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Government institutions, Non-State Actors and Private sector Organisations

GUIDELINES FOR PROPOSALS

**Deadline for proposals submission:**

**8th June 2018, 23:59 (Maputo)**

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

*The contents of this report are the sole responsibility of FAO and can in no way be taken to reflect the views of the European Union, the DFID or the SIDA.*

**Notice**

Only submission by email is permitted under this Call for proposals. Proposals will be pre-evaluated by the FAO-EU FLEGT Programme Management Unit (PMU) based on the criteria presented in these guidelines and qualified proposals will evaluated by independent reviewers, who will recommend projects for funding based on the same criteria. The proposals will be then presented for the Mozambique national technical committee for endorsement approval. The FAO-EU FLEGT Programme Management Unit (PMU) will conduct an institutional and financial management assessment of the implementing institutions prior to formalizing any agreements or commitments.

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# Context

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

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

The FAO-EU FLEGT Programme is a five-year demand-driven Programme launched in 2015 that supports stakeholders to put elements of the FLEGT Action Plan into practice. On the 19th of February, the Steering Committee of FAO-EU FLEGT Programme endorsed Mozambique as eligible for receiving support from the programme. The Programme work in the country is guided by a roadmap for programme activities in Mozambique, which sets the priority work areas that will receive support in the country. The roadmap was approved by the Mozambique Technical Committee (composed of DINAF, the EU delegation and FAO) in August 2017. This call for proposals is one of the actions described in the programme roadmap. Only stakeholders in **Mozambique** are eligible to submit proposals during this call for proposals.

# Programme objective, priorities and eligibility criteria

## Objective

The objective of the programme is to support governmental institutions, civil society and private sector organizations[[2]](#footnote-3) in actions that contribute to the country’s objective of reducing illegal logging and strengthening the trade of legal forest products through improved forest governance.

##  Specific objectives for proposals

In order to provide timely support for pressing and specific forest governance issues, this call will support activities related to two thematic areas:

1. **Research, design and test timber traceability systems in strategic areas of Mozambique[[3]](#footnote-4)**

The activities of these projects may include, but are not limited to the following:

* Evaluating existing practices for recording and tracking volumes of timber.
* Evaluating technical and financial capacity and the for forestry operators to be included in a wood tracking system
* Proposing a wood traceability system including the information type to be recorded, resources to be used, and inclusion of the various stakeholders in the system, among other aspects.
* Implementation of a pilot project to test the traceability system at the scale of a province or a producer company.
* Identification of concrete next steps for a future wood traceability system at a larger scale, including clear identification of roles and responsibilities of operators and regulators.
* Review of lessons learned and recommendations for implementation of a wood traceability system at a national scale.
1. **Formalization of the Natural Resources Management Committees of local communities and monitoring and control of wood originating from the communities.**

The activities of these projects may include, but are not limited to the following:

* Critical analysis of barriers for the formalization and registering of the natural resource management committees
* Capacity building and technical assistance for the communities and civil society organizations in monitoring, control and traceability of wood
* Capacity building and technical support to Natural Resource Management Committees for their formalization.

Applicants should address one thematic area per proposal and clearly specify it in the proposal template.

Promotion of gender equality and youth participation will be taken into consideration during the evaluation of full proposals. As a crosscutting objective, full proposals should promote the inclusion of gender and youth in the forestry sector. This includes strategies towards gender equality, increasing participation of women and youth into the decision-making process and the activities, strategies that involve changing the attitudes and behaviour of men and boys and breaking sex role stereotypes. Please see Annex 1 for recommendations. Proponents are strongly encouraged to integrate gender mainstreaming supported actions in their proposed activities.

## Financial allocation provided by FAO

Project duration should not exceed 12 months, and the maximum budget allocated will be USD 110,000.

##  Eligibility criteria

In order to benefit from the Programme, the following general conditions must be fulfilled:

1. The applicant must be registered in Mozambique. All actions should take place in the Mozambique and the applicant must also be actively involved in all stages of implementation
2. The applicant must be a government institution, or a civil society organization, an organization/federation of the private sector or a community group;
3. The proposal is complete and follows the required format (see chapter 5 “**Proposal Format**”);
4. The funding requested from FAO does not exceed the maximum limit of USD 110,000 ;
5. The proposal addresses a priority thematic area, as listed section 2.2;
6. The proposal is realistic and feasible considering the envisaged budget and time allocation (maximum 12 months and USD 110,000

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

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

# Selection criteria and process

All proposals submitted to the Programme will be evaluated according to the following process.

**Step 1: Verification of eligibility**

The proposals received are filed by the Project Management Unit (PMU), and checked against the eligibility criteria defined in these guidelines (see point 2.4). Only the proposals that fulfil the eligibility criteria will pass to Step 2.

**Step 2: Pre-evaluation of proposals**

The proposals are pre-valuated by the PMU against the evaluation criteria presented in Table 1 below. A maximum of 100 points are available for the 10 criteria combined. A minimum of 70 points and at least 50 percent for each criterion are required to be selected for final evaluation of proposals.

**Step 3: Evaluation and scoring of proposals**

The PMU sends the qualifying proposals to external reviewers for their evaluation and scoring. Each proposal will be evaluated independently by at least two reviewers. The reviewers score the proposals based on the evaluation criteria presented in Table 1 below.

Based on their scores, the reviewer will provide a ranking of proposals that they recommend for funding. The reviewers will prepare an evaluation report summarizing the results of the evaluation process.

**Table 1: Evaluation criteria and scoring system for proposals**

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

\*For guidance on how to include gender, refer to Annex 1. | 15 points |
| **TOTAL POINTS** | **100 points** |

***Step 3: Approval by the Technical Committee***

The PMU shall forward the Expert Panel’s evaluation report to the country Technical Committee for review and final endorsement of recommendations. The latter may request clarifications, present alternative recommendations and/or require complementary information from the PMU. The report is also forwarded to the Steering Committee that can voice any objections through their respective local representations.

***Step 4: Information and contracting***

After proposals are endorsed by the National Technical Committee, the PMU shall inform all applicants of the results. For the selected proposals, the PMU will conduct an institutional and financial management assessment and initiate the negotiations of Letters of Agreement.

# Proposal submission

Proposal in Portuguese or English should be submitted by email. Shortly after the submission deadline the applicant will receive a notice informing them of the registration of the proposal.

The proposals must be sent to the following address:

**FAO-EU FLEGT Programme**

**Food and Agriculture Organization of the United Nations (FAO)**

**Viale delle Terme di Caracalla - 00153 Rome - Italy**

**E-mail: FLEGT-cfp@fao.org**

The proposals must be submitted no later than:

**8th June 2018, 23:59 (Maputo)**

# Proposal Format

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

1.1 Project title

Indicate the project title.

1.2 Targeted national priority identified

Indicate the thematic area that the proposal addresses. This should be selected from the priorities specified for this Call for Proposals (Section 2.2).

***Example****:*

***Project title:*** *“Testing a pilot traceability system in the corridor of Nacala”*

***Thematic area selected:*** *1. Research, design and test timber traceability systems in strategic areas of Mozambique*

1.3 Applicant’s contact information

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

1.4 Information on the contact person within the organization

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

1.5 Requested funds

|  |  |
| --- | --- |
|  | **Total (in USD)** |
| Requested funds: |  |

1.6 Information on the government references

Civil society and private sector organizations submitting a proposal must provide the names of at least two officials in the forestry administration who have knowledge of the project proposal.[[4]](#footnote-5) Each government reference must be accompanied by at least the name of the person, his/her title, e-mail and telephone number. Check the appropriate box: [[5]](#footnote-6)

* Government references ❑
* Not applicable ❑

Please include the following information:

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

1.7 Declaration and signature

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

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(signature and name of applicant)*

## Part II. Project Description

2.1 Background of the project and summary (maximum 2 pages)

Please describe the problem addressed, explaining its context and causes. Confine the description to relevant forest-related policy, legislation, law enforcement and socioeconomic issues and explain how the project addresses the priorities of the FAO-EU FLEGT Programme and the priorities of the forestry sector at the national level (1 paragraph).

Detail the issue to be addressed by the project and the proposed strategy to tackle it, describing its viability. Specify the objective of the proposal and provide a justification for the project. Explain how the project activities will be implemented, and any partnership necessary to complete the activities.

Illustrate any potential for collaboration between government, the private sector and civil society.

Please also describe how this project will foster synergies or complement other ongoing national programmes or activities. Specify the means to be deployed to ensure long-term sustainability of the project in the long term and its institutional, financial, politically and socio-economic impacts.

In this part you should also explain how the project intends to share lessons learned among different stakeholders, as this is also one of the FAO-EU FLEGT Programme priorities.

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

2.2 Objective

The project objective should be expressed in a concise statement, identifying the ultimate goal of the project. The objective should contribute to overcoming the problem presented in section 2.1, and should be achievable considering the financial resources available.

The objective should be achievable within the timeframe of the project (12 months maximum).

2.3 Organization background and partnerships

Provide in one paragraph a description of your organization and its background.

In a second paragraph, describe, if applicable, any partnership foreseen for the implementation of the project and any previous work experience with said partners, as well as the framework and mechanism for collaboration anticipated under this project.

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

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

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

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

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

The project duration should not exceed 12 months.

|  |
| --- |
| **Example:**Outcome 1: Private sector actors are aware of the compliance requirements of the FLEGT Action Plan*Indicators*: * + 20 members of the targeted private sector organizations are trained on FLEGT and VPA aspects
	+ 70% of the participants to the training demonstrate willingness to comply with FLEGT requirements

*Activity 1.1:* Organize trainings for members of one private sector organization20 members of the organization will be selected to attend a 2-day training in Yaoundé, on FLEGT-related issues and FLEGT compliance requirements for the private sector.*Deliverable(s)*: summary of the training, and results of a pre and post training assessment*Activity 1.2:* Organize field visits of certified companies2 field visits will be organize in two certified companies to learn from their practices. 10 participants will attend each visit, which will last one day. The companies will be selected at the beginning of the project.*Deliverable(s):** + Terms of reference of the training
	+ Field visit reports

Outcome 2: Options for better access to finance are developed and tested.*Indicators, activities, deliverables…*Outcome 3: Communication and visibility is ensured throughout the project **[strongly recommended in all proposals]***Indicators, activities, deliverables…* |

Indicative work plan[[6]](#footnote-7)

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

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

All projects must submit to the PMU an inception report (tentatively within the first two months after project signature), one or more progress reports during the implementation phase (depending on the length of project), and a final report within a month after the closure of the project.

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

Please develop the budget using the Excel spreadsheet attached (annex 3) and make all budget submissions in US dollars.

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

**Recommendations for developing the budget:**

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

Please ensure particular attention is brought to the following points:

***Section 1- Human resources***

* Ensure all HR costs are reflected in this section. This includes project staff and consultants, but also retribution for tasks such as desk studies, field needs assessments etc. (facilitation for workshops are the exception, and can be indicated in section 5: workshops)
* For permanent project staff, please indicate the percentage of the salary covered by FAO funds.

***Section 2 - Staff travel***

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

***Section 3 - Equipment***

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

***Section 4 - Operating costs***

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

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

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

***Section 6 - Information management***

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

**Remember!**

* Excel formulas should be used to calculate costs on the basis of unit costs and number of units, do not simply type the figures into the cells separately.
* You need a total cost for each budget line, make sure the total formula includes all the relevant cells.
* When you total the column, either add all the subtotals, or each budget line without the subtotal.
* All these errors have occurred in earlier proposals. Please check your Excel budget file before you submit it!

# Annex 1 - Gender mainstreaming: list of proposed actions

The following is an indicative list of activities that should serve as reference for the Service Providers in the formulation of their gender-specific activities.

The proposed actions are grouped under four categories, with corresponding objectives. There is no expectation that all activities would be addressed but proponents are strongly encouraged to include/make reference to some of these activities in the development of their project interventions.

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

Examples of activities:

* 1. Consider including gender-disaggregated data collection and/or gender-specific indicators in the development of national forest policies, building on relevant work undertaken by other stakeholders and relevant organizations on gender monitoring, evaluation and indicators.
	2. Promote/conduct gender analysis as a tool for better informed policy-making (baseline studies to inform laws reform, formulation of ad-hoc policies etc.).
	3. Ensure that stocktaking exercises associated with the formulation and revision of national forest policies adequately account for the differences in uses of forest and non-forest resources between women and men.
	4. Build women capacity to participate in decision-making processes (facilitate access to decision-making bodies through provision of ad-hoc support services, including awareness raising, capacity development activities etc.).
	5. Ensure that women are effectively engaged as members of relevant stakeholder groups consulted for the draft of national forestry laws and regulations.
	6. *Assess* how gender considerations can be incorporated into national forest laws and regulations and how they can contribute to their effective implementation.
	7. Request that gender experts review draft national forestry regulations in order to assess gender sensitivity and provide guidance on improvements.
	8. Identify indigenous and local communities’ experts on forest governance and gender mainstreaming to support the integration of gender considerations into national forestry policies.
	9. Review relevant policies to identify gender differences, including in policies related to forest governance, tenure and use rights, employment, health, local governance, decision-making and access to financial resources, and consider steps to address these.
	10. Gather and disseminate local and national case studies on the benefits of gender mainstreaming in forest governance and more in general sustainable use of natural resources (forests).
	11. Ensure that those responsible for high-level decision-making and international negotiations under the VPA agreement are aware of gender commitments at national and international level.
1. **Organizational level**: Promote gender equality and active participation within organizations.
	1. Provide training and awareness raising on the links between gender and better forest governance, sustainable use of natural resources (forest) and improved livelihoods to interested staff, indigenous and local communities and policymakers.
	2. Establish a list of gender experts that staff can access to support their work, including experts from indigenous and local communities.
	3. Consider establishing a gender review body or agreement, including indigenous and local communities that can provide input on the gender sensitivity of documents and regulations prepared to support the implementation of VPA agreements or any other legally binding processes or products.
	4. Consider adopting gender-responsive budgeting when assigning resources for implementation of projects.
2. **Implementation and delivery:** link gender aspects to the achievement of Programme outcomes (reduce poverty, decrease adverse environmental impacts, promote better forest governance, enhance opportunities for more sustainable livelihoods and market integration)
	1. Ensure gender balance in capacity building to enable effective participation in implementation processes and consider providing dedicated capacity building for women’s groups, as appropriate.
	2. Develop and disseminate information material on the linkages between gender and better forest governance in different languages that can equally be understood by men and women.
	3. Monitor and report on the participation of men and women in implementation processes.
	4. Consider the different needs of men and women when designing and implementing specific actions in support of the implementation of project/Programme activities.
	5. Consider the different risks faced by men and women as a result of actions undertaken to achieve project/Programme objectives.
	6. Ensure that men and women’s access to and use of forest resources are equally taken into consideration and assessed during the implementation of a project.
	7. Include gender-disaggregated data when reporting on project progresses and achievements.
	8. Collect and disseminate case studies and best practices on impacts monitoring, evaluation and indicators for gender mainstreaming in the forestry sector.
3. **Partnerships:** build partnership to promote gender mainstreaming among different stakeholders and actors, at the national and regional level.
	1. Take stock of gender-related commitments at the national and international level.
	2. Engage ministries responsible for gender and/or women in planning and implementation of project activities.
	3. Identify and/or establish collaborations with other relevant national or regional stakeholders that are already gathering and using gender-disaggregated data and/or incorporating gender considerations in their actions.
	4. Engage women’s groups already active in related sectors such as agriculture or land use rights.

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This activity is funded by the Swedish International Cooperation Agency, the United Kingdom Department for International Development and the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the Swedish International Cooperation Agency, the United Kingdom Department for International Development or the European Union.

1. FLEGT Action Plan: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2003:0251:FIN:EN:PDF> [↑](#footnote-ref-2)
2. A private sector organization is a **non-profit** organization representing members of the private sector including trade unions, federations, organizations of timber sector operators, processors or manufacturers, or other small-scale unions or associations representing small and medium sized enterprises operating exclusively in the forest sector. Private sector organizations can produce for domestic markets or export to regional and/or international markets. Direct support to private companies is not available through the Programme [↑](#footnote-ref-3)
3. Strategic areas of the Mozambique are defined as the corridors of Beira and Nacala, as these are the main transport corridors for exporting wood from the country. [↑](#footnote-ref-4)
4. At this stage, it is not required to provide an official approval by the forestry administration. The references provided shall only aim to ensure that the submission of the project to the FAO-EU FLEGT Programme is known by the heads of the forestry administration. [↑](#footnote-ref-5)
5. If the applicant is a government institution, no reference shall be provided and the box “not applicable” should be checked. [↑](#footnote-ref-6)
6. The work plan provided is only an example. The numbers of outputs and activities are variable, depending on the project. No preference will be granted to projects with more or fewer outputs or activities in the work plan. [↑](#footnote-ref-7)