



## Seventh Meeting of the APFNet Council

26–27 April 2023 | Manila, the Philippines

### Selection Criteria and Procedures of APFNet Project Appraisal Panel

#### 1 Background

Serving as a subsidiary body of APFNet, the Project Appraisal Panel is responsible for screening and appraising project proposals and making recommendations to the Executive Director on the technical feasibility and suitability of project concept notes and project proposals for donors' decision on APFNet funding. As stipulated in Article 4.5 of APFNet's Operational Framework, a Terms of Reference of the APFNet Project Appraisal Panel (please annex) has been reviewed by the Council in the 1st Council Meeting on 8 April 2015, which sets out the composition, functions, procedures of meetings and other items of importance to the operation of the Project Appraisal Panel (hereinafter referred to as "Panel").

#### 2 Selection Criteria of the Project Appraisal Panel

Based on the Terms of Reference of APFNet Project Appraisal Panel, and in consistent with APFNet Strategic Plan, a list of selection criteria and indicators is suggested below.

No.	Selection criteria	Indicators
1	Representation: (meet one of the four) <ul style="list-style-type: none"><li>from the senior management level of a forestry agency of the regional economies;</li><li>from the management level of forest-related international organization / international NGO;</li><li>from forest-related academic or research institutions;</li></ul>	DG equivalent or higher level in a forestry related agency; Senior forestry / coordinating officer in an international organization or international NGO; Deans / director of a school / presidents of a university / research institutes;

	<ul style="list-style-type: none"> <li>• from the forest-related private sector;</li> <li>• independent senior experts in forest sector</li> </ul>	Senior managers of a forestry company
2	<p>Commitment:</p> <ul style="list-style-type: none"> <li>• interest and enthusiasm for serving on the Panel;</li> <li>• dedicated to promoting sustainable forest management in the Asia-Pacific region or globally;</li> <li>• having time available to attend meetings of the Panel and participate in other activities of the Panel</li> <li>• level of integrity, accountability, and good judgement</li> </ul>	<p>Convincing statement of willingness to serve on the Panel for at least 3 years.</p> <p>Extent of work experience related to sustainable forest management and rehabilitation.</p> <p>Assessment of ability to travel for Panel meetings and devote other time, as necessary, to the work of the Panel.</p> <p>Known concerns, if any, related to law, ethics, conduct, or reputation.</p>
3	<p>Expertise: (meet one or more of the bullets below)</p> <ul style="list-style-type: none"> <li>• forest restoration and forest ecosystem management;</li> <li>• community forestry and forest-related livelihood improvement;</li> <li>• forest policy and planning</li> <li>• forest resources management and utilization</li> <li>• combating desertification and sand industry management</li> <li>• integrated watershed management at landscape level;</li> <li>• trans-boundary bio-diversity conservation</li> <li>• green investment and carbon accounting</li> </ul>	<p>Publications authored or jointly authored in well-known international or regional journals;</p> <p>Meaningful experience in managing international projects or large scale projects;</p> <p>Participation in or providing policy guidance for the master planning of the forestry development strategy of one economy;</p> <p>Experience in coordinating among multiple stakeholders to implement projects or policies.</p>

### 3 Selection Process

- 1) Each APFNet member (economy/organization) is invited to nominate one candidate for the Panel by required deadline.

- 2) APFNet Council, under the guidance of the Chair, will evaluate the eligibility and qualifications of the candidates against the criteria and indicators listed above. The Chair will provide any member representative of the Council who so wishes the opportunity to offer additional information or comments on the eligibility or qualifications of any nominee.
- 3) Following review and discussion, each Council representative will anonymously rank the candidates by qualification and suitability, using any form provided and agreed upon, and giving the top ranked candidate a number 1 rating, and so forth until each nominee has been assigned a numerical rank order. Any Council representative who judges one or more nominees to not be qualified should assign that nominee a rank of “not eligible.”
- 4) Following completion of the anonymous ranking, the Chair of Council, assisted by the Vice Chair or others, will record and total the rankings of each candidate to produce an integrated score for each candidate, with the lowest point score being the highest ranked candidate and so forth. Any candidate who receives two or more “not eligible” rankings shall be eliminated from further consideration. The Council may also, by consensus, decide to not recommend one or more candidates that the rank ordering reveals, based on point totals, to be deemed significantly less qualified than the remaining candidates.
- 5) The maximum number of members of the Panel is eleven (11), while the minimum number is six (6). The council should recommend a minimum of six candidates for the Panel among those deemed eligible and well-qualified, and may recommend up to eleven candidates. While determining eligibility and rank ordering nominees for the Panel, consideration should be given to covering diverse range of expertise fields and achieving geographic balance and gender diversity.
- 6) After the completion of the selection process, the recommendations should be recorded in writing by the Council, signed by the Chair or Vice-chair and counter-signed by at least one other representative of the Council, and placed in a sealed envelope for delivery to the Board of Directors. The Chair of the Council may retain a copy of the original recommendation document if authorized by the council.