

# INTERNATIONAL TROPICAL TIMBER ORGANIZATION

## ITTO

### PRE-PROJECT PROPOSAL

TITLE:	STRENGTHENING OF THE NATIONAL FOREST INFORMATION SYSTEM
SERIAL NUMBER:	PPD 139/07 <b>Rev.1</b> (M)
COMMITTEE:	ECONOMIC INFORMATION AND MARKET INTELLIGENCE
SUBMITTED BY:	GOVERNMENT OF THAILAND
ORIGINAL LANGUAGE:	ENGLISH

#### SUMMARY:

The Development Objective of the pre-project is to improve decision-making on forest management at national, regional, provincial, sub-district and forest management unit (FMU) levels. The Specific Objective is to strengthen the National Forest Information System (NFIS). The objective of the pre-project is to elaborate a road map and its elements to strengthen the NFIS. The outputs of the pre-project are (i) a feasibility study for the strengthening of the NFIS with an action plan for priority activities, and (ii) a project proposal for ITTO elaborating selected relevant components of the action plan. The pre-project involves broad participation of stakeholders through thematic working groups, national and regional level workshops and participation in the pre-project Steering Group.

EXECUTING AGENCY: ROYAL FOREST DEPARTMENT

COLLABORATING AGENCIES: MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT

DEPARTMENT OF NATIONAL PARKS, WILDLIFE AND PLANT PROTECTION

DEPARTMENT OF MARINE AND COASTAL RESOURCES

DURATION: **8** MONTHS

BUDGET AND PROPOSED SOURCES OF FINANCING:	SOURCE	CONTRIBUTION IN US\$
	ITTO	<b>84,505</b>
	Govt. of Thailand:	<b>31,500</b>
	<b>TOTAL:</b>	<b>116,005</b>

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## ABBREVIATIONS AND ACRONYMS

DANIDA	Danish International Development Assistance
DMCR	Department of Marine and Coastal Resource
DNP	Department of National Parks
FAO	Food and Agriculture Organization of the United Nations
FIO	Forest Industry Organization
FMU	Forest Management Unit
GDP	Gross Domestic Product
ICRAF	World Agroforestry Center
IT	Information Technology
ITTA	International Tropical Timber Agreement
ITTO	International Tropical Timber Organization
MACR	Department of Marine and Coastal Resources
MoNRE	Ministry of Environment and Natural Resources
NESDP	National Economic and Social Plan
NFIS	National Forest Information System
NGO	Non-governmental Organization
RECOFTC	Regional Community Forestry Training Centre for Asia and the Pacific
RFD	Royal Forest Department
SFM	Sustainable Forest Management
TAO	Tambon (sub-district) administration
TEI	Thailand Environmental Institute
UNFF	United Nations Forum on Forests
WWF	World Wide Fund for Nature

## PART I. PROJECT RELEVANCE AND PROBLEM ANALYSIS

### 1.1 Relevance to ITTO and the Country

The Development Objective of the project would be *Improved decision-making on forest management at national, regional, provincial, sub-district and forest management unit (FMU) levels*. The Specific Objective would be *Strengthening of the National Forest Information System (NFIS)*.

The project would be a direct contribution to ITTO objectives (d.) and (n.) in ITTA, 1994. The project is focused on the Economic Information and Market Intelligence Goal 1 of the ITTO Yokohama Action Plan.

In Thailand's 10<sup>th</sup> National Economic and Social Plan (NESDP) (2007-2011), one of the main policies is to improve people's IT skills in the rapidly changing world of technology. The Ministry of Information and Communication Technology has developed respective strategies and all the government departments must also strengthen their use of information technology. As part of the NESDP implementation, the Ministry of Natural Resource and Environment (MoNRE) has developed strategies to improve the forest information database with an objective to combine the data from the three departments.<sup>1</sup> The purpose is to create a comprehensive database for use by the line authorities and local communities. Each department has to strengthen and develop its own databases in order to meet the requirements of the MoNRE and these efforts need to be coordinated within a common framework to avoid duplication and gaps.

The ITTO Diagnostic Mission on the Achievement of the ITTO Objective 2000 in Thailand (ITTO 2006) identified strengthening of the information systems as one of the priorities to alleviate the existing bottlenecks in making progress towards the goal of SFM. The Mission recommended RFD to prepare a road map for the improvement of NFIS to improve collection and dissemination of information and statistical data on forest resources, operations, industry and product markets with unified definitions and measurement units. The Mission also recommended ITTO provide support to this effort which is required for improved control of illegal logging and associated trade as well as public decision-making on the sector in general. The pre-project proposal has been prepared as a response to the Government's new policy orientation and the Diagnostic Mission's recommendation.

### 1.2 Preliminary Problem Identification of the Anticipated Project

There are four forest data bases in Thailand, covering forest area monitoring, forest fires, boundaries of conservation areas, and a range of other forest related information. The existing data bases are valuable tools but they are grossly inadequate to serve policy analysis and adjustment, strategic planning and programming. They do not provide necessary tools for monitoring and assessment of forest condition and activities which makes also reporting deficient, including to ITTO. As there is no complete forestry statistics database, the sectoral contribution to GDP and other key socio-economic variables are grossly underestimated.

Weaknesses of the data situation are analyzed in detail in ITTO (2006). The main problems are (i) inaccuracy and inadequacy of the official statistics, (ii) much of wood consumption is local and goes unrecorded, (iii) markets for roundwood and wood products are not monitored on a systematic basis, (iv) domestic subsistence use is not recorded which is a particular problem for NTFPs, (v) reliable data on illegal supply (logging and imports) does not exist, (vi) lack of proper recording of rubberwood production, and (vii) inadequate technology. In addition, (viii) local officers have no skills or training on data collection. The entire forest statistical system needs to be carefully reviewed, including clear identification of data needs and gaps.

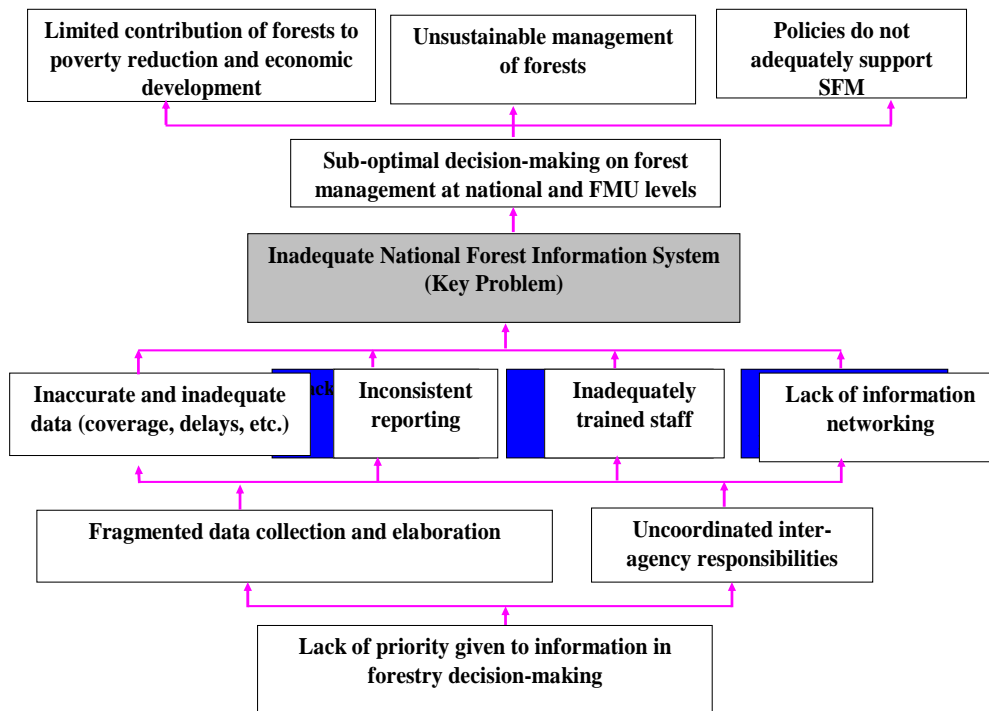
Information is a powerful tool in managing and analyzing the sector but this area has inadequate attention in the past. There is a need to have a programme to improve the collection of forestry data and its publication, research on growth and classification of forest resources and the economic and social aspects of forest utilization. An overall strategy for information management does not exist. For middle-level staff the purpose of data collection is not clear and it is perceived as an administrative burden rather than a management tool. This is due to little feedback of information from the data collected. There is a lack of analysis of the

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<sup>1</sup> The Royal Forest Department (RFD), the Department of National Parks, Wildlife and Plant Conservation (DNP) and the Department of Marine and Coastal Resource (DMCR).

organization's information needs and a proper methodology is missing for data collection, compilation, dissemination and necessary networking. There is a particular need to improve market transparency as part of the information system.

The earlier funded ITTO projects<sup>2</sup> attempted to build up capacity for monitoring system and to devise a management system for FMU in specific pilot contexts but a comprehensive approach to information is lacking. The Problem Tree below summarizes the situation.



### 1.3 Problem Impeding Project Formulation

The main problem why an appropriate project formulation is not possible at this stage is that there is no comprehensive review of (i) the needs for information and (ii) the existing information system, its strengths, gaps and development needs. It is first necessary to have a road map with the time frame for the development of National Forestry Information System (NFIS). The system would improve collection and dissemination of information and statistical data on forest resources, forestry operations, forest industry and product markets with unified definitions and measurement units. Studies need to be carried out on key data gaps such as the production and consumption of timber and sawnwood, fuelwood, and NTFPs in the domestic market at the sub-district, district and provincial levels, including illegal harvesting and associated trade. The past piecemeal efforts to strengthen the existing information system have had difficulties in becoming truly effective without a comprehensive overall plan for the strengthening of the national forest information system.

<sup>2</sup> PD 2/99 Rev. 2 (F) and PPD 5/99 Rev. 1 (F)

## PART II. PRE-PROJECT DESIGN

### 2.1 Objective

The objective of the Pre-Project is to elaborate a road map and its elements for the strengthening of the National Forest Information System.

### 2.2 Outputs

#### Output 1:

Feasibility study elaborated for the the strengthening of the National Forest Information System with an action plan for priority activities

#### Output 2:

Project proposal for ITTO elaborated concerning selected relevant components of the action plan.

### 2.3 Implementation Strategy

The pre-project generates an adequate basis for the development of NFIS as a key tool to implement SFM in Thailand. The project builds on the technical work related to the monitoring system developed under PD 2/99 Rev. 2 (F). The pre-project adopts a comprehensive approach by addressing the key bottlenecks to NFIS through a participatory broad-based process creating commitment among relevant stakeholders to implementation. **The improved national forest information system will include, inter alia, statistical data on forest resources, forestry operations and product markets.**

The feasibility study has the following components:

- (1) Analysis of the status of the existing information system (review of the existing data, data bases, data collection, data specification, reporting systems, level of technology: existing software, hardware, data transfer, etc.; mechanisms of information sharing, networking and accessibility; human resources (specialists, users, collectors); budget expenditure; on-going and planned projects (macro, sectoral and agency level); and institutional arrangements: responsibilities, coordination and co-operation.
- (2) Survey of information needs (users and uses of the NFIS; planning, monitoring and evaluation; reporting requirements (international, national, institutional); and gaps in the existing information and access to information.
- (3) Road map (action plan) for the strengthening of the NFIS (objectives and targets; system architecture and its elements (modular approach); standardization of data (unified definitions and measurement units); special studies to fill the key data gaps; institutional set-up and responsibilities (data base development and maintenance); networking, information sharing and data access (interagency, central/regional/provincial/TAO/FMU levels, public-private sector/civil society/other stakeholders); advanced Information Technology (IT); capacity building; resource requirements; and priority actions and action plan.

The pre-project applies a broad participatory approach to the improvement of forest information. Stakeholders have been tentatively identified (ITTO 2006) and the key stakeholders have participated in the elaboration of this proposal<sup>3</sup>. Both the NGO community and the private sector were specifically consulted on the project idea in consultation meetings<sup>4</sup>. There was a common understanding about the need for strengthening of the information systems and some stakeholders indicated their willingness to share the data base/information they have.

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<sup>3</sup> The key elements of the pre-project proposal were developed through group work sessions during the ITTO training course on project preparation organized March 21 to 23 in Bangkok (ITTO 2007).

<sup>4</sup> Two stakeholder meetings were organized in Bangkok on March 27, 2007. The participants in the NGO meeting included Seub Nakasatian Foundation, Thailand Environment Institute, WWF Thailand, RECOFTC, Wildlife Conservation Society, Sustainable Habitat Foundation, Forest Alumni Association, and the DANIDA-funded JoMPA project. The participants of the private sector meeting represented Fancy Wood, Sun Wood Industries Public Co., Thai Som Boon Industrial CO., Shun Thai Co., and Thai Furniture Industry Association.

**During the pre-project, in connection with the first meeting of the Inter-Agency Task Force, stakeholders are invited as observers to assist in the identification of the NFIS priorities, information needs and their possibilities to participate in the implementation. A national-level stakeholder workshop is organized towards the end of the pre-project, to validate the findings of the feasibility study (including the proposed elements for the follow-up project proposal).**

During the process **two** regional workshops are organized with the participation of the regional, provincial, district, TAO and community level representatives together with various local stakeholders in order to gain a full understanding on the information needs and data availability at different levels of administration as well as among forest owners and managers, forest users and other stakeholders.

Thematic working groups are set up to work on the specific components of the NFIS. The following groups has been tentatively identified: (i) production and consumption of wood and wood products, (ii) NTFPs, (iii) control of illegal logging and trade, (iv) resource assessment, and (v) international reporting. **This is the critical stage of the project which should produce the draft feasibility study and action plan. There is a need for interaction between thematic working groups during the work process and therefore two months are needed for this phase. During the process various involved agencies and stakeholders are also made committed to the NFIS through their involvement in the design work. The thematic groups involve participants from different relevant agencies and stakeholder organizations.**

An Inter-agency Working Group is established to serve as the core operational team of the pre-project. It has the following tasks (i) facilitate the coordination of the execution of the feasibility study, (ii) arrange individual agency inputs for the preparation of the review of the existing data and data bases and information needs, (iii) review draft proposal for the strengthening of NFIS, and (iv) validate the road map, priority action plan and the project proposal.

A team of two national consultants (forestry, information systems) is contracted to provide core expertise for (i) analysis and integration of inputs from the various participating agencies and their offices, (ii) execution of the survey of information needs among various other stakeholders, (iii) organization of regional and national workshops, (iv) collection of additional information from other sources, and (v) preparation of the draft feasibility study and its finalization based on the comments received. One of the consultants is working full time in the project also acting as the operational project manager.

An international consultant is recruited to complement the national expertise. S/he provides an input in the beginning of the pre-project assisting in (i) the elaboration of the detailed work plan, (ii) design of the methodology of the survey of information needs, and (iii) on-the-job training of the national experts and consultants. During the second phase of the consultant inputs, before the national stakeholder validation workshop, s/he (iv) reviews the result of the feasibility study, (v) analyzes and improves the draft road map and action plan, and (vi) assists in the elaboration of the project proposal to be submitted to ITTO.

The pre-project has a linkage with the project proposal to develop a comprehensive system for Criteria and Indicators for Sustainable Forest Management in Thailand. The national C&I would provide the necessary holistic framework for the development of information system and monitoring procedures.

## **2.4 Activities**

### **Output 1: Feasibility study on strengthening of NFIS**

- 1.1. Preparation of methodology and detailed work plan (included in the Inception Report)
- 1.2 **Establishment of the Inter-agency Working Group**
- 1.3 Data collection on existing information systems
- 1.4 **Meeting of the Inter-Agency Working Group with stakeholder participation**
- 1.5 Data collection on networks, human and financial resources
- 1.6 Review of on-going and planned projects
- 1.7 Review of institutional aspects
- 1.8 Survey of information needs
- 1.9 Analysis of reporting requirements
- 1.10 Organization of **two** regional workshops
- 1.11 **Preparation of first draft feasibility study and action plan by working groups**
- 1.12 Review and elaboration of the second draft and action plan
- 1.13 **Organization of the consultative national workshop (validation)**
- 1.14 Finalization of the feasibility study
- 1.15 **Adoption of the study by the IWG**

**Output 2: Project proposal**

- 2.1 Consultations with implementing and support agencies
- 2.2. Elaboration of project proposal for ITTO



## 2.5 Work Plan

Outputs and Activities	Responsible Party	Schedule (in months)											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>Output 1: Feasibility study on strengthening of NFIS</b>													
1.1.Preparation of methodology and detailed work plan	Project Manager	█											
<b>1.2 Establishment of the IWG</b>	Coordinator		█										
1.3 Data collection on existing information systems	National experts		█										
<b>1.4 Organization of the 1st meeting of the Intre-Agency Working Group</b>	Coordinator		█										
1.5 Data collection on networks, human and financial resources	National consultant		█										
1.6 Review of on-going and planned projects	Project Manager		█										
1.7 Review of institutional aspects	Project Manager		█										
1.8 Survey of information needs	Project Manager		█										
1.9 Analysis of reporting requirements	Project Manager		█										
<b>1.10 Organization of two regional workshops</b>	Project Manager			█									
<b>1.11 Preparation of first draft feasibility study and action plan by workshop</b>	Project Manager			█									
<b>1.12</b> Review of first draft and elaboration of second draft	International consultant			█									
<b>1.13 Organization of the national workshop</b>	Project Manager			█									
<b>1.14</b> Finalization of the feasibility study	Project Manager			█									
<b>1.15 Adoption of the study/action plan by the IWG</b>	Coordinator							█					
<b>Output 2: Project proposal</b>													
2.1 Consultations with implementing and support agencies	Coordinator							█					
2.2. Elaboration of project proposal for ITTO	Project Manager							█					

## 2.6 Inputs and Budget

<b>Budget by Component</b>		<b>Total</b>	<b>Year 1</b>
<b>10</b>	<b>Project Personnel</b>	<b>87 750</b>	<b>87 750</b>
	11 National experts	31 500	31 500
	12 National consultants	41 250	41 250
	14 International consultants	15 000	15 000
<b>20</b>	<b>Sub-contracts</b>	<b>0</b>	
<b>30</b>	<b>Travel</b>	<b>17 295</b>	<b>17 295</b>
	31 Daily subsistence allowance	8 345	8 345
	32 Travel cost international	2 800	2 800
	33 Travel cost national	6 150	6 150
<b>40</b>	<b>Capital items</b>	<b>0</b>	
<b>50</b>	<b>Consumables</b>	<b>0</b>	
<b>60</b>	<b>Miscellaneous</b>	<b>4 700</b>	<b>4 700</b>
	61 Workshop logistic costs	4 700	4 700
	<b>Sub-total</b>	<b>109 745</b>	<b>109 745</b>
<b>80</b>	<b>Monitoring, evaluation</b>	<b>6 260</b>	<b>6 260</b>
	81 Monitoring	0	0
	82 Evaluation ex post		
	83 ITTO Programme Support Costs (8%)	6 260	6 260
<b>90</b>	<b>Refund of preproject costs</b>		
<b>100</b>	<b>Total</b>	<b>116 005</b>	<b>116 005</b>
		<b>Sub-total 1</b>	<b>78 245</b>
		<b>78 245</b>	
	81 ITTO monitoring and evaluation	0	0
	82		
	81 ITTO programme support (8%)	6 260	6 260
	<b>Sub-total 2</b>	<b>6 260</b>	<b>6 260</b>
	90	0	0
	<b>ITTO TOTAL</b>	<b>84 505</b>	<b>84 505</b>

<b>ITTO Budget</b>		<b>Total</b>	<b>Year 1</b>
<b>10</b>	<b>Project Personnel</b>	<b>56,250</b>	<b>56,250</b>
	11 National experts	0	0
	12 National consultants	41,250	41,250
	14 International consultants	15,000	15,000
<b>20</b>	<b>Sub-contracts</b>	<b>0</b>	
<b>30</b>	<b>Travel</b>	<b>17,295</b>	<b>17,295</b>
	31 Daily subsistence allowance	8,345	8,345
	32 Travel cost international	2,800	2,800
	33 Travel cost national	6,150	6,150
<b>40</b>	<b>Capital items</b>	<b>0</b>	
<b>50</b>	<b>Consumables</b>	<b>0</b>	
<b>60</b>	<b>Miscellaneous</b>	<b>4,700</b>	<b>4,700</b>
	61 Workshop logistic costs	4,700	4,700
	<b>Sub-total</b>	<b>78,245</b>	<b>78,245</b>
<b>80</b>	<b>Monitoring, evaluation</b>	<b>6,260</b>	<b>6,260</b>
	81 Monitoring	0	0
	82 Evaluation ex post		
	83 ITTO Programme Support Costs (8%)	6,260	6,260
<b>90</b>	<b>Refund of preproject costs</b>		
<b>100</b>	<b>Total</b>	<b>84,505</b>	<b>84,505</b>

#### **RTG BUDGET**

		<b>Total</b>	<b>Year 1</b>
10	Project Personnel	31 500	31 500
20	Subcontracts	0	0
30	Travel	0	0
40	Capital items	0	0
50	Consumables	0	0
60	Miscellaneous	0	0
70			
	<b>Subtotal 1</b>	<b>31 500</b>	<b>31 500</b>
80		0	0
81		0	0
82		0	0
83		0	0
90		0	0
<b>TOTAL</b>		<b>31 500</b>	<b>31 500</b>

## TOTAL BUDGET BY ACTIVITY

Outputs/Activities	10	20	30	40	50	60	Total
	Personnel	Sous-contracts	Travel	Capital items	Consumables	Miscellaneous	
<b>Output 1</b>	81 350	0	17 295	0	0	4 700	103 345
Activity 1.1	7 500		2 900				10 400
Activity 1.2	700					300	1 000
Activity 1.3	10 900						10 900
Activity 1.4	700		1 025			500	2 225
Activity 1.5	4 200						4 200
Activity 1.6	1 950						1 950
Activity 1.7	1 950						1 950
Activity 1.8	10 000		2 520				12 520
Activity 1.9	1 950						1 950
Activity 1.10	8 650		4 900			600	14 150
Activity 1.11	18 400					2 000	20 400
Activity 1.12	10 000		3 900				13 900
Activity 1.13	1 250		2 050			1 000	4 300
Activity 1.14	3 200						3 200
Activity 1.15						300	300
<b>Product 2</b>	6 400		0	0	0		6 400
Activity 2.1	1 400						1 400
Activity 2.2	5 000						5 000
<b>Subtotal</b>	<b>87 750</b>		<b>17 295</b>	<b>0</b>	<b>0</b>	<b>4 700</b>	<b>109 745</b>
ITTO monitoring and evaluation							0
Evaluation ex-post							
ITTO Program Support (8%)							6 260
<b>Total</b>							<b>116 005</b>
ITTO Contribution							84 505
RTG Contribution							31 500

BUDGET BY ACTIVITY, COMPONENT AND YEAR									
Outputs/Activities	Code	No.	Inputs	No.	Unit	Unit cost (USD)	Sub-total	Total (USD) Year 1	Source
Output 1							116,145	103,345	
Activity 1.1									
	12.1	1	Project Manager	1	m/m	2500	2500	2500	ITTO
	14.1	1	International Consultant	0.5	m/m	10000	5000	5000	ITTO
	32.2	1	Return air ticket to Bangkok	1	lumpsum	1400	1400	1400	ITTO
	31.2	1	DSA	15	days	100	1500	1500	ITTO
Activity 1.2	61	1	Meeting logistics	1	lumpsum	300	300	300	ITTO
	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
Activity 1.3	11.2	3	National experts (RFD, DNP, DMCR)	2	m/m	1,400	8,400	8,400	RTG
	12.1	1	Project Manager	1	m/m	2,500	2,500	2,500	ITTO
Activity 1.4	61	1	Meeting logistics	1	lumpsum	500	500	500	ITTO
	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
	31	5	DSA participants	1	day	55	275	275	ITTO
	33	5	Travel cost participants	1	lumpsum	150	750	750	ITTO
Activity 1.5	11.2	3	National experts (RFD, DNP, DMCR)	1	m/m	1,400	4,200	4,200	RTG
Activity 1.6	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
	12.1	1	Project Manager	0.5	m/m	2,500	1,250	1,250	ITTO
Activity 1.7	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
	12.1	1	Project Manager	0.5	m/m	2,500	1,250	1,250	ITTO
Activity 1.8	12.2	2	National consultants	2	m/m	2,500	10,000	10,000	ITTO
	33.1	2	Travel costs	2	lumpsum	300	1,200	1,200	ITTO
	31.1	2	DSA consultants	12	day	55	1,320	1,320	ITTO
Activity 1.9	12.1	1	Project Manager	0.5	m/m	2,500	1,250	1,250	ITTO
	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
Activity 1.10	12.2	2	National consultant	0.5	m/m	2,500	2,500	2,500	ITTO
	12.1	1	Project Manager	0.5	m/m	2,500	1,250	1,250	ITTO
	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
	11.2	3	National experts (RFD, DNP, DMCR)	1	m/m	1,400	4,200	4,200	RTG
	61	2	Workshop logistics	1	lumpsum	300	600	600	ITTO
	31	2	DSA participants	20	day	55	2,200	2,200	ITTO
	33	2	Travel cost participants	15	lumpsum	50	1,500	1,500	ITTO
	33	2	Travel costs resource persons	6	lumpsum	100	1,200	1,200	ITTO
Activity 1.11	12.1	1	Project Manager	2	m/m	2,500	5,000	5,000	ITTO
	11.1	6	National experts (RFD, DNP, DMCR)	1	m/m	1,400	8,400	8,400	RTG
	12.2	2	National consultant	1	m/m	2,500	5,000	5,000	ITTO
	61	4	Working groups logistics costs	1	lumpsum	500	2,000	2,000	ITTO
Activity 1.12	14.1	1	International Consultant	1	m/m	10,000	10,000	10,000	ITTO
	32.2	1	Return air ticket to Bangkok	1	lumpsum	1,400	1,400	1,400	ITTO
	31.2	1	DSA	25	days	100	2,500	2,500	ITTO
Activity 1.13	61	1	Workshop logistics	1	lumpsum	1,000	1,000	1,000	ITTO
	12.1	1	Project Manager	0.5	m/m	2,500	1,250	1,250	ITTO
	31	10	DSA participants	1	day	55	550	550	ITTO
	33	10	Travel cost participants	1	lumpsum	150	1,500	1,500	ITTO
Activity 1.14	12.2	1	National consultants	0.5	m/m	2,500	1,250	1,250	ITTO
	12.1	1	Project Manager	0.5	m/m	2,500	1,250	1,250	ITTO
	11.1	1	Project Coordinator	0.5	m/m	1,400	700	700	RTG
Activity 1.15	61	1	Meeting logistics	1	lumpsum	300	300	300	ITTO
Output 2							6,400	6,400	
Activity 2.1	11.1	1	Project Coordinator	1	m/m	1,400	1,400	1,400	RTG
Activity 2.2	12.1	1	Project Manager	1	m/m	2,500	2,500	2,500	ITTO
	13.1	2	National consultants	0.5	m/m	2,500	2,500	2,500	ITTO
<b>Subtotal ITTO</b>								<b>78,245</b>	
<b>Subtotal RTG</b>								<b>31,500</b>	
<b>Subtotal</b>								<b>109,745</b>	
ITTO monitoring and evaluation									
ITTO Program Support 8%								<b>6,260</b>	

**The personnel inputs of the pre-project are as follows:**

**Paid by RTG (Executing Agency)**

<b><u>Project Coordinator</u></b>	<b><u>4.5 man-months</u></b>
<b><u>National Experts</u></b>	<b><u>18.0 man-months totaling 22.5 man-months</u></b>

**Paid by ITTO**

<b><u>Project Manager</u></b>	<b><u>8.0 man-months</u></b>
<b><u>International Consultants</u></b>	<b><u>1.5 man-months</u></b>
<b><u>National Consultants</u></b>	<b><u>8.5 man-months totaling 18 man-months</u></b>

## PART III. IMPLEMENTATION ARRANGEMENTS

### 3.1 Pre-Project Management

The Ministry of Environment and Natural Resources (MoNRE) of Thailand is responsible for the implementation of the project. Within the Ministry, the Executing Agency will be the Royal Forest Department (RFD). Its profile is presented in Annex 1.

The following government agencies participate as collaborating agencies: Department of National Parks, Wildlife and Plant Protection (DNP), and Department of Marine and Coastal Resources (MACR). The collaborating agencies provide the national experts participating in the pre-project activities.<sup>5</sup> Each Office or Section prepares its own contribution detailing existing data and information needs. There is an Inter-Agency Working Group for ensuring full engagement of the relevant government agencies in the work.

Other stakeholders participating in the Pre-Project Steering Group include<sup>6</sup>:

- Forest Industry Organization (FIO)
- Private sector: Thailand Furniture Association, Forest Plantation Owner Association
- NGOs: Thailand Environmental Institute (TEI), NGO-CORD, RECOFTC, WWF (Thailand), Thailand Wildlife Fund, Sustainable Habitat Foundation
- Other civil society: Forestry Alumni Association
- Academic institutions: the Forestry Faculty of the Kasetsart University

These stakeholders provide information on their own data needs as well possibilities to provide data to the NFIS.<sup>7</sup>

**RFD designates a Project Coordinator and her/his team comprising expertise in information systems, research, and a technical assistant. The Project Coordinator is responsible for the operational coordination work and oversees the project implementation (see Organization chart), and the production of outputs.** A full-time Project Manager (national consultant) is recruited for the operational management of the project. S/he works in the RFD headquarters.

**The Executing Agency establishes an Inter-Agency Working Group, consisting of its own representatives and representatives of the collaborating agencies which works with consensus as far as possible.**

### 3.2 Monitoring and Reporting

The responsibility for the internal monitoring of the pre-project is vested with RFD, and more specifically the **Project Coordinator**. Monitoring focuses on (i) the achievement of the milestones of the Work Plan, (ii) timing and quality of outputs, as well as (iii) the deployment of the pre-project resources. Monitoring is based on (a) the documentary evidence, (b) oral reporting by the Coordinator and Project Manager as well as (c) interviews with stakeholder group representatives.

Pre-project monitoring and reporting will be in accordance with the September 2006 version of the ITTO Manual for Project Monitoring. Review, Reporting and Evaluation. Reporting on the pre-project implementation include (i) an inception report, (ii) a mid-term progress report (after six months from the project start-up), (iii) project financial report with an audited financial statements (within three months from the project completion) and (iv) project completion report (within three months from the project completion). In addition, (v) technical reports are produced as defined in section 2.2.

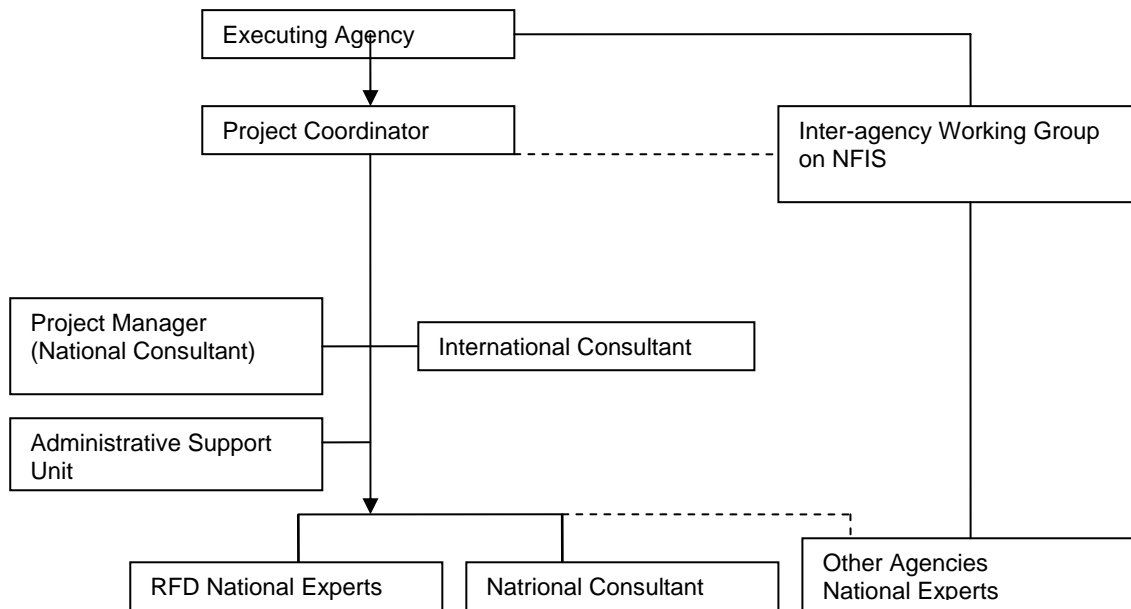
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<sup>5</sup> These agencies participated in the elaboration of the Pro-project Proposal during the training course organized on March 21 to 23, 2007 (ITTO 2007)

<sup>6</sup> Preliminary list to be revised during the inception phase of the pre-project subject to further consultations

<sup>7</sup> These stakeholders confirmed their interest in participating in the project and willingness to share information during the stakeholder meetings organized in Bangkok on March 27, 2007

The IWG meets shortly after the submission of the Inception report to organize its work. Stakeholders are invited to its first formal meeting as observers. The IWG meets thereafter as needed including once before the national validation workshop and once at the end of the Pre-project to adopt the final report..



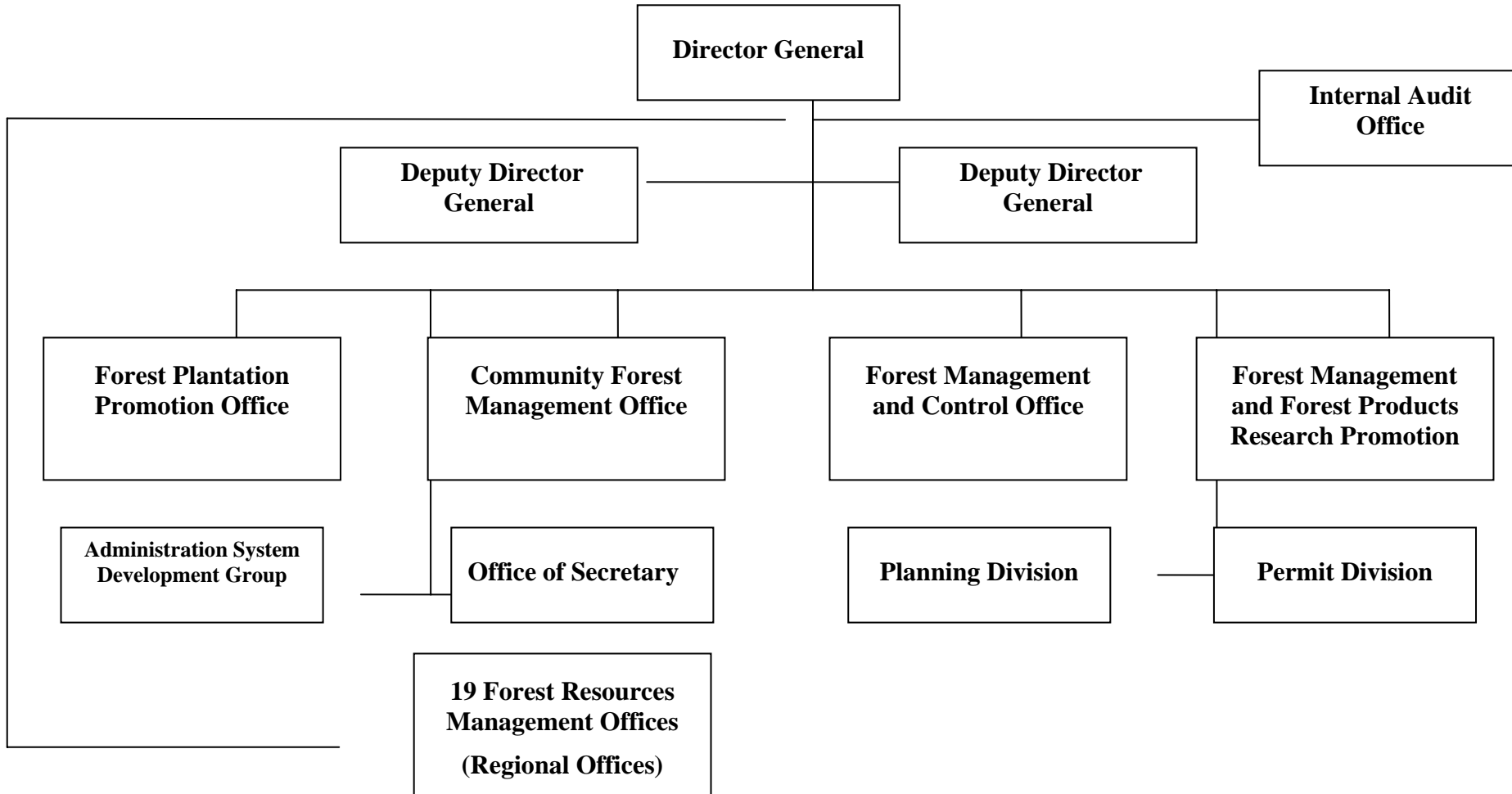


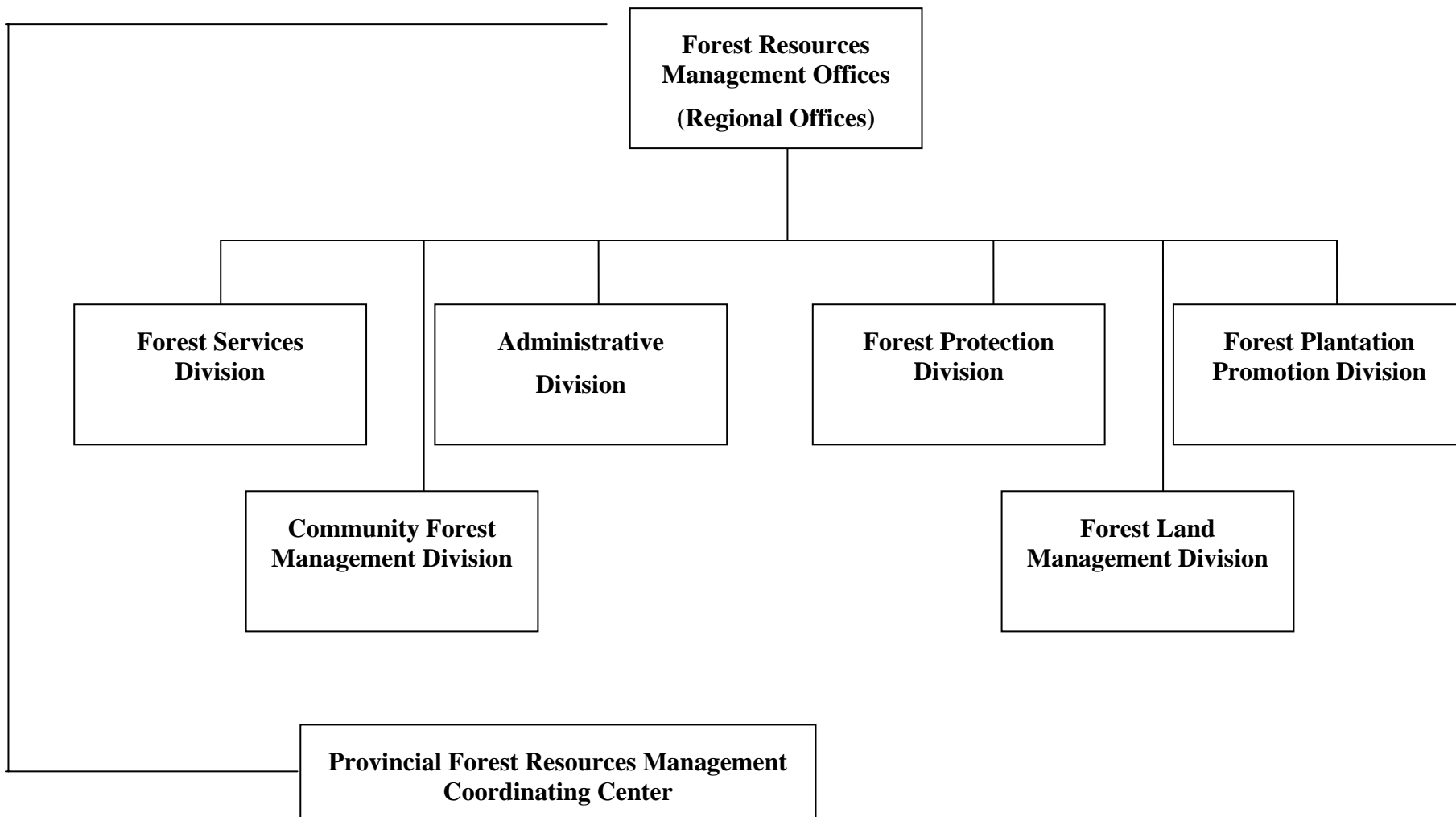
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ANNEX I

PROFILE OF THE EXECUTING AGENCY





## ANNEX II

### PERSONNEL PROVIDED BY THE GOVERNMENT/EXECUTING AGENCY

- **Project Coordinator** will have an advanced science degree (M.S. or Ph.D) in subjects related to information science, forest management, forest economics, or environmental sciences. He/she will have a minimum of 5 years experience in interdisciplinary and multidisciplinary approaches in developing information systems for the forestry sector, and a demonstrated ability in managing/coordinating projects, and a practical experience in working with government administration, local communities, NGOs, private sectors, academic institutes and other stakeholders. **Significant experience in information systems from any sector is a requirement for the Coordinator.**
- **National experts** will have a science degree (BSc) in subjects related to information science, forest management, forest economics, silviculture, forest ecology or environmental science. He/she will have a minimum of 5 years experience working in interdisciplinary and multidisciplinary approaches in forestry/environmental field and demonstrated ability in working with government administration, local communities, NGOs, forest owners etc.

## ANNEX III

### TERMS OF REFERENCE OF PROJECT CONSULTANTS TO BE FUNDED BY ITTO

#### 1. National Consultant Project Manager (Forest Information Specialist) (8 months)

The National Consultant Project Manager has the following duties:

- Preparation of draft methodology and detailed work plan (included in the Inception Report)
- Facilitation of the work of the Inter-Agency Working Group
- Organization of data collection on existing information systems with the assistance of the IAWG members
- Preparation of the design of the survey of the information needs (with an input from the International Consultant)
- Organization of 1st national workshop (preparation of program, logistics, invitations, workshop report etc.)
- Organization of data collection on networks, human and financial resources
- Data collection and review of on-going and planned projects related to information system in cooperation of the projects staff
- Review of institutional aspects related to NFIS
- Analysis of national and international reporting requirements to identify commonalities and possibilities for rationalization
- Organization of four regional workshops
- Facilitation of the elaboration of the thematic elements of the NFIS by thematic working groups
- Preparation of first draft feasibility study and its recommendations
- Organization of second consultative national workshop (validation)
- Finalization of the feasibility study based on the inputs from the second national workshop as well as the guidance given by the International Consultant

#### *Qualifications:*

Advanced science degree (M.S. or Ph.D) in subjects related to information science, forest management, forest economics, or environmental sciences. He/she will have a minimum of 7 years working experience including in interdisciplinary and multidisciplinary approaches in developing information systems for the forestry sector, and a demonstrated ability in managing projects. Practical experience in working with government administration, local communities, NGOs, private sectors, academic institutes and other stakeholders would be desirable. **Significant experience in information systems from any sector is a requirement for the consultancy.**

#### 2. National Consultant (Information Systems Specialist) (6 months)

The National Consultant has the following duties:

- Review of the existing information systems based on the data collected from agencies to identify overlaps, complementarities and synergies in data collection, data bases and reporting
- Review of the level of technology: existing software, hardware, data transfer, etc.
- Information sharing, networking and accessibility
- 
- Organization of data collection on information needs including carrying out the interviews with key stakeholders at different levels of organization
- Preparation of an analysis of the current networks, human resources and financial resources
- Facilitation of the elaboration of selected thematic elements of the NFIS by thematic working groups
- Preparation of inputs for the feasibility study and the roadmap on the following aspects: system architecture and its elements (modular approach), standardization of data (unified definitions and measurement units), Networking, information sharing and data access (interagency, central/regional/provincial/TAO/FMU levels, public-private sector/civil society/other stakeholders), advanced Information Technology (IT), capacity building, and resource requirements
- Acting as a resource person in national and regional workshops
- Provide selected inputs to the feasibility study and the roadmap

*Qualifications:*

Advanced science degree (M.S. or Ph.D) in subjects related to information science and/or natural resource management/forestry. He/she will have a minimum of 5 years working experience in developing and operating information systems for the natural resource sectors, and a demonstrated ability for information system design. **Significant experience in information systems from any sector is a requirement for the consultancy.**

**3. International Consultant (Forest Information Systems Specialist) (1.5 months)**

The International Consultant has the following duties:

**Phase 1 (0.5 months)**

- Review of the background documentation on the NFIS in Thailand
- Provision of advice to the Project Coordinator/Project Manager in the elaboration of the detailed work plan
- Preapration of the design of the the methodology of the survey of information needs
- Provision of on-the-job training of the national experts and consultants participating in the pre-project through short training sessions on different aspects of NFIS
- Act as resource person in the first national workshop

**Phase 2 (one month)**

- Review of the results of the draft feasibility study
- Provision of inputs to improvement of the draft feasibility study and the the draft roadmap (action plan)
- Provision of assistance to the Project Coordinator/Project Manager in the elaboration of the project proposal to be submitted to ITTO.
- Act as resource person in the second national workshop

*Qualifications:*

Advanced science degree (M.S. or Ph.D) in subjects related to information science, forest management, forest economics, or environmental sciences. He/she will have a minimum of 7 years working experience in developing and operating forest information systems with an understanding of the international and national reporting requirements as well as knowledge on interdisciplinary and multidisciplinary approaches in developing information systems for the forestry sector. **Significant experience in information systems from any sector is a requirement for the consultancy.**

## ANNEX IV

### COMMENTS OF THE PANEL OF EXPERTS AND MODIFICATIONS OF THE PROJECT PROPOSAL

Comment of the Panel	Modifications implemented
1. Revise the duration of the preproject proposal to accomplish pre-project activities in a shorter time	The pre-project duration was shortened to 8 months. Respective changes were made in the Activities (section 2.4), Work Plan (section 2.5) Inputs and Budget (section 2.6 )
2. Clarify the scope of the project by indicating that the system will include statistical data on forest resources, forestry operations and product markets.	The requested clarification was added in Section 2.3.
3. Change the budget and duration of each consultancy to account for the shorter period of time necessary for the pre-project, and specify the total amount of national experts and national consultants to be hired	The amount and duration of consultancies were reduced to what was considered a minimum in Inputs and Budget (Section 2.6). The total amounts of personnel inputs were added in the end of section 2.6.
4. Change the number of regional workshops from four to two and the number of stakeholder workshops from two to one.	The requested changes were made in the list of Activities (section 2.4) and the Input and Budget (section 2.6) as well as in Implementation Strategy (section 2.3). In order to maintain the principle of early consultation with stakeholders with reduced costs, they are invited to the first formal meeting of IWG as observers to express views on the needs and priorities to be considered during the design of the NFIS.
5. Reduce project personnel, possibly by omitting the position of Project Leader and 'update the project personnel chart on page 12,	The project personnel inputs were reduced (section 2.6). The position of Project Leader was eliminated (section 3.1 and Annex III ). The organization chart of the pre-project was adjusted accordingly .
6. Omit the Project Steering Committee (PSC) meeting from the chart on page 12 and from the discussion on page 7 7. since a PSC is not a necessary part of a pre-projed	PSC was eliminated in the organization and the organization chart was adjusted accordingly (section 3.1). Relevant parts of the PSC duties were transferred to Inter-Agency Working Group (section 3.1).
7. Modify the 'qualifications' section of the Terms of Reference for all consultants to specify that significant experience in information systems from any sector is a requirement for the consultancy.	The addition was made to the qualifications of all the consultants of the pre-project (Annex III ).
8. Redistribute budget according to revised timeframe and pre-project activities	The budget tables (section 2.6) were revised accordingly. The changed lines are indicated in bold and underlined.
9. Omit ITTO Monitoring and Evaluation costs from pre-project budget	These costs were omitted from the budget (section 2.6).
10. Provide an Annex which shows the remrnments of the 34th Expert Panel and the respective modifications in tabular form. Modifications should be highlighted (bold and underlined) in the text	This is the requested annex.