

UNITED REPUBLIC OF TANZANIA



MINISTRY OF NATURAL RESOURCES AND TOURISM

TANZANIA FOREST RESEARCH INSTITUTE (TAFORI)

APPLIED RESEARCH IN PARTICIPATORY FOREST MANAGEMENT (PFM)

Assessing and valuing costs and benefits in the establishment and Implementation of Community Based Forest Management and Joint Forest Management

GUIDELINES FOR APPLICATIONS

Background

The National Forestry and Beekeeping Programme (NFPBKP) was established and approved by the Government of Tanzania in November 2001 as an instrument to implement the National Forest and Beekeeping Policies of 1998. The goal of NFPBKP programme is to promote the conservation and use of forest and bee resources to meet local, national and global needs, within an overall framework of Sustainable Forest Management (SFM). Participatory Forest Management (PFM) is a strategy to achieve SFM by encouraging the management or co-management of forest and woodland resources by the communities living closest to the resources, supported by a range of other stakeholders drawn from local government, civil society and the private sector. For several years the Government of Tanzania (GoT) has supported PFM activities in a number of Districts in Tanzania with assistance from Danida through the Participatory Forest Management Component, by Ministry of Foreign Affairs (Finland) through the NFP-ISP and the World Bank under an IDA Credit to the Tanzania Forest Conservation and Management Project.

This document describes the application procedure and formats to be used by institutions wishing to complete for the implementation of this assignment.

General

The total amount allocated to support this programmes is **USD 200,000 over two years**. Total budget may exceed this figure, but if they do, the sources of the additional external financing must be clearly shown. Contributions from participating institutions or other funding sources are strongly encouraged. Electronic versions of the guidelines and formats for applying for this can be found on the National Forestry Programme website (<http://www.nfp.co.tz/>) and on the TAFORI Website (<http://www.tafari.org/>).

Application procedure

Proposals will be reviewed on the competitive basis and one winning consortium selected. To be considered, institutions must develop technical and financial (in single bound documents) which shall be

submitted in six hard copies (one original and 5 copies) together with a covering letter from the lead institution. Applications must comply with the guidelines set out below. Failure to do so will result in disqualification.

Technical Proposals

Due to the complex nature of this assignment, the implementation has been divided into two phases – inception and implementation phase. The total period for both phases is 24 months, with the inception period being. A detailed proposal (research and financial) is to be presented for the first three month, inception phase, with illustrative proposals for the implementation phase. The budgets and workplans for implementation phases will be reviewed and approved after delivery of inception report.

Technical Proposals must be presented in the following formats:

1. **Methodology:** A detailed explanation of how the research institutions will achieve the objectives of the research.
2. **Timetable:** A detailed timetable illustrating the phasing of project activities
3. **Roles of different institutions** (including signed letters of commitment) in undertaking the research, their respective comparative advantages and how all the different player will be co-ordinated.
4. **Names and CVs of key individuals participating in research** and their role (field research, supervision etc), plus their total input in terms of person days.

Financial Proposals

Financial Proposals shall be submitted in USD illustrating annual and total costs for both Tanzanian and International institutions, using the formats contained in the MS Excel Document called "TAFORI Budget Format PFM Research". Detailed (and binding) budgets must be submitted for the first three month, inception phase, and an illustrative budget for the remaining period. The total figure requested from TAFORI cannot exceed USD 200,000.

Given that eligible institutions for this research fund are non-profit of public institutions; all cost items will be made at "cost" basis only. The following budget lines should form your total budget.

1. **Salaries and Emoluments:** This includes salaries, social security, pension contribution, etc., for manpower such as researchers, research assistants, technicians, graduate students, casual labour, etc. The salary level should be in accordance with the current salary structure in the institution and no overheads included. Evidence will be required from institutions wishing to cover salaries and emoluments of prevailing rates within the institution.
2. **Travel Expenditure:** This includes cost of transport, airtickets, cars and vehicles use as well as hotel and food costs while on duty travel. Rate for DSA should conform to existing regulations of partner allowed. Other forms of allowances such as sitting transport, telephone, responsibility, hardship allowance etc. are not permitted. Travel costs for the project activities should strictly be for the project activities such as sample collection, field visits and data collection and shall be base on a mileage rate as follows:

Lorries, tractors: TAS 1, 125/km
Cars, pick-up, 4WD: TAS 575/km
Motorcycles: TAS 250/km

These rates include the cost of fuel and maintenance and assume that the vehicle belongs to the institution. Where hire cars and travel on public means are required these should be budgeted at cost basis. International travel should be on economy class return air fares on the cheapest possible route. Travel expenses for attending conferences, scientific meetings, etc., should be included under item 8 below.

3. **Project and Research equipment.** Items that cost US\$ 500 or more and have life span of at least three years are considered as equipment. Procurement should follow government regulations. The purchased equipment shall remain the property of TAFORI until official transfer has been made to the project executing institution.
4. **Expendable supplies:** The project budget may include expendables such as cartridges, toners, stationery, maps, batteries, etc.
5. **Communication:** Expenses for mailing, telephone calls, fax, etc., may be included in the project budget based on realistic estimates.
6. **Literature:** This category included books, journal articles, reprints, abstract reviews, etc.
7. **Printing and publication:** Expenses for preparing and printing project reports and cost of publishing in scientific journals are included in this category.
8. **Seminars and workshops:** This budget item includes expenses for attending seminars, workshops and conferences related to the area of research. These should include costs for venue, transport of participants (See Section 3) and standard payment of DSA.
9. **Contingency:** A maximum contingency of 5% may be attached to the total budget. Use of this contingency must be approved by TAFORI prior to use.
10. **Administration fees:** Participating institutions may charge a maximum flat rate fee 6% of their total budget as administration fee.

Selection and award process

Selection of the final, winning consortium will be made by TAFORI on the basis of a review of both the research and financial proposals. The scoring will be made on the basis of the following criteria.

- Methodology (Understanding of assignment and proposed workplan) (25%)
- Institutional Capacities, Experience and Complementarity (20%)
- CVs of researchers and their experience in the fields required (25%)
- Financial Proposal (Price, Value for money and co-financing) (30%)

The final decision will be communicated to all institutions that made an application.

Funding agreement

When an application is approved, a formal agreement shall be made between TAFORI and institutions involved. The funds can be transferred direct to the partner institutions' accounts from TAFORI or to the Leading Institution which shall transfer funds to collaborating institutions.

Send or deliver one original and five bound copies of your combined research and financial proposal to The Director General, Tanzania Forestry Research Institute (TAFORI), P.O. Box 1854, Morogoro, Tanzania. Tel/Fax: +255 23 2613725/2614499. E-mail: tafori@morogoro.net; ngara-tz@morogoro.net. Please note that **emailed submission will not be recognized**.

Application deadline

Deadline for submissions is **30th April, 2009 at 15:30 hours**. Applications received after this time will be disqualified.