

HAND BOOK FOR

**MICRO PLAN**

**Revision**



**Odisha Forestry Sector Development Project (Phase-II)**

Department of Forest, Environment & Climate Change, Government of Odisha

**Forward**

Microplan 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. One 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.

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**Revision of Microplan**

**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
  + Gender mainstreaming as envisaged in Gender Acton Plan (GAP)
  + Community-Based Monitoring, Reporting and Verification (CMRV) readiness at VSS level
  + Social and Environmental Safeguards Framework to be adhered at VSS level for project implementation.
  + 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chapter 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 FDG | | 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

**MICRO PLAN**

**Revision Formats**

**Chapter– I: Village Socio Economic Profile**

**1.00 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 |  |  |

1. **Market facilities**
2. **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 |  |  |

1. **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 |  |  |

* 1. **Population Profile:**

1. **Household Composition**

|  |  |
| --- | --- |
| Category | Number of HH |
| Household with more than 5 members |  |
| Household with less than 5 members |  |
| Household with Senior citizens |  |
| Household with differentially abled person (Divyang) |  |
| Total |  |

1. **Age - Sex Ratio**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | No of Boys/Male | No of Girls/Female | Ratio (no. of girls per 100 boys) |
| 0 to 4 years |  |  |  |
| 04 to Below 18 years |  |  |  |
| Adult (above 18 years) |  |  |  |

1. **Education profile**
2. **Age wise Distribution of Literacy Rate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age class | Gender | | | | Total |
| Male | | Female | |
| Literate\* | Illiterate | Literate\* | Illiterate |
| 03-18 |  |  |  |  |  |
| 19-35 |  |  |  |  |  |
| 35> |  |  |  |  |  |

\* Literate means a person can read or write

1. **Literacy Level**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Categories | Number of populations | | | | | | | | Total |
| Gen | | SC | | ST | | OBC | |
| M | F | M | F | M | F | M | F |
| Illiterate |  |  |  |  |  |  |  |  |  |
| Primary level |  |  |  |  |  |  |  |  |  |
| Middle level |  |  |  |  |  |  |  |  |  |
| Higher Secondary (10th Pass) |  |  |  |  |  |  |  |  |  |
| Senior secondary (12th Pass) |  |  |  |  |  |  |  |  |  |
| Graduate |  |  |  |  |  |  |  |  |  |
| Post Graduate |  |  |  |  |  |  |  |  |  |
| Professional Diploma |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |

1. **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 |  |  |  |

1. **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. **Household Characteristics:**

1. **Household types**

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

1. **Use of Electricity**

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

1. **Drinking Water Facility**

|  |  |  |
| --- | --- | --- |
| Item | Number of HH | Source |
| No. of Houses with Potable Drinking Water Facility |  |  |
| No. of Houses without Potable Drinking Water Facility |  |  |

1. **Sanitation Facility**

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

1. **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 |  |

1. **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 |  |  |  |  |

1. **HHs with Homestead land (In Nos)**

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

1. **Durable Goods Used**

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

1. **Economic Status based on Well-Being Ranking**

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

1. **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 house hold 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. **Village Resource Profile:**

1. **Water Resource**

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

1. **Drinking Water Source**

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

1. **Sanitation Facilities**

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

1. **Land Use Pattern (in Ha) as per Revenue Records**
2. Total land: …………………………………………………….
3. Community Land: …………………………………………………….
4. Private agriculture Land : ………………………………………………………

(as per Patta)

1. Private homestead Land: ………………………………………………….

(as per Patta)

1. Cultivable Waste Land (AJA): ………………………………………………………….
2. Uncultivable Waste Land (AAA)..………………………………………………..
3. Village Forest: …………………………………………………………
4. Gocchar: …………………………………………………………
5. Other Land: ………………………………………………………….
6. **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 |  |

1. **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) |  |

1. **Crop land detail break up (in Ha)**

a. Upland : …………………………………………………

b. Medium Land: ……………………………………………………

c. Low Land : ………………………………………………….

1. **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) |  |

1. **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 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**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  state why? |
| Paddy in Irrigated Land |  |  |  |  |
| Paddy in non-Irrigated  Land |  |  |  |  |
| Oil seeds |  |  |  |  |
| Vegetables |  |  |  |  |
| Pulses |  |  |  |  |
| Small Millet |  |  |  |  |
| Fruits |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Livestock Available**

**Ji. (In numbers)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the livestock | Number | Open Grazing | Stall Feeding |
| Bullock |  |  |  |
| Cow |  |  |  |
| Buffalo |  |  |  |
| Goat |  |  |  |
| Pigs |  |  |  |
| Poultry |  |  |  |
| Fish Ponds |  |  |  |
| Other animals, please specify |  |  |  |

**Jii. 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**

1. **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 |  |  |  |  |

1. **VSS Members**

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

1. **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.) |
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1. **Details of Common Interest Group (CIG) formed / existing in the village**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the CIGs | 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.) |
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1. **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) |
|  |  |  |  |  |  |  |
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**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) |  |  |

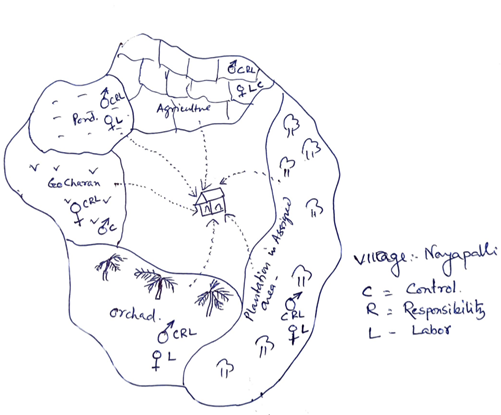
**B. Gender Based Participation in Planning process, Access and Control over resources:**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Numbers** | |
| **Men** | **Women** |
| 1. **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 |  |  |
| 1. **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) |  |  |
| 1. **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**

1. **\*Other Maps of old micro plan**
2. Social Map
3. Resource Map
4. Venu Diagram
5. Seasonality Calendar
6. Historical Time Line
7. Resource use Matrix
8. **Treatment Maps** showing Plantation, Soil Moisture Conservation Measures and Forest Fire Control interventions are to be added.

**Chapter– II: 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)

**2.03 : Composition of Existing Forest Crop**

(Please mention both local and botanical names)

1. Major tree species: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Associates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Shurbs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iv. Bamboo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v. NTFP species: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vi. Medicinal Plants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vii. Other important, please specify if any

**2.04 : Domestic requirement of Forest Products (per household)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the product | Frequency of requirement per annum | Approximate quantity  (in Kgs/Nos/Cft.) | Current way of use | From which forest  currently collecting |
| Timber for housing |  |  |  |  |
| Small timber for agricultural  implements |  |  |  |  |
| Poles/ bamboo |  |  |  |  |
| Fodder from forest |  |  |  |  |
| NTFP for local  consumers |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Medicinal Plant |  |  |  |  |
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**2.05. Collection of Forest Products by the villagers**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Name of the Plant Species | Domestic consumption (yes/ no) | Number of HH collecting | | Total collection in the village per year | | Percentage sold | | Value of forest products | | Average income from sale of forest products  (per household) | | Name of forest from where collected | |
| Pre | Now | Pre | Now | Pre | Now | Pre | Now | Pre | Now | Pre | Now |
| Fuel Wood |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fodder |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bamboo |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Timber |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pole |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kendu Leaves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| \*Please indicate reason/s in this space ,if any substantial change has been reported | | | | | | | | | | | | | | |

**2.06. Collection of NTFPs including Medicinal Plants**

A. NTFP collection and usage schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the NTFP  including grass & Medicinal  plant | Season/ months for collection | | Locality of collection | | No. of collectors | | Frequency of visit during collection period | | Time taken for collection each time | | Quantity of produce  collected each time | | Total Quantity collected in village | | Own consumption (Volume in Qtl.) | |
| Pre | Now | Pre | Now | Pre | Now | Pre | Now | Pre | Now | Pre | Now | Pre | Now | Pre | Now |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| \*Please indicate reason/s in this space ,if any substantial change has been reported | | | | | | | | | | | | | | | | |

**B. Sale facility of NTFP**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the NTFP | Sale Volume | | Sale price per kg | | Per capita family  income | | Sale in weight (Yes/  No) | For which purpose it is  used | Current Sale practice in village | | | | |
| Pre | Now | Pre | Now | Pre | Now | Pledged | Collector  from village | Small Trader | Weekly  Market | Other (Pls.  Specify |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| \*Please indicate reason/s in this space ,if any substantial change has been reported | | | | | | | | | | | | | |

**C. Regulation on NTFP Collection**

Regulation of VSS on extraction /seasonal restriction by VSS in NTFP collection and steps of VSS in sustainable NTFP management.

|  |  |
| --- | --- |
| Regulations on Extraction/Collection |  |
| 1 |  |
| 2 |  |
| 3 |  |
| Steps for sustainable Management |  |
| 1 |  |
| 2 |  |
| 3 |  |

**D. Value addition to NTFP**

The VSS would decide possibility of adding value to NTFPs gathered by the villagers. Both individual and group can be identified to be supported through SHG or direct grant under livelihood component. Community infrastructure like storage go-down, oil expellers, packaging, labelling centre, stitching machines etc. can be set up for large volume/high valued products. Attempt should be made to develop market linkage through organizations like ORMAS, MARKFED, TDCCOL or outside marketing agency. The activities to be undertaken by VSS would be listed in following format.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of NTFP for Processing | Expected Volume per annum for processing | Final Product | Inputs | | | | | Market Place | Incremental benefit per Qtl.  In Rs. |
| Infrastructure | | Machineries | | Working  Capital |
| Type/  Nos | Value in  Rs. | Type/  Nos. | Value in  Rs. | Value in Rs. |
|  |  |  |  |  |  |  |  |  |  |
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**E. List of Beneficiaries for NTFP, Fuel wood and Fodder Collection.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of head of House Hold | Name of Items collected | No of Person involved in collection | Periodicity of collection (Daily/Weekly) | Unit of collection | Approximate amount collected (in Kgs) | Remarks |
|  | NTFP, Fuelwood, Fodder |  |  |  |  |  |
|  |  |  |  |  |  |  |

**F. Depth of water table (Well / Water body)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Source | Location | Depth of Water Table in well/ water body (in meter) | | | GPS of the well/  water Body |
| May (Pre-Monsoon) | November (Post monsoon) | March |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**G. Forest Based Artisan /Handicraft Product Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of head of House Hold | Name of Forest Based Products collected | No of Persons involved in collection | Unit of collection (Per day/month) | Final product quantity (Unit) | Amount generated (Per day/month) | Remarks |
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**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 III: VSS Level People’s Biodiversity Database**

The VSS Level Peoples' Biodiversity Database is a document which contains comprehensive information on locally available Bio-resources occurring in the landscape and demography of a particular area or village. It is the comprehensive information on availability and knowledge of local biological resources, their use or any other traditional knowledge associated with them. This chapter will also provide information on the current utilization patterns of biodiversity, its economic benefits to the local communities. The information forms a baseline data for future management strategies required for the sustainable utilization of biodiversity in a decentralized manner. It is also an effort to record the traditional knowledge associated with the use and conservation of the biological resources available to the VSS members in and around the village.

This chapter is designed as a tool for the formal maintenance of the local knowledge with proper validation. it is a record of knowledge, perception and attitude of people about natural resources, plants and animals, their utilization and conservation in a village. It is also proposed as a mechanism to create awareness among the people about the condition of plants and animals and their conservation and sustainable utilization. This mechanism can bring the people to participate in development planning which would be ecologically sustainable and socially justifiable. This chapter is a tool for collecting and documenting biodiversity data. Local communities are to be encouraged and trained to be the principal participants in this process. The maintenance of the information as a part of the Micro plan will foster greater conservation of this natural resource base.

**3.01 Agro- biodiversity**

**A. Crop Plants {Add more Rows}**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Crop | Scientific Name | Local Name | Variety | Landscape/ Habitat | Local Status | | Special Features | Cropping Seasons | Uses | Associated Traditional Knowledge | Other Details | Source of Seeds | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

The Table 3.01A could be used for documenting information about Millets, Cereals, Oil seeds, Commercial crops, Tuber crops, Vegetables, Legumes, Aromatic crops etc. The column No. 9 ‘other details’ vary with the nature of crops. For measuring local status, there need to identify a particular year – significant changes in ecology occurred – and compare the status as past and present (past = before the particular incident). We have to list out all possible features of a crop/plant and give short forms of the same. If relevant, cultivation practices, propagation techniques, usage etc can be included in the column 8, in associated TK

**B. Fruit Plants**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plant | Scientific Name | Local Name | Variety | Landscape/ Habitat | Local Status | | Special Features | Season for Fruiting | Uses | Associated Traditional Knowledge | Other Details (Market/ Own Use) | Source of Seeds | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**C. Fodder Plants**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plant | Scientific Name | Local Name | Variety | Landscape/ Habitat | Local Status | | Special Features | Cropping Seasons | Part Used | Associated Traditional Knowledge | Other Details | Source of Seeds | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**D. Weeds**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plant | Scientific Name | Local Name | Crop Affected | Impact | Landscape/ Habitat | Local Status | | Special Features | Season for growth and Sreading | Uses (if Any) | Management options | Associated Traditional Knowledge | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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**E. Pests of Crops**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Host | Insect or Animal | Scientific Name | Local Name | Habitat | Season of Attack | Management Mechanism | Associated Traditional Knowledge | Other Details | Community Knowledge Holder |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |
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**3.02 Forest (Wild) Biodiversity**

**A. Trees, Shrubs, Herbs, Tubers, Grasses, Climbers etc.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plant | Scientific Name | Local Name | Habitat | Local Status | | Commercial/ Domestic Use | Part Collected | Associated Traditional Knowledge | Other details | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |
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**B. Medicinal Plants (Herbs, Shrubs, Trees etc.)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plant | Scientific Name | Local Name | Variety | Habitat | Local Status | | Uses | Part Used | Associated Traditional Knowledge | Source of seeds | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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**C. Forest (Wild) Plant Species of Importance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Plant Type | Local Name | Scientific Name | Variety | Importance (economic/ Social/ Cultural etc.) | Status |
| 1 | 2 | 3 | 4 | 5 | 6 |
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**D. Wild Animals (Mammals, Birds, Reptiles, Fishes, Amphibian, Insects, Others)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Animal Type | Local Name | Scientific Name | Habitat | Description | Season when Seen | Local Status | | Uses (if any) | Mode of Hunting/ Collecting | Other Details | Community Knowledge Holder |
| Past | Present |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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**Chapter-IV: 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):**

1. **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 |  |  |  |  |

1. **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) |
| **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 utlized in own VSS (In Nos.) |  |  |  |  |  |  |  |
| Seedlings Sold / Utlized 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 (2500) plants/ ha |  |  |  |  |  |  |  |
| Plantation - AR@ NTFP (400) |  |  |  |  |  |  |  |
| Plantation – AR @ Other Block (1600) plants/ Ha |  |  |  |  |  |  |  |
| 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)** |
| **Farm Forestry** | 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) |  |  |  |  |  |  |

1. **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 |  |  |  |  |  |  |  |
| Infrastructure Development | 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) |  |  |  |  |  |  |  |
| Construction / Repair of School Buildings (In Nos) |  |  |  |  |  |  |  |
| Construction / Repair of AWC (In Nos) |  |  |  |  |  |  |  |
| Others (Pl. Specify) |  |  |  |  |  |  |  |
| Others (Pl. Specify) |  |  |  |  |  |  |  |
| Others (Pl. Specify) |  |  |  |  |  |  |  |
| Livelihood Improvement Initiatives by the Project through Govt. Schemes | Ujjawala Scheme |  |  |  |  |  |  |  |
| Widow Pension Scheme |  |  |  |  |  |  |  |
| Odisha Food Security Scheme |  |  |  |  |  |  |  |
| Old age Pension Scheme |  |  |  |  |  |  |  |
| Biju Kanyaratna Yojana |  |  |  |  |  |  |  |
| Others (Pl. Specify) |  |  |  |  |  |  |  |

1. **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 |  |  |  |  |  |  |  |
| Livelihood Promoted through Revolving Fund | Name the IGA Activity |  |  |  |  |  |  |  |
| Name the IGA Activity |  |  |  |  |  |  |  |
| Name the IGA Activity |  |  |  |  |  |  |  |
| Name the IGA Activity |  |  |  |  |  |  |  |

1. **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) |  |  |  |  |  |  |  |

**B. Assets created in the VSS through Micro plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Component | Asset Detail | GPS Location | Cost | Source of Fund | Intended Utilization | Actual Utilization |
|  |  |  |  |  |  |  |
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1. **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 |
|  |  |  |  |  |  |
|  |  |  |  |  |
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**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](https://en.wikipedia.org/wiki/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 |  |  |  |  |
| Anwesha Scheme |  |  |  |  |
| Niramaya Scheme |  |  |  |  |
| Any Other |  |  |  |  |

1. **Through IGA interventions under Micro Plan**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of IGA | Sector (Forest/Non-Forest) | Final Product | | Number of Member Involved | Market for sale | | | Increase in Income per year/ member | Possibility of further value addition / skill improvement |
| Raw | Processed (Value addition) | Home collection | Local | Distant |
|  |  |  | |  |  | | |  |  |
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1. **List of Beneficiaries Impacted by IGA Interventions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of IGA** | **Type of beneficiary (SHG/ CIG/ PoP)** | **Number of Households** | **Number of beneficiary** | | | **Remarks (Benefits)** |
| **Male** | **Female** | **Total** |
|  |  |  |  |  |  |  |
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**F. Progress of Fuel wood / Fodder Interventions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Plantation (Fuel/ Fodder)** | **Area in Ha.** | **Production / Ha.** | **Has it reduced time for open grazing in forest? (Refer: Fodder Availability (In Months)** | **Has it ease the crisis of fuel?** | **Is there any plan for expansion?** |
|  |  |  |  |  |  |
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**Chapter-V: Forest Maintenance Plan**

**5.01 Maintenance of Plantations**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of 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 of Agency) |
|  |  |  |  |  |  |  |  |
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**5.02 DLT Structure Maintenance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Structure | Year of Construction | Type of Maintenance | Month of Maintenance | Agency responsible for maintenance | Source of Funding  (Pl. specify the name of Agency) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**5.03 Fire line Maintenance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fire Line  No/ Location | Year of Creation | Length of Fire line Maintenance | Month of Maintenance | Agency responsible for maintenance | Source of Funding  (Pl. specify the name of Agency) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5.04 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) |
|  |  |  |  |  |  |  |  |
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**5.04 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 |  |  |  |  |  |

**5.05 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 fule saving devices |  |  |  |  |  |
| Provision of LPG (Ujwala Yojana) |  |  |  |  |  |

## Chapter VI : Livelihood Initiatives and Opportunities: Progress and Plan

## 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 |
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## *\*Kindly refer the data during last 4 years*

## B. Problem & Opportunity analysis in Agriculture

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| --- | --- | --- | --- | --- | --- |
| 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 |
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## A. Progress in Horticulture

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| --- | --- | --- | --- | --- |
| 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 |
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## *\*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 |
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* 1. **A. Progress in Livestock Activities**

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| --- | --- | --- | --- | --- |
| 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 |
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## *\*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 |
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* 1. **A. Progress in NTFP Analysis**

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| --- | --- | --- | --- | --- |
| New Activities around NTFP\* | No. of HHs involved | No. of HHs Supported by Project | No. of HHs Supported by Convergence | How many families register improvement |
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## *\*Kindly refer the data over last 4 years*

**B. Problem & Opportunity analysis in NTFP 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 |
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* 1. **A. Processing and Value Addition Activities**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New Value addition activities\* (Agri, Horti, Livestock, NTFP or Non-farm activities) | No. of HHs Involved with the new activities | | | No. of people involved | | No. of HHs Supported by Project | No. of HHs Supported by Convergence | How many families register improvement |
| PoPs/FDs | SHGs | CIG | Male | Female |
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**B. Problem & Opportunity analysis in Value Addition activities**

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| --- | --- | --- | --- | --- | --- |
| 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 |
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* 1. **Details of Available products and Skill Sets for Value addition**

1. **Details of Available Products for Value Addition**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Available products for value addition | No. of HHs Involved with the new activities | | | No. of people involved | | Season of availability | Volume of availability | %age of product used in current value addition | People’s interest of value addition (High/Moderate/Low |
| PoPs/FDs | SHGs | CIG | Male | Female |
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1. **Details of Available Skill Set for Value Addition**

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| --- | --- | --- | --- | --- |
| Details of Traditional skills available for Value addition | Details of acquired skills in last 4 years | No. of HHs/people having skills | | List the areas of improvement |
| Traditional | Acquired through training |
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\*Emphasis to be given on prioritized 21 products

* 1. **Market Facility Analysis**

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| --- | --- | --- | --- | --- |
| List of Products that has natural demand in nearby market | List of Local Trader | Is the product has larger demand if sent to distant market ? | Constraints associated with sending the product to distant market | Possible solutions |
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**6.08 Progress card of IGAs of the VSS (in last 4 years)**

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| --- | --- | --- | --- | --- |
| Activities Proposed | Targeted HHs/Beneficiaries for implementation | Successfully implemented with No. of HHs/Beneficiaries | Reasons for deviation in achievement/not starting | Remarks (project support/Convergence) |
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| New activities incorporated beyond plan | HHs/Beneficiaries covered | Benefits | Issues | Remarks (project support/Convergence) |
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| New Livelihood Assets Created at VSS level | Value of the assets created | Current use of these assets | No. HHs accessing and using the asset | Issues/ opportunities |
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* 1. **Any Other information which will help in improving Livelihood opportunities/ Resolve livelihood issues in the VSS context**

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**Chapter VII: 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 | 1. AAP is gender inclusive | **Q (i):** Does the AAP address the problems/ needs / priorities of men & women separately? |  |  |
| 1. 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) | 1. Constitution of Women Working Group (WWG) | **Q (i**): Has the WWG been constituted for preparation of micro plan? |  |  |
| 1. Functioning WWG | **Q (i):** Do theWWG members monitor the implementation GAP? |  |  |
| IV | SHGs/ CIGs/ PoPs in Micro Plan | 1. 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? |  |  |
| 1. 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 | 1. 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)? |  |  |
| 1. Capacity building of SHGs /CIGs / PoPs members | **Q (i):** Have thetraining programs been suggested in the micro plan for SHGs / CIGs / PoPs members to enhance their skill in IG activities? |  |  |
| 1. 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 | 1. 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? |  |  |
| 1. 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? |  |  |
| 1. 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) | 1. Gender participation in  * forest protection * controlling drivers of forest degradation * JFM mode SFM activities * Non-JFM mode FM activities | **Q (i):** Do the men & women equally participatein implementation of SFM activities under the project?  (ii) Do the men and women get equal opportunity to engage in wage work generated under the project for SFM or similar interventions. |  |  |
| 1. 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 | 1. 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? |  |  |
| 1. 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? |  |  |
| 1. 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 | 1. 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? |  |  |
| 1. 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? |  |  |
| 1. 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? |  |  |

**Chapter VIII : 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Item of Work** | **Environmental Safeguards at VSSs/ EDCs Level** | **Measures Taken** | |
| **Yes** | **No** |
| 1. | Forest Protection | Forest Protection Measures taken by VSS Members |  |  |
| Controlled grazing is adopted by VSS Members |  |  |
| 2. | Fire Control and Management | Planning for Protection of Fire |  |  |
| Fire line tracing done |  |  |
| Fire incidences |  |  |
| Fire protection awareness measures taken |  |  |
| 3. | 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 |  |  |
| 4. | 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 |  |  |
| 5. | Community Development Infrastructure | Measures taken to mitigate dust pollution due to transportation of construction materials taken |  |  |
| Solid Waste Management practice followed. |  |  |
| 6. | 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. |  |  |
| 7. | 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 STFDPF**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 1. Participation of key stakeholders -Scheduled tribe/caste members, forest dwellers/dependents of VSS members/ SHGs in consultation meetings | | 1. Are the SC/ST/ forest dweller members of VSS regularly participating in consultations on formulating ST & FD planning? |  |  |
| 1. Participation of Women & elders of SC/ST/FD groups in consultation meetings | | 1. Are the women & elder ST/SC/ FD groups of VSS regularly participating in the consultations? |  |  |
| 1. Free and prior and informed consultation | | iii. Are the scheduled consultation meetings informed to the members in advance? |  |  |
| iv. 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 | | v. Do the SC / ST/ FD members freely express their opinion / ideas in the consolation meetings? |  |  |
| 2 | | Capacity building / Trainings / Review meetings on STFDPF at VSS level | 1. Conducting capacity building / training programs / review meetings at different stages:   -VSS /SHG inception;  - PRA exercise;  - Micro planning exercise;  - Implementing micro plan;  - Convergence stages etc | | 1. Are the capacity building / training programs / review meetings on STFDPF conducted at regular intervals and at relevant stages of project implementation? |  |  |
| 1. Participation of key stakeholders:  * Scheduled Tribes (STs) * Scheduled Castes (SCs) * Other Forest Fringe Dwellers / Dependents | | 1. 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. | | 1. Are the SC/ST / FD communities well aware and convinced about the impacts of micro plan interventions? |  |  |
| 1. 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 | | 1. 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 mmber(s)] participate in the process of micro plan preparation, its implementation and benefit sharing | | 1. Are the STFDPF target & PoP households actively involved in the micro plan preparation exercise / process? |  |  |
| 1. Do the STFDPF target & PoP households actively participate / contribute in the micro plan implementation? |  |  |
| 1. 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. | The check list included in the micro plan monitors environmental & social safeguards in terms of   * 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 | | 1. Are the project / micro plan benefits equitably distributed among SC/ST/FD communities? |  |  |
| ii (a) Do the project / micro plan benefits acquired by SC/ST/FD communities disturb or alter their cultural practices?  ii (b) Even if those benefits alter the cultural practices of SC/ST/FD communities, are they acceptable? |  |  |
| iii (a) Do the micro plan interventions have an impact on the socio- economic condition of the target communities?  [  iii(b) Have the micro plan interventions provided livelihood opportunities to SC/ ST/FD communities? |  |  |
| 5 | | Alignment of STFDPF ingredients with entire project cycle and activities | Social safeguards in STFDPF applicable across the following project components:   * Forest management, including farm forestry * Biodiversity conservation * Livelihood promotion& IGAs * Convergence * Institutional (VSS & SHGs) management * Capacity building | | 1. Has the participatory assessment on application of STFDPF safeguards been done wrt following project components?  * *Sustainable Forest Management (SFM) …...* * *Livelihood promotion ……*   - *Convergence……………...*  i - *Institutional management..*   * *Capacity building…………* |  |  |
| 1. Have the assessment results been documented and shared among all stakeholders? |  |  |
| 6 | | Documentation of the process and results of assessment of STFDPF safeguards wrt project components for communicating to all stakeholders | i. Contents of the document to be simple for all stakeholders to follow and to be in local language | | 1. Is the report containing the results of the assessment of STFDPF safeguards written in simple local language? |  |  |
| 1. Visualization and visual presentations to be used to maximum extent | | ii. Does the document contain adequate and appropriate visuals for easy comprehension? |  |  |
| 7 | | Institutional (VSS / EDC) support | VSS / EDC supports and contributes in implementing social safeguards wrt STFDPF | | 1. 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 | | 1. Has the VSS constituted a sub-group to assess /monitor STFDPDF safeguards wrt to different project components? |  |  |
| 1. Does the VSS sub-group assess / monitor the implementation of STFDPF safeguards wrt its assigned project component as per prescribed schedule? |  |  |
| 1. 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 | 1. Constituting a Grievance Redressal Committee at FMU level | | 1. Has the Grievance Redressal Committee with prescribed members been constituted at **FMU** level for the redressal of grievances received from the STFDPF target group? |  |  |
| 1. The committee duly redresses the grievances related to STFDPF target group | | 1. Does the Grievance Redressal Committee redress the grievances received from STFDPF target group? |  |  |
| **Name & Signature of Member Secretary** | | | **Name & Signature of President** | | | | |

**Chapter IX: 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 |  |
| 10. |  |  |
|  |  |  |
|  |  |  |

**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 |  |  |  |
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**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)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | 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% = 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 1 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 | Annual |  |
| 19 | Removal or Non Existence of Encroachment | Done  Yes = 2 mark/  No = 0 mark | Annual |  |
| G | Livelihood Initiatives | 20 | Livelihood Initiatives Through Convergence (FGD) | No. of Schemes for community development and convergence  More than 3 = 3 Marks/  Between 3 to 5 = 2 marks/  Between 1 to 2 = 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)   * 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 * Moderate = (marks obtained between 40 to 44) 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 coarse correction is to be made * 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. 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  10 and Above = 3 Marks/  Between 7 to 9 members = 2 Marks/  Between 3 to 6 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 = 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 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 X: 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 |
|  |  |  |  |  |  |  |
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**10.02 Revised Forest Development Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the activity | Physical (Area in hectare, number) | | | | |
| Year | Year | Year | Year | Year |
|  |  |  |  |  |  |  |
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**10.03 Revised Plan Farm Forestry:**

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| --- | --- | --- | --- |
| Farm Forestry Model | No of Beneficiaries | Total Area to be covered | Year of Execution |
|  |  |  |  |
|  |  |  |  |
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**10.04 Revised Plan for Community Land and Agriculture Development**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Type of Activity | Details with no. of beneficiaries | Possible funding through convergence |
|  |  |  |  |
|  |  |  |  |
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**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 |
|  |  |  |  |  |
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1. **Maintenance Plan**

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| --- | --- | --- | --- | --- |
| Things to be maintained | Periodicity | Available Resources | Required resources | Execution plan with community |
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**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 |
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**10.07 Revised Plan for Income Generation Activities**

**A. Group Activities: These should be forest/ farm/ non-farm based with focus on value addition**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Type of Activity | No. of groups and  members | Number of PoP / Vulnerable member | Year of implementation | Nature of support  Require | Total amount require | Cost sharing by members | Balance amount required from  OFSDP-II | Funds from Other  sources | Marketing Arrangement |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**B. Arrangement for Value addition and market facilities**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Nature of Value addition (Basic/Advance) | Requirement of Skill Development | Plan for Skill development | Location of Market | Access to Market (Direct/Via) | Can this group work as feeder to Other group who are doing advance processing? | If Yes, Plan for integration | Requirement of Fund | Source |
|  |  |  |  |  |  |  |  |  |  |
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1. **Individual Activities**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Types of Activity | No of beneficiaries | Number of PoP/Vulnerable Member | Year of implementation | Type and nature of support  required | Total amount  require | Cost sharing by  members | Balance amount  require | Funds from other  sources | Marketing Arrangements |
|  |  |  |  |  |  |  |  |  |  |
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1. **Livelihood (basic needs) Support**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Types of Activity | No of beneficiaries | Year of  Implementation | Total amount  required | Cost sharing by  members | Balance amount  required |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**10.08 Community Institution building/ strengthening**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Community Institutions | Areas of improvement | Service source identified | Resource required | Responsibility for facilitation |
|  |  |  |  |  |
|  |  |  |  |  |
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**10.09 Human Resources Development/ Capacity Building Plan**

1. **Awareness creation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Programme | Year | Frequency | Targeted no. of  participants | Amount |
| Awareness |  |  |  |  |
| Village Meeting |  |  |  |  |
|  |  |  |  |  |
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**N.B.:** If others, please specify

1. **Field or Exposure Visits**

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

1. **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 |
|  |  |  |  |  |  |  |
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**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 |
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**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 XI : Annual Action Plan and Budget**

**11.1. Revised Annual Action Plan and Budget for the Year ………..**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Component | Work Items | Period of work  (Year/ Month) | Target  (Physical) | Tentative  Budget (In Rs.) | Source of  funding | Responsibility of  implementation |
| Community Development Activities |  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Soil and Moisture Conservation / Drainage Line Treatment (DLT) |  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Decentralized Nursery |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Farm Forestry |  |  |  |  |  |  |
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|  |  |  |  |  |  |
| ANR |  |  |  |  |  |  |
|  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Block Plantation | Fuel & Fodder |  |  |  |  |  |
| NTFP |  |  |  |  |  |
| Other Plantation |  |  |  |  |  |
| Bamboo/ Silvi-cultural Operations |  |  |  |  |  |
| Others |  |  |  |  |  |
| Plan for Human Animal Conflict Management |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Livelihood |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Income Generating Activities |  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Capacity Building |  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Other Activities |  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Plan Revision Discussion Outcome (Member Secretary will record the decisions)**

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|  |  |  |
| --- | --- | --- |
| Prepared By President Secretary Treasurer  Recommended by (Range Officer) | Name | Signature |
| Approving Authority Place: |  | Signature |
| Date: |  | ------------------- DMU |

**Chapter XII : Annual Progress Report**

**(For the Year ………….)**

**12.01. VSS Meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of meeting | Presided by | Member Participated | | 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 |
|  |  |  |  |  |  |
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**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 | |
| 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**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