Protection (MINEP), the Ministry of Forestry and Wildlife (MINFOF), and FAO, the Technical Specialist will: (i) lead the detailed design of project components, project Results Framework with clear output, outcome and impact indicators and related baseline, a costed monitoring and evaluation plan, project risk management framework;

Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWS <sup>2</sup>	Tasks to be performed
				(ii) conduct an analysis of the sustainability of project results, including the financial sustainability of the council forests model, and propose measures to be included in the project design to ensure sustainability; (iv) in coordination with the BD/SFM and CC specialists, complete GEF tracking tool forms for CC, BD and SFM that will be submitted jointly with the full project document for CEO Endorsement;
International	Financial/Budget Analyst	1700	2	Working with the project preparation team and in coordination with the Ministry of Environment and Nature Protection (MINEP), the Ministry of Forestry and Wildlife (MINFOF), and FAO, the consultant will: (i) in close consultation with the preparation team, collect and compile cost information and prepare a detailed FAO-GEF results-based budget, and complete all budget tables required by FAO and GEF; (ii) carry out an analysis of the cost-effectiveness of the entire project approach;
International	Fiduciary Specialist	1700	2	The consultant will: (i) assess the fiduciary standards of national executing partner to identify potential risks in financial, contracting and procurement procedures and management, and in the capacities to apply efficient project management and monitoring; and (ii) develop an eventual risk mitigation action plan.

1. Provide dollar amount per person week.
2. Provide person weeks needed to carry out the task.