

## **Guidelines for Preparation of Livelihood Plan under OFSDS-OMBADC Livelihood Promotion Project**

### **1.0 Background:**

People living in and around forests are dependent on forest resources for their existence including livelihood. In order to wean them away from this dependence on forest resources and to improve the health of forest ecosystems, it is necessary to provide them with a range of alternative livelihood options. Improving their skills and competencies and connecting them with various developmental programs is the only option available to bring visible changes in their life. Hence, the OFSDS- OMBADC Project was envisioned to provide alternative opportunities for livelihood of the most vulnerable section of the society of sustaining on the adjoining forests.

The OFSDS-OMBADC project is being implemented in 5 Forest Divisions, namely- Rourkela, Bonai, Deogarh, Keonjhar and Keonjhar (WL) involving 25 Ranges of 3 Districts. The duration of the project is for 5 years, starting from 2021-22 to 2026-27.

Livelihood Plan is an essential tool to initiate a community based empowering process that prepares the road map for sustainable management of resources for augmenting livelihood. At the village level, the Livelihood Plan is a blue print of activities to be taken up for promotion of livelihood initiatives including IGAs. This plan has to be village specific and commensurate with the resources available, aspiration of the people, market opportunities and the provisions of the support system available. The livelihood plan is a living, dynamic and responsive document. It is a comprehensive village document covering the current status of livelihoods, issues and opportunities, probable solution of the issues and the support service eco-system. Thus, it is a guiding document for livelihood promotion under OFSDS-OMBADC Livelihood Promotion Project. Under OFSDS-OMBADC, the Livelihood Plan of each VSS/EDC will be prepared for five years and each year the annual livelihood plan will be prepared based on the five-year livelihood plan.

### **2.0 Rationale**

The rationale of the Livelihood Plan is:

1. To evolve and empower responsible community institutions through livelihood planning process
2. To initiate a process to understand the problems and challenges around sustainable management of resources, livelihoods and possible avenues for convergence.

### **3.0 Objectives**

The objectives of the livelihood Plan are:

1. To assess the availability of resources (quantity and quality) and the dependency of community on these resources for augmenting livelihoods.
2. To assess the current livelihoods and the issues and opportunities of these livelihoods
3. To develop comprehensive livelihood plan for all the community members, with a special focus on the poorest of poor, remotely located and vulnerable forest fringe dwellers.
4. To work out the time plan for implementation, execution and the monitoring systems.

#### **4.0 Approaches**

The preparation of livelihood plan would thus involve the following approaches:

1. **Inclusion:** Each individual household of the VSSs to be included in the process of planning. There will be no discrimination on the basis of socio-economic divide. Socio-economic vulnerability like caste, gender, destitute, disabled etc. will be duly considered during the planning process.
2. **Participation:** The Livelihood Plan will be prepared by the VSS duly facilitated by the project personnel including the p-NGO personnel.
3. **Flexibility:** The Livelihood Plan will be flexible will have the scope of improvement based on the learning experiences gained during the implementation process. The flexibility includes alteration of interventions, including new opportunities, accommodating changing aspirations and rescheduling implementation time line and any other such activities which are beneficial to the community and paves way for effective management
4. **Adaptability:** The Livelihood Plan of other resource entities/departments (if any) would be reviewed and integrated to develop a holistic Livelihood Plan of the VSS. The Annual Action Plan of the Livelihood Plan will form the basis of convergence with the programs of other line Departments.
5. **Outcome Orientation:** The Livelihood Plan will also reflect on the expected outcomes of the implementation of various interventions planned. These outcomes/results should not be limited to the financial resources available to the project rather it should guide the communities to source both financial and technical support from all available sources to achieve the planned results.

#### **5.0 Pre- requisites for Livelihood Plan Preparation**

Prior to initiating the Livelihood-planning exercise, the following activities have to be completed:

- VSS resolves is to be willing to adopt and initiate the project.

- VSS Formation/reconstitution process is completed.
- VSS Executive Committee has been constituted and approved by the Palli Sabha as a sub- committee of the Gram Sabha for the purpose of forest protection and conservation.
- The Assigned area for the VSS has been surveyed, demarcated and georeferenced at SPMU.
- VSS has been registered with the DMU Chief.
- Registration number – VSS Code is assigned by SPMU
- Working groups for Livelihood Plan preparation has been constituted.
- VSS member list is completed and made available to the working group for Livelihood Plan formulation.
- Identification and resolution of all possible conflicts has been completed.
- Information from secondary sources (RI, GP, OFD, Line Depts.) has been obtained.

## **6.0 Strategy of Livelihood Promotion**

The Livelihood promotion will be taken under this project using three key strategies:

- A. Inter Sectoral Convergence of schemes of line Departments
- B. Small IGA promotion through Revolving Fund (RF) support
- C. Multi Product Cluster Development

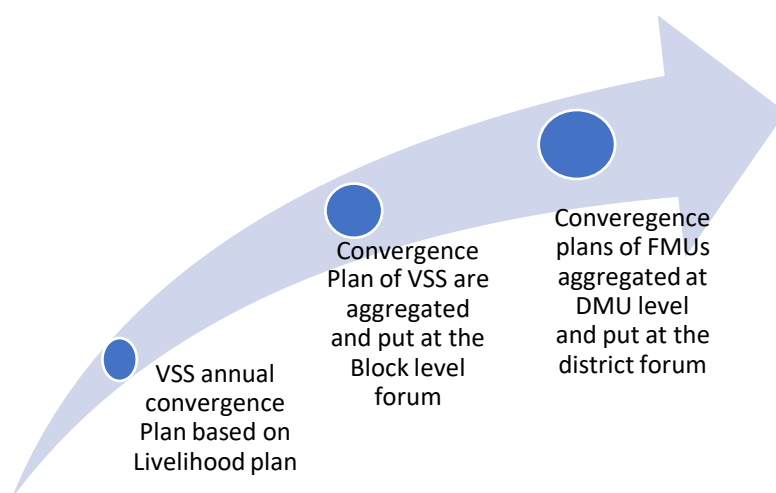
### **A. Inter Sectoral Convergence**

Under OFSDS-OMBADC, Inter-sectoral Convergence has been given priority for holistic development of the forest fringe dwelling communities by ensuring sustainable livelihood. The Livelihood Plan of the VSS under OFSDS-OMBADC is to be holistic and to address the wider need of the forest dependent communities. Therefore, the Livelihood Plan at VSS level shall be a platform for optimizing community development activities in addition to direct support towards IGA promotion by the project. In order to address the wider need of the communities, it has been emphasised to ensure optimum convergence with other Government Schemes and programs.

Coordination mechanism has to be streamlined from State, District, Block, Gram Panchayat and at village level to ensure inter-sectoral convergence, while implementing OFSDS-OMBADC. District Advisory Committee (DAC) needs to be established under the Chairmanship of District Collector to oversee and facilitate convergence among various departments and projects. Further, to integrate different Government schemes and programmes, the Block Level Advisory committee (BLAC) including the Block level officials

will be constituted to participate in the process of preparation of Livelihood Plan and support its execution.

Annual Plan prepared at VSS level under the Livelihood Plan are to be forwarded to General body of the VSS at village level for its approval and then to Gram Sabha at Gram Panchayat level and then to Block level and then to District level to integrate various Govt. Schemes and programme in the Livelihood Plan.



### **At VSS level**

VSS shall prepare the Livelihood Annual Plan with the facilitation of PNGO and the Coordinator Livelihood. The Annual Plan should include the activities to be taken through convergence for getting the approval from Palli Sabha. Efforts should be made to integrate the relevant development schemes and programmes of different line Departments to make the livelihood plan comprehensive and need-based. VSS in consultation with GP should include activities like MGNREGS, Social Security, Food security, rural housing etc. VSS, PNGO, Coordinator and the animator will engage with the line Departments at the grass root level. The animator and the PNGOs will assist the VSS members and the working group to coordinate with the committees in the village like SMDC, WATSAN, WDC, Health committee, water user committee etc. for convergence.

### **At FMU level**

The FMU Chief with the help of the project personnel and PNGOs will compile Annual Action Plan of VSS and identify the priority activities for convergence to be presented in Block meeting and also engage with other line department to facilitate convergence. The activities which are considered at the BLAC will be taken for follow up and actualization by the VSS and those activities which we not considered due to sanctioning capacity will be compiled

by the FMU and sent to the Division for take it at DAC. The BLAC will meet once every month.

### **At DMU level**

The District Advisory Committee (DAC) meeting of OFSDS-OMBADC will be held in once in every twomonths. The DMU Chief with the help of the project staff is to prepare a DMU level convergence plan by compiling the recommendations from FMU and will route this plan though DAC to facilitate convergence.

### **At PMU/State level**

At the PMU/ State level the overall convergence strategy of the project will be prepared in consultation with the line Departments for augmentation of all necessary support.

## **B. IGA promotion through the support of Revolving Fund**

OFSDS-OMBADC Livelihood Promotion Project has the provision of Revolving Fund (RF) as a one- time grant to the project VSSs covered for providing loans to the Borrowing Entities for productive utilization in operationalizing viable Income Generating Activities (IGAs) and establishing community-based micro enterprises. The Revolving Fund (RF) is one of the major mechanisms of social inclusion and promoting SHGs, CIGs and Poorest of the Poor (POP) forest dependants on the trajectory of economic growth. It provides the Borrowing Entities an opportunity to aggregate their products by providing the working capital to take up productive income generation activities for providing employment as well as additional income.

The RF aims to improve access to finance required towards initial investment for Income Generating Activities and to cater to the financial needs for availing loan by the Borrowing Entities for alternate livelihood Activities

The OFSDS-OMBADC envisages support to augment livelihood of forest fringe communities through various Income Generating Activities. Both traditional and innovative IGAs across farm, off-farm, non-farm and NTFP sector will form the list of enterprises to be promoted to strengthen the livelihood and income of the poor households in the target areas. The Revolving Fund will be utilized for promotion of IGA linked to identified products in the VSS. A separate guideline on managing Revolving Fund has been circulated which may be referred to.

## **C. Multi Product Cluster Development**

The strategy to establish and operationalize Multi Product Clusters is to support the trajectory growth of the SHGs, CIGs and POPs. It will not only achieve the scale, but also will help in leveraging support services and make the value addition efforts sustainable. The strategy of multi product cluster

promotion is expected to achieve the required volume through aggregation, which will not only make the primary producer a player in the value chain, but also give an edge to add value and negotiate at a higher and remunerative market. This will strive to maximize value chain of products across sectors, keeping SHGs, CIGs and POPs in the centre so that the primary producer gains from the value chain maximization.

A product mapping tool was developed by OFSDS- OMBADC to identify various potential products in each VSSs to be supported under the project. Potential products were identified, examined and Clusters have been suggested based on the following two criteria;

- i. Higher quantity of products available in the Division on sustainable basis and
- ii. Greater number of VSS involved in collection or production of the selected products

The project will initiate the multi product cluster promotion with its own resources and will leverage upon available resources through proper business plan and its implementation.

## **7.0 Process of Livelihood Plan Preparation**

The identification of communities and organising them in various institutions is the first step in the direction of formal planning process. Mobilising and organising communities prior to initiating the Livelihood Planning process is crucial and sustains both planning and implementation phase of the project. Confidence building measures in the process of community mobilisation through convergence helps them in conceptualising the principles of community participation in planning and implementation of the planned work. These small activities are either supported by project or by resources leveraged through convergence.

Moreover, secondary information about the village, particularly the data related to demographic, social, institutional, geographic and physical is to be collected from various sources. This data will help in conceptualising the existing status of the village and communities along with projecting the possible needs.

It is essential to prepare the communities for initiating the Livelihood Planning process as one of the prerequisites before starting the Livelihood Planning in the village. Livelihood Plans are generally prepared using Participatory Rural Appraisal (PRA) tools, keeping a view on the availability of resources in the project. Its objectives, processes and outcomes are to be understood both by the communities as well as by the facilitators. The details of the PRA process is as given below:

## **7.1 Participatory Rural Appraisal (PRA) in Livelihood Plan Preparation**

PRA is an approach where the project implementers enable the community to integrate the knowledge and opinions of the community in planning, implementation and management of a project. It helps the community to identify their needs and constraints, basing on which plans are prepared, implemented, monitored and evaluated. Participatory means the process where people who are the main stakeholders are involved in the planning and implementation process - a “bottom-up” approach that requires good communication skills and proactive attitude of project personnel. Rural refers that these techniques can be used in any situation, urban or rural, with both literate and illiterate people, however in the present context it is more relevant to the rural communities. Appraisal means the finding out of information about problems, needs, and potential in a village.

- PRA is intended to enable local communities to conduct their own analysis and to plan and take action.
- A shift from extractive questionnaire-based survey to experience sharing by local people in rural set up as per the time convenient to them
- It is based on the principle that local people are creative and capable and can do their own investigations, analysis, and planning

## **7.2 Key PRA Tools to be used in Livelihood Plan Preparation**

- Transect Walk
- Social Map
- Resource Map
- Wealth Ranking
- Seasonal Calendar
- Chapati Diagram
- Trend Analysis
- Matrix Ranking/Scoring
- Focus Group Discussion
- Key Informant Interview
- Observation

The details of the findings have to be carefully collected, examined and reported. The details findings of the PRA will form a part of the Livelihood Plan.

## **7.3 Steps during the Livelihood Planning**

The Livelihood Plan is to be prepared by VSS/EDC members along with the help of Partner NGO and FMU in coordination with other line Departments to explore the possibilities of inter sectoral convergence. Steps to formulate the Livelihood Plan are given below:

### **Step 1: Preparatory Process**

- VSS members are to be sensitized on importance of formulating perspective Livelihood Plan for 5 years in a participatory manner.
- Working group will be formed taking VSS leaders, OFD staff, PNGO staff, Animator, GP representatives, Representative from user groups, SHG members etc.
- Coordinating with the line Department is to be done to explore the possibilities of Inter-sectoral Convergence with different schemes & programmes etc.
- The women working group with the representatives and involvement of women VSS members, active SHG Members, women members of P-NGO, women extension Workers (AWW, ASHA etc.), teachers etc. are to be constituted to bring women perspective to the planning process and content of the Livelihood Planning.
- Members of the Working Group and Women Working Group are to be sensitized on different community development and poverty reduction programmes and schemes (both community and individual oriented schemes) of the government.
- IEC material related to the schemes and programmes will be collected and used to sensitize the community.

### **Step 2: Data collection and perspective building**

- PRA exercises are to be conducted to explore the socio-economic data from the individual HHs and group respectively.
- Data and analysis of data of different PRA exercises are to be compiled for planning.
- The PNGOs and the VSSs will engage with the stakeholders to bring their insight to the plan.

Key areas to be explored:

- Socio economic condition of the village/HHs in general and socio-economic status of women of the village, their perception on gender and equity issues
- Well-being Analysis of the village
- Livelihood Analysis: Existing and Prospective Livelihoods

### **Step -3: Synthesis of data and perspectives**

- The PNGO has the key responsibility to compile the findings from different FGDs.
- The PNGO to use the proforma/tables provided in the Livelihood Planning guidelines for documenting the findings.
- The findings are to be analysed among the members of working group of the VSS and to identify the issues, challenges, concerns etc. for formulating the Livelihood Plan.



- The P-NGO will ensure participation of the representatives of line departments during the planning process.
- The PNGO will ensure that the women's perspective is shared with the Livelihood Planning working group and it is duly incorporated.
- Key schemes and programmes are identified to find place in the Livelihood Plan
- In case any stakeholder is absent the VSS will consult them at their office to get their perspective

#### **Step-4: Drafting the Livelihood Plan**

The synthesized plans prepared from the above exercises will be refined by the PNGO, Livelihood coordinator and the Working Group members.

- Various Schemes and Programme relevant to the need of the communities are incorporated.
- Gender Perspective is incorporated.
- The Refined Livelihood Plan & Annual Plan for the VSS is drafted.
- The draft plan is placed before the Executive Committee of VSS for comment.
- Comments are incorporated by the Working Group

The final plan is to be presented by the Executive Committee Members in the General Body of the VSS for approval.

#### **Step-5 Review & Approval by VSS**

The whole plan and the perspectives will be examined by the VSS/EDC General Body members before approving the Livelihood Plan document. With the approval of the VSS General body, the village Livelihood Plan is in the final shape.

#### **Step-6 Submission of the Livelihood Plan to DMU through FMU**

After the Livelihood Plan is approved at the VSS level, it will be forwarded to the DMU through the FMU. The FMU will review the Livelihood Plan and forward it to DMU with its observations. At DMU level, the Livelihood Plan will be reviewed for its compliance to the Working Plan/Management Plan of the Division.

#### **Step-7: Circulation of Livelihood Plan**

- After the approval of the DMU, the Livelihood Plan will be sent to Palli Sabha for approval.
- The approved plan will be shared with GP, Block and District for support the implementation of the plan.

#### **Step-8: Preparation of Implementation Plan**

The Post Planning Activities include of two key components i.e., Annual Plan and Budgeting and the resource mobilization schedule vis-à-vis budget. Based on the comprehensive five- year Livelihood Plan prepared by each VSS, the Annual Plan is to be prepared with budget. The Annual Plans will be placed before the Palli/ Gram Sabha for incorporation in the Gram Panchayat level plans.

There will be two key sources to support the budget i.e. The Project OFSDS-OMBADC and otherschemes, provisions and programs of line Departments and private agencies. For each activity, a resource mobilization schedule will be prepared, based on which the annual convergence plan will prepared at the FMU level. The Mobilization Schedule should clearly spell the percentage of budget supported by project and percentage of the budget by other departments and players. The plan of resource mobilization and convergence should be defined for each key activity.

### **8.0 Accountability Matrix in Preparing the Livelihood Plan - Roles and Responsibilities of Key Stakeholders**

<b>Institution</b>	<b>Responsibility</b>
VSS/ EDC	<ul style="list-style-type: none"> <li>•To explicitly express willingness to participate in the project</li> <li>•To develop Livelihood Plan (Resource Management and Community Development) with the facilitation of FMU, PNGO &amp; Animators.</li> <li>•To formulate Annual Plan, convergence plan and get it approved in Palli Sabha.</li> <li>•To re-visit the Livelihood Plan as and when required</li> </ul>
Working Group- Livelihood planning	<ul style="list-style-type: none"> <li>•To steer the process of preparing Livelihood Plan and Annual Plan.</li> <li>•To consult with the representatives of line Departments for preparation of convergence plan</li> </ul>
Women Working Group	<ul style="list-style-type: none"> <li>•To ensure maximum participation of SHG members and women in livelihood planning process.</li> <li>•To steer a perspective building for women's development.</li> <li>•To undertake FGD with the women on different thematic areas and identify the women related activities to be integrated in the livelihood plan.</li> </ul>
P-NGO	<ul style="list-style-type: none"> <li>•To sensitize the VSS/EDC on livelihood planning processes and to take active part in designing the livelihood plan.</li> <li>•To facilitate collection of secondary information for preparation of livelihood plan.</li> <li>•To facilitate the VSS in preparing base line survey of the village.</li> <li>•To compile the findings from different PRA exercise and document them for preparation of livelihood plan.</li> <li>•To facilitate the livelihood planning process at the ground.</li> </ul>

	<p>Assist to synthesize the data and put-up livelihood plan</p> <ul style="list-style-type: none"> <li>•Facilitate preparation of Annual Plan at VSS level.</li> <li>•To assist the VSS for involvement of line department representatives at block level in livelihood planning process in ensuring inter-sectoral convergence</li> </ul>
Palli Sabha/ Gram Sabha	<ul style="list-style-type: none"> <li>•To approve the Livelihood Plan</li> <li>•Involve in planning process by sending representative to put the GP perspective and outline the opportunities</li> <li>•To ensure integration of eligible activities recommended by the VSS in the Annual Plan of the Gram Panchayat.</li> </ul>
Animator	<ul style="list-style-type: none"> <li>•To assist P.NGO &amp; FMU in sensitizing the VSS members on preparation of livelihood plan, annual plan, convergence etc.</li> <li>•To facilitate the SHGs and Women Working Group to undertake different PRA exercise for preparation of Livelihood Plan.</li> <li>•To presentation of Livelihood Plan in Gram Panchayat</li> <li>•To assist in consultation with line departments officials for Convergence plan.</li> </ul>
FMU Chief and FMU Co- ordinator	<ul style="list-style-type: none"> <li>•To ensure the Working Group, Women Working groups are formed.</li> <li>•To ensure that VSS members and other groups are sensitized on preparation livelihood plan, convergence plan &amp; Annual plan.</li> <li>•To facilitate collection of secondary data for preparation of livelihood plan.</li> <li>•To ensure networking with the line department for their involvement in Livelihood Planning process, prepare Convergence Plan and convene and engage with BLAC for productive convergence.</li> <li>•To facilitate in finalising the livelihood plan and forward to DMU for its approval.</li> <li>•To process the proposal to DMU for release of funds to undertake different planned activities based on work progress.</li> </ul>
DMU	<ul style="list-style-type: none"> <li>•To plan the livelihood plan development exercise</li> <li>•To build the Capacity of all the stakeholders</li> <li>•To monitor the Livelihood Plan preparation and provide technical and financial support.</li> </ul>
SMPU	<ul style="list-style-type: none"> <li>•To develop the guidelines of Livelihood Plan preparation</li> <li>•To allocatethe Resources</li> <li>•To provide technical support in building the capacity of the stakeholders</li> </ul>
Representatives of Line Departments	<ul style="list-style-type: none"> <li>•To take part in the planning process and bring the perspective of their department.</li> <li>•To ensure integration of the schemes and programmes of their department in the livelihood plan of the VSS.</li> </ul>

## 9.0 Suggested Tools and Formats for Preparation of Micro plan

<b>Tool</b>	<b>Areas of exploration</b>	<b>Qualitative Tool</b>	<b>Secondary Information</b>
SSQ	Socio Economic Profile	HH Survey, Social Map, FGD	Census Data
SSQ	Resource Profile	Resource Mapping, Seasonality	Census Data/RI
SSQ	Livelihoods profile	FGD, HH Survey, seasonality	Census Data
SSQ	Annual Plan	Prioritization of activities	Livelihood Plan