



FOOD AND AGRICULTURE  
ORGANIZATION  
OF THE UNITED NATIONS

THE NATIONAL  
FOREST PROGRAMME  
FACILITY



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## Launching of the National Forest Programme Facility for Jamaica

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### **INTRODUCTION**

In February 2004 the Forestry Department of Jamaica and the National Forest Programme Facility signed a partnership agreement to facilitate the further development of Jamaica's Forestry Programme.

#### **What is a National Forest Programme?**

The national forest programme (nfp) is more than a document. It encompasses a wide range of approaches to the process of planning, programming and implementing forest activities in a country to be applied at national and/or district levels, based on a common set of guiding principles. It is a reflection of what society wants to do with its national forest resources.

The purpose of national forest programmes is to establish a workable social and political framework for the conservation, management and sustainable development of all types of forests, which in turn will increase the effectiveness and efficiency of public and private operational and funding commitments.

National forest programmes require a broad inter-sectoral approach at all stages, including the formulation of policies, strategies and courses of action, as well as their implementation, monitoring and evaluation.

The National Forest Management and Conservation Plan of 2001 forms the basis of Jamaica's ongoing and evolutionary National Forest Programme.

This partnership is based on a Concept Note, which was prepared by the Forestry Department. The Concept Note sets the framework for the implementation of the Facility support for the nfp process in Jamaica with up to US 300,000 over a period of three years.

The main purpose of the partnership agreement is to enable and assist forest stakeholders to contribute meaningfully to the development of Jamaica's National Forest Programme. The support is provided through the allocation of Facility Grants to stakeholders and, thus, everyone who has an interest in development of Jamaica's forest can apply for such a grant.

Usually this can be a NGO or any other community based organisation. In the Jamaica context it could be a Local Forest Management Committee. Universities or other research institutions and non profit foundations are also eligible for grant funding. Two main requirements are to be met: the organisation (group) must be based in Jamaica and must be able to contribute approx. 20 % of the resources to implement the proposed activity.

Under Facility grants, funds are expected to be spent mainly on:

- workshops, fora, and in-service training;
- policy analysis and other specific studies;
- information sharing and knowledge management initiatives

## **FACILITY GRANTS AND TYPES OF ACTIVITIES FOR SUPPORT**

### **Indicative List of Types of Activities that can be Supported by Facility Grants**

- (a) Strengthening the capacity of the national actors to manage the national forest programme process in a participatory manner by improving skills in and mechanisms for:
- negotiation, consultation, participative decision-making and monitoring
  - reviewing, updating and adjusting the national forest programme
  - conflict resolution and conflict management
  - meeting facilitation, promotion of stakeholder involvement and building stakeholder satisfaction
  - creation of platforms for the negotiation of cross-sectoral issues
  - coordination with broader frameworks for sustainable development, especially strategies for poverty reduction and environment
  - effective and result oriented target setting by groups and institutions
- (b) Supporting civil society participation in the national forest programme process with special focus on the forest dependent and marginalised groups by:
- creating civil society action groups for monitoring forestry situations
  - mobilizing civil society action in support of sustainable forest management and conservation
  - creating skills and mechanisms for improved involvement of CBO's and local NGO's, especially those representing the interest of forest dependent people and the rural poor, in the national forest programme process.
- (c) Promoting transparency and accountability and improving availability and access to information and knowledge by
- defining the key sectoral information needs for the national forest programme process (e.g. status and potential of the forest resource, supply and demand of forest products and services, trade, sectoral contribution to local and national development, current resource use, financial flows, etc.);
  - addressing the availability and quality of existing information through improved systems for information collection, storage, publication and dissemination, and through specific studies to fill key gaps in information and knowledge
  - defining the key information needs regarding extra-sectoral and cross-sectoral issues and addressing key information gaps through specific studies and other means
  - identifying internal and external funding mechanisms and defining how these can be best accessed
  - designing and putting in place local/national information management and communication strategies to ensure transparency of national forest programme processes and informed participation of key actors
  - designing and implementing sectoral monitoring and reporting systems
  - publishing statistical information (basic forestry statistics) needed for the monitoring of national forest programme implementation

(d) Nurturing efforts to negotiate, formulate and put in place appropriate national policies and policy instruments by supporting skills development related to:

- sector and policy analysis and strategic planning
- national initiatives and processes to foster enabling conditions for sustainable forest management (eg. legal and regulatory frameworks, financial mechanisms for SFM, effective and equitable benefit sharing mechanisms, Criteria and Indicators for SFM, decentralisation and devolution of resource management, valuation of forest products and services, etc.);
- coordination with other regional and global activities relevant to national policies and policy instruments
- building linkages between forest related international agreements and the national forest programme

(e) Facilitating efforts to make effective use of local and national knowledge and capabilities by:

- reviews of existing studies and literature on indigenous and local forest-related knowledge (e.g. regarding traditional uses and management systems, customs, cultural and religious values, etc.);
- analysis of experiences in pilot projects and programmes and identification of best practices
- action-oriented studies to surface and assemble local knowledge

(f) Sharing regional and international knowledge and experience through:

- accessing and making use of the information available at the global level and adapting this to the local situation
- providing targeted information on specific issues critical to the national forest programme process (tailored information provision including translations)
- networking between national focal points to exchange experience, ideas, plans and prospects
- participation in regional and/or international courses/workshops/seminars and study tours on topics relevant to the national forest programme process networking between national forest knowledge sources and relevant international communities of practice on issues relevant to the national forest programme (identification of relevant communities of practice and provision of contacts).

## **ELEMENTS FOR THE APPLICATION FOR A FACILITY GRANT**

### **PROPOSAL OUTLINE AND FORMAT**

#### **I Executive Summary**

Including process used and parties involved in the preparation of the proposal and its dissemination towards stakeholders

#### **II Problem**

What are the specific problems or issues to be addressed that have not already been supported? (Gap analysis would be useful here)

#### **III Sector Setting**

How these problems/issues link to country's overall public sector reform process, national forest policy, national forest programme process etc.?

#### **IV Current Action**

What stakeholders are currently doing about these problems/issues and what steps had been taken previously--with local or donor funding-- to resolve them?

What are the existing types of partnership with stakeholders to address these issues?

#### **V Proposed Action**

What action will be taken with the Facility funds to resolve these problems/issues?

What partnership will be established and with whom? What mechanisms will guarantee involvement of stakeholders in the proposed action?

Is assistance from any other source being received or requested for this purpose?

#### **VI Action Impact**

What impact will the proposed programme have on socially, economically and environmentally sustainable development?

How will this effort broaden forest stakeholders' involvement and commitment to these goals?

#### **VII Monitoring & Evaluation**

What indicators will be used to monitor results and how will they be evaluated?

What are the feedback mechanisms for stakeholders?

#### **VIII Institutional Setting**

Who will manage the programme and does this require incremental staff?

Add organizational chart.

## **IX Workplan and Budget**

For Facility funds, present in clear tabular form showing description of task, unit costs number of participants and days (for workshops and training) and total costs; use the following categories:

- Consultants
- Contracts
- Travel
- Training (including workshops and awareness campaign)
- Expendable procurement
- Non -expendable procurement
- General operating expenses

For counterpart funds, just show the amount per account heading. Show implementation schedule for each main component.

## **THE PROCEDURE TO ALLOCATE FACILITY GRANTS**

The first and important step is that Facility is known within the “forest related community” of Jamaica so that as many forest stakeholders as possible have the chance to apply.

A date will be set until which applications can be submitted for the first year’s cycle. In total the programme runs for three years.

The applications for the grants are to be sent to the Forestry Department and the Facility will organise an independent evaluation against a list of predefined criteria. The following box shows those criteria.

The Facility concludes a Facility Grant contract with the selected stakeholder. A standard procedure for FAO is a so-called “Letter of Agreement or LoA” which spells out who has to do what and from when to when. It is a rather simple format and in practice it contains and summaries what was proposed in the application to obtain Facility grant.

The number and size of Facility Grants per country depend on the country needs and the amount of funds indicated in the Facility Agreement. In the case of Jamaica it is US\$ 100,000 for the first year. Approximately 30 % of the funds for the first year are earmarked for the Forestry Department. As a rule of thumb individual proposals should not exceed Jam \$ 800,000. In general, preference will be given to a larger number of smaller proposals than providing large funding to only a few initiatives. The idea is to reach and facilitate activities of as many stakeholders as possible.

The grant holder will be required to report to the Facility under a standardized format. Financial reporting of the Facility Grant will be in line with FAO standards. The idea is to keep reporting requirements at a minimum and at the same time ensure that the proposed activities were implemented and the expected outcomes obtained.

Positive results in the evaluations will certainly increase the possibility of the grant holder to successfully apply for follow-up support.

## **ELIGIBILITY AND CRITERIA TO ALLOCATE FACILITY GRANTS TO STAKEHOLDERS**

### **Eligibility**

1. The beneficiary must be located in Jamaica;
2. The beneficiary must be a stakeholder in the national forest programme process;
3. The beneficiary must be a non-profit making organisation
4. The grant must support priorities of the Jamaica national forest programme process;
5. The beneficiary must be ready to provide a contribution, from own or other resources, equivalent to at least 20% of the eligible cost of the activity supported by the Facility.

### **Broad criteria to select stakeholder applications for Facility grants**

The selection aims at grants that provide the highest value added and play the most catalytic role in view of furthering the national forest programme process. To this end, the following broad criteria will be used to assess stakeholders' applications:

1. Degree to which different stakeholders -- in particular forest-dependent and indigenous people, and private forest industries -- have participated in the design and formulation of the application; higher involvement will be preferred.
2. Degree of consistency of the application with the Facility's strategy to support national forest programmes, in terms of (i) reducing poverty, and integrating the forest sector in other sectors; (ii) developing a national consensus on how to address issues relevant to forests and trees; and (iii) implementing international commitments.
3. Quality of the application in terms of
  - design: logical structure, technical soundness, feasibility, cost-effectiveness;
  - complementarity and co-ordination with existing and/or foreseen development programmes supported from internal or external sources;
  - sustainability;
  - transparency and access to information to all stakeholders;
  - incorporation of training and learning processes.
4. Impact of the proposed grant in terms of
  - social, economic, and environmental benefits;
  - sustainable delivery of goods and services by forests and trees.