

---

# IMPLEMENTATION AGREEMENT

---

BETWEEN

REPUBLIC OF KOREA

AND

BRUNEI DARUSSALAM, CAMBODIA, INDONESIA, LAO PDR, MYANMAR,  
PHILIPPINES, SINGAPORE, THAILAND & VIET NAM

FOR IMPLEMENTATION OF ASEAN-ROK FOREST COOPERATION PROJECT:

**“Capacity Building on Improving Forest Resources Assessment and  
Enhancing the Involvement of the Local Communities to Address the Adverse  
Impact of Climate Change”**

UNDER THE AGREEMENT BETWEEN THE GOVERNMENTS OF THE MEMBER  
STATES OF THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS AND THE  
REPUBLIC OF KOREA ON FOREST COOPERATION



## **IMPLEMENTATION AGREEMENT**

Provision of funds from the Korea Forest Service  
to  
Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Singapore, Thailand  
and Viet Nam

for implementation of ASEAN-ROK Forest Cooperation Project

**“Capacity Building on Improving Forest Resources Assessment<sup>1</sup> and Enhancing the Involvement of the Local Communities to Address the Adverse Impact of Climate Change”**

### **1. Introduction**

The Korea Forest Service (hereinafter referred to as "KFS") of the Republic of Korea (hereinafter referred to as "ROK"), through the ASEAN-ROK Forest Cooperation Secretariat (hereinafter referred to as the "Secretariat"), will make available to Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Singapore, Thailand and Viet Nam (hereinafter referred to as "Implementing Countries") a financial contribution specified under Article 6 "Terms of Payment" for the implementation of "ASEAN-ROK Forest Cooperation Project: **Capacity Building on Improving Forest Resources Assessment and Enhancing the Involvement of the Local Communities to Address the Adverse Impact of Climate Change**" (hereinafter referred to as "Project"). The Project will be implemented under the framework of the Agreement between the Governments of the Member States of the Association of Southeast Asian Nations and the Republic of Korea on Forest Cooperation (hereinafter referred to as "AFoCo Agreement") signed on 18 November 2011 and entered into force on 5 August 2012. The Forestry Research and Development Agency of Indonesia (hereinafter referred to as "FORDA") will be the lead coordinating agency of the project.

### **2. Purpose**

- a) The funds provided under this Agreement by the KFS through the Secretariat shall not be considered as a grant to Implementing Countries but shall be used for an ASEAN-ROK regional technical cooperation for the following activities where applicable:
  - i. Organize a regional workshop on the current state of capacity and ability of Implementing Countries on Forest Resource Assessment and identify the gap among the Implementing Countries;
  - ii. Organize national workshop on Forest Resource Assessment in each Implementing Country where applicable;
  - iii. Carry out a comparative study of satellite imagery in Forest Resource Assessment of Implementing Countries with reference to that of ROK;
  - iv. Preparation of regional training syllabus on Forest Resource Assessment;
  - v. Development of a regional training programme and training module on Forest Resource Assessment;

---

<sup>1</sup> It is in line with FAO's Forest Resource Assessment 2015 reporting and the project is to support technical capacity and ability of Implementing Countries in engaging FAO's activities.

- vi. Organize a training course (trainee of trainer) on Forest Resource Assessment at regional level;
  - vii. Organize training courses in Implementing Countries on Forest Resource Assessment at national level where applicable;
  - viii. Procurement of satellite images and equipment for the areas under consideration of climate change related REDD+ projects in accordance with the need of each Implementing Country;
  - ix. Organize a study tour on REDD+ demonstration activities and other relevant locations that involving local communities at regional level;
  - x. Carry out a study on alternative livelihood for local communities in Implementing Countries;
  - xi. Organize a regional workshop on the study of alternative livelihood for local communities; and
  - xii. Organize training courses for local communities in each Implementing Country where applicable.
- b) The project information, objectives, outputs, work plan, budget plan, implementation arrangement, monitoring arrangement and the inputs provided by the Implementing Countries, if any, are given in detail in the attached Annex-1 entitled “Project Document”, which constitutes an integral part of this Agreement.

### **3. General Conditions**

- a) Funds transferred by the KFS through the Secretariat under this Agreement are to be used by Implementing Countries exclusively for implementation of the activities identified in the Project Document (Annex-1).
- b) The Implementing Countries shall immediately undertake necessary management actions for implementation of activities identified in the Project Document with reference to the Operating Guidelines (Annex-2) and the domestic regulations of each country”.
- c) Upon entry into force of this Agreement, FORDA shall immediately appoint a Project Manager and four (4) support project officers under the terms and conditions identified in the Project Document and Operating Guidelines as well as in accordance with the domestic regulations of Indonesia.
- d) FORDA shall provide a furnished office for the purpose of coordination and effective implementation of activities under the project.
- e) All intellectual property rights (including copyright) in respect of any technological development, products or services development to be carried out jointly under this Agreement shall be jointly owned by the respective countries. For those carried out through the sole and separate effort of the individual countries, shall be owned by the country concerned. This provision shall survive the expiration or termination of this Agreement.
- f) All publications and technical reports resulting from implementation of this project shall carry statements of appropriate recognition to the contribution and role of KFS and Implementing Countries.

- g) The personnel assigned under this Agreement for the operation of the activities shall not be entitled to any compensation or reimbursement by the KFS or the Secretariat.
- h) In accordance with the provisions under Article XIV of the AFoCo Agreement, the termination of AFoCo Agreement shall not affect the on-going implementation of this Agreement. In case of termination of AFoCo Agreement prior to completion of the project, the signatory Parties to this Agreement shall discuss and decide on the activities related to the Governing Council and Secretariat of the AFoCo Agreement.
- i) If the continued implementation of the project under this Agreement becomes impossible or impractical, any Party concerned shall, through the Secretariat, notify the other Parties its intention and reason for termination of the project at least one (1) month prior to this effect. However, such termination shall be in effect upon consent by all Parties.
- j) Implementing Countries shall ensure that the activities are implemented as effectively as possible in accordance with the Project Document. In the event of non-compliance or partial compliance with the terms of this Agreement, the Implementing Countries shall provide clarification, failing which, the payment of fund shall be suspended or terminated. Implementing Countries shall refund to the Secretariat any payment already received in respect of activities that have not been performed in accordance with the Project Document.

#### **4. Reporting**

- a) The Implementing Countries shall submit to the Governing Council of the AFoCo Agreement (hereinafter referred to as the “Council”) through FORDA, every six (6) months progress reports and other reports such as study reports, workshop reports and technical/thematic papers within one (1) month after the completion of each activity.
- b) The Implementing Countries shall submit to the Council through FORDA, the financial status report which comprises balance sheet, statement of cash flow and statement of expenditures every six (6) months.
- c) The Implementing Countries shall submit to the Council through FORDA, a final project completion report within one (1) month after the completion of the last activity of project.
- d) The Secretariat, in collaboration with the Implementing Countries, shall submit to the KFS and Council, a final audited statement of accounts and an itemized statement of expenditures certified by an independent auditor or a similar third party auditor, following the completion of the last activity of project.
- e) The Implementing Countries shall maintain supporting documentation showing the utilization of funds under this Agreement and all other documentation and records related to the activities for a period of five (5) years following the completion of the activities, during which period, the Council or a person designated by the KFS shall have the right to review or audit the relevant records.
- f) All documents and reports shall be done in English language.

## **5. Monitoring Arrangement**

Subject to approval by the Council, the taskforce for assessment for implementation of the AFoCo Agreement shall independently monitor the progress of the implementation of the activities and report to the Council under the terms and conditions set forth by the Council.

## **6. Terms of Payment**

- a) For the execution of the activities under this Agreement, the KFS through the Secretariat shall make the payment as follows:
  - i. The payment shall be made upon the recommendation by FORDA on the financial request by Implementing Countries on quarterly basis with reference to Article 6 of the Project Document (Annex-1) and the Operating Guidelines (Annex-2); and
  - ii. The fund allocation for implementation of activities in the Implementing Countries shall be up to one million five hundred and fifty two thousand, and twenty eight United States dollar (USD 1,552,028) as specified under Article 6 (a), (b), (c) and (d) of the Project Document (Annex 1).
- b) The Secretariat shall remit the above-mentioned payments in accordance with the banking instructions provided by the Implementing Countries as attached in Annex-3.
- c) The fund allocated for project coordination and regional office management shall be up to two hundred and seventy seven thousand, and five hundred United States dollar (USD 277,500) as specified under Article 6 (e) of the Project Document (Annex-1), which shall be managed by FORDA.
- d) The fund allocated for financial audit shall be up to eighteen thousand United States dollar (USD 18,000) as specified under Article 6 (f) of the Project Document (Annex-1), which shall be managed by the Secretariat.

## **7. Settlement of Disputes**

Any dispute between the Parties arising out of the interpretation or execution of this Agreement shall be settled amicably through mutual consultations and/or negotiations between the Parties, without reference to any third party or international tribunal.

## **8. Amendments**

Any amendment to this Agreement shall be effected by consensus among the Parties.

## **9. Entry into Force**

- a) The Implementation Agreement shall enter into force from the date of signing by the Republic of Korea and at least two (2) Implementing Countries, and shall remain in effect for a period of two (2) years. For the Party signing after the date of entry-into-force, the Agreement shall take effect from the date of signing by that Party. However, such late

signing shall not prevent the participation of all Parties in regional events and activities under the Agreement.

- b) The Agreement must be signed in one (1) original copy in English and shall be deposited with the Secretariat. The Secretariat shall, immediately after the date of signing by all Parties, furnish a certified copy to all Parties.

**Signed by -**

<b>Parties to this Agreement</b>	<b>Signature with Name and Date</b>
1.	Korea Forest Service 189 Cheongsa-ro, Seo-gu Daejeon Republic of Korea, 302-701
	RYU, Kwangsu Director General  Date:
2.	Forestry Department Ministry of Industry and Primary Resources Jl. Menteri Besar, Berkas BB3910 Bandar Seri Begawan BB 3910 Brunei Darussalam
	Hj. Saidin Salleh Director  Date:
3.	Forestry Administration Ministry of Agriculture, Forestry & Fisheries #40, Preah Norodom Blvd, Phnom Penh Cambodia
	Chea Sam Ang Deputy Director General  Date:
4.	Forestry Research and Development Agency Ministry of Forestry Manggala Wanabakti Bldg, Block I, Level 11 Jalan Gatot Subroto, Jakarta 10270 Indonesia
	Putera Parthama Director General  Date:
5.	Department of Forestry Ministry of Agriculture and Forestry P.O. Box 2932, Vientiane Lao PDR
	Thong Eth Phayvanh Deputy Director General  Date:

<p>6. Forest Department Ministry of Environmental Conservation and Forestry Nay Pyi Taw Myanmar</p>	<p>Nyi Nyi Kyaw Director General</p> <p>Date:</p>
<p>7. Forest Management Bureau Department of Environment and Natural Resources Visayas Avenue, Diliman, 1100 Quezon City Philippines</p>	<p>Ricardo L. Calderon Director</p> <p>Date:</p>
<p>8. National Biodiversity Centre National Parks Board 1 Cluny Road, Singapore 259569</p>	<p>Lena Chan Director</p> <p>Date:</p>
<p>9. Royal Forest Department 61 Phaholyothin Rd., Ladyao, Jatujak Bangkok 10900 Thailand</p>	<p>Boonchob Suthamanuswong Director General</p> <p>Date:</p>
<p>10. Forest Resources and Environment Center Forest Inventory and Planning Institute Vinh Quynh, Thanh Tri, Ha Noi, Vietnam</p>	<p>Vu Tien Dien Director</p> <p>Date:</p>

## ANNEX-1

### Project Document

<b>Project Title:</b>	<b>Capacity Building on Improving Forest Resources Assessment and Enhancing the Involvement of the Local Communities to Address the Adverse Impact of Climate Change</b>
<b>Duration:</b>	2 years
<b>Proponent:</b>	Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Singapore, Thailand & Viet Nam (Implementing Countries) led by Indonesia
<b>Budget:</b>	USD 1,847,528
<b>Donor Agency:</b>	Korea Forest Service
<b>Implementing Agency:</b>	Implementing Countries led by Indonesia and ASEAN-ROK Forest Cooperation Secretariat

**Project Summary:** It is a fact that developing countries are struggling with forest management due to a number of constraints. Around 31 % of Southeast Asia total area is covered by forest, but in the past 20 years, it has lost 13% of its forest area. One of the major causes of severe deforestation in southeast Asia is mainly due to the growing population pressure on timber for livelihood; wood for fuel; and conversion of forest land into agricultural and industrial estates (*ASEAN Center for Biodiversity, 2010*). One of the reasons for poor forest management is lack of database. Insufficient database often caused a restraint in technical capability in conducting a proper forest resource assessment and consequently led to inappropriate forest management strategy that will affect negatively in achieving national targets among the Implementing Countries. In that sense, efforts and activities to deal with the problems at ASEAN regional level is assumed as an effective and strategic approach in supporting and accelerating the efforts in respective country as well as harmonizing efforts and filling the gap of technical needs in the region. Enhancing capacity and capability of forests stakeholders including local communities, in forest resource assessment to especially address adverse impact of climate change is identified as important aspect to be addressed and fulfilled in this project.

This project tries to address several issues in forest management such as developing good database for better forest management, supporting the local communities in forest management and in activities to mitigate the impact of climate change. Activities of the project are: 1) Regional and Country Workshops on forest resources assessment and identify the gap among Implementing Countries; 2) Capacity building programs (study tours and trainings, exchange of expertise, information sharing) on recent technologies including the use of satellite imagery in forest resources assessment; 3) Supporting high resolution satellite images and inventory equipment for the areas under consideration of climate change related REDD+ projects in Implementing Countries; and 4) Awareness raising program and engagement of local communities in forest related activities to address climate change including the study on alternative livelihood for local communities.

# CAPACITY BUILDING ON IMPROVING FOREST RESOURCES ASSESSMENT AND ENHANCING THE INVOLVEMENT OF THE LOCAL COMMUNITIES TO ADDRESS THE ADVERSE IMPACT OF CLIMATE CHANGE

## Table of Contents

### 1. Rationale

1.1. Project Context and Justification

1.2. Relationship to Other Activities

### 2. Project Information

2.1. Guiding Principles

2.2. Regionality

2.3. Participation

2.4. Beneficiaries and Stakeholders

### 3. Goals, Outcomes and Outputs

3.1. Goals

3.2. Objectives

3.3. Outputs/Deliverables

### 4. Work Plan and Staffing Plans

4.1. Indicative Work Plan

4.2. Activities schedule

4.3. Staff Resource Plan

### 5. Management and Implementation Arrangements

5.1. Management Arrangements

5.2. Implementation Arrangements

5.3. Monitoring & Evaluation

5.4. Reporting

### 6. Budget and Funding Arrangements

### 7. Support Information

7.1. Sustainability

7.2. Potential Risks and Mitigation Strategy

7.3. Potential Gender, Environmental and Social Impacts

7.4. Possible Follow-up Projects

### 8. Attachments

## 1. Rationale

### 1.1. Project Context and Justification

- United Nations Declaration on year 2011 as “International Year of Forests” shows the importance of forests in international development issue. All 7 billion people on earth have their physical, economic and spiritual health tied to the health of forests (UN, 2011).
- Economic activities related to forests influence the life of 1.6 billion people globally (UN, 2011). In addition, forests play a major role in the mitigation and attenuation of the effects of climate change. Deforestation and forest degradation account for up to 20% of global greenhouse gas emissions that contribute to global warming; and the carbon stored in forests exceeds the amount of carbon currently in the atmosphere. Forests are also central in the protection of biodiversity as they provide habitats for about two thirds of all species on earth and nearly 80% of all terrestrial biodiversity (WB, 2008).
- The surface area covered by Asian and Pacific forests has been estimated at 15.9 million square kilometres (approximately equal to the total land area of the Russian Federation). Around 31% of the total land area of the region is covered by forest (the same as the global proportion).
- South-East Asia has lost 13% of its forest area over the past 20 years, making it a major contributor to the global deforestation (at 3.0%) over the same period. The net loss of forest in South-East Asia amounted to 332,000 square kilometres, an area roughly equal to the size of Viet Nam. According to the *ASEAN Biodiversity Outlook (ASEAN Center for Biodiversity, 2010)*, South-East Asia is being so severely deforested because the growing population depends heavily on timber for livelihood; wood for fuel; and new land to convert into agricultural and industrial estates.
- Lack of database on forest resource caused developing countries experiencing poor forest management. The poor database caused by poor forest resource assessment and less technology involve in the assessment. These caused missed management and false forest management strategy which cordially influence the achievement of national targets in national forestry development of Implementing Countries.
- In that sense, efforts and activities to deal with the problems in regional level of ASEAN is expected to become strategic approach in accelerating the efforts in respective country as well as harmonizing and filling the gap of efforts in the region. Enhancing capacity and capability of forests stakeholders including local communities, in forest resource assessment to especially address adverse impact of climate change is believed as important aspect to be fulfilled.

## 1.2. Relationship to Other Activities

- To date, Indonesia has developed several Demonstration Activities of REDD (61 DAs) in collaboration with the Governments of Republic of Korea, Australia, Germany, international organizations such as ITTO, TNC, etc. Most of the projects are developed to support mitigation of climate change.
- Indonesia's Meru Betiri National Park offer lesson learnt on advanced and consistent framed-steps in forest resource assessment activities to deal with climate changes especially in adaptation, while participation of various stakeholders is highly concerned.
- Korea – Indonesia Joint Project for Adaptation and Mitigation of Climate Change in Forestry through A/R CDM and REDD in Indonesia (KIPCCF) is located in Lombok, West Nusa Tenggara, Indonesia. This project focus is designed to enhance capacity of human resources in the fields of A/R CDM and REDD by sharing Indonesian and Korean expertise and enlarge awareness of A/R CDM and REDD
- UN-REDD MRV Project. The project attempts to establish MRV system for REDD+ project. Monitoring systems that allow for credible measurement, reporting and verification of REDD+ activities are among the most critical elements for the successful implementation of any REDD+ mechanism. The UN-REDD Programme is supporting countries to develop cost-effective, robust and compatible national monitoring and MRV systems, providing tools, methodologies, training and knowledge sharing that help countries to strengthen their technical and institutional capacity for effective MRV systems.
- Indonesia would like to share its experiences and knowledge to Implementing Countries.

## 2. Project Information

### 2.1. Guiding Principles

- Holistic and ecosystem approach: National Park, watershed catchment area
- Participatory approach: workshop, Focal Group Discussion, training, fieldtrip, study

### 2.2. Regionality

- Climate change has become borderless issue. Common problems have been identified as lack of capacity, lack of expertise, poverty of local communities, etc.
- Regionality will be fulfilled by filling the gap of capacity and capability among the Implementing Countries through collaborating activities as well as share-learning and exchanges of expertise/experience.

### 2.3. Participation

- Implementing Countries are expected to actively participate in this project, and having ROK as important partner country for learning in forest management.
- International Agencies such as Center for International Forestry Research (CIFOR), International Centre for Research in Agroforestry (ICRAF), The Center for People and

Forests (RECOFTC), ASEAN leading universities in climate change might possibly be invited for their specific expertise such as training on participatory approach and research operation.

## **2.4. Beneficiaries and Stakeholders**

- For each country level, forestry stakeholders (government officer, local community).
- Local governments, NGO, research institution are key stakeholders to be involved in this project.

## **3. Goals, Outcomes and Outputs**

### **3.1. Goals**

1. Improvement of forest resource assessment to address adverse impact of climate change.
2. Involvement of local community in assessing the existing and potential adverse impact of climate change

### **3.2. Objectives**

1. Capacity building of the Implementing Countries on forest resources inventory/assessment
2. Enhancing the involvement of the local communities in forest related activities to address climate change
3. Strengthening community resilience through alternative livelihood
4. Exchange of expertise and experiences among the Implementing Countries and Republic of Korea

### **3.3. Outputs/Deliverables**

1. Build-up of technical expertise on satellite imagery used in forest inventory and assessment
2. Development of a long-term framework on forest inventory based on the activity 3
3. Report on the capacity and ability of Implementing Countries on current forest resources assessment
4. Recommendation to implement a phase 2 which could continue improving the existing forest resources assessment methodologies in each Implementing Country
5. Build-up of awareness of the local communities on climate change issues and alternative livelihood to cope with climate change



#### 4. Work Plan and Staffing Plans

##### 4.1. Indicative Work Plan

Activities	Timeline	Responsible Person / body	Outputs	Remark
A. Review the current state of capacity and ability of Implementing Countries on forest resources assessment and identify the gap among Implementing Countries				ToR to be provided by project Management
A.1 Regional workshop on the current state of capacity and ability of Implementing Countries on FRA and identify the gap among Implementing Countries	Q2, Year 1	Indonesia	Workshop report and recommended actions for narrowing the gap.	Workshop in Indonesia
A.2 Country workshop on Forest Resource Assessment in each Implementing Country where applicable	Q1, Year 1	Implementing Countries	Country report on current state of capacity and ability of Implementing Countries on FRA	To be accomplished by 10 country reports
B. Capacity building programmes (study tours and trainings, exchange of expertise, information sharing) on recent technologies including use of satellite imagery in forest resources assessment				ToR to be provided by project Management
B.1 Comparative study of satellite imagery in FRA of Implementing Countries with reference to that of ROK	Q4, Year 1	Implementing Countries + ROK	Report of comparative study	
B.2 Preparation of training syllabus	Q4, Year 1	Indonesia	Training syllabus	
B.3 Training programme and training module development	Q4, Year 1	Indonesia	Training programme and training module	
B.4 Conducting training (Trainee of Trainer)	Q1, Year 2	Indonesia	Training report	Supervision by Project Management and Experts
B.5 Training in each Implementing Country where applicable	Q2, Year 2	Implementing Countries	Training report by each Implementing Country	

C. Supporting high resolution satellite images and inventory equipment for the areas under consideration of climate change related REDD+ projects in Implementing Countries				ToR provided by Project Management
C.1 Procurement of satellite images and equipment	Q2-Q3, Year 1	Implementing Countries	Satellite images and equipment installation	
D. Awareness raising programme and engagement of local communities in forest related activities to address climate change (study on alternative livelihood for local communities)				
D.1 Study tour on REDD+ Demonstration Activities and other relevant location that involving local communities	Q3, Year 2	Indonesia (MBCNP)	Report on study tour	
D.2 Study on alternative livelihood for local communities at Implementing Countries	Q3, Year 1-Q1, Year 2	Implementing Countries	Study Report	
D.3 Training for local communities in each Implementing Country where applicable	Q4, Year 2	Implementing Countries	Training Report	
D.4 Regional workshop on study of alternative livelihood for local communities	Q1, 2015	One of Implementing Country (TBC)	Report on regional workshop and review of alternative livelihood opportunities.	











### **4.3. Staff Resource Plan**

There will be a Project Manager and support staff appointed under the project. Their role will be in project management/Secretariat. Terms of Reference of Project Manager are described in the box below:

## **Terms of Reference (Project Manager)**

### **“Capacity Building on Improving Forest Resources Assessment and Enhancing the Involvement of the Local Communities to Address the Adverse Impact of Climate Change” Project**

Under the overall guidance of the Forestry Research and Development Agency (FORDA), the Ministry of Forestry Indonesia and in close consultation with the Executive Director of the ASEAN-Korea Forest Cooperation Secretariat, the Project Manager will be responsible for:

Managing the project office, staff and financial matters to ensure the operation of the project and delivery of service at the highest possible standard and quality;

Coordinating with the relevant officials and focal points from the participating countries for efficient operation of the project;

Ensuring timely implementation of the activities at the national and regional levels identified in the project document;

Providing guidance and assistance in organizing activities, workshops and training courses of the project;

Reviewing and submitting regular and special reports of the project via ASEAN-Korea Forest Cooperation Secretariat to the Governing Council of the ASEAN-ROK Forest Cooperation Agreement;

Preparing and submitting financial report and itemized statement of expenditures to the ASEAN-Korea Forest Cooperation Secretariat in a timely manner as required in the implementation of the project;

Keeping record of activities implemented and accomplished including technical documents, recommendations and consultancy reports;

Ensuring managerial and financial accountability in accordance with the project criteria and existing operational guidelines of the ASEAN-Korea Forest Cooperation; and

Undertaking other duties as may be assigned as appropriate in implementing the project.



## **5. Management and Implementation Arrangements**

### **5.1. Management Arrangements**

The regional project is led by Indonesia and the regional workshop will co-organized by the Ministry of Forestry of Indonesia. Country workshop will be hosted by every focal point in each Implementing Country where applicable. ASOF leaders will take the responsibility of the project in each country. Each of the country organizers will be responsible for conducting comparative study and training needed. ROK as an important partner in this regional project is taking part in capacity building programs in several workshops will be held in Implementing Countries.

### **5.2. Implementation Arrangements**

The regional workshop will involve international and national researchers and experts on forest resource assessment and climate change from international and national agencies. The workshop will also involve local communities. The field trip will allow communities and other workshop participants to establish and strengthen cooperation and relationship in both forest resource assessment and climate change related projects.

### **5.3. Monitoring & Evaluation**

The evaluation is important in every project; therefore, annual monitoring and evaluation programs are also essential. The number of workshop that will be carried out and the number of participants in each workshop are some of the indicators of the project. The success of the project will also be valued by the intensive involvement of the community in the project related to combating climate change impacts. For the successful implementation of the project, the taskforce for assessment for implementation of the AFoCo Agreement shall independently monitor the progress of the implementation of the activities and report to the Council under the terms and conditions set forth by the Council.

### **5.4. Reporting**

As the outputs of project implementation, workshop material/best practices / technical documents and publications will be produced and disseminated. The workshop will also provide policy brief, if needed. The workshop organising committee will make arrangement and submit the publication within 2 months after the workshop. The publication will be sent to each focal point of the Implementing Countries, the Governing Council members and related agencies involved in the projects. Final reports of both national and regional workshops will be produced and submitted to the Governing Council within 3 months after the workshops.

## 6. Budget and Funding Arrangements

Activities	Quantity	Unit price	Sub Total	Total	Remarks
<b>A. Review the current state of capacity and ability of Implementing Countries on forest resources assessment and identify the gap among Implementing Countries</b>				<b>206,667</b>	
A.1. Regional workshop on FRA	1	60,000	60,000		PM
A.2. Country workshop on FRA	8		146,667		
A.3. Travel expenses project management/PM to Implementing Countries	8	1,500	12,000		
<b>B. Capacity building programmes (study tours and trainings, exchange of expertise, information sharing)on recent technologies including use of satellite imagery in forest resources assessment</b>				<b>358,277</b>	
B.1 Comparative study with reference to ROK	1	97,777	97,777		PM
B.2 Travel expenses PM to ROK	1	2,000	2,000		

B.3 Preparation of training syllabus	1	20,000	20,000		Indonesia
B.4 Training module and training programme development	1	20,000	20,000		Indonesia
B.5 Conducting training (ToT)	1	70,000	70,000		PM
B.6 Training in each Implementing Country	9	15,000	135,000		
B.7 Travel expenses PM to Implementing Countries	9	1,500	13,500		
<b>C. Supporting high resolution satellite images and inventory equipment for the areas under consideration of climate change related REDD+ projects in Implementing Countries</b>				<b>393,750</b>	
C.1 Procurement of satellite images and equipment (Implementing Countries)	7	56,250	393,750		PM +AMS
<b>D. Awareness raising programme and engagement of local communities in forest related activities to address climate change (study on alternative livelihood for local communities)</b>				<b>593,334</b>	

D.1 Study tour on REDD+ DA	1	130,000	130,000		PM
D.2 Study on alternative livelihood for local communities at Implementing Countries	8		177,778		
D.3 Training for local communities in each Implementing Countries	8		223,556		
D.4 Travel expenses PM to Implementing Countries	8	1,500	12,000		
D.5 Regional workshop	1	50,000	50,000		
<b>E. Management Budget</b>				<b>277,500</b>	
E.1 Salary and Social Security			212,460		
E.1.1 Project Manager	1	1500	36,000		
E.1.2 Program officer	1	1250	30,000		
E.1.3 Program officer	1	1250	30,000		
E.1.4 Finance officer	1	1250	30,000		
E.1.5 Admin	1	1250	30,000		
E.1.5. Social Security and Insurance of staff			56,460		

E.2 Management support			65,040		
E.2.1 Office Supplies			30,000		
E.2.2 Fuels and utilities			10,000		
E.2.3 Other consumable items			5,000		
E.2.4 Domestic Duty Travel	5	500	2,500		
E.2.5 Miscellaneous			1,540		Publication for 2 years.
E.2.6 Coordination meeting	8	2000	16,000		Coordination meeting with host country in conducting country activities and with other regional projects
<b>F. Financial Audit</b>				<b>18,000</b>	
F.1 External financial audit for 9 countries	9	2000	18,000		To be managed by the Secretariat
<b>Grand Total</b>				<b>1,847,528</b>	

## 7. Support Information

### 7.1. Sustainability

The improved human capacity will contribute to the continuity of the program on forest resource assessment. They will be able to carry out the program by themselves. Moreover, they will be able to show the importance of forest resource assessment and convince the management to

support in terms of funding and other financial and political support. The training for trainers program will also allow the transfer of knowledge and skill to all the employees working in forest resource assessment both from government and private sectors of communities. In the future, the sharing of knowledge will also strengthen the relationship between these sides and provide a better environment and opportunity to support each other.

## **7.2. Potential Risks and Mitigation Strategy**

There are several potential risks which might influence the implementation of the activities under this project such as lack of participation of Implementing Countries, the wide range of gap among Implementing Countries in forest resource assessment capacity and different preferences and needs in forest resource assessment driven by different political and biophysical conditions of each Implementing Country.

The first regional workshop will be an attempt to identify all the gaps and issues in each Implementing Country to further address in technical workshops at national level. The workshop will be held in every Implementing Country where applicable, which will allow each of them to specifically improve their needed capacity and address effectively their specific forest resource assessment related issues.

## **7.3. Potential Gender, Environmental and Social Impacts**

The project will equally engage both women and men participants without giving any privilege to any sex, ethnic groups, social groups and religious groups. Moreover, the project will encourage the participation of less advantaged groups. The project will come across many social issues and make impact since it will involve communities in the area around the forest where the forest resource assessment applied. The involvement of all stakeholders in the project will also raise awareness of the importance of forest and resources in it to the people.

## **7.4. Possible Follow-up Projects**

Forest resource assessment is one of the tools in achieving sustainable forest management which is a goal of every Implementing Country forest management programs. Having the capability in assessing the forest resources opens the opportunity to manage the forest sustainably and also comply with the economic targets of national development. The next cooperation could be conducting the assessment in every Implementing Country forest area to establish database on forest resources.

The future endeavour will be implementing sustainable forest management based on available data and forest resources map. The future organization of AFoCO will help Implementing Countries in managing its forest resources and at the same time achieving a reliable and persistent sustainable forest management in the region.

## **8. Attachments**

*Provide any attachments to the Project Proposal document as necessary or appropriate.*





## Operating Guidelines

### For Implementation of Regional Cooperation Projects

under the Agreement between the Governments of the Member States  
of the Association of Southeast Asian Nations and the Republic of  
Korea on Forest Cooperation

March 2013



# OPERATING GUIDELINES

## For implementation of regional cooperation projects

### under the Agreement between the Governments of the Member States of the Association of Southeast Asian Nations and the Republic of Korea on Forest Cooperation

#### Table of Contents

#### I. Definition

#### II. Introduction

#### III. Scope and purpose

#### IV. Staff management

##### 4.1 Status, Duties and Obligations

4.1.1 Status of Project Personnel

4.1.2 Duties and obligations

##### 4.2 Working Hours and Official Holidays

##### 4.3 Recruitment and Appointment

4.3.1 Recruitment procedure

4.3.2 Appointment procedure

4.3.3 Consultancy and Expert Assignment

##### 4.4 Remuneration of the project personnel

##### 4.5 Social Security, Insurance and other benefits

##### 4.6 Annual and Other Types of Leave

##### 4.7 Official Travel

4.7.1 Travel authorization and coverage

4.7.2 Payment of the travel expenses

##### 4.8 Termination from Service

4.8.1 Termination

4.8.2 Resignation

##### 4.9 Last Day for Pay Purposes

#### V. Fund management

##### 5.1 Fiscal Year

##### 5.2 Accounting control

##### 5.3 Procurement of Goods and Services

#### VI. Project management

##### 6.1 Inception

##### 6.2 Planning and Implementation

##### 6.3 Reporting

6.4 Termination

VII. Monitoring Arrangement

## **I. Definition**

1. For the purpose of applying these Operating Guidelines:
  - a) "AFoCo Agreement" shall mean the "Agreement between the Governments of the Member States of the Association of Southeast Asian Nations and the Republic of Korea on Forest Cooperation" that was signed on 18 November 2011 in Bali in Indonesia and entered into force on 5 August 2012.
  - b) "Council" shall mean the Governing Council established under the AFoCo Agreement.
  - c) "Executive Director" shall mean the head of the Secretariat established under the AFoCo Agreement.
  - d) "Implementing Agency" shall mean an agency nominated by the Implementing Country for implementation of the project activities in the country.
  - e) "Implementing Country" shall mean a party to the Implementation Agreement of the Project, who is responsible for implementation of activities under the Project.
  - f) "Implementation Agreement" shall mean an agreement signed by the respective parties for implementation of the project under the specific terms and conditions.
  - g) "Project" shall mean any of the three (3) cooperation projects approved by the "Council" to be implemented under the framework of the AFoCo Agreement.
  - h) "Project Manager" shall mean a person-in-charge appointed through the Implementation Agreement, based on the nomination of Implementing Country for coordination and financial management of the project at regional level.
  - i) "Project Personnel" shall mean any personnel appointed, hired or assigned for implementation of the project activities.
  - j) "Secretariat" shall mean the Secretariat established under the AFoCo Agreement.

## **II. Introduction**

2. These Guidelines shall be applied for operation of the following 3 regional cooperation projects, namely:
  - a) "Reclamation, Rehabilitation and Restoration of Degraded Forest Ecosystems (RRR-DFE) in BIMPS Countries", in which Brunei Darussalam, Indonesia, Malaysia, Philippines and Singapore are Implementing Countries;
  - b) "Reclamation, Rehabilitation and Restoration of Degraded Forest Ecosystems (RRR-DFE) in Mekong Basin Countries", in which Cambodia, Lao PDR, Myanmar, Thailand and Viet Nam are Implementing Countries; and
  - c) "Capacity Building on Improving Forest Resources Assessment and Enhancing the Involvement of the Local Communities to Address the Adverse Impact of Climate Change", in which all ten (10) Implementing Countries are Implementing Countries.
3. The projects will be implemented in accordance with the respective Implementation

Agreement and under the framework of the AFoCo Agreement. As such, these regional projects are implemented within the scope of the objectives and areas of cooperation identified in the AFoCo Agreement.

### **III. Scope and purpose**

4. These Guidelines cover the basic conditions of service, rights, entitlements, and obligations of Project Personnel as well as fund management procedure to be applied in carrying out the activities of the Project. These guidelines shall be applied in accordance with the institutional regulations and national laws of the Implementing Country.

5. In case of difference or dispute arisen from applying between the Project Document and these Guidelines (between Annex-1 and Annex-2 of the Implementation Agreement), these Guidelines shall prevail in order to maintain consistency in project implementation.

### **IV. Staff management**

#### **4.1 Status, Duties and Obligations**

##### **4.1.1 Status of Project Personnel**

6. Subject to terms and conditions agreed mutually under a service contract, Project Personnel are considered contract-based professionals working for the project.

##### **4.1.2 Duties and obligations of Project Personnel**

7. By accepting contractual appointment, the Project Personnel shall observe the following duties and obligations:

- a) The Project Personnel shall work under the Implementing Country who has ultimate responsibility for the implementation of project activities.
- b) The Project Personnel pledge themselves to discharge their functions efficiently and uphold the highest standards of competence, integrity and respect for all cultures.
- c) The Project Personnel shall neither seek nor accept instructions from any other external source. They shall not engage in any activity that is incompatible with the proper discharge of their assigned duties.
- d) The Project Personnel shall exercise the utmost discretion in regard to all matters of official business. They shall not disclose, by reason of their official position, to any person any information which has not been made public, except in the course of their duties. Nor shall they at any time use such information to private advantage.
- e) For the purpose of project coordination, monitoring and financial management at the regional level, the Secretariat or a lead coordinating country shall appoint a Project Manager. Terms of Reference of the Project Manager are described as follows:

#### **Terms of Reference (Project Manager)**

Under the overall guidance of the Council and in close cooperation with the Executive Director of the ASEAN-Korea Forest Cooperation Secretariat, the Project Manager will be responsible for:

- Managing the project office, staff and financial matters to ensure the operation of the Project and delivery of service at the highest possible standard and quality;
- Coordinating with the relevant officials from the implementing countries for efficient operation of the Project;
- Supporting timely implementation of the activities at the national and regional levels identified in the Project Document;
- Providing necessary assistance in organizing activities, workshops and training courses of the Project;
- Compiling and submitting regular and special reports of the Project submitted by the Implementing Countries to the Council;
- Preparing and submitting financial report and itemized statement of expenditures to the Secretariat, intended for consideration of the Council, in a timely manner as required in the implementation of the Project;
- Keeping record of activities implemented and accomplished including technical documents, recommendations and consultancy reports;
- Ensuring managerial and financial accountability in accordance with the approved Project Document and Operating Guidelines; and
- Undertaking other duties as may be assigned as appropriate in implementing the Project.

## **4.2 Working Hours and Official Holidays**

8. Normal working hours shall be 40 hours per week from 9:00 a.m. to 5:00 p.m. Monday through Friday, however; the working hours can be adjustable subject to national regulations of the Implementing Country.

9. National holidays of the Implementing Country shall be regarded as the official holidays for the Project Personnel.

## **4.3 Recruitment and Appointment**

### **4.3.1 Recruitment procedure**

10. Recruitment of Project Personnel shall only be on the basis of merit, equal opportunity, and without discrimination. The recruitment shall be open solely to nationals of the Implementing Country and key considerations in the selection of personnel shall be proficiency in spoken and written English, competent interpersonal skill, integrity, adequate technical knowledge and experience in regional forestry cooperation matters. The Implementing Country shall ensure to apply a standard transparent recruitment procedure.

### **4.3.2 Appointment procedure**

11. Prior to employment for the Project, a candidate may be required to present a medical certificate from a duly qualified medical practitioner attesting that the candidate is fit for performing his or her duties.

12. The designated authority of the Implementing Country shall issue a "Letter of Appointment" with the terms and conditions of employment to the successful candidate for the vacant post. The appointment shall take effect from the date on which the performance of duties is commenced. In order to ensure effective collaboration, communication and implementation of the Project, the Implementing Country shall keep the Secretariat informed

of any new appointment, resignation or termination.

### **4.3.3 Consultancy and Expert Assignment**

13. A Service Contract Agreement is required in hiring consultant firm, individual consultancy or expert assignment. The Contract Agreement shall cover scope of work, deliverables or outputs, work program and schedule, place of work, fees and other benefits for the assignment. The consultancy fee for international consultant / expert shall be within the limit of USD 300 to 400 per man-day based on qualifications and experience. For the national consultant, a fee limit of USD 100 to 200 per man-day shall be applied. The consultancy fee shall be inclusive of social security and any other personal insurance applicable by the Implementing Country.

### **4.4 Remuneration of the project personnel**

14. Remuneration of the Project Personnel shall be stated in and determined by the Project Document approved by the Council.

### **4.5 Social Security, Insurance and other benefits**

15. All Project Personnel shall be covered by a social security and insurance system applicable under the national laws and regulations of the Implementing Country. The Project Manager shall ensure all Project Personnel have equal access to basic health care services and social security entitlements provided to the nationals of the Implementing Country.

### **4.6 Annual and Other Types of Leave**

16. Project Personnel shall be entitled to annual and other types of leave in accordance with the national regulations of the Implementing Country.

### **4.7 Official Travel**

#### **4.7.1 Travel authorization and coverage**

17. Subject to the availability of the budget, official travel shall be authorized upon the approval by the Implementing Country, the Secretariat or lead coordinating country before it is undertaken.

18. In case of overseas travel, the expenses shall be covered for the most direct economy class air transportation, lodging allowance at the rate of USD 105 per night and daily subsistence allowance at the rate of USD 105 per day<sup>2</sup>. Such allowances are entitled for actual day(s) of mission plus one (1) day of travel.

19. In case of domestic travel, expenses shall be covered for the most direct economy class ground or air transportation, lodging allowance at actual cost, daily subsistence allowance at the rate of USD 35 per day<sup>3</sup>. Such allowances are entitled for actual day(s) of mission plus one (1) day of travel.

20. The travelling Project Personnel are entitled to the incidental travel expenses mentioned below:

- a) Charges for visas;
- b) Vaccinations (if required by the destination country);

---

<sup>2</sup> Overseas rates are with reference to the staff guideline of the ASEAN-ROK Forest Cooperation Secretariat.

<sup>3</sup> Domestic daily subsistence allowance rate is one-third of overseas rate and also with reference to the average rate applied for individual cooperation projects in 2011.

- c) Hire of local transportation (applicable when public transport is unavailable or unreliable);
- d) Telephone, telegraph, radio and internet communications related to the work;
- e) Transportation or storage of authorized baggage used on official business;
- f) Travel-related insurances; and
- g) Such other incidentals as specifically approved by the respective authority.

#### **4.7.2 Payment of the travel expenses**

21. Expenses arising from official travel shall be reimbursed after completion of travel and upon receipt of the travel claim. Where appropriate, the project office may directly arrange air ticket for the official travel.

### **4.8 Termination from Service**

#### **4.8.1 Termination**

22. Any Project Personnel may be terminated by the immediate authority in any of the following instances with one (1) month written prior notice.

- a) If the person concerned does not observe the highest degree of conduct and causes serious breach in delivery of service;
- b) If the service of person concerned proves unsatisfactory based on his or her performance appraisal by the Implementing Country;
- c) If the person concerned is absent from service for more than ten (10) working days without notice; and
- d) If the person concerned is incapacitated for reasons of health to preclude him or her from carrying out the assigned duties.

#### **4.8.2 Resignation**

23. The Project Personnel may resign from the post upon presenting the Project Manager with one (1) month written prior notice unless otherwise specified under the terms of his or her appointment.

### **4.9 Last Day for Pay Purposes**

24. When a Project Personnel is separated from service, the date on which entitlement to remuneration and benefits shall cease, shall be determined in accordance with the following provisions:

- a) For the end of regular service of project personnel, the date shall be the date specified in the Letter of Appointment;
- b) In case of termination or resignation, the date shall be either the date of termination mentioned in the written notice under the sections 4.8.1 or 4.8.2. Outgoing Project Personnel are expected to perform his or her duties during the period of notice. Annual leave shall be granted during the notice of termination or resignation only for brief periods; and
- c) In case of death, the date on which entitlement to remuneration and benefits shall cease shall be the date of death. In such case of death, the surviving dependents shall be entitled to receive one month base remuneration per year of service.

## **V. Fund management**

### **5.1 Fiscal Year**

25. The fiscal year of the project shall be from 1 January to 31 December of each calendar year.

### **5.2 Accounting control**

26. The Implementing Agency shall ensure a proper bookkeeping and account control system in place and submit quarterly financial reports to the designated authority of the Implementing Country and the Executive Director.

### **5.3 Procurement of Goods and Services**

27. For procurement of goods or services valued more than USD 1,000, at least three (3) bids (quotations) from the suppliers or providers should be invited prior to procurement and the Implementing Country, in accordance with the related national laws and regulations, shall determine the lowest and appropriate bid for purchase of goods or services. Direct purchase can be made for those items with value less than USD 1,000 subject to the purchase regulations of the Implementing Country.

## **VI. Project management**

### **6.1 Inception**

28. Immediately after signing of the Implementation Agreement by the respective Implementing Countries and upon receipt of fund, the Implementing Countries shall initiate the inception of the Project and begin the implementation of activities.

### **6.2 Planning and Implementation**

29. In order to carry out project implementation in a timely and efficient way, the Implementing Agencies shall develop quarterly work plans with detailed activities, timeline and budget based on the Project Document and these Guidelines.

30. In case of organizing short-term training course, seminar and workshop under the project, the same conditions and rates for travel, accommodation and daily subsistence allowance described under section 4.7.1 shall be applied for the participants of the event.

### **6.3 Reporting**

31. The Project Manager shall compile regular progress reports submitted by the Implementing Country to the Executive Director intended for consideration of the Council. Where appropriate, the Project Manager shall also submit to the Governing Council other reports (annual report, study report, workshop report, technical paper, policy brief) of the activities within one (1) month after completion of the activity.

32. The Project Manager shall compile a financial status report, comprising balance sheet, certified statements of cash flow and expenditures submitted by the Implementing Country to the Executive Director intended for consideration of the Council every three (3) months (quarterly).

33. The Project Manager, in close cooperation and consultation with the Implementing Countries, shall submit a final project completion report intended for the Governing Council via the designated authority of the Implementing Country to the Executive Director, within

one (1) month after completion of the last activity of project. The final report shall cover the outcomes of the project in the outlines mentioned below:

Project title:

Project duration:

Executive summary

- I. Introduction
- II. Objectives
- III. Project management structure
- IV. Project outputs (both tangible and intangible)
- V. Implementation status (tabulated)
- VI. Major achievements/success stories
- VII. Issues and constraints
- VIII. Plan for the sustainability of project activities
- IX. Conclusion/Recommendation
- X. Annexes/Appendices
  - a. Financial statement
  - b. Audited financial report
  - c. Matrix of planned and actual activities
  - d. Other relevant documents

#### **6.4 Termination**

34. The submission and acceptance of final report and the financial audited report represent the completion of the Project. The respective Project Personnel shall hand over the records, documents and all other transferrable to the designated authority of the Implementing Country before discharging his or her official duties. The designated authority of the Implementing Country, in consultation with the Executive Director, shall officially announce the effective termination date of the Project.

## **VII. Monitoring Arrangement**

35. The Project shall be monitored in accordance with the procedure for assessment for implementation of the AFoCo Agreement and report to the Council under the terms and conditions set forth by the Council.

---

## ANNEX-3

### **Detailed Banking Instructions of the Implementing Countries<sup>4</sup>**

#### Brunei Darussalam

Name of Bank:  
Address of the Bank:  
Name of Account Holder:  
Type of Account:  
Account Number:  
Swift Code:

#### Cambodia

Name of Bank:  
Address of the Bank:  
Name of Account Holder:  
Type of Account:  
Account Number:  
Swift Code:

#### Indonesia

Name of Bank:  
Address of the Bank:  
Name of Account Holder:  
Type of Account:  
Account Number:  
Swift Code:

#### Lao PDR

Name of Bank:  
Address of the Bank:  
Name of Account Holder:  
Type of Account:  
Account Number:  
Swift Code:

#### Myanmar

Name of Bank:  
Address of the Bank:  
Name of Account Holder:  
Type of Account:  
Account Number:  
Swift Code:

#### Philippines

Name of Bank:  
Address of the Bank:  
Name of Account Holder:  
Type of Account:  
Account Number:

---

<sup>4</sup> This information will be provided subject to internal regulation of each Implementing Country.

Swift Code:

Singapore

Name of Bank:

Address of the Bank:

Name of Account Holder:

Type of Account:

Account Number:

Swift Code:

Thailand

Name of Bank:

Address of the Bank:

Name of Account Holder:

Type of Account:

Account Number:

Swift Code:

Viet Nam

Name of Bank:

Address of the Bank:

Name of Account Holder:

Type of Account:

Account Number:

Swift Code:

---