



Hand Book for **MICRO PLAN** Revision



Odisha Forestry Sector Development Project, Phase-II

Odisha Forestry Sector Development Society

Forest & Environment Department, Government of Odisha



HAND BOOK FOR
MICRO PLAN
REVISION



Odisha Forestry Sector Development Project (Phase-II)

Forest, Environment & Climate Change Department
Government of Odisha



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FOREWORD

Dr. Meeta Biswal, IFS
PCCF (Projects) & PD, OFSDS

Micro plan is a document which is used to plan out the needs and priorities of a Community. It has been used to enable the forest fringe dwellers to effectively identify their needs and find means to fulfill them in a time bound manner. On one hand, it plans for the resource use while simultaneously eliciting the roles and responsibilities of a group of users in sustainable forest management. On the other hand, it is instrumental in resource mobilization.

Microplan is a dynamic document and must address the requirements of changing times. It must also register the achievements, the gaps and the prospects of addressing new domains within the available and restricted resources. Its role becomes even more important in a situation where the location of the forest fringe dwellers is remote and life equally difficult. The resources and opportunities are few and the wants are many.

In this scenario, the revisit of microplan has been envisaged. It addresses the progress made so far, identifies the gaps and explores the new possibilities. It will help in readjusting the project prescriptions from sustainable forest management to including ways to augment issues on Gender Mainstreaming, Community Based Monitoring and Reporting and registering Environmental and Social Concerns in the form of Frameworks which can be monitored at the grass-root level by the community itself.

The innovations in the microplan formats are planned to address the issues and concerns of the community, by the community and for the community.

Dr. Meeta Biswal, IFS

Acknowledgement

The Revisit Micro Plan Document of Odisha Forestry Sector Development Project Phase-II (OFSDP-II) has been formulated in accordance with the Project Document, enabling the VSS members to revisit their initial plans and to reflect upon the changing needs and priorities for sustainable development. This document will also help the communities to review the progress made against the plan and to put-forth focused efforts in accomplishing the incomplete work within stipulated time line.

Our sincere gratitude is due to the PMC Experts particularly, Dr. Krishnakumar K. Navaladi, Team Leader, Shri Atul Jindal, IFS (Retd.), CMRV Expert, Shri Chhayakant Mishra, Livelihood Expert, Shri Susdarsan Dey, JFM & Microplaning Expert and Shri Pravat Sutar, ESMSF Expert for their valuable inputs in drafting this document.

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Last but not the least we convey our sincere thank to the entire team of support personnel of the PMU and PMC, OFSDS for publishing this document well in time.

Subrata Kumar Kar
State Program Manager, CID

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REVISION OF MICRO PLAN

1.0 INTRODUCTION

MICRO PLAN in the context of Odisha Forestry Sector Development Project Phase II has been perceived to be a guiding document for both management of forest areas assigned to the community under Joint Forest Management (JFM) mode as well as plan for livelihood initiatives including income generating activities at the community level. It is a 'Ten Year Development Plan' encompassing the expectations of the villagers, particularly the forest-dependent communities, Poorest of the Poor House Holds and other socially vulnerable sections.

Under the project, it is envisaged that the micro plan will be prepared and implemented for the VSSs which will be selected in four phases for efficient coordination, review, and monitoring. The Microplans for 355 numbers of Batch- I VSS have been prepared in the FY 2018-19 followed by those prepared for other batches in subsequent years. It has also been proposed in the MoD of the project that, the micro plan will be again reviewed in the 4th year to understand its relevance and to accommodate the emerging needs of the community vis a vis taking stock of the status of implementation of interventions proposed under Forest and Village Development Plan.

The Micro Plan is not a static document. It needs to be revisited and reviewed to examine the appropriateness, relevance and progress of the plan with the changing context. The revisit of Micro Plan is a tool to sharpen the focus of planning process. The review of micro plan will also provide an opportunity to check and incorporate the changed priorities of the community. The feasibility of proposed interventions of the microplan are to be re-examined with the help of external resource persons like Animators, p-NGO Team Members, Forest Department and Project personnel. Hence, some of the proposed interventions may have to be replaced with others with revised budgeting and some new interventions on community development may have to be included in the Microplan. There will be scope for making necessary amendments and modifications with the approval of the General Body of the VSS and the concerned authorities of the Forest Department.

2.0 THE RATIONALE

The rationale for reviewing the micro plan can be summarized as under:

- To understand and review the status of implementation of work items proposed in the micro plan document
- To capture changing needs of the community and try to address the same.
- To include components those were not reflected in the previous micro plan.
- To re-evaluate the relevance of the works which are in the plan but not taken up /addressed under the present-day scenario and to readjust the same.

3.0 OBJECTIVES OF REVISIT OF THE MICRO PLAN

The objectives of the revisit of Micro Plan are narrated below:

- To ensure the community participation in recording the progress made through the implementation of the Microplan
- To examine each intervention in terms of the targets, achievements and progress.
- To incorporate and register the changing needs of the community.
- To realign the interventions with the changing needs of the community.
- To address new concepts at community level.

4.0 PROCESS OF REVISIT OF THE MICRO PLAN:

In order to review and revisit the micro plan, a comprehensive procedure is proposed to ensure that all the parameters that need to be reviewed have been captured and analyzed properly.

In-fact, the review of the micro plan requires a multifaceted approach that includes following aspects:

- Review of existing micro plan document for implementation status (work done or not) through Participatory Assessment Process.
- Review and analyze and list the works proposed in the micro plan, and try to assess their relevance under present-day scenario
- Include components like
 - o Gender mainstreaming as envisaged in Gender Action Plan (GAP)
 - o Community-Based Monitoring, Reporting and Verification (CMRV) readiness at VSS level
 - o Social and Environmental Safeguards Framework to be adhered at VSS level for project implementation.
 - o Livelihood Initiatives planning along with feeder and product cluster.

- Parallel community consultation through FGD to capture and understand ever changing present-day priorities.
- Updating tables, inclusion of new concepts in the revised micro plan document.

5.0 GENERAL INSTRUCTIONS

The Handbook for Micro-Plan Preparation published in August 2018 contains the detailed guidelines on the processes, the PRA Tools to be used and the roles and responsibility of all stakeholders which must be referred to. Further, a summary of microplanning formats and the probable tools to be used is given below for reference:

A Summary of Microplanning Formats and the Probable Tools to be used

Sl. No.	Name of Chapter	PRA Tool to be used	Secondary Information
I	Village Socio-Economic and Resource Profile	Household Survey, Social Map, Resource Mapping, Seasonality Calendar , Venn Diagram , Wealth Ranking, Historical Time Line FGD, WWG,	Census Data and Previous Microplan
II	Forest Resource Profile	Resource Mapping, Household Survey(Forest Products Collected and Used) Time Line, Trend Analysis, FGD	Working Plan, Previous Micro Plan
III	VSS Level People's Biodiversity Database	FGD, WWG, KII	Working Plan , Document on local flora fauna and traditional Knowledge
IV	Progress on Implementation of Micro plan Prescriptions	FGD,WWG, Time series analysis	Previous Micro Plan, Progress Report
V	Forest Maintenance Plan	Previous Microplan, Progress Reports, FGD	Previous Micro Plan
VI	Livelihood Initiatives and Opportunities: Progress and Plan	Resource Mapping, FGD, Social Map, Wealth Ranking	Previous Micro Plan, Progress Report
VII	Gender Mainstreaming at VSS Level	FGD, WWG	
VIII	Environmental and Social Management Safeguard Framework (ESMSF)	FGD	
IX	Annual Action Plan and Budget	Prioritized activities of Village Perspective Plan	Previous Micro Plan
X	Community Based Monitoring, Reporting and Verification (CMRV)	FGD, WWG	
XI	Village Perspective Plan	Output of PRA analysis and FGD	Previous Microplan
XII	Annual Progress Report	Prioritized activities of Village Perspective Plan	Previous Micro Plan

Note: FGD- Focused Group Discussion; WWG- Women Working Group; KII- Key Informants Interview



Chapter

01

VILLAGE SOCIO ECONOMIC PROFILE

VILLAGE FACT SHEET

1. Name of the Village:
2. Name of the VSS:
3. Name of Panchayat:
- 4a). VSS Code : b) Year of Formation:
5. Name of Forest Beat :
6. Name of Forest Section :
7. Name of Forest Range :
8. Name of Forest Division :
9. Name of Police Station:
10. Name of Community Development Block :
11. Name of the Tehsil :
12. Name of District :
13. Name of Primary School:
14. Name of Middle School:
15. Name of High School:
16. Name of Senior Secondary School:
17. Name of College :
18. Year of Preparation of Initial Micro Plan :
19. Year of Preparation of Revised Micro Plan :
20. Details of Awards received:
21. Name of Nearest Town:
22. Total No. of Households:
23. Total Population:
24. Any other information:

1.01 Village Infrastructure and Amenities

A. Educational Amenities

Item	Number of Institutions	Number of Students	Number of Teacher	Condition of Building
Preprimary (PP) Schools				
Primary Schools (P)				
Secondary Schools (S)				
Senior Secondary Schools (SS)				
Degree Colleges (DC)				
Vocational Institutions (ITI)				

* Condition = G= Good, R= Needs repair/renovation

B. Medical/ Health Amenities

Item	Number	Functional/ Non functional	Distance from Village (Kms)	Service Available (Yes/ No)
Community Health Centre (CHC)				
Accredited Social Health Activist (ASHA)				
Primary Health Centre (PHC)				
Private Clinic				
Block Primary Health Centre(BPHC)				
Medicine Store/ Shop				
Veterinary Hospital				

C. Road and Transport Facilities

Item	Service Available (Yes/ No)	Remarks
National Highway		
State Highway		
Metal road		
Kuccha Road		
Foot Path		
State Transport service		
Private service for transport		

D. Communication Facilities

Item	Service Available (Yes/ No)	Condition (Working/ Not Working)	Remarks
Post and Telegraph Office			
Sub post office			
Landline/PCO			
Mobile Network			
Internet accessibility			
Common Service Center			

E. Drinking Water facilities

Item	Service Available (Yes/ No)	Condition (Working/ Not Working)	Numbers
Tap Water (Treated)			
Tap Water (Untreated)			
Covered wells			
Uncovered Wells			
Hand pump			
Tube/ Bore Well			

F. Community Toilet Facilities

Item	Location	Condition	Used/Not used
Community Toilet complex			
Individual Toilet			
Open defecation	(If yes please indicate Number of HH)		

G. Financial Institutions

Item	Location	Number	Required service Available /Not
Banks			
Post office			
Agriculture Credit Society			
Private Money Lenders			

H. Availability of Electricity

Item	Yes/No	Nos. of Units/ Households
Power supply for domestic use		
Power supply for agricultural use		
Power supply for commercial use		
Street Lights		

I. Market facilities

a. For Purchase

Types	Location	Distance from village (if not in village)
Grocery shop		
PDS centre		
Weekly Market		
Major Market (Name of nearby Town/ GP/ Block etc.)		
Mobile Venders		
Others Pl. Specify		

b. For Selling the Products

Commodity	Within Village	Name of weekly Haats	Local Town	Season of selling
Agriculture products				
Fuel Wood				
Vegetables				
Poles/ bamboo				
NTFP				
Milk, Poultry				
Oil, other processed products				

J. Gram Panchayat Office (GP)

Name of GP	Location	List of frequently availed Services
		1. 2. 3.

K. Miscellaneous:

Item	Location	Condition (Working/ Not Working)
Public Distribution System (PDS)		
Angan Wadi Kendra		
Nutrition Centre (ICDS)		
Village Mandap		
Community Hall		
VSS Building -cum-IGA facilitation center		
Cremation Ground		
Play ground		
News Paper Supply		

Senior secondary (12th Pass)									
Graduate									
Post Graduate									
Professional Diploma									
Total									

D. Number of Births and Deaths in Last One Year

Year	Male	Female	Total
Number of Birth			
Number of Death			
Number of Premature death (Before 1 year of age)			
Number of cases of Maternal Mortality			

E. Occupational profile (Major source of income as number of HH)

Category	Number of HH
Agriculture	
Livestock	
Horticulture	
NTFP collection	
Daily wages	
Business	
Service	
Others (please specify)	

1.03 Household Characteristics

A. Household types

Category	Number of Houses
Kuccha houses	
Pucca houses	
Semi Pucca houses	
Total	

B. Use of Electricity

Electricity status	General	SC	ST	OBC	Total
No of Houses without Electric supply/ connection					
Number of houses with electric supply/ connection					

C. Drinking Water Facility

Item	Number of HH	Source
No. of Houses with portable Drinking Water Facility		
No. of Houses without portable Drinking Water Facility		

D. Sanitation Facility

Item	Number	Remark
No. of Houses with Toilet Facility		
No. of Houses without Toilet Facility		

E. Main Source of Cooking Fuel

Item- Main Source of Cooking Fuel	Number of HH
LPG	
Electric heater	
Cow dung Cakes	
Fuel wood	
Kerosene	
Having separate room for kitchen	

F. Land Holding Status

Item	Number of HH	Land Holding		Total Land Holding (in Ac.)
		Irrigated	Rainfed	
No of HH with more than 10 acres of land holding				
No of HH with 5 to 10 acres of land holding				
No of HH with 2.5 to 5 acres of land holding				
No of HH with less than 2.5 acre of land holding				
Land less				

G. HHs with Homestead land (In Nos)

Category	Number of HH				
Year	Gen	SC	ST	OBC	Total
With Patta					
Without Patta					

H. Durable Goods Used

Item	Number of HH
Car/Tractor	
Two-wheeler	
Cycle	
Bullock Cart	
Television	
Mobile	
Refrigerator	
Fan	
Agricultural implements and machines	

I. Economic Status based on Well-Being Ranking

Category	Number of HH
Poorest of Poor (PoP)	
Poor	
Well off	

J. Criteria wise identification of Poorest of Poor (PoP) Household

Category	Total Number of Family	Corresponding Number of HH in PRA Social Map	Existing Skill set (if Any)	If associated with SHG and IGA	Remarks
Number of household with food security from own source					
Household who are solely dependent on Forest Resource for Livelihood					
Real Land Less House Holds with no other source of income					
No. of Households with income less than Rs. 27,000 per annum					

1.04 Village Resource Profile

A. Water Resource

Category	Number	Seasonal /Perineal	Presently in Use (Yes/ No)
Pond			
River			
Stream			
Village tank			

B. Drinking Water Source

Category	Number of Units	Seasonal / Perineal	Presently in Use (Yes/ No)
Tap			
Well			
Bore/ Tube Well			
Hand pump			
Other			

C. Sanitation Facilities

Category	Available (Yes/No)
Pucca Drain	
Garbage disposal place	
Garbage collection facilities	
Cleaning of village roads	

D. Land Use Pattern (in Ha) as per Revenue Records

- a. Total land:.....
- b. Community Land:.....
- c. Private agriculture Land :
(as per Patta)
- d. Private homestead Land:
(as per Patta)
- e. Cultivable Waste Land (AJA):
- f. Uncultivable Waste Land (AAA)
- g. Village Forest:.....
- h. Gocchar:
- i. Other Land:

E. Land details on the basis of presence of Irrigation facility (In Ha.)

Category	Area (in Ha.)
Year	
Total Cultivable Private Land with Irrigation facility:	
Total Cultivable Private Land without Irrigation facility	

F. Status of land on the basis of Source of Irrigation (in Ha)

Category	Area (in Ha.)
Year	
Irrigated by River/ Canal	
Nalah	
Stream	
Well	
Lift Pump	
Any other source (please specify)	

G. Crop land detail break up (in Ha)

- a. Upland :
- b. Medium Land :
- c. Low Land :

H. Details of Agriculture/ Horticulture Production for previous year

Category	Area (in Ha.)
Year	
Single cropped area (in ha)	
Multi cropped area (in ha)	
Fallow (in ha)	
Fruit orchard (in ha)	
Plantation (in ha)	

I. Agriculture Based Data**i. Cropping pattern**

Name of the Land Owner	Gender	Area (in Acre) of plots Holding under cultivation	Types of crops grown (In Acre)					
			Horticulture	Pulses	Oil Seeds	Spices	Vegetables	Cereals

**This format will focus on 21 Products already identified for promotion*

ii. Types of Crops

Season	Rain Fed		Irrigated	
	Name of the Crop	Area in Ha	Name of the Crop	Area in Ha/
Kharif				
Rabi				
Total				

iii. Crop Production profile of the village

Name of the crop	Total Production in the village (In Qtl..)	Number of households growing (In Nos)	Average production (quintals per Ha)	If the avg. Production is not satisfactory, Please
Paddy in Irrigated Land				
Paddy in non-Irrigated				
Land				
Oil seeds				
Vegetables				
Pulses				
Small Millet				
Fruits				

J. Livestock Available

i. In numbers

Name of the livestock	Number of Animals	Open Grazing	Stall Feeding
Bullock			
Cow			
Buffalo			
Goat			
Pigs			
Poultry			
Fishes			
Other animals, please specify			

ii. Fodder Availability (In Months)

Fodder availability in and around the village (Put tick mark in appropriate box)

Types of Fodder	1-3 months	3-6 months	6 months and above
Crop residue			
Trees			
Grasses			
Green Fodder			
Grazing in Forests			

1.05 Community Based Organisations

A. Total Community Based Institutions

Name of the Institution	No. of Institutions	Number of Members		Total
		Male	Female	
Vana Surakhya Samiti				
Self Help Group				
CIGs				
Cooperative organization				
Women's Society				
Youth Club/ Society				
Farmer producer Organizations/ Producer Groups				
Product Cluster Groups				
Biodiversity Management Committees (BMC)				
Others				

B. VSS Members

Category	Number of Households	Number of Members	
		Male	Female
General			
Scheduled Tribe			
Scheduled Caste			
OBC			
Total			

C. Existing SHGs and their Activities

Name of the SHGs	Total Members	Name of President / Secretary	Details of Bank Account	Total Fund of SHG	Livelihood activities undertaken at present	No. of Loans Availed Previously	Total Amount of Loan availed (in Rs.)	Outstanding Loan (in Rs.)

D. Details of Common Interest Group (CIG) formed / existing in the village

Name of the CIGs	Total Members	Name of President / Secretary	Details of Bank Account	Total Fund of CIG	Livelihood activities undertaken at present	No. of Loans Availed Previously	Total Amount of Loan availed (in Rs.)	Outstanding Loan (in Rs.)

E. List of PoP or Vulnerable Families

Name of Member	HH Number as per PRA Map	Current IGA	Skill Profile	Support/ Benefit from Project	Support/ Benefit from convergence	%age of income increase (if any)

1.06 Gender Profile

A. Involvement in Daily Routine works

Activities	Responsibilities	
	Male (%)	Female (%)
Bringing fuel wood		
Fetching drinking water		
Household Chores		
Works in the field (In Hours)		
Wages in Private works (In Rs.)		
Wages in Govt. / Project Works (In Rs.)		
Ownership of Landed property		
Decision on financial matter		
Others Gender issues (Pl. Specify)		
Others Gender issues (Pl. Specify)		

B. Gender Based Participation in Planning process, Access and Control over resources

Criteria	Numbers	
	Men	Women
Sustainable Forest Management (SFM)		
Percentage of Men and Women Involved during selection of model, Choice of species, Silvicultural operations during Micro plan Preparation		
Role of men & women in conservation of forest and agriculture species		
Involvement and contribution of men and women to capture traditional knowledge while finalizing SFM activities (Percentage)		
Role of Women working group to facilitate VSS in engaging labor for forestry work (Number of meetings Conducted)		
Access and control over resources created through SFM activities (in terms of percentage) *Refer Gender Resource Map		
Livelihood and IGA	Men	Women
Involvement/Participation of both the gender while planning Livelihood opportunities under the project (In percentage)		
Number of IGA activity Planned keeping the special need of Gender(M/W) in Number		
Is provision of gender sensitive infrastructure has been also under consideration while preparing IGA activity (Y/N)		
Access and control over resources/ facilities created under IGA (In percentage)		

Community Development Initiatives (Village Perspective Plan)	Men	Women
Participation /Involvement of both the gender while planning Community Development activities under the project		
Is the special needs of both the gender has been properly documented and reflected in Community Development Initiatives (Y/N)		
Number of Meetings (Subgroup wise: Women/ Elder/Girl etc) has been conducted by Working Group to formulate the plan		
Access and Control over resources created under Village Perspective plan		

Please include the information collected from the Participatory Rural Appraisal (PRA)

Gender Resource Map.

1. Gender Resource Map: The "Gender Resource Map" represents men, women, and Children as distinct land user groups and thereby clarifies the intra-household division of Control (C) Responsibility (R), and Labor (L) of resource-related activities. It represents the rural landscape as an arena of complementary and /or conflicting relationships between men, women, and children in regard to natural resources. This map can be added with the list of 7 maps to be included in Micro Plan.

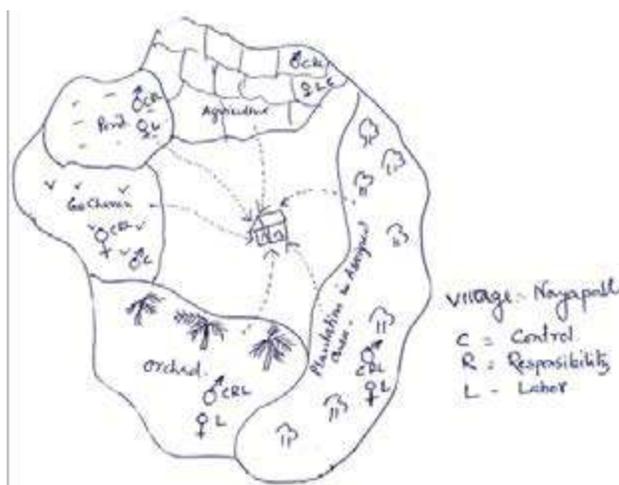


Diagram 1

2. *Other Maps of old micro plan

- | | | |
|-----------------|-------------------------|-------------------------|
| a. Social Map | c. Venn Diagram | e. Historical Time Line |
| b. Resource Map | d. Seasonality Calendar | f. Resource use Matrix |

3. Treatment Maps showing Plantation, Soil Moisture Conservation Measures and Forest Fire Control interventions are to be added.



Chapter

02

FOREST RESOURCE
PROFILE**2.01 Status of VSS Assigned Area**

- i. Name of the Forest: _____
- ii. Status (RF/ PRF/ PF/ VF/ KF): _____
- iii. Name of the working circle to which allotted: _____
- iv. Compartment No: _____
- v. Area in Ha: _____
- vi. Distance from village (in km): _____
- vii. Topography of forest area (plain/ hilly/ undulating): _____
- viii. Condition of forest area (well stock/ degraded/ bushy, few trees)
- ix. Status of Forest: Degraded/Open/ Moderate/Dense
- x. Length of period of Dependence on Forest
0-3 months/ 3-6 months/ 6-9 months/ 9-12 months

2.02 Forest Soil Type

- i. Soil fertility of the forest (Good/ medium/ unfertile)
- ii. Quantum of organic content (No/ little/ medium/ good)
- iii. Water holding capacity of the soil (little/ medium/ good)
- iv. Land Degradation level (little/ medium)
- v. Soil erosion Status of the forest (top soil degraded/ small gullys/Big gullys)

2.07 Details of Forest Protection

A. Previous Protection

1. Year of initiation of forest protection: _____

2. Forest protection measures used by VSS Members in past (give details of number of engaged forest protection methods etc.)

Period (Year from – To)	Protection Method
	Thengapalli
	Jaguali

3. Forest Fire Incidences in Past

S. No.	Year	No. of Incidences	Approximate Area Affected (ha.)	Possible Reasons
1.	2018			
2.	2019			
3.	2020			
4.	2021			

B. Forest Protection Issues

Sl. No.	Types of Issues	Relevant or not (Y/ N)		Significant/ Insignificant	
		Pre	Now	Pre	Now
1	Smuggling Timber				
2	Smuggling Bamboo				
3	Smuggling firewood through head loads for selling to others				
4	Smuggling NTFP				
5	Smuggling sand, precious stones etc.				
6	Poaching wild animals				
7	Grazing local animals				
8	Grazing by animals of other areas				
9	Fire-accident				
10	Fire connected with Mahua collection				
11	Fire connected with salap tapping				
12	Fire connected with beedi leaf collection				

13	Theft by head loads				
14	Theft by bicycles				
15	Theft by cart				
16	Theft by fast moving vehicle				
17	Incidents of snake bites/ life threats/ risks while protecting forests				
18	Encroachments in forest areas				
19	Other protection related conflicts				
20	Others, please specify				

C. Protection Mechanism

In the PRA exercise the protection mechanism would be discussed and detail procedure/ modalities to be followed will be recorded to ensure effective protection. Year in which the operations are to be carried out would be provided in the micro plan.

GRAZING CONTROL / REGULATION	
Area (Location, extent ...)	
Type of work to be done	
Mechanism	
Year of operation	
Other measures	

FIRE CONTROL	
Area (Location, extent ...)	
Type of work to be done	
Mechanism	
Year of operation	
Other measures	

WATCH AND WARD	
Area (Location, extent ...)	
Type of work to be done	
Mechanism	
Year of operation	
Other measures	





Chapter

04

PROGRESS ON IMPLEMENTATION OF MICRO PLAN PRESCRIPTIONS

1. Year of preparation of Micro Plan By VSS _____

2. Year of Start of implementation work _____

4.01 On sustainable Forest Management initiatives - (Targets and Achievements)

A. Preparatory Activities

Component	Work Items	Target (Phy)	Achievement (Phy)	Completion status C= Complete UP= Under progress N= Not taken up yet D=Dropped	If not completed. Why? (Reason)
Community Mobilization & Institution Building	Constitution of VSS				
	Constitution of EB				
	Re-Constitution of EB after 3 years of constitution				
	Approval of EB as Sub Committee of Gram Sabha for FRA Compliance				
Survey, Demarcation & Posting of Pillars	Survey & Demarcation of Forest Area assigned to VSS (In Ha)				
	Posting of Pillars (in Nos)				
Micro Plan Preparation	Preparation of Micro-plan				
	Approval of Micro Plan in Gram Sabha				

B. Sustainable Forest Management:

Component	Work Items	Target (Phy)	Achievement (Phy)	Completion status C= Complete UP= Under progress N= Not taken Up Yet D=Dropped	If completed then if the asset is being used as per plan	Total Budget utilized	Source of Budget (Project/Convergence)	If not completed. Why? (Reason)
1	2	3	4	5	6	7	8	9
SMC Measures	DLT- JFM Mode (In ha)							
	DLT- Non JFM Mode (In ha)							
	Fire Line Establishment & Maintenance (In Kms)							
	Fire Line Maintained (In Kms)							
	Fire Extinguishing incidents							
	Consolidation of Forest Boundaries (In Kms)							
	Total Man-days Generated (In Nos.)							

Decentralized Nursery	Seedlings Raised (In Nos.)	Seedlings utilized in own VSS (In Nos.)	Seedlings Sold / Utilized in other VSSs (In Nos.)	Total Man-days Generated (In Nos.)								

Component	Work Items	Target (Phy)	Achievement (Phy)	Completion status C= Complete UP= Under progress N= Not taken Up Yet D=Dropped	Survival Status (In Percentage)	Total Budget utilized	Source of Budget (Project/Convergence)	If not completed. Why? (Reason)
Plantations (In ha)	Plantation - ANR Without gap							
	Plantation - ANR@200 Seedlings							
	Plantation - ANR@400 Seedlings							
	Plantation - ANR@800 Seedlings							
	Plantation - AR@ Fuel Fodder (1600)							
	Plantation - AR@ NTFP (400)							
	Plantation – AR @ Other Block (2500)							
	Total Man-days Generated (In Nos.)							

Component	Work Items	Target (Phy)	Achievement (Phy)	Beneficiaries (In Nos)	Survival Status (In Percentage)	Total Budget utilized	Source of Budget (Project/Convergence)
	2	3	4	5	6	7	8
1	Agro-Forestry Model (In ha)						
	Timber Model (In ha)						
	Pulp Wood Model (In ha)						
	Horti-NTFP Model (In ha)						
	Bund-dyke Model (In Ha)						
	Total Man-days Generated (In Nos.)						
Fuel & Fodder Interventions	Fuel & Fodder Plantation (In ha)						
	Reduced Open Grazing (In Months)						

C. Community Development through Convergence:

Component	Work Items	Target (Phy)	Achievement (Phy)	Completion status C= Complete UP= Under progress N= Not taken Up Yet D=Dropped	Total Beneficiaries (In Nos.)	Total Budget utilized (In Rs.)	Source of Budget (Project/ Convergence)	If not completed. Why? (Reason)
Entry Point Activities	Name the Activity, if any							
	Name the Activity, if any							
	Name the Activity, if any							
	Road (in Kms)							
	Community Buildings (In Nos)							
	Pond (In Nos)							
	Drinking Water (In Nos)							
	Household Electricity Connection							
	Street Light (In Nos)							
	Community Toilets (In Nos.)							
	Farmland Development (in Ha)							
LI Points (In Nos)								
Infrastructure Development								

D. Livelihood Promotion- Income Generating Activities

Component	Work Items	Target (Phy)	Achievement (Phy)	Completion status C= Complete UP= Under progress N= Not taken Up Yet D=Dropped	Total Beneficiaries (In Nos)	Total Budget utilized (In Rs.)	Source of Budget (Project/ Convergence)	If not completed. Why? (Reason)
IGA Facilitation Centre	IGA Facilitation Centre							
Livelihood Promoted through Inter-sectoral Convergence	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							
Livelihood Promoted through Revolving Fund	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							
	Name the IGA Activity							

E. Capacity Development

Component	Work Items	Target (Phy)	Achievement (Phy)	Members Trained (In Nos)			Total Budget utilized	Source of Budget (Project/ Convergence)
				Male	Female	Total		
Community Mobilisation & Institution Building	Trainings on Community Mobilisation & Institution Building conducted							
	Trainings on Preparation of Micro Plan							
	Orientation on Gender Mainstreaming							
	Trainings on Book Keeping & Accounts Management							
Sustainable Forest Management	Trainings on Survey Demarcation							
	Trainings on Sustainable Forest Management							
	Trainings on Farm Forestry Management							
	Training on ESMSF & STFPDF Conducted							
	Training on CMRV Conducted							
Livelihood Promotion	Training on Utilisation of Revolving Fund							
	Skill Building Training on IGA Activities							
	Training on Cluster Management							

	Other trainings on Livelihood Promotion, if any- Please Specify							
Others	Trainings on Social Audit							
	Other Trainings, if any-Please Specify							
Exposure Visits	Exposure Visits Conducted (Please Specify the Theme)							
	Exposure Visits Conducted (Please Specify the Theme)							

F. Assets created in the VSS through Micro plan

Component	Asset Detail	GPS Location	Cost	Source of Fund	Intended Utilization	Actual Utilization

G. List of works not completed

Component	Work Items to be dropped / revised	Target (Phy.)	Reason for dropping the activity	If adequate community consultation has been done (Y/N)	If approval from VSS has been obtained

4.02 Achievement on Livelihood Interventions

A. Through Convergence with schemes of Line Departments

Name of Scheme	Total Number of HH/ Individual enrolled/ Benefited	Number of Vulnerable HH/ Member enrolled/ Benefited	Number of Women Beneficiaries	Number of Men Beneficiaries
Ujjwala Scheme				
Widow Pension				
Odisha Food Security Scheme				
Biju Swasthya Kalyan Yojana				
Utthan Scheme				
Mahapranay Yojna				
Mukhyamantri Krishi Udyog Yojana				
Mukhyamantri Abhinav Krishi Yantripati Samman Yojana				
Bhoochetana				
Odisha Free Smartphone Yojana for Women Farmers				
Biju Yuva Shashaktikaran Yojana (BYSY)				
Khushi Scheme				
Mukshyamantri Kalakar Sahayata Yojana (MMKSY)				
Odisha Nidan Scheme				
Anmol Yojana				
Odisha Fish Pond Yojana				

Sudakhya Yojana to Encourage Girls for Technical Education				
Shishu Abond Matru Mrutyuhara Purna Nirakaran Abhiyan (SAMPURNA) scheme				
Chief Ministers Employment Generation Scheme (CEGS)				
Biju Gadi Chalak Bima Yojana				
Mukhyamantri Adibandha Yojana				
Mukhyamantri Mahila Sashaktikaran Yojana				
Biju Kanya Ratna Yojana				
Kalinga Sikhya Sathi Yojana (KSSY)				
Nirman Shramik Pucca Ghar Yojana				
Anwasha Scheme				
Niramaya Scheme				
Any Other				



5.03 Fire line Maintenance

Fire Line No/ Location	Year of Creation	Length of Fireline Maintenance	Month of Maintenance	Year of Maintenance	Agency responsible for maintenance	Source of Funding (Pl. specify the name of Agency)
1	2	3	4	5	6	7

Farm Forestry Maintenance

Name of Farm Forestry Plantation Model	Year of Plantation	Year of Maintenance	Area (in ha.)	Maintenance Activities as per Cost Norm	Month for Maintenance	Agency responsible for maintenance	Source of Funding (Pl. specify the name)

Asset Maintenance

Name of Asset	Year of Creation	Year of Maintenance	Type of Maintenance	Agency responsible for Maintenance	Source of Funding (Pl. specify the name of Agency)
VSS Building cum IGA Facilitation Centre					
Others					

Miscellaneous Operations

Treatment	Whether required or Not (Yes/No)	Who will do (VSS/FD/VSS &FD)	Month/Year when can be done	Extent of area where treatment is required (approx)	Status of Implementation (C/UP/N)
Watching and patrolling					
Rotational Grazing					
Stall feeding					
Medicinal / Health care camp					
Centres for non- formal education					
Promotion of fuel saving devices					
Provision of LPG (Ujwala Yojana)					



Chapter

06

LIVELIHOOD INITIATIVES AND OPPORTUNITIES: PROGRESS AND PLAN

6.01

A. Progress in Agriculture

New Activities in Agriculture*	No. of HHs involved	No. of HHs Supported by Project	No. of HHs Supported by Convergence	How many families register improvement

*Kindly refer the data during last 4 years

B. Problem & Opportunity analysis in Agriculture

Current Issues (structural & operational)	How many HHs suffering these issues	The impact areas (input, output & processes)	Possible solutions (Self, Community, Project, Convergence et.)	Opportunities/ Possibilities/	What is required to leverage the Opportunities/ Possibilities

6.02

A. Progress in Horticulture

New Activities in Horticulture *	No. of HHs involved	No. of HHs Supported by Project	No. of HHs Supported by Convergence	How many families register improvement

**Kindly refer the data during last 4 years*

B. Problem & Opportunity analysis in Horticulture

Current Issues (structural & operational)	How many HHs suffering these issues	The impact areas (input, output & processes)	Possible solutions (Self, Community, Project, Convergence et.)	Opportunities/ Possibilities/	What is required to leverage the Opportunities/ Possibilities

6.03

A. Progress in Livestock Activities

New Activities around livestock*	No. of HHs involved	No. of HHs Supported by Project	No. of HHs Supported by Convergence	How many families register improvement

**Kindly refer the data over last 4 years*

B. Problem & Opportunity analysis in Livestock activities

Current Issues (structural & operational)	How many HHs suffering these issues	The impact areas (input, output & processes)	Possible solutions (Self, Community, Project, Convergence et.)	Opportunities/ Possibilities/	What is required to leverage the Opportunities/ Possibilities

6.09 Any Other information which will help in improving Livelihood opportunities/ Resolve livelihood issues in the VSS context

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Chapter

07

**GENDER
MAINSTREAMING
AT VSS LEVEL**

The micro plan, in principle, is an instrument to ensure gender balance in its development interventions in terms of equality and equity in using the community resources and subsequent sharing of usufructs.

The principle of gender mainstreaming in both planning and implementation has to be integrated right from the micro plan preparation stage by involving the Women Working Group (WWG) of VSS and SHG members in the plan preparation to capture their concerns / issues and reflect them in the Gender Action Plan (GAP) of the micro plan document. GAP in the micro plan should include focused interventions which suit the need of women, by particularly reducing work-drudgery and by increasing their participation in community institutions and governance.

During the re-visit process, the Micro Plan Working Group and Women of the Working Group of the respective VSS will sit together and brain storm on various aspects of the micro-plan and identify the areas / issues that require to be modified, reasons for the same and then do a matrix ranking exercise to prioritize them. The micro plans would thus require to be reviewed with the broad gender perspectives like - gender analysis, gender needs and priorities, likely impacts of the activities and project components on women and men, gender responsive budgeting and subsequent preparation for annual plan.

The draft revisit micro plan, with sections on compiled gender related responses in the relevant section, will be finally approved by the General Body of VSS and subsequently by the Gram Sabha/ Palli Sabha.

Format for Compilation of Gender Related Responses at VSSs level

S. No	Project Component	Gender Related Criteria	Gender Responsive Actions (Monitoring Indicators) at VSS / EDC Level	Responses of VSS	
				Yes	No
I	Collation of Gender segregated data in Micro Plan	Gender segregated data provide relevant and adequate information on gender	Q (i): Have the gender segregated data been captured in the Micro plan?		
			Q (ii): Are the gender related data given in micro plan sufficient to draw implementable GAP?		
II	Annual Action Plan (AAP) in Micro Plan	i. AAP is gender inclusive	Q (i): Does the AAP address the problems/ needs / priorities of men & women separately?		
		ii. AAP is inclusive of gender budgeting	Q (i): Does the AAP have a separate / exclusive budget allotted for implementing the gender action plans?		
			Q (ii): If yes, does the budget provision equivalent to at-least 5% of micro plan budget?		
III	Role of Women Working Group (WWG)	i. Constitution of Women Working Group (WWG)	Q (i): Has the WWG been constituted for preparation of micro plan?		
		ii. Functioning WWG	Q (i): Do the WWG members monitor the implementation GAP?		
IV	SHGs/ CIGs/ PoPs in Micro Plan	i. Integration of SHGs/ CIGs/ PoPs into the micro plan	Q (i): Does the micro plan have provisions (s) to support the SHGs/ CIGs/ PoPs for undertaking IGAs?		
			Q (ii): Does the micro plan include the details of membership, economic & livelihood activities undertaken by each SHGs / CIGs / PoPs?		
		ii. Use of Revolving Fund (RF) for SHGs/ CIGs/ PoPs	Q (i): Are there any guidelines on operationalizing spending RF by SHGs// CIGs/ PoPs?		
			Q (ii): Are these known to the stakeholders?		

V	Training & Capacity building for VSS / SHG members	i. Creating gender awareness / sensitivity among VSS members	Q (i): Does the micro plan give indicative number of Gender awareness trainings to be organized for VSS members (men & women)?		
		ii. Capacity building of SHGs / CIGs / PoPs members	Q (i): Have the training programs been suggested in the micro plan for SHGs / CIGs / PoPs members to enhance their skill in IG activities?		
		iii. Gender participation in trainings	Q (i): Do the men & women have equal opportunity to participate in the training programme identified in the micro plan?		
			Q (ii): Are the details of participation in the training programmes recorded with gender segregated data?		
VI	Gender Participation in Livelihood activities	i. Micro plan facilitates gender participation in livelihood activities	Q (i): Does the micro plan have provision for supporting men and women for undertaking different livelihood interventions / IGA?		
		ii. Equitable sharing of benefits from IGAs / livelihood interventions through convergence	Q (i): Are the benefits out of IGAs / livelihood interventions equitably shared among men and women involved?		
		iii. Gender role in production clusters	Q (i): Do the men and women stakeholders have a defined role in various activities related to product Clusters?		

VII	Gender participation in Sustainable Forest Management (JFM & Non-JFM mode)	i. Gender participation in <ul style="list-style-type: none"> - forest protection - controlling drivers of forest degradation - JFM mode SFM activities - Non-JFM mode FM activities 	<p>Q (i): Do the men & women equally participate in implementation of SFM activities under the project?</p> <p>(ii) Do the men and women get equal opportunity to engage in wage work generated under the project for SFM or similar interventions.</p>		
		ii. Equal wages paid to men & women for FM works	Q (i): Are equal wages is paid to men and women for sustainable forest management works (JFM & Non-JFM modes) and other similar works?		
VIII	Gender Access to Community / Common Resources / Facilities / Special Services / Govt. Schemes	i. Gender access to community resources / facilities and subsequent benefits	Q (i): Do the men and women VSS members have access to community / common resources / facilities?		
			Q (ii): Do the men and women VSS members equally derive benefits from the use of community resources?		
		ii. Scope for grievance redressal on use of community resources	Q (i): Has the VSS / EC constituted a Grievance redressal mechanism to address and redress the grievances of VSS members on use of community resources?		
			iii. Access to community development schemes of GoO for gender development	Q (i): Have the community development / empowerment schemes of GoO been identified in micro plan for implementation through convergence programs?	
	Q (ii): Have the women beneficiaries for the schemes been identified?				

IX	Gender Membership of GB and EC of VSS and subsequent participation in meetings	i. Gender representation in GB	Q (i): Are all adult men and women of the village enrolled as members of GB of VSS?		
			Q (ii): Do the women constitute approximately 50% of GB membership?		
		ii. Gender representation in EC	Q (i): Has the EC been constituted as per JFM norms?		
			Q (ii): Do the women constitute approximately 50% of EC membership?		
			Q (iii): Is the position of Chairperson /Vice-Chairperson of EC occupied by a women member?		
		iii. Gender participation in GB/ EC meetings	Q (i): Is the prescribed quorum norm followed in conducting GB / EC meetings?		
			Q (ii): Are gender related issues discussed in the GB/ EC meetings during last year?		
			Q (iii): Have women members participated in the discussions of GB/ EC meetings held in last year?		
		X	Engagement of Animators by the VSS/ EDC	i. Engagement of one male and one female Animator initially by VSS/ EDC	Q (i) Has the VSS engaged one male and one female Animators from among the VSS/ EDC members for initial two years?
ii. Preferably continuing the women-Animator after two years	Q (ii) Has the VSS/ EDC continued with the women-Animator after two years based on satisfactory performance?				

XI	Gender oriented schemes of government for convergence	Identification of govt schemes promoting gender equality and equity for convergence	Q (i) Has the VSS identified existing govt. schemes promoting gender equality & equity and included in micro plan for the purpose of convergence?		
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Assessment of 5% Budget allocation in Micro plan as per Gender Action Plan

The broad category of Activity as per Format V (Village Perspective Plan)	Sub Category of activities	Total Amount	Amount Specially Spent to address Special need of Women/Men	Total number of Women beneficiaries benefitted	Total number of Men beneficiaries benefitted
Community Development Plan					
Forest Development					
Farm Forestry					
Community Land and Agriculture Development					
Livelihood Promotion IGA	Group Activities				
	Individual Activities				
	LH Basic Need support				
Capacity Building training	Awareness Creation				
	Field Exposure Visit				
	CB and Skill Development				
Any Other					



Chapter

08

ENVIRONMENTAL AND SOCIAL MANAGEMENT SAFEGUARD FRAMEWORK (ESMSF)

Environmental and Social Management Safeguard Framework (ESMSF) is an Environmental and Social Management System which is a set of policies, procedures, tools and internal capacity to identify and manage an institution's exposure to the environmental and social risks due to project interventions.

Under OFSDP II, a community development plan, namely- the Micro Plan is prepared for each VSS and duly ratified by the respective Gram Panchayat, so that the Annual Action Plans of the Micro Plan are included in Annual Action Plan of community development at the Gram Panchayat level.

During the preparation and revisit of Micro Plans, the infrastructure, livelihood and other forestry activities related to environmental and social safeguards are to be incorporated. The Revisit of Micro Planning process will involve specific procedures ensuring that the needs and priorities of vulnerable groups are reflected in the plan. The following tables are a tool to register these concerns:

Framework for Environmental Safeguards at VSSs/ EDCs Level

Sl. No.	Item of Work	Environmental Safeguards at VSSs/ EDCs Level	Measures Taken	
			Yes	No
1.	Sustainable Forest and Biodiversity Management			
2.	Forest Protection	Forest Protection Measures taken by VSS Members		
		Controlled grazing is adopted by VSS Members		
3.	Fire Control and Management	Planning for Protection of Fire		
		Fire line tracing done		
		Fire incidences		
		Fire protection awareness measures taken		
4.	Soil and Moisture Conservation Measures	Selection of appropriate site for undertaking SMC Measures		
		Earthen structures made and maintained		
		Stone Structures made and maintained		

		Cement Concrete structures made and maintained		
		Contour Trenches maintained along with other DLT Structures		
		Use of indigenous technical knowledge for construction of SMC Measures		
5.	Forest Growth	Improved forest growth		
		Plantation of Indigenous species		
		Use of bio-pesticides and bio- fertilizers		
		Proper disposal of Polybags used for growing seedlings		
		Sustainable harvest and use of forest resources		
6.	Community Development Infrastructure	Measures taken to mitigate dust pollution due to transportation of construction materials taken		
		Solid Waste Management practice followed.		
7	Promotion of NTFP based livelihood	Adequate sensitization of communities on scientific harvest practices of NTFP		
		Reducing biotic pressure on forest by promoting non NTFP based livelihood		
		Promoting value addition of NTFP products for remunerative income.		
8.	Any Other Item of Work			

Framework for Social Safeguards at VSSs/ EDCs Level

S. No.	Item of Work	Environmental Safeguards at VSSs/ EDCs Level	Measures Taken	
			Yes	No
1.	Community Mobilization	Community Mobilization done to sensitize the villagers on the project components and outcomes.		
		Involvement of VSS members in Capacity Building Measures		
		Economically and socially vulnerable sections of the VSS included in community development activities		
		Finalisation of boundary and demarcation of assigned area of the VSS in presence of representative of all villages with common boundary along with the Member Convenor of concerned VSSs.		
		Adequate consultation and representation by all section of the community in deciding the list of entitlement linkages		

2.	Micro-plan Preparation	Adequate consultation and participation of vulnerable groups done in micro planning preparation		
		Participatory procedures followed for micro planning, screening of sub-projects and avoidance of projects leading to conflict		
		Participatory process followed for selection of indigenous species		
		Poorest of Poor HHs & Vulnerable HHs, women headed poor households identified & and has definite plan to address their issues		
3.	Livelihood promotion	Convergence of schemes of line Department		
		Generation of employment through forestry activities		
		Income generating Activities taken up in the village		
		Poorest of Poor HHs & Vulnerable HHs included in IGA Activities		
		Availability of Community Infrastructure		
		Waste management taken up by clusters taking production/processing activities		
		Participation of women, ST, SC and PoPs in Livelihood initiatives.		
		Clarity made on Guidelines of utilization of Revolving Fund (RF)		
		Capacity Building of VSS members on loan management and preparation of Business Plans for the SHGs / CIGs / PoPs		
4.	Gender Mainstreaming	Participation of all genders in the decision making processes on community development activities		
		Issues related to all genders considered and addressed in community development works		
		Participation of all genders in the community development activities		
		Participation of members in VSS functioning and meetings		
		Use of community assets created under the project by all genders		
5.	Social Inclusion	Priority is given to employ the poorest of poor households and women in wage generating employment under SFM and other development works		
		Discrimination in term of caste / class / gender / religion is avoided		
6.	Sustainable Forest Management	Participatory process in selection of indigenous species		
		Priority given in engaging PoP households and women in SFM Works		
		Payment of equal wage for men and women		
		Ensure equitable sharing of usufructs from the assigned forest		

7.	Monitoring and Reporting	Participatory mode of M&E is to be adopted		
		Periodic monitoring system is to be institutionalized at VSS level		
		VSS level Social Audit to be institutionalized.		
		Records on M&E to be maintained at VSS level.		
8.	Any other items of work			

Applicability of ESMSF and STDFPF

Work Item	Women Participation (H-M-L, H=>70% M= 50-70%, L=<50%	Participation in Decision Making (M/W) M=Male, W=Women	Possible environmental impacts (Release of fumes, waste, garbage, noise, impact on forest)Y/N	If column number 04 is yes, Then is the mitigation plan is in place? (Y/N)	Anticipated Social conflicts? (Y/N)	What is the magnitude of Impact (H/M/L) High Medium/Low	If 06 is yes the remedial measures planned (Y/N)
Community Development Plan							
Forest Development							
Farm Forestry							
Mitigation of Human-Animal Conflict							
Community Land Agriculture Development							
Income Generation Activities							
Human Resource Development							

STFDPF: Monitoring Items, Indicators, Means and Frequency of Verification & Responsibility Framework

S. No.	Item of work	Indicator	Means of Verification	Frequency	Responsible Party	Compliance Y/N
1.	Stakeholder Consultation	Demographic Profile Membership in VSS/ EDC Capacity Building Trainings & orientation	Collation of segregate data Records in Membership and Resolution Register Specially designed CBT modules	During the Microplan and IGA plan Preparation During the meetings and CBT trainings	Project personnel & Executive Committee of VSS/ EDC	
2.	Participation of economically and socially weaker sections	Participation in micro plan Participation in VSS level & Palli Sabha meetings Participation in the project activities at involvement & benefit sharing level	Records of planning, Membership and Resolution Register at VSS and FMU level	During Meetings	Project personnel & Executive Committee of VSS/ EDC	
3.	Contents and language of the of written material	Material translated into local language/ Odia Materials use local dialects	Guidelines Formats Checklists Documents Handbooks	At the time of preparation of Guidelines and instructions relevant to VSS/ EDCs	Project personnel & Executive Committee of VSS/ EDC/ Resource person	
4.	Grievance Redressal Mechanisms	Petitions received at different levels	Grievance day Number of cases disposed/ rejected	Grievance day schedule	Project personnel & Executive Committee of VSS/ EDC/ Grievance redressal committee	
5.	Any other item					

Format for Assessment of STFDPF Safeguards at VSS Level

S. No	Major Item of work under STFDPF	STFDPF Related Criteria	STFDPF Responsive Actions at VSS / EDC Level (Questions to be answered by VSS members)	Responses / Measures Taken	
				Yes	No
1	Stakeholder consultation for identification of possible negative environmental and social impacts of project interventions on the STFDPF target group	i. Participation of key stakeholders -Scheduled tribe/ caste members, forest dwellers/dependents of VSS members/ SHGs in consultation meetings	i. Are the SC/ST/ forest dweller members of VSS regularly participating in consultations on formulating ST & FD planning?		
		ii. Participation of Women & elders of SC/ST/FD groups in consultation meetings	ii. Are the women & elder ST/SC/ FD groups of VSS regularly participating in the consultations?		
		iii. Free and prior and informed consultation	iv. Are the scheduled consultation meetings informed to the members in advance?		
			v. Do the SC / ST/ FD members of VSS attend the consultation meetings voluntarily / freely without compulsion?		
		iv. Opportunities for information sharing, consultation and collaboration measures	iv. Do the SC / ST/ FD members freely express their opinion / ideas in the consultation meetings?		
2	Capacity building / Trainings / Review meetings on STFDPF at VSS level	i. Conducting capacity building / training programs / review meetings at different stages: -VSS /SHG inception; - PRA exercise; - Micro planning exercise; - Implementing micro plan; - Convergence stages etc	i. Are the capacity building / training programs / review meetings on STFDPF conducted at regular intervals and at relevant stages of project implementation?		

		ii. Participation of key stakeholders: - Scheduled Tribes (STs) - Scheduled Castes (SCs) - Other Forest Fringe Dwellers / Dependents	ii. Are the SC/ST/ FD members of VSS regularly participating in capacity building / training programs / review meetings conducted at different stages of project implementation?		
		iii. Creating awareness among SC/ST/ FD communities and motivating their participation in micro planning & convergence activities and their implementation.	iii. Are the SC/ST / FD communities well aware and convinced about the impacts of micro plan interventions?		
			iv. Do they actively participate in planning & implementation of micro plan and convergence activities?		
		iv. Women members of SC/ST/ FD communities to participate in trainings / review meetings	v. Do the women ST/SC/ FD members of VSS regularly participate in capacity building / training programs / review meetings?		
		v. The trainings / review meetings to explain how project addresses the key-aspects of STFDPF to SC/ST/FD participants	vi. Are all the important topics of STFDPF covered in the training modules / agenda of review meetings?		
			vii. Do the randomly selected participants recall most of the STFDPF topics covered in the trainings / review meetings?		
3	Preparation of micro plan with major participation of STFDPF target groups, including PoP households	The STFDPF target group, including the identified PoP households [its member(s)] participate in the process of micro plan preparation, its implementation and benefit sharing	i. Are the STFDPF target & PoP households actively involved in the micro plan preparation exercise / process?		
			ii. Do the STFDPF target & PoP households actively participate / contribute in the micro plan implementation?		
			iii. Have the STFDPF target & PoP families benefited from the implementation of micro plan?		

4	The broad checklist for monitoring environmental and social safeguard measures integrated in the micro-plans.	<p>The check list included in the micro plan monitors environmental & social safeguards in terms of</p> <ul style="list-style-type: none"> - upholding social and cultural norms of the SC/ST/FD communities - flow of project benefits to STFDPF target group in culturally appropriate and equitable manner - inducing empowerment or decreasing disparities between the tribal and other communities - creating an 'enabling environment' for positive impact on SC/ST/PoP livelihood 	<p>i. Are the project / micro plan benefits equitably distributed among SC/ST/FD communities?</p> <p>ii (a) Do the project / micro plan benefits acquired by SC/ST/FD communities disturb or alter their cultural practices?</p> <p>ii (b) Even if those benefits alter the cultural practices of SC/ST/FD communities, are they acceptable?</p> <p>iii (a) Do the micro plan interventions have an impact on the socio- economic condition of the target communities?</p> <p>iii(b) Have the micro plan interventions provided livelihood opportunities to SC/ST/FD communities?</p>		
5	Alignment of STFDPF ingredients with entire project cycle and activities	<p>Social safeguards in STFDPF applicable across the following project components:</p> <ul style="list-style-type: none"> - Forest management, including farm forestry - Biodiversity conservation - Livelihood promotion & IGAs - Convergence - Institutional (VSS & SHGs) management - Capacity building 	<p>i. Has the participatory assessment on application of STFDPF safeguards been done wrt following project components?</p> <ul style="list-style-type: none"> - Sustainable Forest Management (SFM) - Livelihood promotion - Convergence..... - Institutional management.. - Capacity building <p>ii. Have the assessment results been documented and shared among all stakeholders?</p>		
6	Documentation of the process and results of assessment of STFDPF safeguards wrt project components for communicating to all stakeholders	<p>i. Contents of the document to be simple for all stakeholders to follow and to be in local language</p> <p>ii. Visualization and visual presentations to be used to maximum extent</p>	<p>i. Is the report containing the results of the assessment of STFDPF safeguards written in simple local language?</p> <p>ii. Does the document contain adequate and appropriate visuals for easy comprehension?</p>		

7	Institutional (VSS / EDC) support	VSS / EDC supports and contributes in implementing social safeguards wrt STFDPF	i. Are the VSS members (especially EC / informed members) involved in Planning & implementation of STFDPF safeguard measures?		
8	Monitoring and Reporting of STFDPF	Regular monitoring of STFDPF safeguard measures wrt project components by VSS-EC members and reporting to project management for appropriate actions	i. Has the VSS constituted a sub-group to assess / monitor STFDPF safeguards wrt to different project components?		
			ii. Does the VSS sub-group assess / monitor the implementation of STFDPF safeguards wrt its assigned project component as per prescribed schedule?		
			iii. Does the VSS sub-groups document the results of assessment / monitoring and reports to VSS as per schedule?		
9	Creating mechanism for redressing grievances received from STFDPF target group	i. Constituting a Grievance Redressal Committee at DMU / level	i. Has the Grievance Redressal Committee with prescribed members been constituted at DMU level for the redressal of grievances received from the STFDPF target group?		
		ii. The committee duly redresses the grievances related to STFDPF target group	ii. Does the Grievance Redressal Committee redress the grievances received from STFDPF target group?		

Name & Signature of Member Secretary

Name & Signature of President



Chapter

09

COMMUNITY BASED MONITORING, REPORTING AND VERIFICATION (CMRV)

Reducing emissions from deforestation and forest degradation (REDD Plus), for the conservation, sustainable forest management and enhancement of forest carbon stock has been identified as one important measure to mitigate the adverse impact of climate change. Hence, there is emergent need of new systems to reduce deforestation and forest degradation.

The drivers of forest degradation are to be identified during the process of micro-planning revisit and activities to address these drivers are to be planned as part of the planning process.

The system of self-monitoring by community institutions based on the annual implementation plans are to be in place at village level. Community institutions are to be facilitated and guided to fine-tune and adopt simple participatory tools for generating performance reports based on actual achievements.

In order to enhance the scientific and comprehensive monitoring, activities related to identification of the drivers of deforestation and forest degradation are to be carried out through Community-based Monitoring, Reporting and Verification (CMRV). The Annual Performance Report Card to understand the impact of the mitigation measure will be prepared on a **Rating Scale** based on color code performance rating system. The Annual Performance Report Card of each VSS/ EDC would be collated at the FMU level. The system of self-monitoring by the community institutions has been codified in the chapter on CMRV in the Micro Plan Revisit.

9.01 Identification of Drivers/ Causes of Deforestation and Forest Degradation

S.No.	Drivers/ Causes of Deforestation and Forest Degradation	Rank on the basis of Importance
1.	Illicit removal / smuggling of timber and fuel wood	
2.	Uncontrolled grazing	
3.	Encroachment	
4.	Forest Fire	
5.	Soil Erosion	

6.	Fodder Collection and Sale	
7.	NTFP Collection	
8.	Natural Causes- like Cyclone, Diseases and Pests etc. (please specify the cause and the extent)	
9.	Any Other	

9.02 Assessment of the Magnitude and Mitigation measures for Drivers of Degradation

- Here it may be noted that the magnitude: High means more degradation. Example: More illicit removal = 3 marks, Low illicit removal: So, 1 marks.
- The magnitude of drivers is different from the analysis of impact of intervention in the Annual Performance Report Card.
- The analysis of the magnitude of the driver means the reverse of the impact of intervention. For example- If the Score of illicit felling declines successively when the management is proper and the score in the Annual Performance Report Card will increase in rating.

S. No.	Drivers/ Causes of Deforestation and Forest Degradation	Magnitude (High = 3; Medium = 2; Low = 1)	Details of Negative impact on Forests	Possible action to reduce damage (Mitigation measure)
1.	Illicit removal / smuggling of timber and fuel wood			
2.	Uncontrolled grazing,			
3.	Uncontrolled Exploitation of Fuel wood			
4.	Encroachment			
5.	Forest Fire			
6.	Soil Erosion			
7.	Fodder Collection and sale			
8.	NTFP Collection			
9.	Natural Causes- like Cyclone, Diseases and Pests etc. (please specify the cause and the extent)			
10.	Any Other			

9.03 Monitoring Frequency and Mechanism- Report Card System (proposed, can be revised while implementing the CMRV on a full scale)

A. By VSS (Use number according to the Rating Scale)

Sl. No.	Degradation Drivers	Sl. No.	Mitigation Measure monitoring and mode of Monitoring	Evaluation Criteria for Impact of Mitigation Measure- Project Interventions	Frequency	Marks
A.	Forest Degradation	1	Afforestation (FGD)	Selection of Species are indigenous and the decision of VSS has been taken into account: Yes = 1 mark; No = 0 mark	One time	
				Plantation done is for filling up of the gap, Yes = 1 mark; No = 0 mark	One time	
			Total of 1	Maximum Marks = 2		
		2	Silvicultural Operations (FGD and Transect walk for verification)	All the operations are as per the decision of the VSS are on Time: 2 Marks/ All the operations are as per the decision of the VSS but are delayed: 1 Marks/ All the operation are not as per the decision of the VSS and are not on time: 0 Marks	Annual	
		3	Survival of Plantations (Transect walk)	Plantation Survival More Than 90 % = 3 marks/ Survival between 80-90 % = 2 marks/ 60-80 % = 1 mark/ less than 60 % 0 Marks	Annual	
		4a.	Forest Protection impacting growth of plantation (Transect Walk)	The average height of the plantation is: More than 2 mts = 3 marks/ Between 1 to 2 mts = 2 marks/ Less than 1 mt = 1 mark	Annual	

		4b.	Forest Protection – Improvement in canopy density – (Transect Walk)	If the canopy density of Forest is: More than 40-70 % = 3 marks/ Between 10 to 40 % = 2 marks/ Less than 10 % = 1 marks	Annual	
		5	Soil and Moisture Conservation Measures (Transect Walk)	Planned, executed and silted = 3 marks/ Planned and executed = 2 marks/ Planned but not done = 1 marks/ Not done = 0 mark	Annual	
B.	Illicit Timber Felling	6	Control of Illicit Felling Incidences (FGD based on records from FMU and other sources)	Annual Number of cases Zero: 2 marks/ between 5 to 10 = 1 Marks/ More than 10 = 0 Marks	Annual	
		7	Social Fencing-traditional wih Traditional method of Protection (FGD)	Existing and continuing Yes = 1 mark No = 0 mark	Annual	
C.	Grazing and Fodder Collection for Sale	8	Controlled Grazing-Rotational Grazing (FGD)	Grazing is controlled or rotational Yes = 3 mark No = 0 mark	Annual	
		9	Fodder Collection-Stall feeding (FGD)	Fodder collection for stall feeding is done Yes = 2 mark No = 0 mark	Annual	
		10	Fodder Plantation (FGD)	Done Yes = 1 mark No = 0 mark	One time	

D.	Uncontrolled Exploitation of Fuel wood	11	Alternate Fuel Supply (FGD)	Available and used = 2 marks Available but not used = 1 mark Not Available = 0 marks	Annual	
		12	Fuel wood plantation (FGD)	Done Yes = 1 mark No = 0 mark	One time	
E	Control of Forest Fire	13	Capacity building Trainings on Forest Fire management	Conducted Yes = 1 mark No = 0 mark	Annual	
		14	Fire Control Planning	Conducted Yes = 1 mark No = 0 mark	Annual	
		15	Creation and Maintenance of Fire Lines (Transect walk, FGD)	Fire Lines created well in time and maintained = 3 marks/ Fire lines Created well in time and under maintenance = 2 Marks/ Fires Line Created, but delayed and poorly Maintained = 1 mark/ Fires Lines not created well in time: 0 marks	Annual	
		16	Number of Fires incidences during the Fire season (Transect walk, FGD)	No incidence = 2 Marks/ 1 to 3 incidences = 1 marks/ More than 3 incidences = 0 Marks/	Annual	
		17	Total Area of impact of Fire (Transect walk, FGD)	0 to 0.5 ha. = 3 marks/ 0.5 to 1 ha. = 2 marks/ 1 to 1.5 ha. = 1 mark/ Above 1.5 ha. = 0 marks (Here it may be noted that VSS may report the area in local scale that can be used and converted into hectare)	Annual	

F	Encroachments	18	Existence of Encroachment	Was there? Yes = 0 mark/ No = 2 mark		
		19	Existence of Encroachment	Done Yes = 2 mark/ No = 0 mark		
G	Livelihood Initiatives	20	Livelihood Initiatives Through Convergence (FGD)	No. of Schemes for community development and convergence More than 5 = 3 Marks/ Between 3 to 5 = 2 marks/ Between 1 to 3 = 1 marks/ No Schemes = 0 mark	Annual	
		21	IGA Activities Taken up	Yes = 1 mark No = 0 marks	Annual	
		22	Revolving Fund Utilization	Done Yes = 1 mark No = 0 marks	Annual	
H.	Other	23	Regular General Body Meeting	Done Yes = 1 mark No = 0 marks	Annual	
		24	Regular Executive Committee Meeting	Done Yes = 1 mark No = 0 marks	Annual	
		25	Regular Record Keeping	Done Yes = 1 mark No = 0 marks	Annual	

Total		Maximum Marks = 50
Score:		Total Maximum Marks: (50)
		<ul style="list-style-type: none"> High (marks obtained = 45 and above) use green color code. The VSS is performing well to address the drivers of degradation can be an example for other VSS
		<ul style="list-style-type: none"> Moderate = (marks obtained between 40 to less than 45) Use Yellow Color code. The VSS is not performing satisfactorily. There is scope to improve the rating. Analysis is to be made for the cause of average performance and course correction is to be made
		<ul style="list-style-type: none"> Low = (Marks Obtained less than less than 40 Marks) Use Red Color code. The VSS is not performing well. Poor Performance. Needs immediate attention, Situation analysis is to be made and immediate course correction is to be taken up. Call GB /EC to rectify the management and fact finding and corrections.

B. CMRV by SHG (Annual) This will be conducted through FGD.
(To be done for each SHG in a VSS along with the SHG Rating Tool)

Name of SHG _____

Sl. No.	SHG Evaluation Criteria	Indicator	Marks Obtained
1.	Regular meetings of SHGs	Held regularly Yes = 1 mark/ No = 0 Marks	
2.	Membership Status of SHGs (BPL)	If the BPL number of Members in SHG is More than 70 % = 3 Marks/ Between 50 to 70 % = 2 Marks/ Less than 50 % = 1 Marks/ No BPL Members = 0 Mark	
3.	Regular record Keeping (Minutes register, Pass Book etc.as per the prescribed list)	Done Yes = 1 mark No = 0 Marks	

4.	Internal savings has started and the contributions are made to SHG fund	Done Yes = 1 mark/ No = 0 Marks	
5.	Involvement of Members in IGAs	Number of Members of SHGs involved in IGAs All members = 3 Marks/ Between 7 to 10 members = 2 Marks/ Between 3 to 7 members = 1 Marks/ Less than 3 members= 0 Mark	
6.	Training on Sustainable Practices for IGA	Number of Trainings organized annually More than 5 program = 3 Marks/ Between 3 to 5 Programs = 2 Marks/ Less than 3 Programs = 1 Mark/ No Program = 0 Mark	
7.	Loan Availability from Revolving Fund	Disbursement of Revolving Fund Regularly: more Than 70 % disbursement achieved = 3 Marks/ Between 50 to 70 % = 2 marks/ Between 30 to 50 % = 1 Mark/ Less than 30 % or not disbursed = 0 Mark	
8.	Repayment of loan taken from Revolving Fund	More Than 90 % = 3 marks/ 70 to 90 % = 2 marks/ 30 to 70 % = 1 mark/ Less than 30 % = 0 Mark	
9.	Default in Repayment of Loan taken from other Sources	No default: 3 marks/ If there is any Default: 0 Marks	
10	Any Other Item with the approval of SHG for scoring. (This will strengthen the Capacity of SHG for self-evaluation)		

	Total	MM 21 marks	
	●	Score: Total: Maximum Marks 21 High = (marks obtained = less than 16 and above) use green color (performed better in IGA try to score more, can be used as an example for other SHGs)	
	●	Moderate = (marks Obtained 12 to less than 16 Use Yellow Color): Efforts to improve the rating in next monitoring be analyzing and resolving the problem)	
	●	Low = (Marks Obtained less than 12 Marks use color code red) Poor Performance Needs in depth analysis to study the main cause of poor performance.	



Chapter

10

VILLAGE PERSPECTIVE PLAN

The Village Perspective Plan will prescribe various development activities, and provide approximate estimate of funds and period for implementation. The activities listed here would be on the basis of data collected and prioritized as per the previous sections. The fund requirement would be met from OFSDP and other sources to be tapped by VSS. This will include infrastructure development, forest development, agriculture, and other natural resources, and human resources development. Annual action plan will be based on the village perspective plan.

10.01 Revised Community Development Plan

Year	Type of activity/ infrastructure as prioritized	Number of members likely to be benefited	Total amount required	Cost sharing by members	Source of funding	
					Sector/ scheme/ Agency	Amount

10.02 Revised Forest Development Plan

Sl. No.	Name of the activity Financial Year	Physical (Area in hectare, number)				
		Year	Year	Year	Year	Year

10.03 Revised Plan Farm Forestry

Farm Forestry Model	No of Beneficiaries	Total Area to be covered	Year of Execution

10.04 Revised Plan for Community Land and Agriculture Development

S. No.	Type of Activity	Details with no. of beneficiaries	Possible funding through convergence

10.05 Plan on Forest Management

A. Grazing control

Issues	Management/ Coping plan	Resource requirement	Technical support req.	Execution plan

B. Fire Control

Issues	Management/ Coping plan	Resource requirement	Technical support req.	Execution plan

C. Watch & Ward

Issues	Management/ Coping plan	Resource requirement	Technical support req.	Execution plan

D. Fuel and Fodder Security Plan

Interventions	Available resources	Required resources	Community contribution	No. of HHs to be benefited

E. Maintenance Plan

Things to be maintained	Periodicity	Available Resources	Required resources	Execution plan with community

10.06 CPR & Community Asset

Identified CPR & Community asset for improvement	Proposed intervention	Expected benefit	No of people to be benefited	Resource required	Probable source of resource

D. Livelihood (basic needs) Support

S. No	No of beneficiaries	Year of Implementation	Total amount required	Cost sharing by members	Balance amount required

10.08 Community Institution building/ strengthening

Community Institutions	Areas of improvement	Service source identified	Resource required	Responsibility for facilitation

10.09 Human Resources Development/ Capacity Building Plan**A. Awareness creation**

Type of Programme	Year	Frequency	Targeted no. of participants	Amount
Awareness				
Village Meeting				

N.B.: If others, please specify

B. Field or Exposure Visits

Type of Programme	Purpose of Exposure	Proposed places	When (Which Year)	Targeted no. of participants	Duration	Amount

C. Capacity Building/ Skill Development

Target Groups	Name of the Activity	Year of Training	Targeted no. of participants	Place of Training/ institution	Amount
SHG					
Individual					
VSS /EC members					

10.10 Number of PoP / Vulnerable HH got opportunity to Initiate IGA

Name of Member	Is the person in Under PoP or Vulnerable HH Category	Number of HH as per Social Map	Activities Planned	Individual or Group Activities	Is Skill Building required? If yes if its included under CB Plan	Approximate increase in annual Income from this IGA

10.11 Social Considerations: Gender, ST & SC, Disabled, PoP

Social Considerations	Identified issued	No. of people facing the issue	No. of community consultations Proposed	Identified external technical support source	Resource requirement
Gender					
ST & SC					
Disable					
PoP					
Woman headed					

10.12 Environmental Consideration

Activities requiring Environmental Considerations	Identified environmental issues	Category of the issues	Proposed corrective action	Resource requirement for corrective action	Support Agency for technical support

10.13 Plus components (Health, education, sanitation, Governance etc. if any)

Plus Components	Issues identified	No. of people with the issues	Sources of resource to address the issues	Amount of resource required	Community contribution proposed
Health					
Education					
Sanitation					



Chapter

11

ANNUAL ACTION PLAN AND BUDGET

11.01 Revised Annual Action Plan and Budget

Component	Work Items	Period of work (Year/ Month)	Target (Physical)	Tentative Budget (In Rs.)	Source of funding	Responsibility of implementation
Community Development Activities						
Soil and Moisture Conservation / Drainage Line Treatment (DLT)						
Decentralized Nursery						
Farm Forestry						
ANR						

Block Plantation	Fuel & Fodder					
	NTFP					
	Other Plantation					
	Bamboo/ Silvi-cultural Operations					
	Others					
Plan for Human Animal Conflict Management						
Livelihood						
Income Generating Activities						
Capacity Building						
Other Activities						



Chapter

12

ANNUAL PROGRESS REPORT

12.01 VSS Meeting

Date of meeting	Presided by	Member Participated		Tentative Budget (In Rs.)
		Main Decisions		
		Men	Women	

12.02 Trainings & Capacity Building Programme

S. No.	Name of the Training	Group (VSS/ SHG/ Users Group etc.)	Number of Participants		Organized by and Main Facilitator	Venue
			Men	Women		

12.03 Village Community Development Work

S. No.	Item of Work	Quantity	Date of starting	Date of Completion	Amount Spent

12.04 Forest Development Works

S. No.	Activity	Duration when undertaken	Amount Spent	Person days generated	Produce yield if any

12.05 Farm Forestry

No of Beneficiaries	Area Covered (In Ha)	Type of Farm Forestry	Details of incentive given	Person days generated	
				No of beneficiaries	Amount (in Rs.)

12.06 Mitigation of Human Animal Conflict

Type of Activity	Period (months)	Amount Spent

12.07 Income Generation Activity (one table for each activity)

S. No.	Activity & date	Name of SHG	SHG president	Training Assistant	Loan Amount with date	Refund

12.08 Products Collected from Forest

S. No.	Item Collected	No of HH/ members who Collected	Quantity (in Kgs)	Approx. Value in Rs.	How used own use/ marketed

12.09 Best Practices

1. Success stories covering the status, interventions, processes, results and contribution to the beneficiaries and community
2. Audio-visuals
3. Photographs



Odisha Forestry Sector Development Project Phase-II

Odisha Forestry Sector Development Society
Forest & Environment Department, Government of Odisha

SFTRI Campus, Ghatikia, Bhubaneswar-751 029

Modifications in Section A, B and F of CMRV Guideline

1

Existing

S. No.	Degradation Drivers	S. No.	Mitigation Measure monitoring and mode of Monitoring	Evaluation Criteria for Impact of Mitigation Measure- Project Interventions	Frequency	Marks
A	Forest Degradation	4b.	Forest Protection – Improvement in canopy density –(Transect Walk)	If the canopy density of Forest is: More than 40-70 % = 3 marks/ Between 10 to 40 % = 2 marks/ Less than 10 % = 1 marks	Annual	

Modified

A	Forest Degradation	4b.	Forest Protection – Improvement in canopy density –(Transect Walk)	If the canopy density of Forest is: More than 40 % = 3 marks/ Between 10 to 40 % = 2 marks/ Less than 10 % = 1 marks	Annual	
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2

Existing

S. No.	Degradation Drivers	S. No.	Mitigation Measure monitoring and mode of Monitoring	Evaluation Criteria for Impact of Mitigation Measure- Project Interventions	Frequency	Marks
B.	Illicit Timber Felling	6	Control of Illicit Felling Incidences (FGD based on records from FMU and other sources)	Annual Number of cases Zero: 2 marks/ between 5 to 10 = 1 Marks/ More than 10 = 0 Marks	Annual	

Modified

B.	Illicit Timber Felling	6	Control of Illicit Felling Incidences (FGD based on records from FMU and other sources)	Annual Number of cases Zero: 2 marks/ between 1 to 10 = 1 Marks/ More than 10 = 0 Marks	Annual	
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3

Existing

S. No .	Degradation Drivers	S. No.	Mitigation Measure monitoring and mode of Monitoring	Evaluation Criteria for Impact of Mitigation Measure- Project Interventions	Frequency	Marks
F	Encroachments	18	Existence of Encroachment	Was there? Yes = 0 mark/ No = 2 mark		
		19	Removal of Encroachment	Done Yes = 2 mark/ No = 0 mark		

Modified

F	Encroachments	18	Existence of Encroachment	Was there? Yes = 0 mark/ No = 2 mark	Annual	
		19	Removal of Encroachment/ Non-Existence of Encroachment	Yes = 2 mark/ No = 0 mark	Annual	