



Intellectual services procurement

Terms of Reference (ToR)

Purpose

Operational and technical support to the Ghana Forestry Commission for the implementation of the FLEGT VPA

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List of Abbreviations

AFD: French Development Agency

ALA Facility : Africa and Latin America Facility of the FAO

CSO: Civil Society organizations

EFITAP : European Forest Institute Technical Assistance Project

EU : European Union

EUDR: EU Regulation on deforestation-free products (2023/1115)

FAO: Food and Agriculture Organization of the United Nations

FAWAG: Furniture and Wood Products Association of Ghana

FC: Ghana Forestry Commission

FIAG: Forest Industry Association of Ghana

FLEGT: Forest Law Enforcement, Governance and Trade

GTLAS : Ghana Timber Legality Assurance System

GWTS: Ghana Wood Tracking System

JIF: Joint Implementation Framework

JMRC: Joint Monitoring and Review Committee

JMRM : Joint Monitoring and Review Mechanism

LAS: Legality Assurance System

M-SIC: Multi-Stakeholder Implementation Committee

PMU : Program Management Unit of the EU FLEGT VPA Program

SME: Small and Medium Enterprises

SRA : Social Responsibility Agreement

TLAS: Timber Legality Assurance Systems

VPA: Voluntary Partnership Agreements

WAG: Wood Workers Association of Ghana

WTS : Wood Tracking System

1. GENERAL INFORMATION ON THE SERVICES' BACKGROUND

1.1. BACKGROUND OF EU FLEGT VPA PROGRAM

In 2003, in a bilateral dialogue between the European Union (EU) and the main tropical timber producer countries aimed at strengthening forest governance, the participation of civil society in the implementation of their forest policies, and the elimination of illegal logging through the formalization of their forest-timber value chains, the EU adopted the Forest Law Enforcement, Governance and Trade (FLEGT) Action Plan.

The EU FLEGT Action Plan *protects* tropical forests from the devastating effects of illegal logging. Forests support 90% of the world's biodiversity, regulate water quality, and mitigate climate change by absorbing and storing close to half of the world's terrestrial carbon. Trade related to the *illegal logging* of tropical forests has caused the price of tropical timber to fall by more than 30% on international markets. Interpol estimates that 50-90% of tropical forest logging is illegal. In 2018, the number of financial transactions linked to illegal trade in timber products was estimated at more than 100 billion dollars (Interpol, April 2019). Illegal logging is a recurrent subject of media campaigns and damages the image of tropical timber, which accounts for only a marginal share of the global forest-timber value chain (1% of global forest production) and erodes the confidence of European consumers. In tropical countries, it is detrimental both to the maintenance of the integrity of forest ecosystems and to forest-dependent populations, considered to be the poorest on the planet.

Voluntary Partnership Agreements (VPAs) are a key component of the FLEGT Action Plan to address illegal logging. A VPA seeks to ensure that timber and timber products imported into the EU from a partner country comply with the laws of that country.

To achieve this, a partner country must first decide which parts of its national legal framework it will use to define legality for the purposes of the VPA. The country must also have, and describe in the VPA text and annexes, a system to ensure legal compliance and issue legal products with FLEGT licenses. In most cases, a country will build on existing systems to achieve this.

However, the implementation of VPAs has been impeded by several institutional and technical requirements. Until today, one country has been authorized to issue FLEGT licenses (Indonesia), and eight other countries have committed to implementing a VPA (Cameroon, Central African Republic, Ghana, Guyana, Honduras, Liberia, Republic of Congo and Vietnam). Currently, these group of eight countries are included in the EU FLEGT VPA Program which are at different stages of progress.

In Ghana, negotiations towards the adoption of the VPA between the EU and Ghana began in 2007. In 2009, the VPA was ratified by both parties and its implementation phase began. To ensure the credibility of the entire process and allow the VPAs to achieve their full potential, it is necessary for the EU to continue its support for their implementation. The main constraints are country-specific, but generally involve the operationalization of a Timber Legality Assurance System (TLAS), which relates on a complete national chain of transparency led by the country's administration. This presents many technical, financial, organizational and institutional challenges due to the changes in practices imposed on numerous historical or newly associated actors in the forest-based value chain.

The implementation of a VPA thus requires substantial investments and continuous, well-targeted technical and financial support. Within this framework (2021-2025), AFD is implementing, through an EU funds delegation, a program whose purpose was initially to support the eight (8) countries

mentioned above, recognized by the EU as its most committed partners in the fight against illegal logging, in the implementation of their VPAs.

This program will complement and monitor support to FLEGT processes by international organizations, civil society organizations, multilateral agencies, and EU Member States in the current VPA partner countries, including:

- Action programs that provide assistance to governments and financial support through calls for proposals to other stakeholders (CSOs and the private sector), funded by the EU or other donors. In particular, synergies will be fostered with the FAO Africa and Latin America (ALA) facility; the 'Forest for the Future' (F4) facility (led by the Environment, Sustainable Natural Resources Unit of the Directorate General for International Partnerships [INTPA.F.2]), which aims at promoting forest value chains and stimulating private sector investments, or the FLEGT program for regional Asia managed by DG-ENV.
- Action programs focused on REDD+, which support the strengthening of land governance in third countries (monitoring and control of uses to maintain forest cover).
- To avoid duplicating efforts and resources, coordination will also be ensured at country level via an information exchange mechanism involving all actors engaged in FLEGT processes and through strengthened dialogue with the FLEGT and EU Timber Regulation (EUTR) expert group.

1.2. OBJECTIVES AND SCOPE OF THE EU FLEGT VPA PROGRAM

The overall objective of the Program is to contribute to the sustainable management of forests.

The specific objective is to improve forest governance and law enforcement in countries implementing the VPA to limit any illegal exploitation of forest resources. This program has four main components:

- Component 1: Institutional support covering the actions necessary for the legal and equitable supply of timber by ensuring its traceability
- Component 2: Stakeholder support focusing on NGOs, communities and the private sector to build their capacity to contribute to the implementation of the VPA in their country
- Component 3: Program management (technical coordination, financial and administrative management, monitoring/evaluation)
- Component 4 ¹: Technical support by the FLEGT Africa and Latin America (FLEGT-ALA) Facility led by FAO .

EU FLEGT VPA Program (2021-2025), aims to develop components 1 and 2 based on the following table.

Component 1/C1: Institutional support	Component 2 /C2: Stakeholder support focusing on NGOs, communities, and the private sector
Thrilled : <ul style="list-style-type: none"> • The latest conclusions of JMRC and its work plans • An analysis of the VPA implementation framework 	Thrilled: <ul style="list-style-type: none"> • Strengthening the capacity and the involvement of stakeholders to contribute effectively to the processes related to the implementation of the VPAs.

¹This component was added to the Multi-Partner Contribution Agreement in May 2024 by addendum no. 1. It has been operational since October 2024 .

<ul style="list-style-type: none"> • An analysis of the financing gaps • The financial and technical assistance needs identified by the partner country and the EU-Delegation 	<ul style="list-style-type: none"> • The targeted beneficiaries are: CSOs, Private Sector, Communities. • Demand-driven grant mechanism aligned with the objectives defined in each country's VPA implementation framework.
Main possible activities: <ul style="list-style-type: none"> • Support the development and deployment of Timber Legality Assurance Systems (TLAS) VPA-compliant. • Capacity-building of administrative officers in charge of forests. • Contribution to national normative and legal reform in line with VPA requirements . • Strengthening transparency, monitoring, and controls mechanisms. • Strengthening of complaint/grievance mechanisms required by VPAs. • Coordination with other forest governance initiatives at the national level. 	Main possible activities: <ul style="list-style-type: none"> • Continuing support to independent forest monitoring. • Strengthening the compliance of SMEs and micro-enterprises with TLAS. • Improving access of SMEs and microenterprises to capital, legal supply chains and markets. • Supporting the participation of women and youth in VPA-compliant forest management and small-scale wood processing enterprises

The Program is currently active in five countries: Ghana, Republic of Congo, Liberia, Honduras and Guyana.

In each of these countries, the beneficiaries of funding under this program will be:

- on one hand, government institutions (component 1) for the implementation of actions to operationalize the VPAs: support to the national timber legality assurance system (LAS), adaptation of national legislation, transparency and monitoring and control mechanisms in the forestry sector, etc.;
- on the other hand, civil society organizations, communities and the private sector (component 2), in particular marginalized groups (indigenous peoples, women) and small businesses, to strengthen their capacity to effectively contribute to the VPA implementation process, and to ensure that this process does not exclude them from legality.

The program currently comes to an end on 31 December 2025. However, AFD and the European Union are in the process of finalizing an extension to the program to enable projects to be implemented until 30 June 2027.

1.3. GOVERNANCE AND CONTRACTING AUTHORITY

AFD is the contracting authority of this program and is leading a steering committee which includes representatives of the European commission (DG INTPA and DG ENV), the Program Management Unit (technical operator and the administrative and financial operator) and the FLEGT ALA Facility managed by the FAO.

AFD relies on the two operators of the Program Management Unit (PMU) as contracting authority support:

- Eticwood /Nature+ (technical operator) in charge of the technical follow-up and the implementation of the activities in the countries included in the program (establishing terms of reference for activities and following up on deliverables);
- e-Sud Développement (administrative and financial operator) in charge of the administrative and financial management (procurement process, financial monitoring, invoices, etc.).

2. CONTEXT OF THE FLEGT VPA IN GHANA

Ghana is a country located in West Africa, with an area of 238,535km². The forest cover in Ghana represents approximately 35% of the total land area.

Most of the forests found in Ghana are primary or naturally regenerated (around 7.6 million hectares), but there is also a small number of planted forests (approximately 297,000 hectares). In Ghana, forest ownership can be divided among public land, stool land, family land and private land. However, the management of forest resources is administered by the Forestry Commission for the benefit of the landowners. In off-reserve areas, the Forestry commission is responsible for regulating, as opposed to managing, the utilization of forest and timber resources.

The FAO estimated that the net annual change in forest area in Ghana between 2010 and 2020 was +0.05% (FAO, State of the World's Forests, 2020).

Ghana has around 2.6 million hectares of forest reserves dedicated to timber production, and an additional 2 million hectares of crop land that also produce timber. The forest sector is the fourth largest contributor to Ghana's GDP. Ghana has a strong reputation for innovation in timber processing, making products particularly suited to the European market, and around 11% of Ghana's timber exports are sent to the EU.

Ghana has ratified a VPA with the EU in 2009, and has been developing the systems needed to control, verify and license legal timber. Although VPAs are primarily concerned with international trade, Ghana chose to pursue a VPA that addresses illegal logging that infiltrates the domestic market as there was strong consensus from stakeholders in Ghana that including the production of timber for the domestic market in the VPA was critical.

A series of institutional arrangements and accompanying measures are implemented to ensure that the system is operational and that operators are able to comply with the VPA.

Key VPA-specific institutions include:

1. A Ghana-EU body called the Joint Monitoring and Review Mechanism (JMRM) oversees implementation of the VPA.
2. A Multistakeholder Implementation Committee. This Committee is chaired by a representative of the Ministry of Lands and Natural Resources and members include representatives of several Government ministries and agencies that have responsibilities for aspects of the VPA. Other members of the Committee include a parliamentarian, a representative of traditional authority and representatives of civil society and the private sector.
3. The VPA Secretariat in Ghana's Forestry Commission coordinates implementation activities.

Key set-out measures include:

4. Strengthening of the regulatory and legal framework applicable to the forestry sector with the aim to implement all relevant policies, laws, regulations, statutes, strategies, guidelines, voluntary measures and codes of practice and conduct.

5. Developing and implementing the Ghana Timber Legality Assurance System (GTLAS) to ensure verification of compliance with the legality definition formulated in the VPA and with the supply chain controls and procedures described in the Agreement. This includes the development of a wood tracking system, control and verification, independent auditing of the system, and setting up a complaint mechanism.
6. Building capacity of all parties involved in the implementation of this Agreement, which included delivering technical training for Ministries and Government Agencies and their staff, training and building administrative capacity of logging associations and industry and training of civil society.
7. Communicating about the implementation of the Agreement by means of encouraging the involvement of all concerned stakeholders, ensuring public access to information, promoting the image of the Ghana timber and forest sector, and promoting the benefits of this Agreement for the stakeholders and the wider public.
8. Monitoring the implementation of the Agreement through the JMRRM, which has overall responsibility for monitoring the implementation of the Agreement.
9. Monitoring the social, environmental, and economic impacts of the Agreement to ensure that it achieves its intended aims.
10. Creating space for dialogue on land tenure, land use and conflicts among all concerned parties to strengthen governance and law enforcement.
11. Carrying out market improvements and industry development to ensure that the forest sector in Ghana continues to be a key contributor to the local economy, generating employment opportunities in urban and rural areas and contributing to poverty reduction.
12. Mobilization of finance mechanisms for implementing the Agreement.

Once all systems are fully operational, Ghana will issue FLEGT licenses . During the 12th JMRRM that took place in Accra in November 2024, Ghana announced that FLEGT licenses will start being emitted from 30th June 2025 onwards.

3. DESCRIPTION OF THE SERVICE

3.1. OBJECTIVES OF THE ASSIGNMENT

The present Terms of References aim to provide operational and technical support to the Ghana Forestry Commission in Ghana in order to contribute to the processes related to the implementation of the VPA. This activity is part of Component 1 of the EU FLEGT VPA programme.

AFD is seeking a service provider to provide support to the Forestry Commission of Ghana in order to contribute to the processes related to the implementation of the VPA.

The overall objective is to provide technical and operational assistance support to the Forestry Commission so it can fulfill its functions in the implementation of the VPA.

At the publication of this call for tenders, the following specific areas for support are identified:

- Operational support to the ongoing functioning of the Forestry Commission, through the funding of stakeholder meetings, IT equipment purchase and delivery and other events.
- Support to capacity-building for the Forestry Commission, other administrations and the private sector to prepare for FLEGT licensing.

- The implementation of the FLEGT licensing joint communication plan activities.
- Support to the development of three technical studies: a VPA impact monitoring baseline study, a domestic market trade and pricing study and a study to determine the lumber recovery rate of timber products to fix the stumpage fee.
- Support to industry registration into the industry portal and training of the private sector.

The specific objectives are the following:

- i. The Forestry Commission has sufficient technical and operational capacity to implement key elements of the VPA over the duration of the service.
- ii. There is an in-depth understanding of the VPA implementation process and the requirements of the GTLAS, and more specifically the Ghana Wood Tracking System (GWTS), within the Forestry Commission and other administrations, and within the private sector and civil society.
- iii. The private sector is prepared for FLEGT licensing and has the capacity to fulfill its obligations, in particular in relation to the use of the industry portal and other key platforms related to the Ghana Wood Tracking System and FLEGT licensing.
- iv. Key members of the Forestry Commission, including some operational staff at local level, have sufficient capacity to operationalize the GTLAS, including use of the GWTS and other platforms.
- v. There is increased visibility and outreach on FLEGT licensing, at the national and international level, including through supporting the implementation of activities under the Communication plan for FLEGT licensing.
- vi. Activities funded under the EU FLEGT VPA Program , as well as activities to enable FLEGT licensing, are appropriately documented, tracked and monitored.

3.2. MAIN TASKS EXPECTED OF THE SERVICE PROVIDER

AFD is seeking the services of a Service Provider to oversee and implement a support package for the Forestry Commission.

The following tasks are expected from the Service Provider:

- **Overall, the Service Provider will manage and administer the budget of this service:**
 - At the inception of the project, the service provider shall develop a comprehensive cost framework detailing standard unit rates for typical expenditures such as per diems, accommodation, local transport, and other eligible costs. This **cost framework** shall be categorized by type of activity (eg, meetings, capacity building sessions, field missions, studies) and by profile of participants (eg, civilian servants from the GFC, community members, national consultants, etc.). The proposed cost framework will have to be discussed with the Ghana Forestry Commission and submitted to the PMU for review and prior approval before any related expenses are incurred or reimbursed. This validated cost structure shall serve as a reference for all project-related budgeting and invoicing throughout the implementation period.

- The Service Provider will be responsible for the financial management and administration of the service, this includes payment of fees, emitting invoices, etc.
 - The Service Provider shall ensure that all expenditures are made efficiently, economically, and with optimal value for money, aligning with the Ghanaian context and adhering to AFD procedures.
 - The Service Provider will be responsible for financial and operational reporting on the progress of this service (progress reports) to the PMU.
 - Build and maintain constructive working relations with the Ghana Forestry Commission and the EU Delegation to Ghana.
 - The Service Provider shall monitor progress against predefined indicators and milestones, provided by the Forestry Commission, and track the allocation and use of funds, equipment, and human resources.
- **The Service Provider will ensure that the FC has the necessary means to implement its mission:²**
 - The Service Provider will be providing coordination and the means to carry out the following activities:
 - The organization of four (4) M-SIC meetings
 - Regular technical meetings: twenty-four (24) with FC and other GTLAS agencies on the implementation of the VPA and development and rolling out of the GTLAS
 - The service provider will fund the cloud hosting of the GWTS for the year 2026, starting in January of that year.
 - The service provider will be overseeing the procurement and delivery of IT equipment to support timber harvesting operations, transportation, processing and trade, and the FLEGT licensing process (list in annex 2) . All equipment must meet the **technical specifications** outlined in the tender documents (or be “at least equivalent”) and comply with relevant **Ghanaian and international standards** . Documentation including user manuals, conformity certificates, and serial numbers must be provided upon delivery.
 - **The Service Provider will support the organization of capacity-building activities for the Forestry Commission, other administrations and the private sector to prepare for FLEGT licensing:**

The Service Provider will be providing coordination and the means to carry out the following training:

 - Retraining of Industry to use the system/portals developed for the operation of the GhLAS
 - Training and support to industry registration onto the industry portal
 - Training of TVD data reconciliation officers
 - Training of FC operational staff on Corrective Actions Requests closure and Compliant Procedures
 - Training of Industry on Corrective Actions Requests closure and Compliant Procedures
 - Top-up Training of Customs Officials on the GhLAS
 - Top-up Training of DoIMAG on the GhLAS

²Candidates are not asked to estimate the cost of team contracts, team operations or equipment at the bid stage. In the appendix, the budget provides information on the maximum amounts agreed with national partners, which bidders should mention in the BPU tab of the financing document.

- Top-up Training of wood vendors on the GhLAS
- Top-up Training of FIAG (FAWAG, WAG) members on the GhLAS
- Field training on tree/timber measurement –Operational staff of FSD and TIDD
- **The Service Provider will ensure that the Forestry Commission and the EUD Ghana have the necessary means to implement the FLEGT Licensing Joint Communication Plan:**
 - The organization of events and other outreach activities, under the FLEGT licensing communication plan. At the start of the contract, the service provider must prepare a list of activities to be undertaken on the basis of the EU-Ghana Joint Communication Plan and have it validated by the PMU, the FC and the EUD.
- **The service provider will provide the logistical means to support the development of three studies:**
 - The baseline study to establish the impact monitoring baseline for 3 areas of the VPA. This will require 5 workshop(s), 3 meetings to validate data, 5 meetings of the Joint Team on Impact monitoring (JTIM).
 - A Study to determine the lumber recovery rate of timber products in order to fix the stumpage fee (ie lumber, veneer, plywood, engineered wood etc.) covering the major timber species for the export and domestic markets (existing TORs). This will require the organization of 3 multi-stakeholder meetings with the FC, industry associations and NGOs, as well as 5 field missions for the FC to carry out data collection and data analysis; and finally 2 validation workshops.
 - A study on domestic market trade and pricing to quantify volume and quantity of timber traded to create an enabling environment for domestic timber trade. This will require the organization of 3 multi-stakeholder meetings with industry associations and NGOs, as well as 5 field missions for the FC to carry out data collection and data analysis; and finally 2 validation workshops.
- **The Service Provider may be requested to do other tasks necessary to achieve the objectives of this service as indicated in Section 3.1 above.**

If an additional activity falls within the objectives of this service and the budget available under the framework agreement permits, the service provider may submit a note to the PMU, the FC and the EUD detailing the tasks of this activity and the resources required to implement it.

In the event of validation of the activity, the operational expenses will be contracted through order forms contracted by AFD.

3.3. DELIVERY OF GOODS

The delivery of the IT equipment shall be made to the following address: Timber Validation Department, Forestry Commission, Aggrey Street, Accra. The supplier is responsible for ensuring that the equipment reaches the exact location indicated.

The delivery must be carried out under the Incoterm DDP (Delivered Duty Paid – Incoterms® 2020), meaning the supplier is responsible for all costs and risks associated with transporting the goods to the final destination, including import duties, taxes, and any customs formalities. The goods must be delivered during regular working hours (between 8:00 am and 5:00 pm) and in accordance with the delivery schedule specified in §5.

Partial deliveries are allowed. Each delivery must be clearly identified and accompanied by appropriate documentation.

All equipment must be securely packaged and clearly labeled.

The delivery must be confirmed by a delivery and acceptance report signed by the supplier and the authorized staff of the Forestry Commission after inspection and verification of compliance. The AFD reserves the right to inspect the goods before formal acceptance. Ownership and risk shall pass to the Forestry Commission only after formal acceptance of the goods on site.

3.4. WARRANTY AND AFTER-SALES SERVICE

All equipment must be covered by a **minimum warranty of 12 months** from the date of acceptance. During the warranty period, the supplier shall repair or replace defective units within **10 working days** of notification.

In its offer, the supplier will have to present the effective duration of the warranty offered on the equipment and what it offers in terms of after-sales service, maintenance (availability of spare parts, on-site intervention, etc.) and technical assistance during the warranty period for the supply of the equipment.

The warranty provided by the supplier will be transferred to the direct beneficiary, the Ghana Forestry Commission, upon delivery of the equipment and the supplier must inform the beneficiary in writing of the transfer of this warranty, providing the necessary documents.

The quality of the warranties offered and delivery times will contribute to the technical scoring of the proposals.

4. DELIVERABLES

The expected deliverables (D) will be received by the PMU which will be responsible for transmitting comments on the deliverables for approval. They are listed below in chronological order.

Each report will include (i) a narrative part explaining the progress of the project, the activities carried out, and any difficulties encountered with mitigation actions taken and (ii) a financial part which will detail the expenses incurred and will gather all the supporting documents required according to the terms and conditions. An additional part will be required once the monitoring and evaluation system is established by the EU FLEGT VPA Programme.

All reports will be drafted in English.

- D0: Inception report: This report will contain the agreed cost framework for expenses, a workplan for the project, equipment handover dates and include a first draft of the specific annual operating plan for discussion between the Parties. The inception report will be submitted within a month after the start of the project.

- **D1-D5: Regular progress reports:** These reports will explain the progress of the project with respect to the activities identified in the workplan and the specific annual operating plan, it will contain the results achieved, the bottlenecks identified and recommendations to overcome those. Progress reports will incorporate reporting on the utilization of operational assets procured under the project. These reports will be submitted at a quarterly basis (every three months), including at the end of the project. Payment of the contractor will be subject to the submission of the interim reports.

If, during the reporting period, one or more of the studies (point 5 of part 3.2) are finalized, the studies report must be in Annex of the progress report.

- **D6: Final report** including a complete description of implemented activities. It must be submitted to the PMU before the end of the 18th month of activity.

The expected deliverables (D) will be received by the PMU which will be responsible for transmitting comments on the deliverables for approval. They are listed below in chronological order.

All reports will be drafted in English.

For all project deliverables, if circumstances prevent the service provider from providing what is requested in these ToRs, the reasons will be justified in the interim reports. The last report must contain all of the documents listed above.

Every 3 months, meetings will be organized between the service provider, the PMU, the EU Delegation and the FC to ensure that the service is running smoothly and to discuss any bottlenecks.

5. INDICATIVE CALENDAR

The length of the contract is approximately 18 months.

The following table presents the provisional timetable for the deliverables.

Monthly number	M1	M2	M3	M4	M5	M6	M7	M8	M9
Deliverables	D0			D1			D2		
Monthly number	M10	M11	M12	M13	M14	M15	M16	M17	M18
Deliverables	D3			D4			D5		D6

The delivery of equipment must be completed within **3 months** from the date of contract notification and the exact date of delivery will be specified in the inception report.

6. SERVICES TO BE PROVIDED BY THE CLIENT

The Service will be awarded by the Client in the form of a mixed single-award framework agreement with order forms:

- **Lump Sum Component** : This will cover the fees and costs associated with the core implementation team, including the Project Manager, Administrative and Logistics Assistant, and Backstopping support. A detailed breakdown of these costs will be provided in the "DPGF" sheets of the financial offer.
- **Order Form Component** : This will finance activities in support of the GFC, such as meetings, capacity-building sessions, field missions, studies and equipment procurement. Order forms will be issued periodically—either quarterly or semi-annually—based on consultations among key stakeholders (GFC, EUD, AFD, and the Service Provider). The unit costs for the order forms are subject to a ceiling (maximum amount) set in the “BPU” sheet of the financial offer.

Documents available to the Client (possibly non-exhaustive list) will be provided to the service provider.

The Forestry Commission will provide a furnished office space to the service provider when necessary for the carrying out of their activities.

7. COMMUNICATION

The deliverables will be produced as part of the EU FLEGT VPA Program implemented by the Agence Française de Développement (AFD and funded by the European Commission (EC).

The deliverables will present a disclaimer stating that “ *the report was produced with the financial support of the European Union. Its contents are the sole responsibility of <name of the author/partner> and do not necessarily reflect the views of the European Union and the French Development Agency.*”.

For any external communication within the framework of the EU FLEGT VPA programme , the service provider will submit the materials to the Program Management Unit one week in advance in order to obtain approval for the communication.

8. EXPECTED PROFILE

The service provider will need to provide the following documents to demonstrate its technical and financial capacity

- Company Profile: a detailed profile including the company's history, areas of expertise (IT especially), staff qualifications, and organizational structure.
- At least three relevant references:
 - Name of client
 - Description of services and equipment supplied
 - Contract value
 - Year of delivery
 - Contact details for references

The Service Provider will be present in its offer its methodology, the CVs of the Project Manager, the non-key experts and the proposed backstopping.

The Service Provider shall meet the following criteria:

- Demonstrate capacity in human resources management (eg recruitment and contracting), and program operations (eg procurement and financial management)
- A legal and operational presence in Ghana will be an advantage (ie have a functional office).
- Experience in working with the private sector and the civil society.
- Able to quickly mobilize program and project resources.
- Able to multidisciplinary team of experts related to targeted subjects on forest related topics.
- Able to implement the current service using English as operational language.
- The project manager must be based in Accra, Ghana

The **Project Manager** must be hired within the service provider's structure and ensure a managerial role. He/She should demonstrate:

- A qualification level corresponding to a minimum of a master's degree in a relevant field (international development, forestry, economics) or equivalent experience.
- Excellent communication skills in English, including oral and written communication.
- Experience with the FLEGT VPA process in Ghana would be preferred but not compulsory
- Demonstrated experience in working on the above topics with governmental agencies, and preferably in Ghana.
- A minimum of 5 years' experience in the forestry, agriculture, or natural resource management sector (private sector, national or international technical assistance, NGO involved in sustainable forest management, public administration).
- A legal and operational presence in Ghana will be an advantage (ie have a functional office).
- Experience in working with the EUD and the Forestry Commission in Ghana, as well as with the private sector and civil society would be an advantage.
- Able to quickly mobilize program and project resources.

Administrative and Logistics Assistant

- Bachelor's degree in Business Administration, Management, or related field
- Minimum 5 years of experience in project administration
- Strong organizational and multitasking abilities
- Experience with international development projects preferred
- Proficiency in financial management and budget administration
- Experience in event planning and logistics coordination
- Strong skills in procurement processes and vendor management
- Excellent record-keeping and documentation skills
- Proficiency in MS Office suite and project management software
- Strong communication skills

Backstopping Expert

- Master's degree in Forestry with specialization in policy or a related field
- 10 years of experience in forest governance and policy

- International experience with FLEGT VPA processes
- Experience with AFD procedures and EU funding mechanisms
- Experience with multi-stakeholder engagement strategies
- Working knowledge with forestry information systems
- Understanding of Ghana's socio-political context

The following are the profiles of the non-key experts to be hired within the service provider's structure. The experts should have the following minimum qualifications:

Monitoring and Evaluation Expert

- Master's degree in development studies, Economics, Statistics, or Environmental Management
- Minimum 5 years of experience in monitoring and evaluation of development programs , preferably in forestry or natural resource management
- Strong background in designing M&E frameworks
- Experience with impact assessment methodologies
- Proven track record in establishing monitoring baselines and tracking predefined indicators
- Familiarity with forestry sector indicators and FLEGT VPA processes
- Strong analytical and quantitative skills
- Proficiency in statistical software and data visualization tools
- Ability in tracking progress against milestones and indicators provided by the Forestry Commission

Forestry Expert

- Master's degree in forestry, Forest Management, or related field
- Minimum 5 years of experience in tropical forestry management
- Specialized knowledge of Ghana's forestry sector and timber trade
- Experience with FLEGT VPA implementation and GTLAS systems
- Deep understanding of timber harvesting operations, processing, and trade
- Experience with lumber recovery rate studies and stumpage fee calculations
- Knowledge of Ghana's major timber species for export and domestic markets
- Familiarity with Ghana Wood Tracking System (GWTS) and timber legality assurance systems
- Experience in conducting field assessments and data collection
- Strong stakeholder engagement skills with government, industry, and NGOs

Legal and Training Specialist

- Law or Master's degree in Public Administration/Institutional Development
- Minimum 5 years of experience in legal frameworks and capacity building
- Background in forestry regulations and compliance procedures preferred
- Expertise in developing and implementing training programs preferably in the forestry sector
- Strong understanding of regulatory compliance and legal procedures
- Experience training various stakeholders (government, private sector, NGOs)
- Knowledge of FLEGT regulations and timber legality requirements

9. BUDGET

The team's fees will include the costs of professional insurance, work equipment not included in the office expenses (laptop, telephone) and all taxes and other fees related to the activities of its staff, as well as any costs related to potential expatriation to Ghana (travel, accommodation, visas).

The Service Provider will propose a budget in each quarterly or half-yearly work plan (which will be discussed with the FC before obtaining the AFD approval) for the payment of the following items on the basis of supporting documents:

- Organization of meetings and trainings,
- Field missions and travel outside the capital,
- International travel,
- Communication costs.

The maximum cost of the IT equipment is set at 400,000 EUR.

ANNEX 1: COST INDICATION

This Appendix provides information on the maximum amounts agreed with national partners for the services which will be contracted through purchase orders. It is suggested bidders mention these maximum amounts in the BPU tab of the financing document.

No.	TRAININGS/MEETINGS/STUDIES	Maximum amount per unit
1	MSIC Meetings	4,000 €
2	Regular Technical Meetings with GhLAS Agencies	€3,185.00
3	Training of FC officers to use the system/portals developed for the operation of the GhLAS	€5,050.00
4	Training of Industry to use the system/portals developed for the operation of the GhLAS	€6,600.00
5	Training of data reconciliation officers of the TVD	€8,420.00
6	Training of FC operational Staff operational staff on Corrective Actions Requests closure and Compliant Procedures	€17,440.00
7	Training of industry on Corrective Actions Requests closure and Compliant Procedures	€6,600.00
8	Training of DoIMAG , on the GhLAS	€7,700.00
9	Training of customs on the GhLAS	€9,200.00
10	Training of wood Vendors on the GhLAS	€18,325.00
11	Training of FIAG (FAWAG, WAG) on the GhLAS	€8,000.00
12	Field training on tree/timber measurement –Operational staff of FSD and TIDD	€4,600.00
13	Cloud hosting of the GWTS for the year 2026, starting in January of that year	€2,600.00
14	Organization of events and other outreach activities, under the FLEGT licensing communication plan	€200,000.00
15	Baseline study to establish the impact monitoring baseline for 3 areas of the VPA including workshops, validation meetings and meetings of the Joint Team on Impact monitoring (JTIM).	€30,000.00
16	Lumber recovery and stumpage fee revision study	€80,000.00
17	Study on domestic market trade and pricing to quantify volume and quantity of timber traded	€100,000.00

ANNEX 2 – DETAILED SPECIFICATIONS LIST

Item number	Item	Description of goods	Detailed specifications
1	Mobile Device-1	Samsung Galaxy S25 Ultra (model SM-S938B and variants) "or equivalent".	<p>"Display</p> <ul style="list-style-type: none"> • Type: Dynamic LTPO AMOLED 2X, 120Hz, HDR10+, 2600 nits (peak) • Size: 6.9 inches, 116.9 cm² (~92.5% screen-to-body ratio) • Resolution: 1440 x 3120 pixels, 19.5:9 ratio (~498 ppi density) • Protection: Corning Gorilla Armor 2 • Features: Always-on displayPlatform• OS: Android 15, up to 7 major Android upgrades, One UI 7• Chipset: Qualcomm SM8750-AB Snapdragon 8 Elite (3 nm)• CPU: Octa-core (2×4.47 GHz Oryon V2 Phoenix L + 6×3.53 GHz Oryon V2 Phoenix M)• GPU: Adreno 830Memory• Card slot: No• Internal: 1TB 12GB RAM• UFS: 4.0Main Camera• Quad:• 200 MP, f/1.7, 24mm (wide), 1/1.3", 0.6µm, multi-directional PDAF, OIS• 10 MP, f/2.4, 67mm (telephoto), 1/3.52", 1.12µm, PDAF, OIS, 3x optical zoom• 50 MP, f/3.4, 111mm (telephoto periscope), 1/2.52", 0.7µm, PDAF, OIS, 5x optical zoom • 50 MP, f/1.9, 120° (ultrawide), 0.7µm, dual pixel PDAF, Super Steady videoFeatures: Laser AF, Best Face, LED flash, auto-HDR, panoramaVideo: 8K@24/30fps, 4K@30/60/120fps, 1080p@30/60/240fps, 10-bit HDR, HDR10+, stereo sound rec., gyro-EISSelfie Camera• Single: 12 MP, f/2.2, 26mm (wide), 1/3.2", 1.12µm, dual pixel PDAF• Features: HDR, HDR10+• Video: 4K@30/60fps, 1080p@30fpsSound• Loudspeaker: Yes, with stereo speakers• 3.5mm jack: No• Audio: 32-bit/384kHz, Tuned by AKGCommunications• WLAN: Wi-Fi 802.11 a/b/g/n/ ac /6e/7, tri-band, Wi-Fi Direct • Bluetooth: 5.4, A2DP, LE• Positioning: GPS, GLONASS, BDS, GALILEO, QZSS• NFC: Yes• Radio: No• USB: USB Type-C 3.2, DisplayPort 1.2, OTGFeatures• Sensors: Fingerprint (under display, ultrasonic), accelerometer, gyro, proximity, compass, barometer• Others: Samsung DeX , Samsung Wireless DeX (desktop experience support), Ultra Wideband (UWB) support, Circle to Search Battery• Type: Li-Ion 5000 mAh • Charging: 45W wired, PD3.0, 65% in 30 min; 25W wireless (Qi2); 4.5W reverse wirelessMiscellaneous• Colors: Titanium Silver Blue, Titanium Black, Titanium White Silver, Titanium Gray, Titanium Jade Green, Titanium Jet Black, Titanium Pink Gold• Models: SM-S938B, SM-S938B/DS, SM-S938U, SM-S938U1, SM-

			S938W, SM-S938N, SM-S9380, SM-S938E, SM-S938E/DS• SAR: 1.26 W/kg (head) 0.64 W/kg (body)• SAR EU: 1.25 W/kg (head) 1.42 W/kg (body)"
2	Mobile Device-2	Samsung Galaxy S25 Plus (model S936) "or equivalent"	<p>Network Technology GSM / CDMA / HSPA / EVDO / LTE / 5G</p> <p>Body Dimensions 158.4 x 75.8 x 7.3 mm (6.24 x 2.98 x 0.29 in)Weight 190 g (6.70 oz)Build Glass front (Gorilla Glass Victus 2), glass back (Gorilla Glass Victus 2), aluminum frameSIM Nano-SIM + Nano-SIM + eSIM + eSIM (max 2 at a time) – INT</p> <p>Nano-SIM + eSIM + eSIM (max 2 at a time) – USA</p> <p>Nano-SIM + Nano-SIM – CNIP68 dust/water resistant (up to 1.5m for 30 min)Armor aluminum 2 frameDisplay Type Dynamic LTPO AMOLED 2X, 120Hz, HDR10+, 2600 nits (peak)Size 6.7 inches, 110.2 cm² (~91.8% screen-to-body ratio)Resolution 1440 x 3120 pixels, 19.5:9 ratio (~513 ppi density)</p> <p>Protection Corning Gorilla Glass Victus 2Always-on displayPlatform OS Android 15, up to 7 major Android upgrades, One UI 7Chipset Qualcomm SM8750-AB Snapdragon 8 Elite (3 nm)CPU Octa-core (2×4.47 GHz Oryon V2 Phoenix L + 6×3.53 GHz Oryon V2 Phoenix M)GPU Adreno 830Memory Card slot NoInternal: 512GB 12GB RAMUFS 4.0</p>
3	Tablet-1	Samsung Galaxy Tab S10 Plus, model SM-X820N or SM-X826N "or equivalent"	<p>NETWORK Technology GSM / HSPA / LTE / 5G</p> <p>BODY Dimensions 285.4 x 185.4 x 5.6 mm (11.24 x 7.30 x 0.22 in) Weight 571 g (Wi-Fi), 576 g (5G) (1.26 lb)</p> <p>Build Glass front, aluminum frame, aluminum backSIM Nano-SIM, eSIM – cellular model only</p> <p>IP68 dust/water resistant (up to 1.5m for 30 min)Stylus, 2.8ms latency (Bluetooth integration, accelerometer, gyro)Enhanced Armor aluminumDISPLAY Type Dynamic AMOLED 2X, 120Hz, HDR10+Size 12.4 inches, 446.1 cm² (~84.3% screen-to-body ratio)Resolution 1752 x 2800 pixels, 16:10 ratio (~266 ppi density)</p> <p>PLATFORM OS Android 14, One UI 6.1.1Chipset Mediatek Dimensity 9300+ (4 nm)</p> <p>Octa-core CPU (1×3.25 GHz Cortex-X4 & 3×2.85 GHz Cortex-X4 & 4×2.0 GHz Cortex-A720)GPU Immortalis-G720 MC12MEMORY Card microSDXC (dedicated slot)</p> <p>Internal 256GB 12GB RAM UFS</p>
4	Tablet-1 Accessories		Protective Cover for with keyboard
5	Tablet-2	Samsung Galaxy Tab S9+ "or equivalent"	An 11.0" Dynamic AMOLED 2X display (2560 x 1600) with S Pen support and is powered by an octa-core processor (3.36GHz, 2.8GHz, 2.0GHz) running Android. It has 12GB RAM, 256GB internal storage (expandable up to 1TB via microSD), and an 8,400mAh non-removable battery offering up to 15 hours of video playback. The 13MP main camera includes autofocus and flash, while the 12MP front camera supports UHD 4K video

			recording at 30fps. Connectivity includes Wi-Fi 6E, Bluetooth 5.3, GPS, and USB 3.2 Gen 1, but it lacks NFC . 165.8 x 254.3 x 5.9mm.
6	Tablet-2 Accessories		Protective Cover for with keyboard
7	Tablet-3	Samsung Galaxy Tab A9 (SM-X115) "or equivalent"	<p>Samsung Galaxy Tab A9 (SM-X115):</p> <p>Network: GSM / HSPA / LTE</p> <p>Launch: Announced & Released on October 5, 2023</p> <p>Body: Dimensions: 211 x 124.7 x 8 mm</p> <p>Weight: 332 g or 333 g</p> <p>SIM: Nano-SIM, eSIM</p> <p>Display: Type: TFT LCD</p> <p>Size: 8.7 inches (~81.7% screen-to-body ratio)</p> <p>Resolution: 800 x 1340 pixels (~179 ppi)</p> <p>Platform: OS: Android 13, One UI 5.1</p> <p>Chipset: MediaTek Helio G99 (6nm)</p> <p>CPU: Octa-core (2x2.2 GHz Cortex-A76 & 6x2.0 GHz Cortex-A55)</p> <p>GPU: Mali-G57 MC2</p> <p>Memory: microSDXC (dedicated slot)</p> <p>Internal Storage: 128GB</p> <p>8GB RAM</p> <p>Camera: Main: 8 MP, autofocus</p> <p>Video: 1080p@30fps</p> <p>Selfie: 2 MP</p> <p>Sound: Stereo speakers</p> <p>3.5mm headphone jack</p> <p>Communications: Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct</p> <p>Bluetooth 5.3, A2DP, LE</p> <p>GPS, GLONASS, BDS, GALILEO, QZSS</p> <p>USB Type-C 2.0</p> <p>Features: Sensors: Accelerometer, proximity, compass</p> <p>Battery: Li-Po 5100 mAh (non-removable)</p> <p>15W wired charging</p> <p>Miscellaneous: Colors: Graphite, Silver, Navy</p> <p>Model: SM-X115</p>
8	Tablet-3 Accessories		Protective Cover
9	IOS Tablet-4	Apple iPad Pro 13-Inch (M4) "or equivalent"	<p>Apple iPad Pro 13-Inch (M4) 2024 WiFi + Cellular</p> <p>13-INCH ULTRA RETINA</p> <p>PERFORMANCE AND STORAGE — Up to 10-core CPU in the M4 chip delivers powerful performance, while the 10 -core GPU provides blazing-fast graphics. And with all-day battery life, you can do anything you imagine on iPad Pro.* Up to 2TB of storage means you can store everything from apps to large files like 4K video.*</p> <p>IPADOS + APPS — iPadOS makes iPad more productive, intuitive, and versatile. With iPadOS, run multiple apps at once, use Apple Pencil to write in any text field with Scribble, and edit and share photos.* Stage Manager makes multitasking easy with resizable, overlapping apps and external display support. iPad Pro comes with essential apps like Safari, Messages, and Keynote, with over a million more apps available on the App Store.</p> <p>APPLE PENCIL AND MAGIC KEYBOARD FOR IPAD PRO — Apple Pencil Pro transforms iPad Pro into an immersive drawing canvas and the world's best note -taking device. Apple Pencil (USB-C) is also compatible</p>

			<p>with iPad Pro. Magic Keyboard for iPad Pro features a thin and light design, a great typing experience, and a built-in glass trackpad with haptic feedback, while doubling as a protective cover for iPad.*</p> <p>ADVANCED CAMERAS — iPad Pro features a landscape 12MP Ultra Wide front camera that supports Center Stage for videoconferencing or epic Portrait mode selfies. The 12MP Wide back camera with adaptive True Tone flash is great for capturing photos or 4K video with ProRes support. Four studio-quality microphones and a four-speaker audio system provide rich audio. And AR experiences are enhanced with the LiDAR Scanner to capture a depth map of any space.</p> <p>CONNECTIVITY — Wi-Fi 6E gives you fast wireless connections for quick transfers of photos, documents, and large video files. And when you're away from Wi-Fi, superfast 5G gives you the flexibility to stay connected in more places.* Connect to external displays, drives, and more using the USB-C connector with support for Thunderbolt / USB 4.</p> <p>UNLOCK AND PAY WITH FACE ID — Unlock your iPad Pro, securely authenticate purchases, sign in to apps, and more — all with just a glance.*</p>
10	Tablet-4 accessories		Protective Cover with pencil
11	Portable Printer	Model Canon PIXMA TR150 Wireless Portable Color Inkjet Printer with Battery "or equivalent"	<p>Print Speed: Up to 9.0 ipm (black) and 5.5 ipm (color)</p> <p>Print Resolution: Up to 4800 x 1200 dpi, Power Source: Battery (rechargeable) and direct current.</p> <p>Control Panel: 1.44-inch OLED displayConnectivity: Wi-Fi (2.4 GHz and 5 GHz), USB Type-C, Wireless Direct, Apple AirPrint , Google Cloud Print, Mopria Print Service, Canon PRINT app</p> <p>Paper Capacity: Rear tray holds up to 50 sheets of plain paperSupported Media Sizes: A4, A5, B5, Letter, Legal, Envelopes (DL, COM10), Square (5"x5", 3.5"x3.5"), Card Size (91 x 55 mm), 4"x6", 5"x7", 7"x10", 8"x10"</p> <p>Supported Media Types: Plain paper, Canon High Resolution Paper, Canon Plus Glossy II, Canon "Everyday Use", Canon Matte, Canon Double Sided Matte, Envelopes, Removable Photo Stickers, Magnetic Photo PaperDimensions: 322 x 185 x 66 mmWeight: Approximately 2.1 kgAdditional Features: Borderless printing, manual duplex printing, optional detachable battery for portability, custom templates, anti-theft locking slot</p>
12	Laptop-1	Lenovo ThinkPad T14s Gen 6 Snapdragon X Elite (model 21N1xxx, BIOS NHCN55WW) "or equivalent"	<p>LENOVO 14"</p> <p>Bios version: NHCN55WWProcessor: Snapdragon (R)</p>

13	Laptop-2	Lenovo Yoga Slim 7x 14Q8X9 Snapdragon X Elite "or equivalent"	: Snapdragon® Touchscreen, Dolby Vision™, HDR 600 True Black, 100% DCI-P3, 1000 nits (Peak)/500 nits (Typical), 90Hz refresh rate Graphics: Integrated Qualcomm® Adreno™ GPU Camera: 1080P FHD IR Hybrid with Dual Microphone, E-Shutter Keyboard: Backlit, Cosmic Blue – English (UK) Wireless: Wi-Fi 7 (2x2 BE 320MHz) & Bluetooth® 5.4 Battery: 4-Cell Li-Polymer 70Wh Power Adapter: 65W USB-C AC Adapter
14	Laptop-3	Lenovo ThinkPad E14 Gen 6 (14" Intel) "or equivalent"	Lenovo ThinkPad E14 Gen 6 (14" Intel) laptop based on the configuration options available: Processor: Intel® Core™ Ultra 5 125U (E-cores up to 3.60 GHz, P-cores up to 4.30 GHz) Operating System: Windows 11 Pro 64-bit Graphics Card: Integrated Intel® Graphics Memory: 16 GB DDR5-5600MT/s (SODIMM) Storage: 512 GB SSD M.2 2242 PCIe Gen4 TLC Opal Display: 14" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45% NTSC color gamut, 300 nits brightness, 60Hz refresh rate Camera: 1080P FHD RGB with Microphone and Privacy Shutter Fingerprint Reader: Integrated for enhanced security Keyboard: Backlit, Black – English (US) Wireless Connectivity: Intel® Wi-Fi 6 AX201 (2x2 AX) & Bluetooth® 5.2
15	Laptop-4	Lenovo Legion 9i / Legion Pro 7 "or equivalent "	Processor: Intel Core i9-13980HX / AMD Ryzen 9 7945HX, RAM: 32GB/64GB DDR5 Storage: 1TB or 2TB SSD NVMe Display: 16"-17" 4K (3840 x 2400) OLED/IPS Graphics Card: NVIDIA GeForce RTX 4080/4090 Battery Life: Up to 12 hours Cooling System: Advanced cooling technology
16	Desktop	HP Desktop 290 G8 MT "or equivalent"	HP Desktop 290 G8 MT with P19 1H850AA Monitor: Processor: 12th Generation Intel® Core™ i5 Memory: 8 GB RAM Storage: 1 TB 7200 rpm SATA HDD Monitor: HP P19 1H850AA included
17	Printer (Color)	HP Color LaserJet Enterprise MFP M480f "or equivalent "	Business-oriented multifunction color printer offering printing, copying, scanning, and faxing (select models). It prints at up to 27 pages per minute (ppm) for both black and color, with automatic duplex printing and a monthly duty cycle of up to 50,000 pages. It features a 10.9 cm (4.3-inch) color touchscreen, dual-band Wi-Fi, Ethernet, and Wi-Fi Direct for connectivity, and built-in security features to protect sensitive data. It supports Apple AirPrint™, Google Cloud Print 2.0, and Mopria for mobile printing. The printer weighs approximately 23.3 kg and measures 416 x 472 x 400 mm.
18	Printer (B&W)	HP LaserJet Pro MFP 4104dw "or equivalent "	Print, copy, scan Print speed black (ISO, letter) Up to 42 ppm Print speed black (ISO, A4) Up to 40 ppm Print technology: Laser Connectivity, standard 1 Hi-Speed USB 2.0; 1 rear USB host; 1 Front USB port; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az (EPA); 802.11b/g/n/2.4/5 GHz Wi-Fi radio + BLE Mobile printing capability HP Smart App; Apple AirPrint ; Mopria Certified; Wi-Fi® Direct Printing Network capabilities Yes, via built-in 10/100/1000Base-TX Ethernet, Gigabit; Ethernet auto-crossover; Authentication via 802.1X Minimum System Requirements for Macintosh 2 GB available hard drive space; Internet connection or USB port; Internet browser. For additional OS hardware requirements see apple.com;

			<p>Processor speed: 1200 MHz Maximum Memory: 512 MB</p> <p>Memory: 512 MB</p>
19	Multipurpose Printers	Konica Minolta bizhub C759 "or equivalent"	<p>Print Speed: Up to 80 pages per minute (BW)</p> <p>Scan Speed: Up to 270 images per minute (300 dpi) (BW/color, duplex)</p> <p>Print Resolution: 1200 x 1200 dpi</p> <p>Control Panel: 10.1-inch TFT LCD WSVGA color touch panel</p> <p>Processor: 1.8GHz Dual Core Processor</p> <p>Memory: 4.0GB RAM</p> <p>Storage: Standard 256GB SSD, optional 1TB SSD</p> <p>Paper Supply Capacity: Standard 4,200 sheets, maximum 7,700 sheets</p> <p>Paper Output Capacity: 250 sheets standard, maximum 3,500 sheets</p> <p>Supported Media Types: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Label, Pre-punched, Letterhead, Tab, Tracing</p> <p>Supported Media Sizes: A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R, custom sizes</p> <p>Supported Media Weights: 52 to 256 gsm</p> <p>Connectivity: Standard 1000Base-T/100Base-TX/10Base-T, optional Wireless LAN (IEEE 802.11 b/g/n), USB 2.0, USB 3.0</p> <p>Dimensions: 670 x 770 x 1,185 mm</p> <p>Weight: Approximately 107 kg</p> <p>Additional Features: Mobile and cloud connectivity, extensive range of finishing options, energy-efficient technologies, eco-friendly materials</p>
20	Power bank	EcoFlow DELTA 1800 (or DELTA Pro) with Solar Panel SPC-200 "or equivalent"	<p>1800W Solar Generator Pure Sine Wave Power Station:</p> <p>Power Output: 1800W max</p> <p>Battery Type: LiFePO4</p> <p>Voltage Output: 110V / 230V</p> <p>Charging Methods:</p> <p>AC Charging: 1000W (Full charge in 1 hour)</p> <p>Solar Charging: 200W (6–8 hours), 400W (3–5 hours)</p> <p>Car Charging: 12–24V (7–10 hours)</p> <p>Solar Panel Model: SPC-200</p> <p>Rated Power: 200W</p> <p>Open Circuit Voltage: 24V</p> <p>Material: ETFE</p> <p>Operating Temperature: -40 °C to +85 °C</p>
21	GPS	Garmin GPSMAP® 67i "or equivalent"	<p>the Garmin GPSMAP® 67i handheld GPS and satellite communicator</p> <p>Build & Display: Features chemically strengthened glass, a transfective color TFT display, and an IPX7 water rating. The screen size is 3 inches diagonally with a 240 x 400 pixel resolution.</p> <p>Battery & Power: Rechargeable lithium-ion battery with up to 840 hours in Expedition mode and 165 hours with inReach® enabled tracking.</p> <p>Memory & Storage: 16 GB internal storage, expandable up to 32 GB via microSD.</p> <p>Navigation & Maps: Preloaded TopoActive maps, satellite imagery support, and automatic routing for outdoor activities.</p> <p>Sensors & Positioning: Multi-band GPS, Galileo, QZSS, BeiDou, IRNSS, barometric altimeter, and tilt-compensated 3-axis compass.</p> <p>Communication: Wi-Fi®, Bluetooth®, and ANT+® connectivity, with interactive SOS and location sharing via inReach® technology.</p> <p>Outdoor Features: TracBack® navigation, geocaching support, LED beacon flashlight, and tactical functions.</p> <p>Smart Features: Compatible with Garmin Messenger, Garmin Connect™, and Connect IQ™ for smart notifications, weather updates, and more.</p>

22	Scanner-1	HP ScanJet Pro 3500 f1 or HP ScanJet Pro 4500 fn1 "or equivalent"	Supported Network Protocols - Via built-in networking solution: TCP/IP, IPv4, IPv6, Web Services; Discovery: Hello, Web Services Discovery; IP Config: IPv4 (DHCP, Manual), IPv6 (DHCPv6); Management: HTTPS, HTTP Control Panel - 7.11 cm (2.8") touchscreen, 3 buttons (Back, Home, Help) Digital Sending Standard Features - Scan to email; Scan to PC; Scan to Network Accessories L2742AHP ScanJet Pro 3500 f1/4500 fn1 ADF Roller Replacement Kit Duty Cycle(daily) - 4,000 pages (ADF), 100 pages (Flatbed) Output resolution dpi settings - 75, 150, 200, 240, 300, 400, 500, 600 and 1200 ppi Media Size (ADF) - A4, A5, A6, B5, B5 (JIS) Media Weight (ADF) - 45 to 120 g/m ²
23	Scanner-2	Fujitsu fi-7700 "or equivalent "	Scan Speed: Up to 120 pages per minute (ppm) / 240 images per minute (ipm) Resolution: Up to 600 dpi (color and mono, Sheet-feed) Control Panel: 2.8-inch color touchscreen ADF Capacity: 200 sheets Connectivity: Wi-Fi, USB, Ethernet Dimensions: 602 x 635 x 287 mm Weight: Approximately 21.4 kg Additional Features: One-pass duplex scanning, OCR (Optical Character Recognition), scan to text, PDF, and more with built-in OCR, Wi-Fi Direct for wireless scanning without a network, and custom one-touch scanning settings
24	Smart TV	TCL C73 Series 65- inch QLED 4K Google TV "or equivalent"	Screen Size: 60-65 inches Type: QLED Resolution: 3840 x 2160 (4K UHD) Aspect Ratio: 16:9 Refresh Rate: 120 Hz Contrast Ratio: 6000:1 Brightness: 320 cd/m ² Response Time: 6.5 ms Color Depth: 1.07 billion colors Viewing Angle: 178° (M/V) Smart TV: Google TV Supported Apps: Netflix, Prime Video, Disney+ Hotstar, YouTube Audio: Dolby Atmos, 12W x 2 speakers, DBX-TV, Dolby Digital Decoding Connectivity: HDMI: 4 (HDMI 2.1 Compliance ALLM VRR EARC) USB: 2 (USB 2.0) RF Input Composite Input Headphone Jack Wi-Fi Ethernet LAN Processor: ARM Advanced Multi-Core Cortex CA55 Graphics: ARM Advanced Multi-Core Mali G52 RAM: 2 GB DDR4 Storage: 32 GB Flash Additional Features: Hands-Free Voice Control, Dolby Vision, HDR10, Chromecast, Bluetooth Remote, Mobile and Cloud Connectivity Dimensions: Without Stand: 1226 x 719 x 84 mm With Stand: 1226 x 772 x 265 mm Weight: 12.4 kg (with stand)
25	Flash & Lighting Equipment	Godox V1 (Canon) "or equivalent"	Model: Godox V1 (Canon) – Best Speedlight, Power Output: 76Ws, Recycle Time: 1.5s at Full Power Battery: 2,600mAh Li-ion (480 full-power flashes per charge) TTL Support: Yes (Canon E-TTL) Wireless Triggering: 2.4 GHz Radio Transmission

26	Assessories		Extra Batteries & Charger
27	Camera – Video & Photography	Canon EOS R5 "or equivalent"	<p>Canon EOS R5 Mirrorless Camera:</p> <p>Image Sensor: 45 Megapixel full-frame CMOS sensor</p> <p>Processor: DIGIC in-body Image Stabilizer (works with lens IS for up to 8 stops of stabilization)</p> <p>Video Capabilities: 8K RAW 12-bit recording 4K 4:2:2 10-bit up to 120 fps for slow-motion</p> <p>Oversampled 4K from 8K recording for high-detail footage</p> <p>Viewfinder: 5.76 million dot electronic viewfinder, 100% coverage, 120Hz refresh rate</p> <p>Screen: Vari-angle touchscreen LCD</p> <p>Storage: Dual card slots (CFexpress & SD UHS-II)</p> <p>Connectivity: Wi-Fi (5 GHz) and Bluetooth</p> <p>Remote FTP and direct cloud uploads</p> <p>Build & Weather Sealing: Magnesium alloy body with protective sealing</p>
28	Accessories Camera 27-1		Extra LP-E6NH Batteries (x2)
29	Accessories Camera 27-2		Canon EF-EOS R Adapter (for EF lenses)
30	Lenses – Video & Photography	Canon RF 70-200mm "or equivalent"	<p>Model: Canon RF 70-200mm f/2.8L IS USM, Focal Length: 70-200mm</p> <p>Aperture: f/2.8 (Constant) Image Stabilization: Yes (5 stops) Autofocus: Dual Nano USM (Ultra-fast & silent)</p> <p>Weather Sealing: Dust & Moisture Resistant</p>
31	Assessories		Canon 77mm UV & ND Filters
32	Microphones & Audio Equipment	RØDE Wireless GO II "or equivalent"	<p>Model: RØDE Wireless GO II – Best for Quick Audio Recording, Type: Wireless Lavalier Microphone System,</p> <p>Type: Wireless Lavalier Microphone System</p> <p>Range: 200m (Line-of-Sight)</p> <p>Battery Life: Up to 7 hours</p> <p>Connections: 3.5mm TRS, USB-C</p>

33	Accessories Mic 32-1		Windscreens for Outdoor Use
34	Accessories Mic 32-2		Extra USB-C Cables & Adapters
35	Stabilization & Support Gear -1	DJI RS4 Pro "or equivalent"	Model: DJI RS4 Pro – Best Gimbal for Smooth Shots, Max Payload: 4.5 kg Battery Life: 12 hours Weight: 1.5 kg
36	Stabilization & Support Gear -2	FTF Gear Tripod "or equivalent"	Model: FTF Gear Tripod – Professional Heavy-Duty Tripod, Material: Carbon Fiber Max Load: 12 kg Height Adjustment: 45cm – 180cm Head Type: Fluid Head
37	Drones – Aerial Corporate Shots	DJI Mavic 3 Pro "or equivalent"	Model: DJI Mavic 3 Pro – 5.1K Video, High Dynamic Range, Camera: 4/3 CMOS Hasselblad Camera Video Resolution: 5.1K 50fps 4K 120fps Flight Time: 43 minutes Obstacle Sensors: 360° Omnidirectional Accessories:
38	Drone Accessories 37-1		Extra Batteries (x3)
39	Drone Accessories 37-2		ND Filters
40	Storage Solutions 1	SanDisk Extreme Pro 128GB – Fast SD Card "or equivalent"	Model: SanDisk Extreme Pro 128GB – Fast SD Card, Capacity: 128GB Read Speed: 170MB/s Write Speed: 90MB/s

41	Storage Solutions 2	SanDisk Extreme Portable SSD 1TB "or equivalent"	Model: External SSD – 1TB for Video Storage, Type: SSD (Faster Performance) Read Speed: 1050MB/sConnections: USB-C
42	Signature Pad	SigGem Color 5.7 T-LBK57GCColor 5.7 "or equivalent"	Model: SigGem Color 5.7 T-LBK57GCColor 5.7 is Topaz's advanced, more durable 5.7" full-color TFT VGA (640 x 480) LCD electronic signature pad that displays "electronic ink" under the pen tip during signing. Bundled secure software APIs provide for interactive text, graphics, and pen-tap hotspots and checkboxes, which enable users to navigate screens, read agreements, and select preferred options before signing.