

# TANZANIA FOREST FUND



*For sustainable financing of forest Management*

## **2017 Call of Project Proposals**

### **Introduction:**

Tanzania Forest Fund (TaFF) is Public Conservation Trust Fund established under the Forest Act Cap. 323 of 2002 as a mechanism to provide long term, reliable and sustainable financial support for enhancing conservation and management of forest resources in mainland Tanzania. The Fund's vision is to be a long term and sustainable funding mechanism for sustaining management of forest resources, and the Fund's mission is to mobilize financial resources for supporting conservation and management of forest resources through funding and facilitating forest development, community forestry initiatives and research in mainland Tanzania. According to section 80 of the Forest Act Cap. 323 of 2002, the objects and purposes of establishing Tanzania Forest Fund are as follows:

- (i) Promote awareness of the importance of the protection, development and sustainable use of forest resources through public education and training;
- (ii) Promote and assist in the development of community forestry directed towards the conservation and protection of the forest resources of the country through the making of grants and providing advice and assistance to groups of persons wishing to form themselves into a group;
- (iii) Promote and fund research into forestry;
- (iv) Assist in enabling Tanzania to benefit from international initiatives and international funds directed towards the conservation and protection of biological diversity and the promotion of sustainable development of forest resources;
- (v) Assist groups of persons and individuals to participate in any public debates and discussions on forestry and in particular to participate in processes connected with the making of an environmental impact assessment;
- (vi) Assist groups of persons and individuals to ensure compliance with the Forest Act; and

- (vii) Promote such other activities of a like nature to those set out in the objects and purposes of establishing Tanzania Forest Fund as will advance the purposes of the Forest Act.

Tanzania Forest Fund involves various stakeholders in an effort to attain its objectives and functions. As such, Tanzania Forest Fund is calling for project proposals.

### **Who can apply?**

Project proposals from individuals, local community groups, non-governmental organizations, faith based organizations, academic institutions, non-academic institutions, research based institutions, private sectors, central government ministries, departments and agencies as well as local government authorities are invited. However, all organizations must be legally registered and evidence of registration should be attached to the project proposals. On the other hand, individual applicants should have two reliable and reputable Guarantors, and approved individual research projects will be administrated through legally established organizations/institutions. Increasingly, for individual applicants, one letter of Guarantee should come from Village/Street Executive Officers of the village/street where the applicants reside, and if the area of project implementation is different from residential area, a letter from Village/Street Executive Officers of the village/street where the project will be implemented should also be submitted.

### **Priority Areas of Funding**

Tanzania Forest Fund will provide/offer grants to project proposals focusing on the following priority areas:

- (i) Forest resources protection, conservation and management.
- (ii) Improvement of livelihood of communities living adjacent to the forest resource base.
- (iii) Applied and adaptive research on forestry.

### **Eligible Activities**

Based on the three priority areas of funding, the following activities (although the list is not exhaustive for the first two priority areas), are considered eligible for TaFF funding. However, in for 2017 call of project proposals, all individuals and institutions/organizations interested in submitted project proposals under the priority area of applied and adaptive research on forestry, will only compete on the themes and sub-themes shown under the priority area of applied and adaptive research on forestry. Kindly be informed that, research project proposals focusing on themes and sub-themes different from those stipulated under the priority area of applied and adaptive research on forestry **will not be** considered for funding/support.

Sub-themes under the priority area **forest resources conservation and management:**

- i) Sustainable management and utilization of forest resources.

- ii) Boundary demarcation and maintenance.
- iii) Participatory forest management.
- iv) Promotion of best practices on management of forest resources.
- v) Tree nurseries establishment and tree planting.

Sub-themes under the priority area **improvement of community livelihoods improvement of livelihood of communities living adjacent to the forest resource base:**

- i) Marketing of forest products.
- ii) Promotion of non-wood forest products.
- iii) Beekeeping and other income generating activities.
- iv) Tree nurseries establishment and tree planting.

Themes and sub-themes under the priority area **Applied and adaptive research on forestry:**

**Theme 1: Plantation forestry and tree improvement**

Sub-themes under this theme are as follows:

- i) Search for new plantation tree species with emphasis on indigenous species.
- ii) Assess effects of forest plantations on water resources, biodiversity and soil health.

**Theme 2: Forestry resource assessment**

Sub-theme under this theme is as follows:

- i) Develop simple forest resource assessment methods for local communities.

**Theme 3: Community and farm forestry**

Sub-themes under this theme are as follows:

- i) Undertake biological evaluation of various Agroforestry technologies for various end uses in sets of ecological zones and farming systems.
- ii) Assess and provide/develop management techniques/guidelines for woodlots and tree outside the forests (ToF).

**Grants Types:**

Three types of grants offered by Tanzania Forest Fund are as follows:

- (i) Small Grants – amounts not exceeding Tanzania Shillings (TZS) 5 million.
- (ii) Medium Grants – amounts exceeding TZS 5 million, but not exceeding TZS 20 million.
- (iii) Large Grants – amounts exceeding TZS 20 million, but not exceeding TZS 50 million.

**Types of Assistance:**

Tanzania Forest Fund offers three types of assistance to grantees as elucidated hereunder:

- (i) **Monetary assistance** - Tanzania Forest Fund could provide financial assistance to support implementation of approved interventions/project activities.
- (ii) **Material assistance** - Tanzania Forest Fund could provide required materials including facilities and equipment.
- (iii) **Technical assistance** - Tanzania Forest Fund could provide technical assistance to grantees by hiring professionals to offer the requested services.

**Selection criteria:**

Primarily, Tanzania Forest Fund will fund projects that meet the following criteria:

- i. Projects which contribute directly or indirectly to conservation and management of forest resources.
- ii. Projects which provide tangible benefits (directly or indirectly) to target beneficiaries.
- iii. Operations are transparent and accountable.
- iv. Funding from the Tanzania Forest Fund should be complementary if there other similar projects and not to substitute the already available funds.
- v. Innovativeness of the project in its approach.
- vi. Applicability of the results.
- vii. Attainment of the objectives by the proposed activities.
- viii. Capability of the applicant to implement and manage the project.
- ix. Sustainability of the project interventions.
- x. Participation level of stakeholders.
- xi. Applicant commitment to contribute 20% (cash or in kind) of the requested funds for medium and large grants.
- xii. Commitment of the applicant on availability of personnel and their expertise to ascertain implementation of the project.
- xiii. The project proposal should show that the project will be implemented in Mainland Tanzania.

***It is important to note that all project proposals which show elements of copy and paste will not be considered for funding.***

**Deadline for accepting proposals:**

Proposals for small grants should be received at the office of Tanzania Forest Fund by 30<sup>th</sup> June and 31<sup>st</sup> December while proposals for medium and large grants should be received at the office of Tanzania Forest Fund by 31<sup>st</sup> March. No proposals will be accepted after the set deadlines.

**Submission of Proposals:**

Applicants will submit their proposals to Fund Secretariat in both electronic and hard copies. Hard copies will be submitted by ordinary mail mode or EMS, while electronic version will submitted (in

PDF format), via the Fund's email address ([info@forestfund.go.tz](mailto:info@forestfund.go.tz)). The Secretariat of Tanzania Forest Fund will notify all applicants on receipts of their project proposals. All project proposals should be directed to:

*Administrative Secretary,*

*Tanzania Forest Fund,*

*P.O. Box 11004,*

*Dar es Salaam.*

*Tel: +255 (0) 222865816*

*Fax: +255 (0) 222865165*

*E-mail: [info@forestfund.go.tz](mailto:info@forestfund.go.tz)*

*Website: [www.forestfund.go.tz](http://www.forestfund.go.tz)*

### **Format for Project Proposals**

All project proposals should be prepared according to Funds' formats. Project proposals for small grants should follow the format given in Annex 2 and projects proposals for medium and large grants should be prepared according to the format given in Annex 3 (both may be downloaded from the Funds' website). Proposals which do not conform to the prescribed formats will be rejected. All proposals should not exceed 15 pages, excluding annexes.

**Annex 2: Format for Small Grant Project proposals**

**1.0 Project Proposal Basic Information**

- 1.1 Project Title
- 1.1 Name and address of the applicant
- 1.2 Name and Qualification of the Contact Person
- 1.3 Project Location
- 1.4 Priority Area of Funding
- 1.5 Grant Type
- 1.6 Type of Assistance
- 1.7 Total project cost (TZS)
- 1.8 Total amount requested from the Fund
- 1.9 Other contributions including in-kind (TZS)
- 1.10 Project duration including proposed start month.....

2. Background of the Project

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3. Rationale and justification of the project

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4. Project objectives and performance indicators

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5. Project expected results

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6. Specific activities required to achieve the expected results:

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7. Anticipated Beneficiaries from the Proposal:

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8. Step by step process or methodology to be followed in order to achieve the proposed objectives:

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9. Project personnel and their expertise:

Applicants to indicate in the proposal the personnel and their expertise to ascertain implementation of the project

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10. Project implementation schedule/plan:

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11. The budget should be divide budget into two instalments, while 10% of second installment will be retained until the project completion report is submitted and approved and project evaluation is done. The installments are as follows: 50% (1<sup>st</sup> installment), 50% minus 10% retained funds (2<sup>nd</sup> installment) and 10% of 2<sup>nd</sup> installment (retained funds).

Total budget for the proposed project (with breakdown into components) and include any in-kind contributions and their value:

Item (Activity)	Units	Unit Cost (TZS)	Total Cost (TZS)
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
	Total		
	Requested from The Fund		
	Provided by Others		
	In-Kind		

Indicate the sources of funds provided by others below:

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**Endorsement**.....

12. Recommendations by the Head of affiliated Institution/ Guarantors (for Individual applicants):

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

13. Recommendations by the Village/Street Executive Officer(s) of the proposed project area

Name: \_\_\_\_\_ Designation and Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

14. Recommendations by the Council Director of the proposed project location:

Name: \_\_\_\_\_ Designation and Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Annex 3: Format for Medium and Large Grant Project Proposals**

#### **Instructions**

- Before completing the application, please read the criteria for eligibility and objectives of the call for proposals, to verify whether your project qualifies for funding from Tanzania Forest Fund.
- Please submit a complete application form using the given format and instructions otherwise the applications will not be accepted.
- Applications must be submitted before or by the end of working hours of the deadline. The deadline is the date the project application is to be received by the secretariat. Late applications will not be considered.
- All proposals must be clear, readily legible and have a font of 12 points with 1.5 sentence spacing
- All applicants should indicate in the proposal the personnel and their expertise to ascertain implementation of the project.
- All applicants shall divide their budget into three instalments based on 40% (1<sup>st</sup> instalment), 30% (2<sup>nd</sup> instalment) and 30% (3<sup>rd</sup> instalment).
- Any applicant who have questions or concerns should contact the Tanzania Forest Fund as appropriate.

#### **1.0 Project Proposal Basic Information**

- 1.1 Project Title
- 1.2 Name and address of the applicant
- 1.3 Name and qualification of the contact person
- 1.4 Project location
- 1.5 Priority Area of Funding
- 1.6 Grant type
- 1.7 Type of assistance requested
- 1.8 Rationale and justification of the project (not more than 250 words)
- 1.9 Project objectives and performance indicators
- 1.10 Project expected results
- 1.11 Project beneficiaries
- 1.12 Total project cost (TZS)
- 1.13 Total amount requested from the Fund (TZS)
- 1.14 Other contributions including in-kind (TZS)
- 1.15 Project duration including proposed start month

#### **2.0 Endorsement by various Authorities**

(a) Endorsement by Head of the applying organization(s)\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(b) Endorsement by Village/Street Executive Officer(s) of the proposed project location

Name: \_\_\_\_\_ Designation and Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(c) Endorsement by Council Director(s) of the proposed project location

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **3.0 Main Text**

#### **3.1 Project Summary**

This must contain all important elements of the proposed project including problems to be addressed, objectives and expected results; rationale and justification of the project, major activities to be undertaken, applicability of the results for conservation and management of forest resources. This must not be more than 250 words and should be informative to other persons working in the same or related fields and is understandable even to non field specializations.

#### **3.2 Introduction**

The introduction should clearly identify the topic or problem to be dealt with, and presents a general vision of the proposed project, its context within the appropriate priority area of Tanzania Forest Fund and background information on previous or on-going efforts to attend the topic

#### **3.3 Project Purpose, Objectives and Expected Results**

The applicant should describe the purpose of the proposed project indicating clearly how it will contribute to management of forest resources in the project location. It must describe the objectives and the results from the proposed activities. Information on how the proposed project will enhance efforts towards improvement of community livelihood, participation and awareness on sustainable management of forest resources should be given. Strategies for disseminating results of the project should also be clearly provided. Under this section, project beneficiaries should also be described and how they are going to benefit from the project implementation. To enable proper review of the proposal and monitoring of project implementation, the applicant

should also provide a log frame matrix with columns relating to the project objective(s), the activities that will be carried out to achieve each objective, the expected outputs of the activities and the results or impacts. A timeline of the activities should also clearly be indicated as this is very useful for all parties to monitor progress and adjust schedules and budgets accordingly.

### **3.4 Methodology**

Under this section the applicant is required to describe in detail how they are going to realize the project objectives and hence the envisaged results. Project interventions and activities going to be undertaken should be clearly described and a work plan provided. The role of various actors should be clearly explained.

### **3.5 Key Success Factors**

Describe and analyze the key factors that are going to influence project success and how to ensure that these factors are in place. The analysis of the factors should take into consideration the context of the overall project and the capacity of the project implementing team.

### **3.6 Monitoring and Evaluation Plan**

This section will include a description on how the project will be monitored and evaluated throughout its implementation period. Should also describe the quantifiable parameters that can define if the planned activities have had impact on the problem or issue that the project wants to address. In other words, how will the success of the project be measured? It is also important to note that the log frame matrix needs to be prepared to assist monitoring of project implementation.

### **3.7 Sustainability Plan**

This section should describe the sustainability aspects of the project. The proposal should indicate how the project or process will have continuity after the project period and Fund's support is phased out.

### **3.8 Budget a table needed**

The budget is an essential part of the grant application. Your budget therefore should: (a) be reasonable, (b) thoroughly and clearly describe each item, (c) be easy to understand, (d) be mathematically correct and (e) be realistic and properly justified. A detailed itemized budget with clear indications of what is being requested from Tanzania Forest Fund, amounts provided by other sources, as well as the amount that will be provided by the applicant. In-kind

contributions should also be highlighted as both an input and as part of the total cost of completing the project. The budget must include detailed budget notes to indicate clearly how each amount was calculated (unit costs) and need or use of the budget item. Under Tanzania Forest Fund, the following should not be included in the budget since are not eligible: staff salaries, purchase of vehicles, honorarium and other costs not related directly to project activities. However, applicants should understand that after approval of the budget, all payments for materials and other supplies should base on three quotations or other applicable procurement procedures. In some circumstances, the Fund may purchase the requested materials instead of providing cash. Travel costs related to field work including subsistence allowances at the agreed rate may be requested. The budget should follow the following template. The budget should be divide budget into three instalments based on 40% (1<sup>st</sup> instalment), 30% (2<sup>nd</sup> instalment) and 30% (3<sup>rd</sup> instalment).

Total budget for the proposed project (with breakdown into components) and include any in-kind contributions and their value.

Item (Activity)	Units	Unit Cost (TZS)	Total Cost (TZS)
Purchase of materials			
Purchase of equipment and facilities			
Labour charges			
Transport related expenses			
Daily subsistence allowance			
Others (please mention)			
	Total		
	Requested from The Fund		
	Provided by Others		
	In-Kind		

### **3.9 Annexes**

Additional information for clarity of the proposal must be provided in annexes. Information to be annexed includes organisation profile including copy of certificate of registration (except for government institutions), log frame matrix, maps, letters of support and commitment from collaborators, curriculum vitae of key staff, and other related information. Increasingly, individual applicants should submit letters from two or more reputable Guarantors.

For all research proposals, relevant literature review and reference information should be part of the proposal while for other proposals should appear in an annex. Each reference must include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. Adherence to citation principles should be observed by all project proponents.