

HAND BOOK FOR MICRO PLAN PREPARATION



Odisha Forestry Sector Development Project (Phase-II)
Forest & Environment Department, Government of Odisha



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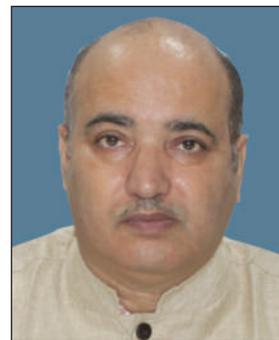
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FOREWORD

The Odisha Forestry Sector Development Project, Phase-II (OFSDP-II) is being implemented by Forest and Environment Department, Government of Odisha with the financial assistance from Japan International Co-operation Agency (JICA). The project is implemented in 12 Forest (Territorial) Divisions and 2 Wildlife Divisions spread over 10 districts of Odisha from 2017-18 to 2026-27. The basic objectives of the project are to enhance forest eco-system along with sustainable forest management, sustainable bio-diversity conservation and community development, thereby contributing to harmonization between environmental conservation and socio-economic development in the Project Area.

The project interventions are site specific and need based and being implemented in a participatory manner with involvement of village level community institutions namely, VSS and EDC. In this regard, a village level Micro Plan is prepared with objective of holistic development of the village and the community at large over a specific period of time. This handbook on preparation of Micro Plan has been prepared after revisiting the Micro Plan documents of Orissa Forestry Sector Development Project, Phase-I and Ama Jangal Yojana, with a view that this will help the Project Staff to understand the purpose and scope of micro plan and facilitate the Vana Surkshya Samitis (VSS) selected for OFSDP-II in formulating a Village Perspective Plan and Forest Development Plan for a period of 10 years. This handbook also intends to help different stakeholders, viz; VSS/ EDC, P-NGO, FMU & DMU personnel to ensure Inter-Sectoral Convergence while preparing a holistic perspective micro plan to address the wider needs of the village and the community.

The Micro Plan Handbook is divided into two parts. In Part-I, various aspects including the tools relating to Micro Plan preparations have been dealt as a guide to the stakeholders. This part highlights the approaches for preparation of microplan, prerequisites in the planning process, project components, inter-sectoral convergence etc. The Part-II is a compilation of annexures which will be used in micro-planning process by VSS/EDCs constituted under OFSDP-II. The

formats in different thematic area include Socio- Economic profile, Village Resource profile, Livelihood Opportunities Analysis, Forest Development Plan, Community Development Plan, Annual Plan etc.

The handbook has been developed in house by the Project Management Unit (PMU) of the OFSDP-II. The sincere and hard work put up by Dr. Meeta Biswal, IFS, Additional Project Director and Dr. Pradeep Raj Karat, IFS, Joint Project Director are praiseworthy. The efforts of the assisting team comprising of Shri Sudhanshu Sekhar Mishra, Deputy Project Director (CME & Studies), Shri Sudarshan Behera, Deputy Project Director (Admin & Finance), Dr. Mamata Mishra, State Programme Manager (Livelihood, Natural Resource Management & Inter-sectoral Convergence), Shri Subrat Kumar Kar, State Programme Manager (Capacity & Institutional Development) and Shri Biswajit Sahoo, State Programme Manager (Knowledge Management, Publicity & Publication) of PMU, OFSDP-II are acknowledged thankfully.

It is hoped that this Micro Plan Handbook would serve as an important guiding tool for the facilitators and VSS members in preparing a comprehensive village development plan (Micro Plan) with a special focus on forest conservation, biodiversity protection and tree plantation outside the forest and in achieving the overall objectives of the OFSDP-II.

L.K.Tewari, IFS

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PREFACE

After the successful implementation of Odisha Forestry Sector Development Project in 14 districts of the state from 2006 to 2015, Banayana or Phase –II of the Odisha Forestry Sector Development Project, Phase-II (OFSDP – II) is launched in 10 districts of the state since 2017. The OFSDP, Phase-II is being implemented under the aegis of Japan International Co-operation Agency (JICA), in 12 Forest Territorial Divisions and 2 Wild Life Divisions by Forest & Environment Department, Government of Odisha. The positive outcome of OFSDP-I are reflected in the increment of the dense forest and moderately dense forest in the Project area which contributed in increasing the over all green cover of the state significantly. The basic objectives of the Banayana or OFSDP Phase-II are to enhance forest eco-system along with sustainable forest management, sustainable bio-diversity conservation and community development, thereby contributing to harmonization between environmental conservation and socio-economic development in the Project Area.

The Forest Vision 2020 of Odisha Forest and Environment Department envisages promotion of Joint Forest Management (JFM) and Sustainable Forest Management through Micro Plans. It also outlines the strategies to increase the forest cover outside the forest, mainly on private lands as well as non-forest public lands.

Micro-planning is essentially a spatial development planning which tends to utilise all kinds of available resources – natural, human and others to the fullest extent. It is a comprehensive planning approach where in the community prepares development plans themselves considering the priority needs of the village. Inclusion and participation of all sections of the community is central to micro-planning, thus making it an integral component of decentralized governance. For village development to be sustainable and participatory, it is imperative that the community owns its village development plans and that the community ensures that development is in consonance with its needs.

The main objective of this Micro Plan Handbook is to help all the stakeholders of the Banayana and the Project Staffs to understand the purpose and scope of micro plans. The handbook will sensitise the community at large to assess their futuristic needs and help the project functionaries to initiate the demand for convergence of programmes at village level. This handbook will help the VSSs to follow few steps of participation and also facilitate in devising a Village Perspective Plan and a Forest Development Plan for next 10 years.

The ideas of convergence as a part of micro plan has been propounded intensively by Shri S.C. Mohapatra, IAS, Additional Chief Secretary, Forest and Environment Department, Government of Odisha. The schemes targeting the development of villages are plenty, however, convergence of resources is the need of the hour to derive maximum output. Thus, Micro Plan is vital opportunity to plan for convergence of resources.

This publication has become possible with valued guidance, comments and support from Shri Lalit Kumar Tiwari, Additional Principal Chief Conservator of Forests-cum-Project Director of Odisha Forestry Sector Development Society (OFSDS).

The inputs gathered from the various aspects of Micro Plan documents of Odisha Forestry Sector Development Project and Ama Jangala Yojana and aligned with the revised objective of Odisha Forestry Sector Development Project, Phase – II or Banayana. I sincerely appreciate contributions of all the staff members and experts of the Project Management Unit who have contributed in making this handbook a reality.

I am sure this handbook will be used as an effective tool for the VSS members and project facilitators in developing a comprehensive village development plan and achieving the objective of OFSDP, Phase II.

Dr.Meeta Biswal, IFS

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Abbreviations

ANR	Assisted Natural Regeneration
AR	Assisted Regeneration
BDO	Block Development Officer
BPL	Below Poverty Line
CBO	Community Based Organisation
DAC	District Advisory Committee
DFO	Divisional Forest Officer
DLT	Drainage Line Treatment
DMU	Divisional Forest Management Unit
DPC	District Planning Committee
DPF	Demarcated Protected Forest
EC	Executive Body of Vana Surakshya Samiti or Eco Development Committee
EDC	Eco Development Committee
EPA	Entry Point Activity
FG	Forest Guard
FGD	Focus Group Discussion
FI	Financial Institution
FMU	Field Management Unit
GB	General Body of Vana Surakshya Samiti or Eco Development Committee
GC	General Caste
GIS	Geographic Information System
GP	Gram Panchayat
HH	Household
IEC	Information Education and Communication
IGA	Income Generating Activity
JFM	Joint Forest Management
JICA	Japan International Cooperation Agency
KF	Khesra Forest

M&E	Monitoring and Evaluation
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MIS	Management Information System
NGO	Non-Government Organization
NRLM	National Rural Livelihood Mission
NRM	Natural Resource Management
NTFP	Non Timber Forest Produce
OBC	Other Backward Caste
OFD	Odisha Forest Department
OFSDP	Odisha Forestry Sector Development Project
OLM	Odisha Livelihood Mission
PDS	Public Distribution System
PF	Protected Forest
PMU	Project Management Unit
PNGO	Partner Non-Government Organization
PRA	Participatory Rural Appraisal
PRIs	Panchayati Raj Institutions
PS	Panchayat Samiti
RDF	Restoration of Degraded Forest
RF	Reserve Forest
RO	Range Officer
SC	Scheduled Caste
SHG	Self Help Group
SMC	Soil and Moisture Conservation
ST	Scheduled Tribe
UDPF	Un-demarcated Protected Forest
VF	Village Forest
VFW	Village Forest Worker
VSS	Vana Surakshya Samiti
WL	Wild Life
ZP	Zilla Parishad

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1. 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 the income generating activities and addressing livelihood issues at the community level. It is a ‘Ten Year Development Plan’ encompassing the expectations of majority of the people, particularly the forest dependent communities, and other socially differentiated sections. This plan needs to have a prioritized list of activities for overall sustainable development of the village planned around the available natural and human resources.

A village level Micro-Plan is a blueprint of village development plan and forest development plan, which is need based and site specific, commensurate to available resources. As the unit of the plan is small, it is called a micro plan. In contrast, the macro plan covers larger units like district or state.

It is a holistic plan which tries to identify all the developmental issues and management strategies, which are much beyond the agenda of any single project. Thus funding in a micro plan must be proposed by converging available resources in different developmental schemes running at the micro level.

Micro Plan activities are planned at the village level utilizing available village resources for the fulfilment of the requirements of the rural population. It outlines the strategy for meeting the requirements of people after prioritization of needs and defines the target for development. It contains a description of problems being faced by the villagers along with their feasible solutions, assessment of need and capacity of resources in addition to the list of activities to be conducted in the JFMC area.

Micro plan is an official/formal document. It is an important document for balancing the complementary as well as competing demands on the available resources for example forests for forest produce for subsistence and sale vis-à-vis managing forest for ecosystem services.

The micro-plan is a living document that must be responsive to emerging concerns and as such is an adaptive document. It must, therefore, contain clear provisions for amendments according to requirements. The micro plan should be developed with the help of the villagers using participatory approach of PRA/ RRA exercise. This approach is useful because

- It helps to understand the location specific problems in a better manner.
- It helps to know priorities of the local people of the village.
- It is likely to be more acceptable to the villagers as they participate in the process of developing the plan and are co-creators of the plan. It creates a sense of ownership amongst the people.
- It helps in developing trust of the villagers towards the JFMC and helps in building relations between the people and the organization.

Micro Plans are generally developed through Participatory Rural Appraisal keeping in view the availability of resources in the Scheme under which they are to be implemented. Micro Plans are to be understood by both the communities as well as by the front line staff from this perspective. Hence, a Micro-plan aims at keeping a holistic view on availability of resources and the sustainable use of these resources by the communities on which they depend upon. This aspect needs to be understood properly by all stakeholders including the VSS members.

Having understood the difference in perceptions of various stakeholders, it is important to make people feel at ease with the task of Micro plan preparation. People tend to stay away from the process under the notion that it is a very technical task and requires specialized skills. However, as we all plan collectively for various activities even in our day-to-day lives, micro-planning too can be interesting and an effective exercise in planning for the development of a village.

1.1 Objectives of Micro plan

Some of the objectives of Micro plan for a VSS/ EDC are:

- Ensure actual participation of the villagers for the preparation of VSS/EDC specific comprehensive development plan.
- Assess the dependence of communities on the forest resources.
- Assess the quantity, quality and present utilization of forest resources by the villagers.

2. Micro Planning

Micro Planning is a community based empowering process for preparing a road map for development and management of forest and livelihood enhancement of the forest dependent communities with properly defined roles and responsibilities of all stakeholders, clearly set targets and well discussed deadlines.

One of the lesson learnt from OFSDP-I is that in order to achieve sustainable forest management in JFM mode, it is important that the micro plan is holistic and addresses wider needs of forest dependent communities. Therefore, OFSDP-II will adopt an approach to develop the comprehensive micro plan at VSS level as a platform for optimizing community development activities in addition to sustainable management of forest. Proposed comprehensive micro plan at VSS level also calls for optimum convergence with other government schemes and programs for holistic community development.

2.1. Rationale

- To empower and evolve responsible institutions at community level through a simple planning process
- Process to understand the problems and challenges in sustainable management of resources, livelihoods, institutions and development, gender and convergence
- A comprehensive village document: ground

- Identify the importance of existing forest resources.
- Identify the challenges encountered by the villagers in utilizing the services of the forest and find solutions therein.
- Prioritize the schemes to be undertaken according to the social, cultural, political and economic situation of the villagers and the availability of natural resources.
- Ensure that the benefits of the project reaches all stakeholders.

situation, issues, probable solution, process towards solution and linking to the eco-system

- Institution and the delivery mechanism with capacity building and gender mainstreaming
- A guiding document for the VSS, OFD and others on profile, need, priorities, volume of work etc. with implementation modalities

Micro planning is an empowering process which would help communities to evolve as a responsible institution and understand the problem and challenges in sustainable management of resources, inter-sectoral convergence, poverty reduction and development and identifying their strengths and weaknesses. The process would build a strong foundation for collective and collaborative action by the communities and other development actors. Thus the planning methods shall be simplified to the extent that the villagers themselves can continue to own and practice even beyond the project period. The micro plan shall be a comprehensive village development plan with a special focus on forest conservation, biodiversity protection, tree planting outside forest and sustainable forest management. The Micro plan shall guide the VSS and OFD to determine the quantum of works to be taken up with the help of project and resources need to be raised from other sources for implementation of activities priorities by the VSS.

2.2. Approaches for Micro Plan Preparation

2.2.1. Geographical Inclusion

Area assigned to the respective VSS will be the unit for Micro Planning. The Micro Plan shall be a comprehensive village development plan with a special focus on Forest Conservation, biodiversity protection, tree planting outside forest and sustainable forest management. It needs to be ensured that all habitations dependent upon the forest are associated in micro planning process. Contiguous JFM areas and geographically contiguous forest land that allows cluster formation at VSS level shall be selected to realize the efficiency of project implementation and achieve substantial project impacts.

2.2.2. Socio Economic Inclusion

Each individual household in the target area will be included in the process of planning directly or indirectly. There will be no socio economic divide while facilitating the micro planning process following the principles of inclusion. Socio economic vulnerability like caste, women, destitute, disabled etc. will be duly considered during the planning process.

2.2.3. Equity & Equality

The principle of equity and equality are to be ensured during the planning process. Under equality dimension, holistic and perspective plan is to be prepared for the entire village keeping in mind the overall development of all households of the village. Under equity perspective, specific interventions are to be planned for the poorest of poor households, destitute & physically challenged households, women headed households etc. Most importantly, while formulating the annual plan on different thematic areas, the interventions on equity perspective are to be prioritized.

2.2.4. Participation

The micro plan will be prepared by the VSS with the help of Partner NGO and FMU Personnel. Participation of Primary Stakeholders in planning process is to be

ensured at all stages of planning processes. Working Group (VSS Leaders, OFD Staff, Partner NGO, Animator, GP Representative, and representative from User Groups within VSS) will steer the process of micro planning. Furthermore, the Women Working Group at VSS level as envisaged under the project, will be associated from beginning of the planning process to capture their concerns and issues. While preparing the Micro Plan coordination with the Line Departments are to be ensured to explore the possibilities of Inter-sectoral convergence.

2.2.5. Institutional Strengthening and Capacity Building

Institutional strengthening at the community level & Capacity Building of Primary Stakeholders (VSS) in planning, implementation and monitoring process would be the key factors in achieving the desired outcomes of the project. Strengthened institutions with adequate capacity at community level would be able to manage the forests / forestlands in the Project area in a sustainable manner. So the VSS members are to be sensitized thoroughly on the micro planning processes and to be made realise the importance of micro planning. Then the capacity of the VSS level Working Group, Women Working Group, Animators, P-NGO staff etc., shall be strengthened adequately before commencing the micro planning processes.

2.2.6. Gender Mainstreaming

The principle of gender mainstreaming in both planning and implementation has to be integrated in the processes by involving the women members of the community from beginning of the project implementation. These include focused interventions which suits the need of women particularly in reducing drudgery and increasing their participation in community institutions and governance. The Women Working Group (Women VSS members, SHG Leaders, Women Members of P-NGO, Women Extension Workers from Health department & Teacher) of the VSS will be associated from beginning of the planning process to capture their concerns and issues and this will be reflected as gender action plan of the VSS.

2.2.7. Flexible

The micro plan will be flexible; it means there will be scope of improving the plan based on the implementation learning and experience. The flexibility includes inter allocation of financial resources, alteration of intervention, rescheduling implementation timeline and any other such activities which are beneficial to both community and effective management of forest resources. Moreover the micro plan shall be revisited after four years to make the plan comprehensive and need based.

2.2.8. Adaptive

Existing Micro Plans of other line departments would be reviewed and integrated in the holistic plan of the respective VSS. The Annual Plan of the VSS will form the basis for convergence with other programme, schemes and opportunities. Moreover, the perspective / holistic micro plan should be designed in a manner to dovetail financial resources from other government or non-government programmes/ schemes currently exist. It would provide a synergy of results for holistic development.

2.2.9. Results oriented

The micro plan should also reflect on the expected results from the implementation of various interventions planned. These results should not be limited to the financial resources available to the project rather it should guide the communities to source both financial and technical support to achieve the planned results.

2.2.10. Environmental and Social Consideration

The OFSDP Phase II project aims for economic and social development but will neither involve any sub projects that will involve environmental clearance nor have any activities that have the risk of having negative impacts on the environment or society, such as pollution, loss of natural habitat, involuntary resettlement, and infringement of people's rights. Avoidance or minimization of such risks must be realized as an integral part of the project itself.

The micro-plan process will aim for the fair distribution of its benefits and will not burden or exclude some stakeholders for the sake of others. To this end, the micro-plan proponents must respect the rights of all people concerned, and pay special attention to vulnerable social groups such as women, the elderly, the poor, people with disabilities, indigenous peoples, ethnic minorities, and other minority groups to ensure that they are involved in decision-making processes and that they benefit from the project.

Priority should be given to the avoidance of adverse impacts on the environment or society. Minimization or mitigation of impacts should be considered only if avoidance is not feasible and if the benefit of the project outweighs the cost of mitigation measures.

2.3 Pre- requisites for Micro-planning

Before taking up the Micro-planning exercise, the following activities must have been completed:

- VSS Formation process is complete.
- Indicators to show that VSS formation has been completed are
- VSS has been registered with the DMU chief
 - ◆ Registration number – VSS Code assigned by PMU
 - ◆ VSS member list is completed and made available to the working group
 - ◆ VSS Executive committee has been constituted and approved by the Palli Sabha
 - ◆ Working groups for micro plan has been constituted
- Survey and demarcation of assigned area and treatment area should have been completed
- Identification and Resolution of all possible conflicts
- Maps of 1:5000 scale
 - ◆ With vegetation cover and topographic details
 - ◆ Contour details for planning for soil and moisture conservation measures

- Micro plan booklets are to be kept in readiness for reference
- Information from secondary sources to be obtained
- Secondary sources
 - ◆ Revenue inspector
 - ◆ Forest department
 - ◆ Other Panchayati Raj institutions
- Education / Health / Agriculture / Horticulture / veterinary etc.

3. About OFSDP Phase-II

The Odisha Forestry Sector Development Project, Phase II with the financial assistance from Japan International Cooperation Agency (JICA) is designed to strengthen the forestry sector of the State of Odisha, through forest conservation, development and sustainable use through community participation by improving livelihoods of forest dependent communities with long term goals of environmental conservation and poverty alleviation. The project will aim at improving the forest ecosystem by promoting sustainable forest management and biodiversity conservation in Joint Forest Management Mode including capacity development, thereby contributing to environmental conservation and harmonized socio-economic development of Odisha.

The project objectives are:

- i. Restore degraded forest and augment forest resources
- ii. Secure sustainable management by improving forest administration, community organizations and other stakeholders.
- iii. Conserve and better manage biodiversity
- iv. Promoting inter-sectoral convergence
- v. Improve incomes of target forest dependents and their livelihood options.

The project will be implemented in 14 Divisions (12 Territorial Forest Divisions and 2 Wildlife Divisions). These Divisions fall in 10 Administrative Districts and Seven Forest Circles. The tentative year wise break up of VSS/ EDCs to be covered in different Ranges of these Divisions is given below:

Batch wise /Division wise / FMU wise distribution of VSSs for OFSDP-II

Sl. No	Division	Range	No of existing VSS	Avg. VSS Proposed	Batch-I 2017-18	Batch-II 2018-19	Batch-III 2019-20	Batch-IV 2020-21	Total
1	Baripada (150)	Bangriposi	15	20		20			20
		Betnoti	94	30			30		30
		Dukura	24	24	24				24
		Kaptipada	26	26	26				26
		Pithabata	29	25		25			25
		Udala	27	25		25			25
2	Rairangpur (100)	Badampahar	43	20	20				20
		Bahalda	48	20	20				20
		Bisoi	76	20		20			20
		Manada	39	20		20			20
		Rairangpur	61	20		20			20

3	Dhenkanal (150)	Dhenkanal	55	25	25			25	
		Hindol	48	25		25		25	
		K Nagar- East	50	25			25	25	
		K Nagar West	50	25			25	25	
		Kapilash	32	25				25	25
		Sadangi	48	25				25	25
4	Karanjia (100)	Dudhiani	31	20	20			20	
		Gueguria	34	20		20		20	
		Karanjia	60	20			20	20	
		Kendumindi	21	20			20	20	
		Thakurmunda	34	20				20	20
5	Sundergarh (150)	Ujjalpur	48	30	30			30	
		Hemgir	48	30		30		30	
		Lephripara	45	30			30	30	
		Sundergarh	86	30			30	30	
		Bargaon	60	30				30	30
6	Jharsuguda (80)	Belpahar	24	29	29			29	
		Bagdihi	18	20		20		20	
		Kolabira	31	31		31		31	
7	Sambalpur (100)	Dhama	15	15		15		15	
		Padiabahal	40	25	25			25	
		Rengali	83	30			30	30	
		Sadar	59	30	30			30	
8	Subarnapur (75)	Sonepur	73	25	25			25	
		Ullunda	77	25		25		25	
		Binika	33	25			25	25	
9	Boudh (60)	Boudh	52	20	20			20	
		Kantamal	23	20		20		20	
		Manamunda	28	20			20	20	
10	Athamaliik (75)	Athmalik	23	20	20			20	
		Bamur	47	30			30	30	
		Madhapur	29	25		25		25	
11	Ghumsur - N (100)	Mujagada	27	25	25			25	
		Jagannathpur	67	25		25		25	
		Central	48	25			25	25	
		Tarasinghi	55	25				25	25
12	Ghumsur - S (60)	Buguda	45	20	20			20	
		Sorada	31	20		20		20	
		Badagada	28	20			20	20	
		Total	2188	1200	359	386	330	125	1200

3.1. Project Components:

3.1.1. Preparatory Works

For implementation of the project, the PMU, DMUs and FMUs will be constituted during the first year including the deployment of staff and PNGOs. Selection and reconstitution of first batch VSSs in the field will be

carried out in the first year itself. Subsequently, the micro plan for such VSS will be prepared addressing the forestry and livelihood issues at village level for ensuring the inter-sectoral convergence of relevant schemes.

1. Preparatory Works

Constitution of PMU, DMU, FMU and deployment of staff	1 PMU, 12 DMU, 50 FMU
Deployment of NGOs for Community Development and SFM	50 Teams in 12 DMU
Procurement of PMC (Component 9)	1 PMC Team
Orientation for PMU/DMU/FMU	1 PMU, 12 DMU, 50 FMU
Identification of VSSs	1,200 VSS
Survey and Demarcation	1,200 VSS assigned areas
Review and Revision of Project Manuals / Training Materials	-
Engagement of VSS / EDC Animators	2,400 (core period) + 1,200 (Phase-out Period) animators
Micro Planning	1,200 VSS
Revisiting Micro Plan (4th year)	1,200 VSS
Annual Planning	1,200 VSS
Social and Environmental Consideration	1 PMU, 12 DMU, 50 FMU

2. Sustainable Forest Management

JFM Mode	
Site Specific Plan (SSP) & Monitoring	1,200 VSS
Drainage Line Treatment (Ex-situ SMC Work)	1,500 ha.
Assisted Natural Regeneration (ANR)	51,000 ha.
Block Plantation	6,000 ha.
Fire Protection	1,710 km.
Non-JFM Mode	
Consolidation and Demarcation of Forest Boundaries Work	
1898 km.	
Construction / Improvement of Permanent Nurseries	6 Nurseries
Non-JFM Drainage Line Treatment (DLT) (Ex-situ SMC work)	750 ha.
Farm Forestry	10,000 ha.

3. Sustainable Biodiversity Management

Sustainable Biodiversity Management incorporating concept of SATOYAMA model	1. Sanctuary (2 micro watersheds)
Establishment of Scientific monitoring system at Bhitarkanika	2. Sanctuary

4. Livelihood Improvement

Community Development Fund	1,200 VSS
Promotion of IGAs	3,600 WSHGs
Livelihood Resource Centre (LRC)	At PMU Level
At least 5 clusters to be promoted	DMU Level
NTFP Based Livelihood Interventions	1,200 VSS
Annual Partner NGOs Review Meeting	
12 P- NGOs (50 Team)	

5. Capacity Development

Executing Agency	1 PMU, 12 DMU, 50 FMU
Community Institutions	1,200 VSS
Training of Partner NGOs	50 PNGOs Teams
Training of Animators	2,400 Animators
Promotion of Product Cluster at DMU Level	12 DMU
Training & Extension of Farm Forestry	Up to 1,200 VSS

3.1.2. Sustainable Forest Management

Sustainable forest management in JFM mode includes Assisted Natural Regeneration (ANR), Block Plantation, Soil and Moisture Conservation measures and Fire Protection measures. Under non JFM mode, the works proposed are consolidation and demarcation of forest boundaries, construction of high Tech Nurseries and ex situ SMC works within forest.

3.1.2.1. Farm Forestry: In order to improve the tree cover outside the forest area, Farm-forestry activities will be taken up over 10000 ha of farmer land selected through the VSS within their village area. Farm Forestry Component of OFSDP-II aims at improving the tree cover outside the forest area, which also contribute to

the improvement of livelihood of the VSS members. The minimum area required for implementing this component is 4 ha. and the maximum limit is 50 ha. for one VSS and will be implemented in Cluster approach. The minimum area available individually should be 0.2 ha. for block plantation and minimum of 100 plants for planting field bund. The maximum area for block plantation is 1 ha for one beneficiary. The type of plantation shall be Timber / pulpwood / TBO /NTFP/ Agri-Horticulture. It will be implemented from 3rd year of the project and to be covered in subsequent 3 years. Survival based incentive shall be paid to the framers through VSS. Selection of beneficiaries shall be indicated in the Micro Plan and execution of farm forestry will be done under Non JFM mode.

3.1.3. Sustainable Biodiversity Management

Under this component, SATOYAMA initiative will be piloted in Bamra (Wildlife) Division which provides a conceptual framework for the sustainable landscape management through 6 core approaches in resource

use. In Bhitarkanika sanctuary, ecosystem based management and introduction of ecosystem health report card for effective management and monitoring of the Protected Area are envisaged.

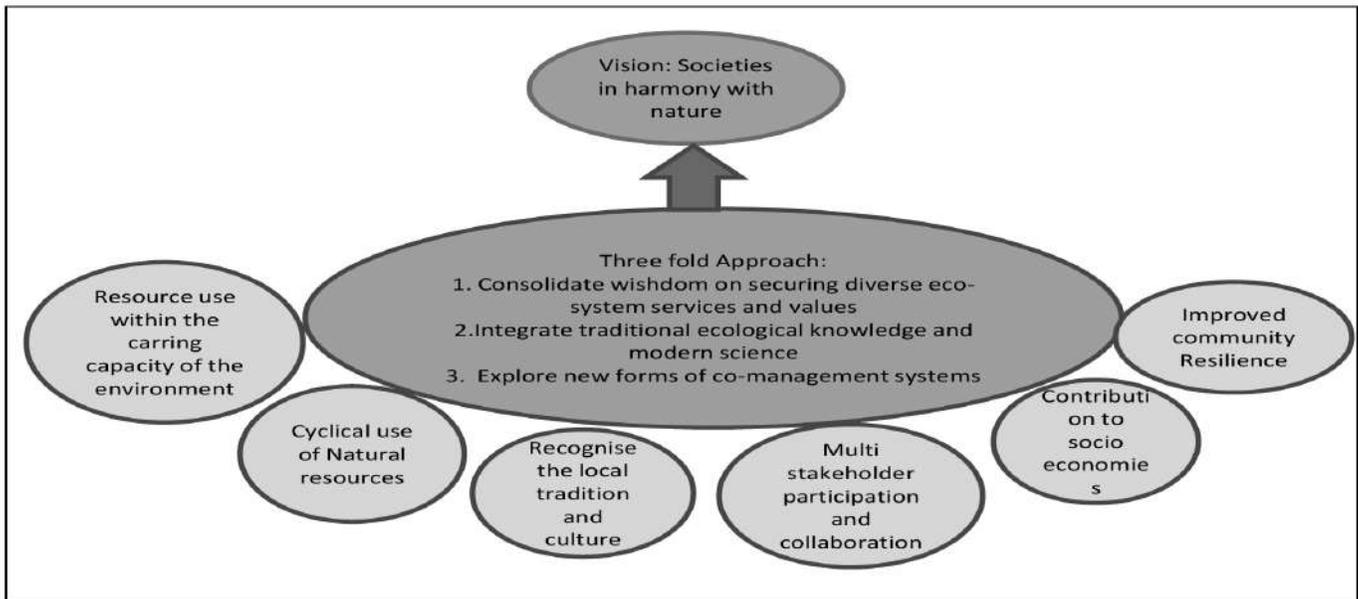


Figure 1 Sustainable Biodiversity Management Model

3.1.4. Livelihood Improvement

Income generation activities would be implemented through the SHGs in the target VSSs which would be in compliance with Odisha Livelihood Mission. As a dedicated unit for cluster level business activities, establishment of one Livelihood Resource Centre (LRC) is proposed during third year of implementation which will provide specialised business promotion support like business planning, marketing, product development for cluster Self Help Groups (SHG) and also will facilitate the Community-Private partnership ecosystem to sustain such SHGs. Micro plan prepared for each VSS will be of the nature of village development plan, wherein all the livelihood issues concerning the village will be listed out and all out efforts will be taken to implement the same through convergence by involving the PR institutions. The Gram Sabha is expected to own up the project.

3.1.5. Capacity Development

In order to build the capacity of community associated with OFSDP-Phase-II and the staff and support agencies at different levels, training will be carried out as per the training master plan developed based on Training Need Analysis exercise. Apart from various technical and managerial trainings on the implementation strategy and other matters, it also includes gender training. Capacity development of the members of the VSS committee and those of the SHGs will be carried out both for administrative and technical matters in the project implementation.

For PMU/DMU & FMU	<ul style="list-style-type: none"> • Managerial/Skill improvement • Technical/Engineering • M&E/MIS, GIS • Gender • Environmental & Social considerations • Exposure Visits
P.NGOs	<ul style="list-style-type: none"> • OFSDP-II Outline and role of PNGOs • TOT- Micro planning • VSS/EDC Management • Community Development Fund/Revolving fund
VSS / CBOs	<ul style="list-style-type: none"> • Re organization of VSS • Orientation on Micro Planning • Documentation and Record Keeping • Forest protection and Management • Sustainable biodiversity Management • Institution Development • Social Audit • Community disaster management • Wildlife-Human Conflict • Workshops
Animators	<ul style="list-style-type: none"> • Role of animator and other stakeholders • Orientation on Micro planning and convergence • SHG and IGA

4. Inter Sectoral Convergence

Under OFSDP-II, Inter-sectoral convergence has been given utmost priority for holistic development of the communities and thereby ensuring sustainable forest management. The micro plan of the VSS under OFSDP-II is to be holistic and addresses wider need of the forest dependent communities. Therefore the Micro Plan at VSS level shall be a platform for optimizing community development activities in addition to the sustainable forest management. To address the wider need of the communities, it has been emphasised to ensure optimum convergence with other Government Schemes, and programs. Coordination mechanism has been streamlined from State, District, Block, Gram Panchayat and at village level to ensure inters-sectoral convergence, while implementing OFSDP-II.

District Advisory Committee (DAC) has been established under the Chairmanship of District Collector to oversee and facilitate convergence among various departments and projects. Further, to integrate different Government schemes and programmes, the block level extension officials will be directed to participate in the process of preparation of Micro Plan.

Annual Plan prepared at VSS level would be forwarded to Pallisabha at village level for its approval and then to Gram Sabha at Gram Panchayat level and then to Panchayat Samiti at block level and then to Zillaparisad at District level to integrate various Govt. Schemes and programme in the micro plan.

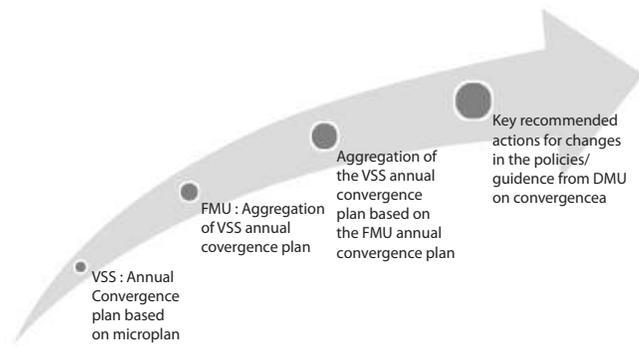


Figure 2 : Convergence growth path

4.1. At VSS level

VSS shall prepare annual plan with the help of PNGO that should include the activities to be taken through convergence and get the approval from palli sabha. Efforts should be given to integrate the relevant development schemes and programmes of different line departments to make the micro plan comprehensive and need-based. VSS in consultation with GP should include activities like MGNREGS, Social Security, Food security, rural housing etc. VSS, PNGO and the animator will engage with the line departments at the ground level, animator and the PNGOs will assist the VSS leaders to coordinate with the committees in the village like SMDC, WATSAN, WDC, Health committee, water users committee etc.

4.2. At FMU level

FMU Chief with the help of the project staff and PNGOs will compile annual action plan of VSS and identify the priority activities for convergence to be presented in block meeting and also engage with other line department to facilitate convergence.

4.3. At DMU level

District level Advisory Committee (DAC) meeting of OFSDP-II will be held in every quarter. The DMU chief with the help of the project staff is to prepare a DMU level convergence plan by compiling the recommendations from FMU and will route this plan through DAC to facilitate convergence.

4.4. At PMU/State level

At state level the overall convergence strategy of the project will be prepared in consultations with the line departments and all necessary support on inter-sectoral convergence would be augmented as and when required.

5. Institutional Arrangements

5.1. Division Management Unit Level

Divisional Management Unit (DMUs) has been established within the Divisional Forest Office and DMU is being headed by DMU Chief (Ex-officio DFO) with the support of Asst. DMU Chief in the rank of ACF on deputation from Forest Department and Subject Matter Specialists engaged at DMU level.

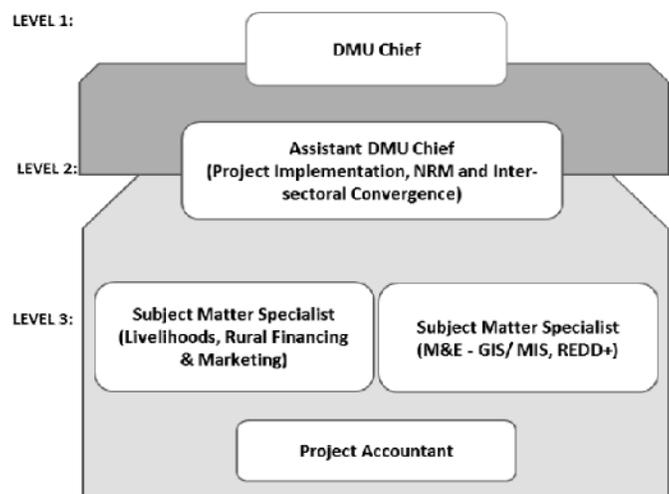


Figure 3 : Institutional Arrangements under OFSDP-II at Divisional level

5.2. Field Management Unit Level:

Field Management Unit (FMU) is established within the office of the Range Officer (RO) and FMU will be headed by FMU Chief (Ex-officio Range Officer). FMU Chief will be supported by Assistant FMU Chief in the rank of Forester on deputation from Forest Department and other two FMU Coordinators.

FMU will closely work with the community level institutions and will lead to take responsibilities in micro-planning, livelihood support, training and process documentation. FMU Coordinator (Micro-Planning and Livelihood Support) will guide the Partner NGOs and resource organisations during micro planning and SHG formation/reconstitutions/ small IGAs. FMU Coordinator (Training and Process Documentation) will act as a resource person for the VSS/ EDC/ SHG on institutional capacity building, and to facilitate and execute the training activities for the community level institutions. S/he would also coordinate with fellow FMU Coordinator as well as Partner NGOs to understand specific training needs, and accordingly plan for capacity development initiatives. The structure of FMU is as below:

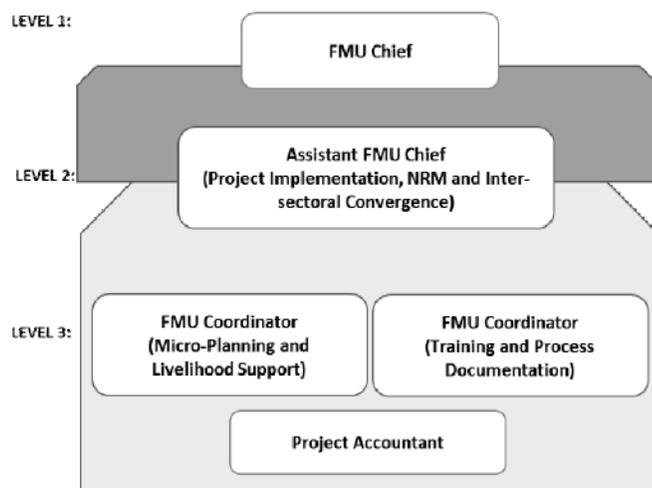


Figure 4 : Institutional Arrangements under OFSDP-II at FMU level

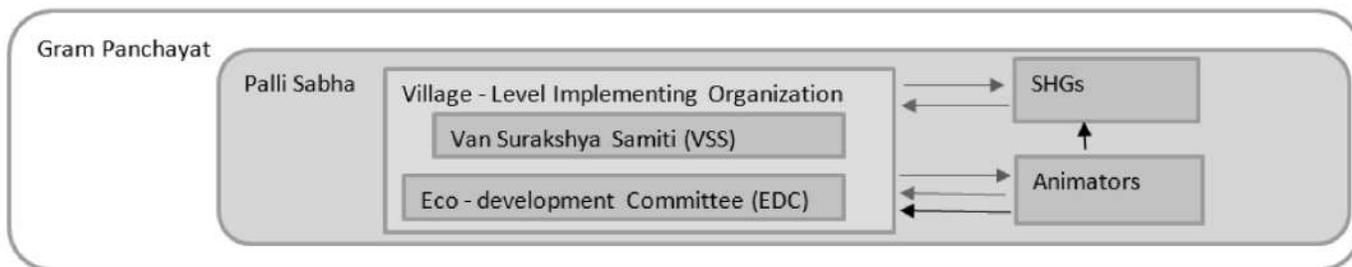


Figure 5 : Implementation arrangement at community level

5.3. Community Level

New VSSs will be formed and existing ones will be revitalized as main proponent for Project implementation. Each VSS would have about 3 SHGs (in an average) who will participate in income generating activities (IGAs) under the Project. Organizations such as other government agencies, academies/research institutes, NGOs, other donor agencies, etc. are expected to support the DMUs and FMUs as assisting organizations for the Project.

5.4. Role –Responsibility – Accountability Matrix

Table 5:1 Responsibility Matrix

Institution	Responsibility	Accountability
VSS	<ul style="list-style-type: none"> To develop micro Plan (forest management, bio-diversity conservation and community development) for (10 Years) with the support of FMU, P.NGO & Animators. To formulate annual plan, convergence plan and get it approved in Palli Sabha. Re-visit the micro plan after 4 years. 	To Community and Project (FMU/DMU)
EDC	<ul style="list-style-type: none"> To take active participation in developing the micro plan for Bio-diversity Management in Protected Areas` 	To Community and Project (FMU/DMU)
Micro planning working group	<ul style="list-style-type: none"> To steer the process of preparing Micro Plan and Annual Plan. May require to consult the representatives of line departments for preparation of convergence plan. 	To VSS, P.NGO, FMU.
Women Working Group	<ul style="list-style-type: none"> Shall ensure maximum participation of women in micro planning process. Shall steer a perspective building for women's development. Undertake FGD with the women on different thematic areas and identify the women related activities to be integrated in the micro plan. 	To VSS, P.NGO, FMU.
P-NGO	<ul style="list-style-type: none"> Sensitize the VSS/EDC on micro planning processes and to take active part in designing the micro plan. Facilitate collection of secondary information for preparation of micro plan. Facilitate the VSS in preparing base line survey of the village. Shall be responsible for compilation of findings from different PRA exercise and document them for preparation of micro plan. To facilitate the micro planning process at the ground. Assist to synthesize the data and put up micro plan Facilitate preparation of Annual Plan at VSS level. Shall assist the VSS for involvement of line department representatives at block level in micro planning process in ensuring inter-sectoral convergence. 	FMU & DMU
Palli Sabha/ Gram Sabha	<ul style="list-style-type: none"> To approve the Micro Plan Involve in planning process by sending representative to put the GP perspective and outline the opportunities To ensure integration of eligible activities recommended by the VSS in the Annual Plan of the Gram Panchayat . 	Gram Panchayat
Animator	<ul style="list-style-type: none"> Assist P.NGO & FMU in sensitizing the VSS members on preparation of perspective plan, annual plan, convergence etc. Facilitate the Working Group and Women Working Group to undertake different PRA exercise for preparation of Micro Plan. Presentation of Micro Plan in Gram Panchayat Re-visiting the micro plan Consultation with line departments officials for Convergence plan. 	VSS, P-NGO & FMU

FMU	<ul style="list-style-type: none"> • Ensure the Working Group, Women Working groups are formed. • Ensure that VSS members and other groups are sensitized on preparation micro plan, convergence plan & Annual plan. • Facilitate collection of secondary data for preparation of micro plan. • Ensure networking with the line department for their involvement in Micro Planning process and to prepare Convergence Plan. • Facilitate in finalising the micro plan and forward to DMU for its approval. • Put up proposal to DMU for release of funds to undertake different planned activities based on work progress. 	DMU / PMU
Representatives of Line Departments	<ul style="list-style-type: none"> • Take part in the planning process and bring the perspective of their department. • Ensure integration of the schemes and programmes of their department in the micro plan of the VSS. 	Respective Department.

6. Plot wise Planning

The issues of small farmers remains unattended due to their small land holding during the micro planning process. The patch wise land use planning at times does not cater the needs of each farmer holding land, rather it moves towards elite capture as the family who holds most of the land in the patch influences the choice of interventions. Thus, it is important adopt plot wise planning to cater the poorest household's need and address their land use planning.

Plot wise planning also provides a strong database of land holding in the village. There are instances where land belongs to the land owner and the poor is tilling it. When the project invests in the land directly, the benefit goes to the land owner without any benefit to the landless tiller. Thus, the plot wise micro planning also addresses the land rights and tenure rights issues

which are most important to looked into during the micro planning process.

This guideline has two parts for plot wise micro planning. First part is for collection of plot wise data on ownership, possession/ holding, area, category, land use, irrigation status, issues etc. The second part is family wise consolidation of the land information and land use. Both the formats will be used for preparing the plot wise land use planning as part of the micro planning process.

Project would try to address the problems and issues relating to land, production, productivity through convergence with different Schemes and programme related to this. This include, MGNREGA, INRM, BRGF etc.

7. Participatory Rural Appraisal (PRA) in Micro Plan Preparation

Participatory rural appraisal (PRA) is a tool in which the local community (VSS/EDC members) is involved to extract and collect data and information on various aspects, as well as to understand the actual situation or status of the village/forest by using various communication tools while developing the village and forest development plan. This method facilitates the

easy flow of information, and sharing experiences and views by all individuals.

Participatory Rural Appraisal (PRA) is considered one of the popular and effective approaches to gather information in rural areas. This approach contributes in paradigm shift from top-down to bottom-up approach, and from blueprint to the learning process. Outcome

of the PRA exercise facilitates the community to understand the resources, skills, abilities etc. available and to take appropriate decisions to manage the resources effectively.

PRA is carried out by conducting group discussions, experience sharing, accounts of main events, general meetings and one-to-one discussion with the villagers in their own setting. Information can also be collected through illustrations and maps, which will be prepared by the villagers themselves or prepared with their active participation.

7.1. What is PRA?

PRA is an approach where the project implementers acknowledge and integrate the knowledge and opinions of the rural community in planning, implementation and management of a project. Participatory Rural Appraisal helps the community to identify their needs and constraints, basing on which they can make plans, implement the plan and monitor and evaluate the whole process.

Participatory-means the process where people who are the main stakeholders are involved in the planning and implementation process - a “bottom-up” approach that requires good communication skills and proactive attitude of project staff.

Rural-the techniques can be used in any situation, urban or rural, with both literate and illiterate people, however in the present context it is more relevant to the village or rural communities.

Appraisal- The finding out of information about problems, needs, and potential in a village.

- PRA is intended to enable local communities to conduct their own analysis and to plan and take action (Chambers R. 1992)
- A shift from extractive questionnaire based survey to experience sharing by local people in rural set up as per the time convenient to them
- Is based on the principle that local people are creative and capable and can do their own investigations, analysis, and planning

7.2. Why this Technique?

- This method involves the people for whom the project has been designed
- This empowers the people in identifying the local problems and needs
- Helps in identifying the use of local knowledge and local solutions
- Involvement of project beneficiaries make them serious, dedicated and enthusiastic towards project implementation

7.3. Specific Features of PRA

- It's quite flexible which can be modified as per the local needs
- The types and process of implementation of PRA depends on the area, people, and socio-economic condition of the people and attitudes of those people
- The result may not be repetitive- does not necessarily mean to have the same result to other places
- Offsetting biases and
- Triangulation for data validation

7.4. Skills required for doing PRA

7.4.1. PRA Communication Skills

- Be open to people's opinions and interests - speak slowly and clearly
- Questions should be raised in an orderly, open and understandable way
- Invoke the concentration of the people, try to avoid domination of a few people's ideas
- Be attentive to people's feedback and take note carefully
- Be patient with initial hesitation of community people
- Be sensitive to ethnic, religious, traditional, cultural, educational, sex and age characteristics of community
- Give special consideration to poor, ethnic minorities and women

7.4.2. Meeting Organising Skills

- Time, venue and topic of the meeting should be prepared and informed to participants before it takes place- preferably as per the convenience of the community
- Meeting agenda should be flexible and must be developed by the facilitator to get closer to prime objective within a reasonable time
- Logistic arrangements need to be in place
- Before the meeting, finalize who will be the facilitators and rapporteurs
- Before the meeting, try to collect basic information of the participants wealth status, education level, gender, ethnic group, religion etc to avoid confusions and conflicts in opinions

7.4.3. Facilitation Skills (during PRA Session)

- Try to finish one agendum before another and present a conclusion of points
- Encourage all participants to raise opinions, especially the ones in secluded corners or shy persons Diplomatically tone down the members who tend to monopolise others
- Find ways to harmonies contrast opinions and keep the discussion peaceful and comfortable
- Start and finish the meeting in a timely way
- Avoid asking several questions simultaneously

- Use indirect questions for sensitive aspects, for example: income, ownership, disability, age, marital status, education etc

7.5. PRA Report Preparation

- Separate qualitative and quantitative data from the beginning
- Do basic statistical analysis of quantitative data
- To analyse the quantitate data

7.5.1. Documentation:

The information collected doing PRA Exercise must be classified into various heads and sub heads given in the micro plan hand book. These information are to be analysed for micro plan preparation.

7.6. Key PRA Tools for use in Micro Plan Preparation

- Transect Walk
- Key Informant Interview
- Social Map
- Resource Map
- Wealth Ranking
- Seasonal Calendar
- Venn Diagram
- Historical Time Line and Trend Analysis
- Matrix Ranking/Scoring
- Focus Group Discussion

A. Tool Name: Transect Walk

Description

- A transect walk is a mobile interview exercise in which the working group walks from the centre of the village to the outer limit of the territory accompanied by several local informants who are especially knowledgeable about natural resource base and corresponding issues.
- Together the team members and the informants observe what happens in different micro-ecological niches and discuss issues of mutual interest.
- The walk need not follow a straight line; it may be more interesting to purposefully orient the walk to take in places of particular interest such as a sacred grove or private orchard.
- All the team members need not follow the same path; it will probably be more useful to divide the team into smaller groups so that a group of two to three persons can go off in one direction while another group takes a different route. This permits the team to cover more ground and gather more perspectives.

	<ul style="list-style-type: none"> • The key is to take the opportunity to ask questions about resources and how they are used while actually observing the situation in question. • Later the information can be organized into a table which can be helpful in focusing on such issues as where resources are located, how and by whom they are used, how much pressure exists on various resources, what the rules of access are and whether there are conflicts.
Objective	<ul style="list-style-type: none"> • To get the first hand information about the resources available in and near the village/ territory. • To identify the interaction of the inhabitants with the local resource base. • To identify the existing status, diversity of the resources and conflict around the resources along with the reasons behind these. • To break the ice and initiate the community mobilization process.
Key Questions	<ul style="list-style-type: none"> • What is the general topography of the village? • What are the types of plants found in different parts of the village? • What are the uses of different parts of the land zones? • How important are these zones separately for men and women? • Any conflict around in accessing the resources? • Any specific species decreasing/ increasing in any particular patch/ geography of the village? • What types of dependence are on different zones like for food/ fodder/ fuel wood etc?
Steps in facilitation	<ul style="list-style-type: none"> • Gather few people who have clear understanding on the topography as well as resource base of the village. • Divide the team into small teams which comprises of at least one member of the PRA team and few members from the community. • Team may divide the village into different zones like valley zone (village), Foot hill zone, Hill zone for better understanding of the resources. This should be done in consultation with the villagers. • Walk along a path from centre of the village to the ridge/ outer boundary and some distance beyond that till the points up to which the villagers usually walk for their daily needs. • While walking ask different questions & cross- questions as mentioned above and take a note of these discussions. • Arrange the findings in tabular formats differentiated by zones of the village.
Materials Required	<ul style="list-style-type: none"> • Drawing sheet • Note book • Pencil with eraser and sharpener • Pen
Time to complete	2.5 to 3 hours

B. Tool Name: Key Informant Interview

Description	<ul style="list-style-type: none"> • It's a qualitative tool where in-depth interview of a single or a group of persons (10 to 15) is conducted to get the first hand information in a quick manner. • Rather than adopting a closed ended questionnaire, it uses a loosely structured questionnaire where a free flow of discussion is conducted on various issues of the locality.
Objective	<ul style="list-style-type: none"> • To get the first- hand information about a particular issue/ topography or any other information pertinent to the project planning, implementation, monitoring and evaluation.
Key Questions	<ul style="list-style-type: none"> • What are the key issues/ challenges of the village and why? • What are the uses of the nearby forest? • Who are the users of the nearby forest? • How the uses change across gender? • What are the dominant species, trends in their population change and reasons? • What are the key sectors of engagements, which is more lucrative and why, which is less rewarding and why? • What are the key issues of various livelihood activities and strategy to overcome these? <p>(Probe around these questions to get in-depth understanding and various local ecological knowledge being used by the community).</p>
Steps in facilitation	<ul style="list-style-type: none"> • Formulate the questions- these should be limited and specific to the project objectives. • Allow free discussions- prepare a interview guide including major issues and cross topics which will be used to start and conduct the discussion in regulated manner. • Select the key informants- select the persons with specialized knowledge on the identified issues/ sectors. • Conduct interview-Establish rapport, explain the project objectives & intentions of interview, maintain the sequence of questions, avoid jargons, probe to get further insight of the issue. • Take sufficient notes while discussing. • Analyse the discussion data and other outcomes. • Check reliability and validity of the information obtained- check for the biases, check the knowledge, experience, credibility etc of the informants etc.
Materials Required	<ul style="list-style-type: none"> • Key Informant Interview questionnaire • Note book • Pen • Pencil with eraser • Drawing sheet • Colour sketch pen sets
Time to complete	1 to 1.5 hrs

C. Tool Name: Social Map

Description	<ul style="list-style-type: none"> • This is a map that is drawn by the community members which shows the social structures and institutions found in an area. • It also helps us to learn about social and economic differences between the households.
Objective	<ul style="list-style-type: none"> • To learn about social structure, relative location of households and their distribution based on wealth, ethnicity and religion etc. • To learn about various institutions available in the village.
Key Questions	<ul style="list-style-type: none"> • What are the approximate boundaries of the village? • How many households are found in the village and where are they located? • Is the number of households growing or shrinking? • What are the social institutions found in the village? • What religious groups are found in the village? • What are the approximate locations of the different religious groups? • Which are the pucca/ kuchha households? • Which are the female Headed Households and where are they located?
Steps in facilitation	<ul style="list-style-type: none"> • Mark the north direction to maintain the orientation of the map. • Ask the participants to draw a map of the village showing the major features like hills/ mountains, major roads etc. This will help in fixing the boundary of the village. • Locate all the households of the village. Keep an eye on the relative locations and number of the households with reference to the key features. For example the number of household on one side of the road should be exact as the real situation of the village. • Use common symbols for common types of houses. For example houses of one religion should have common symbol and similarly for pucca&kuchha house etc. • Mark the places of popular spots like temples, mosques, churches, schools, Panchayat offices, post offices etc. • Mark the female headed households. • Make sure that your copy of the map has a key explaining the different items and symbols used on the map. • Discuss whether the total number of households has increased or shrunk during recent years, reasons and effects of such changes.
Materials Required	<ul style="list-style-type: none"> • Documentation Sheet/ note book • Drawing sheet • Pen • Pencil, eraser and sharpener • Sketch pen
Time to complete	1.5 to 2 hours

<p>Note</p>	<ul style="list-style-type: none"> • This can be done on the ground using colour powders/ colour chalks. In this case one of the PRA team member along with 1 or 2 community member with good artistic hand should copy it on the drawing sheet. • Final map on drawing sheet should be colour coded and explain all the symbols used. • Map must have the proper orientation (use north arrow) and mention the date. • Final map on drawing sheet must be validated on the spot by the community members. • If possible take some good photographs of the entire process.
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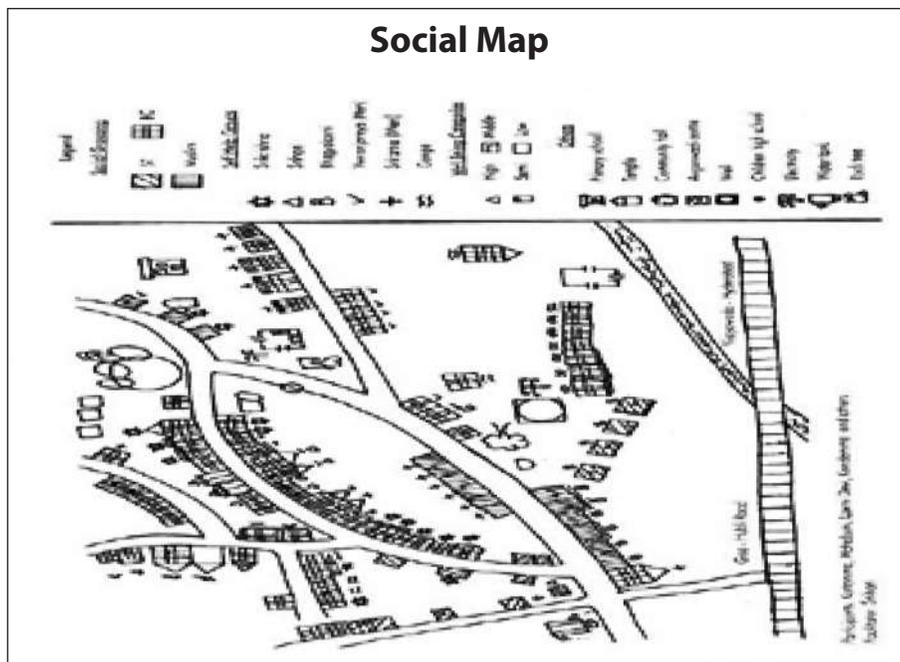


Figure 6 : Sample of Social Map

<p>D. Tool Name: Resource Map</p>	
<p>Description</p>	<ul style="list-style-type: none"> • The Village Resource Map is a tool that helps to learn about a community and its resource base. The primary concern is not to develop an accurate map but to get useful information about local perceptions of resources. • It is a visual representation done by locals to illustrate the natural resources of a community.
<p>Objective</p>	<ul style="list-style-type: none"> • To learn the villagers' perception of what natural resources are found in the community and how they are used.
<p>Key Questions</p>	<ul style="list-style-type: none"> • Which resources are abundant? • Which resources are scarce? • Does everyone have equal access to land? • Do women have access to land? • Do the poor have access to land?

	<ul style="list-style-type: none"> • Who makes decision on land allocation? • Where do people go to collect water? • Who collects water? • Where do people go to collect firewood? • Who collects firewood? • Where do people go graze livestock? • What kind of development activities do you carry out as a whole community? Where? • Which resource do you have the most problem with?
Steps in facilitation	<ul style="list-style-type: none"> • Find a large open place to work. • Start by placing a rock or leaf to represent a central and important landmark. • Ask the participants to draw the boundaries of the village. • Ask the participants to draw other things on the map that are important. Don't interrupt the participants unless they stop drawing. • Once they stop, you can ask whether there is anything else of importance that should be added. • When the map is completed, facilitators should ask the participants to describe it. Ask questions about anything that is unclear.
Materials Required	<ul style="list-style-type: none"> • Sticks • Pebbles / Leaves • Colour powder/ sawdust, or • Any other local material
Time to complete	1.5 to 2 hours
Notes/ Tips	<p>Tips</p> <ul style="list-style-type: none"> • This tool requires artistic ability for painting, to capture the place well. • It is also time consuming, and demands a spacious area for villagers to see and make comments. • Facilitators need to encourage everybody (rather than the painter only) to join. • This is a good early PRA activity, as a map is a useful reference for other activities and discussions. • Also it is information that is well known locally and puts local people in control.

	<ul style="list-style-type: none"> • After sorting, ask the informants for the wealth criteria for each pile and differences between the piles. • Assure the informants of confidentiality and do not discuss the ranks of individual families, so as not to cause bad feelings within the community. • List local criteria and indicators derived from the ranking discussion.
Materials Required	<ul style="list-style-type: none"> • Drawing sheet cut into small pieces • Pencils with eraser & sharpener • Sketch pen • Note book with pen
Time to complete	2.5 to 3 hours

F. Tool Name: Venn diagram

Description	<ul style="list-style-type: none"> • This tool shows institutions, organisations, groups and important individuals found in the village, as well as the villagers view of their importance in the community. • Additionally the Diagram explains who participates in these groups in terms of gender and wealth. • The Institutional Relationship Diagram also indicates how close the contact and cooperation between those organisations and groups is.
Objective	<ul style="list-style-type: none"> • To identify external and internal organisations/groups/important persons active in the community. • To identify who participates in local organisations/institutions by gender and wealth. • To find out how the different organisations and groups relate to each other in terms of contact, co-operation, flow of information and provision of services.
Key Questions	<ul style="list-style-type: none"> • Which organisations/institutions/groups are working in or with the community? • Which institutions/groups do the villagers regard as most important, and why? • Which groups are addressing household food security and nutrition issues? • Which organisations work together? • Are there groups which are meant for women or men only? • Are some particular groups or kind of people excluded from being members of or receiving services from certain institutions?
Steps in facilitation	<ul style="list-style-type: none"> • Make sure that the poorest and most disadvantaged group of people are present. • Make sure that you have all material that is needed. • Explain to the participants the three objectives of the Venn Diagram on institutions. • Ask the participants which organisations/institutions/groups are found in the village and which other ones even outside the village are working with them.

	<ul style="list-style-type: none"> • Facilitate to explore all the possible institutions like SHGs , farmers' group etc. • Are their political groups? Who makes important decisions in the village? • Ask one of the villagers to write down all the institutions that are mentioned and to give each organisation a symbol which everybody can understand. • Ask the participants to draw a big circle in the centre of the paper or on the ground that represents themselves. • Ask them to discuss for each organisation and how important it is for them. (The most important ones are then drawn as a big circle and the less important ones as smaller circles). • Ask the participants to compare the sizes of the circles and to adjust them so that the sizes of the circles represent the importance of the institution, organisation or group • Every organisation/group should be marked with the name or symbol. • Ask them to discuss in which way they benefit from the different organisations. • The facilitator and note-taker have to listen very carefully and the note-taker writes down, why the different organisations are considered important or less important. • Ask them to show the degree of contact/co-operation between themselves and those institutions by distance between the circles. • Institutions which they do not have much contact with should be far away from their own big circle. • Institutions that are in close contact with the participants and whom they co-operate most, should be inside their own circle. • The contact between all other institutions should also be shown by the distance between the circles on the map. • Ask them which institutions are only accepting women or men as members. • Are there any institutions or groups that do provide services either only for men or only for women? Show the answers by marking the circles with a common symbol for men or women. • Ask them to discuss in which organisations poor people do not participate and why? • Ask if there are any services of certain organisations from which the poorer people are usually excluded. (Mark these institutions on the map by using a symbol). • Ask the participants which institutions/groups are addressing household food security and nutrition issues. Ask them to discuss in which way they address these issues? (Mark the mentioned institutions with a common symbol). • Only if time and the motivation of the participants allows, ask the group to discuss and document the strength and weaknesses of those institutions which were reported as most important.
Materials Required	<ul style="list-style-type: none"> • Documentation Sheet for the Venn Diagram • Drawing sheet for copying the map If drawing on the ground: • Open space where maximum participants can contribute and see what is

<p>Time to complete</p>	<p>happening</p> <ul style="list-style-type: none"> • Sticks and • local material for symbols <p>If drawing on a paper:</p> <ul style="list-style-type: none"> • Drawing sheet • Pencils • Markers • 1.5 to 2 hour
<p>Note</p>	<ul style="list-style-type: none"> • Largely distanced circles : No or little contact or co-operation • Circles close to each other : Only loose contacts exist • Touching circles : Some co-operation • Overlapping circles : Close co-operation
<p>Hints</p>	<ul style="list-style-type: none"> • If people find it difficult to understand, it will be helpful to draw a simple example for them. • If time allows it will be good to form separate focus groups for women and men.

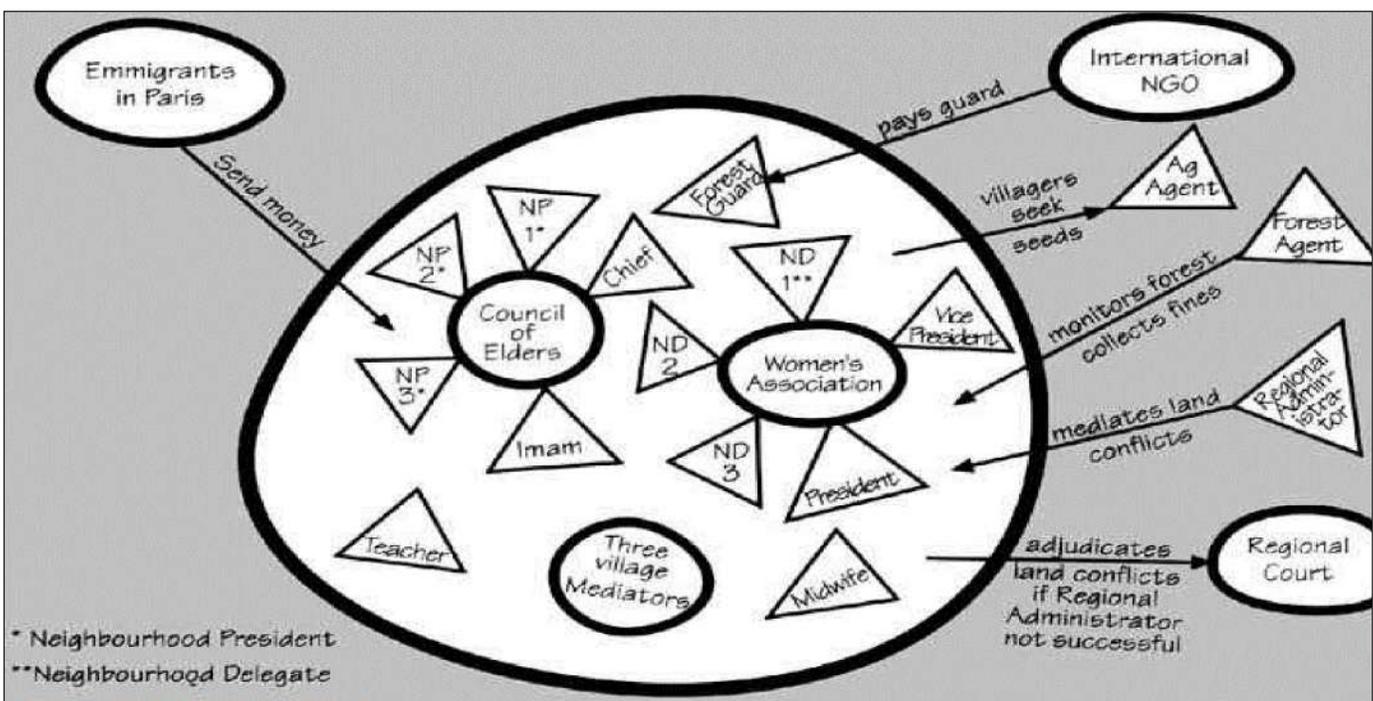


Figure 8 : Sample of Venn Diagram

G. Tool Name: Seasonal Calendar

Description	<ul style="list-style-type: none"> • A seasonal calendar is a participatory tool to explore seasonal changes (e.g. gender-specific workload, diseases, income, expenditure etc.).
Objective	<ul style="list-style-type: none"> • To learn about changes in livelihoods over the year and to show the seasonality of agricultural and non agricultural workload, food availability, human diseases, gender-specific income and expenditure, water, forage, credit and holidays.
Key Questions	<ul style="list-style-type: none"> • What are the busiest months of the year? • At what time of the year is food scarce? • How does income vary over the year for men and women? • How does expenditure vary over the year for men and women? • How does rainfall vary over the year? • How does water availability for human consumption vary over the year? • How does livestock forage availability vary over the year? • How does credit availability vary over the year? • When are most agricultural works carried out by women? • When are most agricultural works carried out by men? • When is most non-agricultural works carried out by women? • When is most non-agricultural works carried out by men? • Which could be the most appropriate season for additional activities for men and women? What time constraints do exist and for what reason?
Steps in facilitation	<ul style="list-style-type: none"> • Find a large open space for the group. The calendar can be drawn on the ground or a very big sheets of paper like drawing sheet. • Ask the participants to draw a matrix, indicating each month along one axis by a symbol. • It is usually easiest to start the calendar by asking about rainfall patterns. Choose a symbol for rain and put/draw it next to the column which participants will now use to illustrate the rainfall. Ask the group to put stones under each month of the calendar to represent relative amounts of rainfall (more stones meaning more rainfall). • Move to the next topic and ask people during which month (s) the food is usually scare. Discuss the reasons why it is scarce? • Go on like this, meaning topic by topic. Some suggested topics for discussion are as follows: <ul style="list-style-type: none"> ◆ Rainfall, Food scarcity ◆ Income (cash and kind) for women ◆ Income (cash and kind) for men ◆ Expenditure for men ◆ Expenditure for women? ◆ Water availability for human consumption ◆ Livestock forage availability ◆ Credit availability ◆ Agricultural work load for women

H.Tool Name: Historical Time Line and Trend Analysis

Description	<ul style="list-style-type: none"> • Time line is an important PRA tool used to explore the temporal dimension from a historical perspective. • Time line captures the chronology of events as recalled by the local people. It is drawn as a sequential aggregate of past events. It, thus, provides the historical landmarks of a community individual or institutions. • Important point to note here is that it is not history as such but events of the past as perceived and recalled by the people themselves.
Objective	<ul style="list-style-type: none"> • To record the key positive and negative events and trends in the history of the village more specifically that of the VSS/EDC. • To understand the changes in the context of management of forests, use of forest produces, forest fire, pasture/grazing land, cropping patterns, livelihood profiles, pest attack, and occurrence of drought/flood/cyclone.
Key Questions	<ul style="list-style-type: none"> • When was the village established? • What are the important events in the history of the village? • What are some of the major changes that have taken place? • What are the reasons of these changes? • What was the situation in the past?
Steps in facilitation	<ul style="list-style-type: none"> • Identify a few elderly members of the village, who are willing to speak candidly about the history of the village more specifically that of the VSS/EDC. • Determine a convenient meeting time and place, and explain to them the purpose of the exercise. • Explain to them the purpose of the exercise. Initiate a discussion on the history of the village more specifically that of the VSS/EDC. • Note down the major events in brief on cards in bold letters. • Ask them for more such events that they would like to add. Once you feel that the list is more or less complete, ask them to keep the cards in a chronological order – the earlier events on the top and later events lower down. Read out the events and ask them whether they are happy with the order or if they would like to modify it. • Add years to the left side of the events. • Focus on those aspects that are your areas of interest. • Initiate a discussion on the time line to help the participants analyse and reflect on it. • Interview the time line by asking questions to clarify your doubts or to get in-depth understanding. • Copy the details onto paper. Note down the names of participants, facilitators, location details, dates, legends, etc. • Triangulate with other elderly persons in the village to see the correctness of the information given in the time line. Secondary sources of information can also prove to be helpful in triangulation.

Materials Required	<ul style="list-style-type: none"> • Note book • Cards • Chalks • Chart paper • Bold markers of different colours • Seeds, and • Pebbles.
Time to complete	1.5 to 2 hours
Note	• Additional issues for the Seasonal Calendar may be added according to the needs and interests of the participants

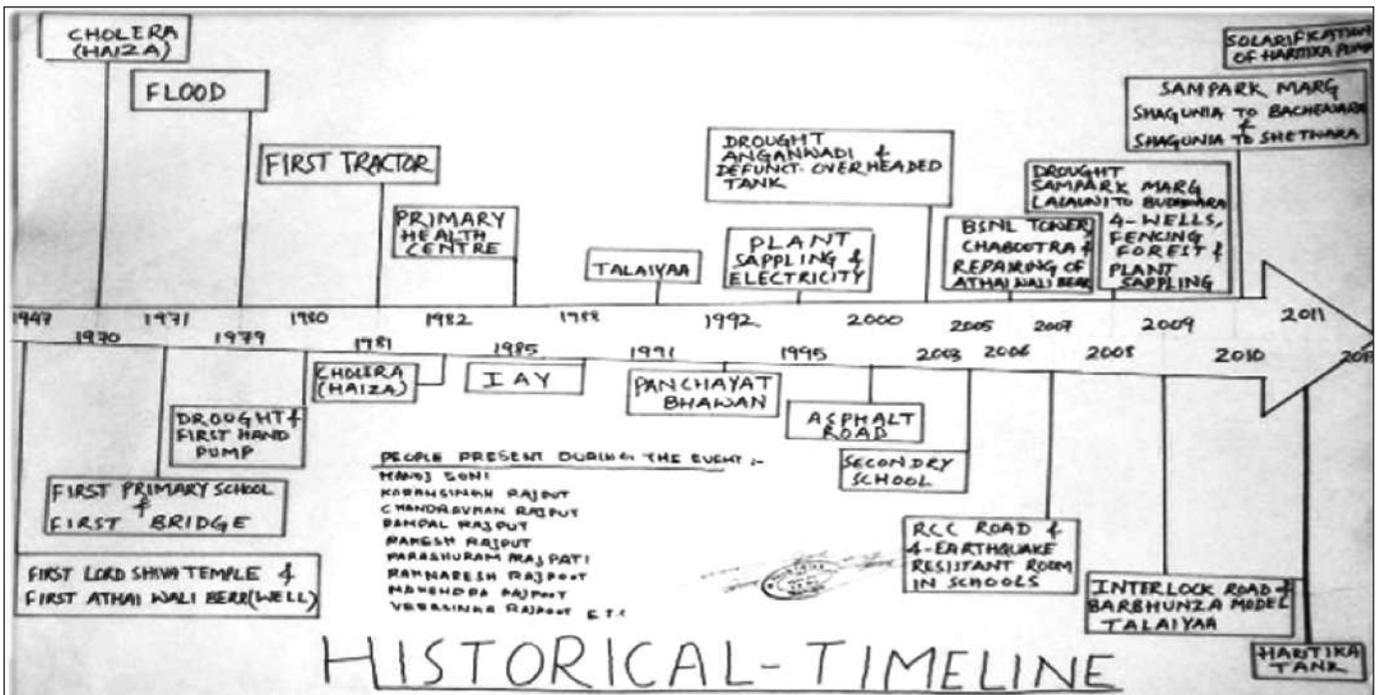


Figure 10 : Sample of Historical Timeline

I. Tool Name: Matrix Ranking/ Scoring	
Description	<ul style="list-style-type: none"> • Matrix ranking/scoring is a preferences analysis used for comparing different elements against a range of criteria. • While simple ranking can be used as an indicator, more complex matrix and scoring techniques enables a criteria based indepth analysis.
Objective	<ul style="list-style-type: none"> • To discover individuals or groups relative prioritization of components of a single issue. • To allow you to assess various institutions, schemes and provisions on different parameters. • To discuss the following issues: <ul style="list-style-type: none"> ◆ Credit, preference for sources, access, problems, preference for use. ◆ Income generation, preference for activity, problems. ◆ Project preferences, priorities, interventions ◆ Institutions, service provision. ◆ Agriculture, soil types, production problems, species, varieties, trial performances, pest damage, etc.
Key Questions (Ranking)	<ul style="list-style-type: none"> • Which is the best? • Which is the next best? • Which is the worst? • Of the remaining which is better?
Steps in facilitation	<ul style="list-style-type: none"> • Identify the topic on which you want to develop an indepth understanding of the pattern of decision-making (choice) on a number of different criteria. • Also identify the individuals or group with whom you would like to do the matrix. • Invite the participants for the exercise. At the outset, clearly explain the purpose of the exercise. • Initiate a discussion on the topic. List down the various options. Note down the options/items coming out of the discussion. • The next step is to generate criteria for assessment. If a large number of criteria come up, discuss them with the participants and decide upon a few important ones. • Ensure that the criteria are all positive and precise. The use of positive and negative criteria in the same exercise can be confusing. • Draw up a matrix with the items/options top to bottom and criteria left to right. Keep in mind that the comparisons are made criterion-wise and not item-wise. Then, ensure that each criterion chosen has been ranked or scored against all of the items. Repeat until all of the criteria have been ranked/ scored in this way, and properly recorded.
	<p>Steps for Ranking Method :</p> <ul style="list-style-type: none"> • The basic technique is ranking, where elements are placed in order of preference, by writing, drawing or moving cards representing individual elements. Preferences from 1 to x can be discussed in this way: • Take up a criterion and ask the participants to rank or score the objects on the basis of that criterion. Questions which can help ranking could include: <ul style="list-style-type: none"> - Which is the best? - Which is next best?

	<ul style="list-style-type: none"> - Which is worst? - Of the remaining ones, which is better? • Record the rankings directly onto the matrix. You can also use a card sorting method instead of this approach, particularly when you have a large number of options. <p>Steps for Scoring Method:</p> <ul style="list-style-type: none"> • You can opt for fixed scoring on a 1 to 10 scale. Take up a criterion and ask the participants to give scores to each of the items in such a way that the items scoring high for that particular criterion get high scores and others get low scores depending on the magnitude in the range 10 (highest) and 1 (lowest). Record the scores in the relevant cells using flexible material like seeds, pebbles, etc. • After scores are given for all the objects on one criterion, move to the next criteria and continue on till all are covered. • Listen carefully to the discussions that the participants engage in while deciding on the scores/ranks. • Request the participants to reflect upon their findings.
Materials Required	<ul style="list-style-type: none"> • Note book • Drawing sheet • Seeds • Pebbles • Twigs • Cards of different colours
Time to complete	1.5 to 2 hours

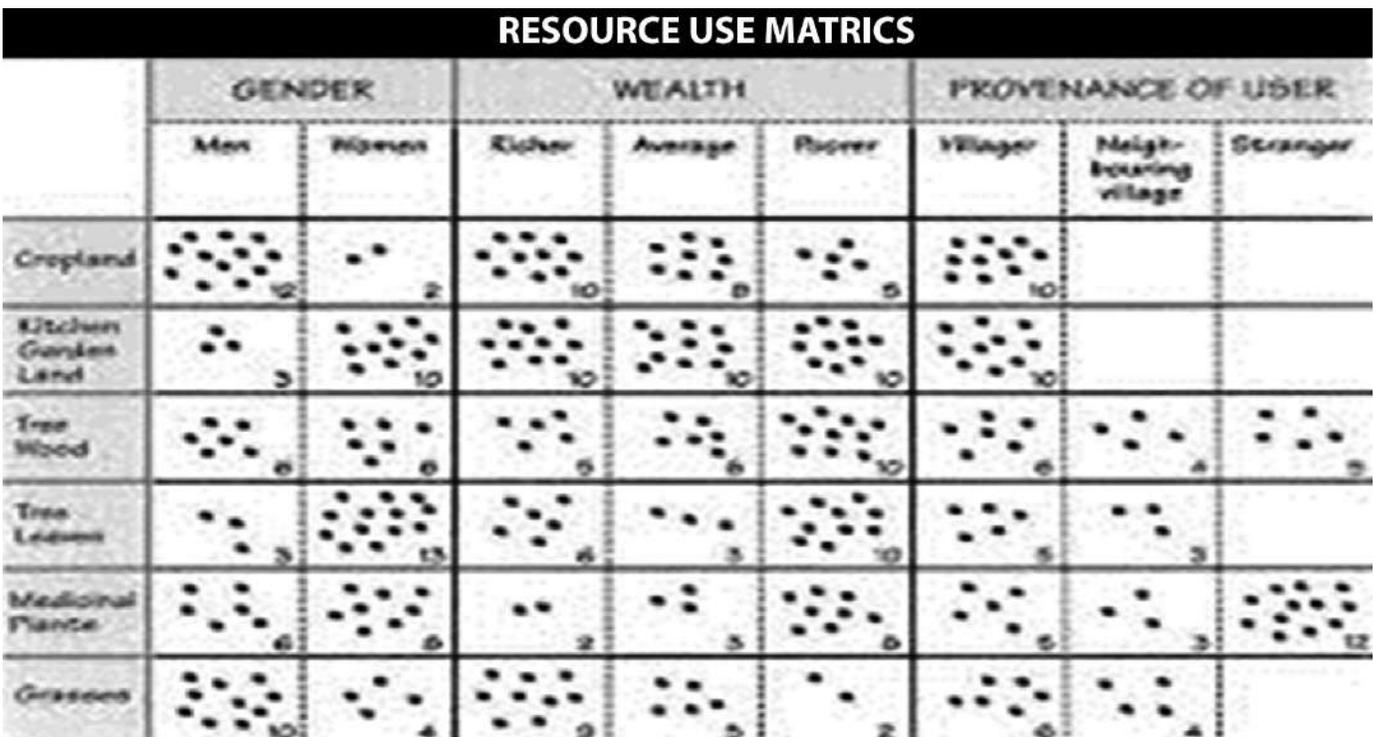


Figure 11 : Sample of Matrix Ranking

J. Focus Group Discussion

Description & Objectives	Focus Group Discussion (FGD) is a discussion on key themes/ subjects with a specially selected group of 8 to 15 people to get an in-depth understanding on the theme/ subject; group's perceptions of the theme/ subject, issues associated with it and possible solutions. For micro planning FGDs need to be organized with: women, farmers, SHGs, wage earners, poorest of poor/ vulnerable households and forest dwellers
Areas for doing FGD	FGDs may be conducted on various issues to underpin: Wealth ranking and vulnerability analysis, analysis of institutions, problem analysis, scoring and ranking of problems, setting the objectives and activities, scoring and ranking of activities, activity planning and budgeting.
Suggested Steps/ Processes of a Focus Group Discussion	<ul style="list-style-type: none"> • Select PRA tools to be used • Get to know the subject of discussion • Select FGD participants • Arrange logistics • Prepare discussion guide • Pre-test discussion guide • Run FGD • Analyse data/results • Prepare a report and presentation
Role of facilitators for facilitating FGD:	<ul style="list-style-type: none"> • Determine the themes/ issues to be discussed in FGD • Decide on key questions to be raised with each group • Determine the number of FGDs to be organised • Select participants for different FGDs • Prepare schedule for the FGDs • Prepare charts/maps/materials to be used • Conduct the FGDs – introduce the subject to be discussed and the expected outcomes • Ensure proper participation • Record the observations/ findings of the FGD and present them to the group at the end of the FGD
Do's and Don'ts needs to be ensured during conducting FGD	
Do's:	<ul style="list-style-type: none"> • Conduct the meeting at a time and in a place convenient for village community, especially women and weaker sections of the society. • The team members should introduce themselves as well as share the purpose of their visit. • The facilitator should keep a track of the discussions and should not allow any diversion from the key question related issues. • Everyone present should be given an opportunity to participate in the course of discussion. Avoid attempts to dominate discussion. Conduct discussion meeting in a participatory manner where all participants feels comfortable in contributing their views and ideas. • The study team may identify an issues or information that needs detailed discussion. Such a section could be dealt in person with the identified community members after the meeting to maintain focus.

	<ul style="list-style-type: none"> • Appreciate and encourage participants for their contributions during the course of the discussion. • Thank the interviewees at the end of the interview
Don'ts:	<ul style="list-style-type: none"> • Rushing the course of discussion. • Allowing some persons to dominate over the meeting. • Making judgments on the responses given by participants that would give a negative signal. • The team members neither ask participants to give evidence in support of their statements nor attempt to prove that the information provided is false.

K. Observation

Objective	<p>A useful participatory rural appraisal tool, observation, contributes significantly to the systematization process. It gives an opportunity to understand the issues prevailing in the local communities. Observation, often considered as a source of evidence, is a process whereby coming across the various aspects of the village conditions, analysis of those condition and its probable causes is undertaken simultaneously. By using observation study team could arrive on critical learning that could be cross checked by interviews and focused group meetings. Some of the typical characteristics of this tool are as follows:</p>
Characteristics of the tool	<ul style="list-style-type: none"> • A simple process that continues during the entire process of micro planning. • Catches sight of concerned issues or activities for analysis simultaneously. • Information generated through observation has its own limitation and requires further cross checking. • Avoids irrelevant questions and discussions. • Compliments to use of other participatory tools and techniques such as interview or focused group meeting for conducting systematization.
Do's:	<ul style="list-style-type: none"> • While in village try to use observation skills to improve understanding of study issues along with information generated through others means such as focused group discussions. • Staying in village, over a full day and a night may provide useful opportunity for relatively longer period of observation.
Don'ts	<ul style="list-style-type: none"> • Should not attempt to conceal any errors. During the discussions if a mistake has occurred try to learn from it and rectify. • Should not arrive at conclusion only by using observation.

8. Process of Micro Planning:

8.1 Preparatory actions for micro planning

Mobilising and organising communities prior to initiating the micro planning process is crucial and sustains both planning and implementation phase of the project. The identification of communities and organising them in various institutions are the first step before the formal planning process starts. These community mobilisation processes are initiated through confidence building measures by funding the communities to start small activities which helps them in conceptualising the principles of community participation in planning and implementation of the work. Therefore, it should start with an entry point activity in each village/ unit selected for project interventions.

Entry point activity is a small but crucial element for both project management team and communities to come closer and sharing a common space to discuss, debate and consent. Under EPA, small infrastructure related activities are being selected by the communities, based on their immediate need. The selection of the entry point activity should be made in a manner which results are visible quite early to the communities. Some examples of such activities are storage structure cum community hall, provision of drinking water, all weather pathways inside the habitation etc. The planning and implementation of entry point activity will help the communities in learning participation and also make them ready to initiate the micro planning process in their village.

Moreover, secondary information about the village, particularly the data related to demographic, social, institutional, geographic and physical needs to be collected from various sources. These data and information will help in conceptualising the existing status of the village and communities along with projecting the possible needs. This first-hand information will help during the micro planning process particularly while collecting primary information using various participatory tools.

Making the communities ready for initiating the micro planning process is also one of the prerequisite

before starting the micro planning in the village. Micro plans are generally prepared using Participatory Rural Appraisal (PRA) tools, keeping a view on the availability of resources in the project under which they are to be

implemented. Its objective processes and outcomes are needs to be understood both by the communities as well as the front line staff. At the same time, under the Orissa Forestry Sector Development Project (OFSDP), the focus is on development of comprehensive Micro Plans for overall development of the participating villages through community development programmes along with treatment of the assigned forest area through JFM approach. A perspective 10 years micro plan prepared for the village encompassing the expectations of majority of the community, particularly those who are primarily dependent on forest for their livelihoods and other socially differentiated sections are to be prioritized and placed in annual plans based on availability of both financial and human resources.

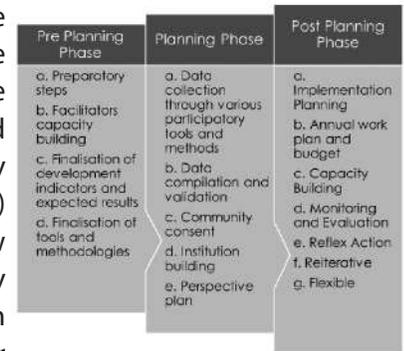


Figure 12 : Micro Planning Phases

8.2 Phases of Micro Planning

OFSDP, Phase-II will be implemented for 10 years i.e, from 2017-18 to 2026-27. The duration of the project is 10 years, starting from 2017-18 to 2027-28. This project has distinguished phases of implementation i.e, preparation phase, Implementation phase and consolidation (phase-out) phase. Further for the ease of preparation of the micro plan, the whole process has been divided into three phases. The first phase is the pre planning phase which emphasises in conducting preparatory activities before the actual planning starts.

8.2.1 Pre-Planning Phase

It includes the orientation and capacity building of the facilitators who are to trigger the processes at the village and community level. These orientation programmes are to be attended by the field level functionaries such as FMU staff, PNGO team members and Animators. These orientation programmes would highlight the

objective and scope of the micro planning along with its processes and steps. It will also provide them an overview of the expected interventions and results from the micro planning process.

It is important to understand and develop the output and outcome indicators which are to be included under the project and tracked over the project period to review and evaluate the progress and achievement of the project. Prior to the micro planning, it is essential to develop and sign off the development indicators so that the baseline for these indicators is set during the micro planning process. This will help the project management team along with donors and communities to track their progress against various developmental indicators set for the project.

As micro planning has been envisaged as an empowerment process, selection and use of appropriate tool and methodologies are also crucial for successful preparation of the micro plan. Thus, appropriate participatory and other tools needs to be identified and orientation of the selected tools are to be given to the facilitators during the pre-planning phase.

8.2.2 Planning Phase

The planning phase focuses on the collection of various primary data using different participatory tools and methods. These data are collated, compiled and analysed to draw perceptions of various development issues and challenges before the communities viz. their life and livelihoods, stress factors, coping mechanism, access and control over resources, proposed solutions and mechanism to address the challenges.

During the planning phase the community institution building is a major activity. These institutions include Vana Surakshya Samiti (VSS), Executive Body of the VSS, Self Help Groups (SHGs) and Common Interest Groups (CIG). It is important to mention that each family needs to be included in any of these community institutions to ensure equity and equality of participation and benefit sharing from the project and its interventions. Once the institutions are set up, the members and leaders of these institutions are to be trained / oriented on their role and functioning of the institutions. The details of the various institutions, their constitution and role are explained in subsequent sections.

During the planning phase based on the data collected from various methods and tools are to be validated with the secondary information collected during the preplanning phase. And compiling both key issues and opportunities are to be identified. The issues and challenges shall be analysed, which will lead to identifying various interventions on sustainable forest conservation, livelihoods interventions etc., abiding to the scope of the project and looking at various opportunities outside the project through convergence and partnership development. Once the interventions are identified, these need to be discussed with the communities and their institutions to confirm and seek their consent. After the community approval and consent the identified interventions are to be organised into a perspective plan which should ideally be a long term plan for ten years for the village.

8.2.3 Post Planning Phase

The post planning phase starts with planning for implementation. This enables the stakeholders to logically sequence the interventions identified during the planning phase. This includes identifying which activity or intervention has to be implemented first and its subsequent/ next interventions. For sustainability of interventions and efforts it is very important to sequence the activities in a logical manner to implement and draw an implementation path to facilitate the communities. This will also enable the project implementing units to release fund against the approved plan. Once the logical sequencing of the activities and interventions are completed, the perspective plan should be broken into annual plans. These annual plans helps both communities and the facilitators to understand what are the interventions planned in which year and accordingly the fund requisition and management of technical support will be planned. These annual plans are helps in ensuring timely fund flow to the community institutions and utilization of the same.

The post planning phase should also overlap the capacity building activities as the community members and their institutions are to be prepared for taking up the implementation role. An effective and less burdened monitoring and evaluation system should be developed and institutionalized to ensure timely collection of project data on progress, issues and opportunities.

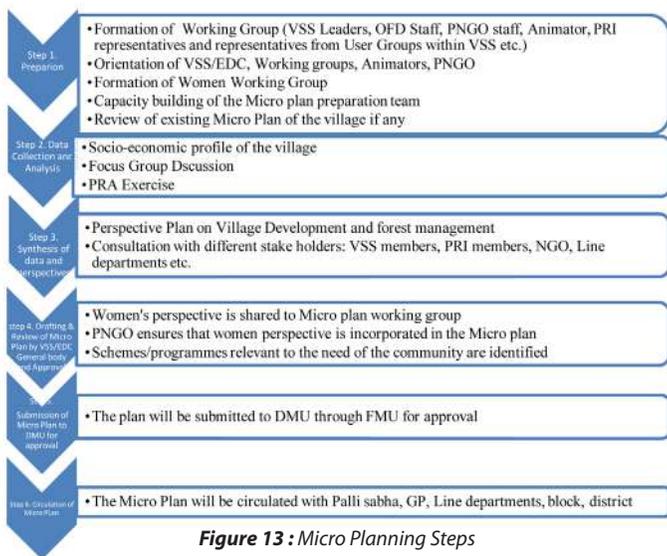


Figure 13 : Micro Planning Steps

It should also include the mechanism of tracking the development indicators defined and agreed during the pre-planning phase to track the progress over these indicators.

8.2.4 Steps during the Micro Planning

The Micro Plan will be prepared by VSS members along with the help of Partner NGO and FMU in coordination with other line departments to explore the possibilities of inter sectoral convergence. Steps to formulate the micro plan is given below:

The micro plan will be prepared by VSS with the help of PNGO and FMU. While preparing the micro plan coordination will be done to consult other line departments to explore the possibility of inter-sectoral convergence. VSS will prepare a village perspective plan for 10 years and also forest development plan for 10 years. Both the plans will be revisited in the 4th year to accommodate the changes as per the situation. Process will be laid out by the PMU and will be facilitated by the PNGO. The perspective plan will include broad areas of village development, poverty reduction and livelihood enhancement. The forest development plan will emphasize on sustainable forest management. The annual plan of VSS will form the basis for convergence with other programmes, schemes and opportunities. The PNGOs with the support from FMU will facilitate the process of planning.

Step 1: Preparation

- VSS members are to be sensitized on importance of formulating perspective Micro Plan for ten years in a participatory manner.
- Working group will be formed taking VSS leaders, OFD staff, PNGO staff, Animator, GP representatives, Representative from user group, SHG members, is to be constituted.
- Coordinating with the line department to explore the possibilities of Inter-sectoral Convergence of different schemes & programmes etc. are to be explored.
- The women working group with the representatives and involvement of women VSS members, Active SHG Members, Women members of P-NGO, Women extension Workers from Health Department, Teachers etc. Are to be constituted and oriented on women issues, aspirations and gender perspectives to the planning process and content of the micro planning.
- Members of the working group and Women working group are to be sensitized on different community development and poverty reduction programmes and schemes (both community and individual oriented schemes) of the government.
- IEC material related to the schemes and programmes will be collected and used to sensitize the community.
- Existing micro plans prepared by other line departments need to be reviewed and relevant components to be integrated for a holistic plan.

Step 2: Data collection and perspective building

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

Key areas to be explored:

- Socio economic condition of the village/HHs in general and socio economic status of women of the village, their perception on gender and equity issues
- Well-being analysis of the village
- Livelihood analysis: Existing, Emerging and Languishing
- Analysis of SHGs: SWOT, Governance, Fund management, linkages, IGAs, Individual and group plans, linkage with eco system
- Forest Resource: dependency, Protection and management, human-wildlife conflict, forest development plans
- Vision of overall village development plan and key recommendations

Table:1 Summary of micro planning format

Quantitative Tool	Areas of exploration	Qualitative Tool	Secondary Information
SSQ-1 (format-1)	Socio Economic Profile	HH Survey, Social Map, FGD	Census Data
SSQ-2 (format-2)	Natural Resource Profile	Resource Mapping, Seasonality	Census Data/ RI Office
SSQ -3 (format-3)	Livelihoods profile	FGD, HH Survey, Venn diagram	Census Data
SSQ -4 (format-4)	Forest Development Plan	Time series / trend Analysis / FGD / Resource Mapping	Working Plan / Management Plan of OFD
SSQ -5 (format-5)	Village Perspective Plan	Social Map / FGD / Resource Map/ Wealth Ranking	
SSQ -6 (format-6)	Annual Action Plan	Prioritized Activities of Village Perspective Plan	

Step -3: Synthesis of data and perspectives

- The PNGO have the key responsibility to compile the findings from different FGDS.
- The PNGO to use the proforma/tables provided in the micro planning manual for documenting the findings.
- The findings are to be analysed among the members of working group of the VSS and to identify the issues, challenges, concerns etc. for formulating the micro plan.
- The P-NGO to ensure participation of the representatives of line departments during the planning process.
- The PNGO will ensure that the women perspective is shared with the micro planning working group and it is duly incorporated.
- Key schemes and programmes are identified to find place in the micro plan.

- In case any stakeholder is absent the VSS will consult them at their office to get their perspective

Step-4: Drafting the Micro Plan

- The synthesized maps prepared from the above exercises will be refined by the PNGO and the working group and the final map is to be presented in the VSS meeting for ratification.
- Various Schemes and Programme relevant to the need of the communities are incorporated.
- Gender Perspective and budgeting incorporated.
- Findings are to be presented in different proformas (seven proforma) and the proposed perspective plan will be shared to VSS.
- The Perspective Plan & Annual Plan for the VSS is drafted.
- The draft plan is placed before the Executive Committee of VSS for comment.
- Comments are incorporated by the Working Group.

Step-5 Review & Approval by VSS

- The whole plan and the perspectives will be examined by the VSS/EDC general body members before approving the micro plan document. With the approval of the VSS the village micro plan is in the final shape.

Step-6 Submission of the micro plan to DMU through FMU

- After the micro plan is approved at the VSS level, it will be forwarded to the DMU through the FMU. The FMU will review the micro plan and forward it to DMU with its observations. At DMU level the micro plan will be reviewed for its compliance to the working plan/management plan of OFD.

Step-7: Circulation of Micro Plan

- After the approval of the DMU, the micro plan will be send to Palli Sabha for approval.
- The approved plan will be shared with GP, Block and district for support the implementation of the plan.

8.2.5 Post planning activities and preparation of implementation plan

The Post Planning Activities include of two key components i.e., annual plan and budgeting and the resource mobilization schedule vis-à-vis budget. Based on the Comprehensive micro plan prepared by each VSS, annual plan shall be prepared with budget. The annual plan will be forwarded to the Palli Sabha for approval and then sent to the GP and block. There will be two key sources to support the budget i.e. The Project (OFSDP-II) and other schemes, provisions and programmes of line departments and private parties. For each activity a resource mobilization schedule will be prepared, based on which the annual convergence plan will prepared at the FMU level. The Mobilization schedule should clearly spell the percentage of budget supported by project and percentage of the budget by other departments and players. The plan of resource mobilization and convergence should be defined for each key activities.

8.3 Revisit of Micro-plan

There is a provision of revisiting of micro-plan after 4th year of each batch of VSS/ EDC. The micro-plans will again be reviewed / revisited by 8th year or end of implementation period and would make necessary arrangements to ensure realization of the plans including capacity building within VSS/ EDCs and institutionalize the planning, networking and fund raising process at the VSS level within 3- 4 years (i.e during the period of p- NGO support) so that the VSS can continue the micro planning process beyond the project period.

The revisit of micro-plan is a tool to sharpen the focus of planning process. The feasibility of the proposed interventions of the micro-plan are re- examined with the help of external resource persons like Animators, Team members of P.NGOs, Forest Department Officials etc. It is anticipated that after the revisit exercise is completed, some interventions proposed earlier would be replaced by others and the costing of some other components would get revised. Hence after the revisit process of the micro-plan is completed, the following picture should emerge.

- Reasons requiring changes in the revisit
- List of interventions to be revisited as per priority
- Proposed implementation plan after the revisit.
- Revised Annual Plan for the subsequent years

The revisit process may be initiated in the form of focused group discussions facilitated by the team members of P-NGO, forest Department personnel and the selected persons from the concerned village. The Micro Plan Working Group and Women of Working 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 revisited and then do a matrix ranking exercise to prioritize them. They will also identify the reasons for which this revisit was essential and then propose an implementation plan for the revisit of micro-plan. These essential documents will find a place at the end of the earlier micro-plan of the VSS/ EDC. The draft revisit micro plan will again be placed by the working group of the Executive Body before the General Body of VSS for approval. The subsequent process of approval will be same as that of approval of micro plan.

ANNEXURE

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FOREST & ENVIRONMENT DEPARTMENT

RESOLUTION

The 9th September, 2011

Sub: Joint Forest Management Resolution, 2011

1. Introduction:

Forests are one of the complex eco-systems of our planet. The role of forests in conservation of environment and economic prosperity of mankind is well established. Economic growth and environment protection are inextricably linked. For surviving on the earth human beings will have to live in harmony with nature. The need for conservation of environment and protection of forests and wildlife has been enshrined in our Constitution. Orissa has 61018 Sq. kms of forest area which is 39.18% of the geographical area of the State. The existing forest cover of 31.38 % of its geographical area plays a very significant role in the socio-economic and cultural life of the people of the State. However, over the past few decades, the forests of Orissa are under heavy biotic pressure. The rich biodiversity of the State faces the risk of depletion. Man-animal conflict is on the rise. Hence, conservation and development of the forest eco-systems of Orissa is a priority of the State Government.

The National Forest Policy, 1988 envisaged co-operation of the people in conservation and development of forests. In keeping with this policy Government of Orissa adopted the Joint Forest Management (JFM) approach and sought community participation for protection, regeneration and management of the forest wealth.

JFM has not only been a tool for forest regeneration, but also a means of employment generation and social empowerment of the forest-fringe dwellers.

The State Government enacted the Orissa Village Forest Rules, 1985 which envisaged preparation of a Management Plan for every village forest and sought co-operation of the community in protection of these forests. In 1988, the State Government passed a resolution to formally introduce a Scheme of Protection of peripheral Reserve Forest areas with participation of the adjoining villagers by forming a Village Level Forest Protection Committee. The scope of this resolution was enlarged in 1990 to include the Protected Forests. To make the forest-people interface more effective, the Government of Orissa in Forest & Environment Department issued a Resolution dated 1993. This resolution dealt, in a fairly exhaustive manner, the involvement of all local communities in protection of adjoining forests, formation of Van Samrakshyana Samiti (V.S.S.), duties and responsibilities of the V.S.S. and their Executive Committees and the role of Forest Department and Gram Panchayats, preparation of Joint Forest Management plans, usufruct benefits for the V.S.S. and provisions of MoU etc. Since these Resolutions in the past did not cover the Mangrove Wetlands and the

Protected Areas (PA) of the State, i.e. National parks and Sanctuaries, and participatory modes of management are needed there too, the 2008 Resolution was issued to extend the participatory approach to all types of forests. Eco-development was adopted as a strategy in order to improve the livelihood of local people and thereby secure their support for conservation.

Participatory Forest Management in JFM mode is an evolving concept encompassing ecological socio-cultural and economic dimensions. People have played an important role in protection and regeneration of forests all over the state of Orissa. Villagers have either formed V.S.Ss as per JFM Resolution or Community Forest Management Groups outside the existing JFM framework. It is desirable that associations of people, whether formed under Government resolutions, or by peoples' own initiative, with the forest conservation as the principal and core objective, are allowed to function smoothly.

Panchayat Extension to Scheduled Area (PESA) Act, 1996, which is applicable to scheduled areas, lays down as follows: "Every Gram Sabha shall be competent to safeguard and preserve the traditions and customs of the people, their cultural identity, community resources and the customary mode of dispute resolution; Every Gram Sabha shall approve the plans, programmes and projects for social and economic development before such plans, programmes and projects are taken up for implementation by the Panchayat at the village level and be responsible for the identification or selection of persons as beneficiaries under the poverty alleviation and other programmes." This Act vests the ownership of Minor Forest Produce (MFP) on Gram Panchayats in Scheduled areas. The decision of Government of Orissa

to do away with the monopolies in collection and trading in 69 items of MFP is in consonance with the spirit of PESA Act.

The community forest resource has been defined under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (popularly known as Forest Rights Act). As per the said Act, community forest resource means customary common forest land within the traditional and customary boundary of the village and seasonal use of the landscape in case of pastoral communities etc. The Minor forest produce has been defined under the Forest Rights Act which includes all non-timber forest produce of plant origin such as bamboo, brushwood, stumps, cane, tassar, cocoons, honey, wax, lac, tendu or kenduleaf, medicinal plants and herbs, roots, tubers and the like. It may be mentioned here that in case of Kendu Leaf, the current policy of Government is to discharge certain responsibilities with a view to protecting the livelihood of forest dependent communities while providing management inputs to facilitate a scale of operation required for adequate value realization and sustainable management process. Under the Forest Rights Act, the Gram Sabha is to initiate the process of determining the individual and community forest right. Therefore the enactment of FRA provides an opportunity not only to strengthen the existing Participatory Forest conservation and management initiatives but to promote such initiatives in the areas which are devoid of such institutional arrangements. With the changing scenario of Forest Management, increasing awareness among people and experiences gained from the past management practices; it is now felt necessary that the resolution on Joint Forest Management, 2008 is revised.

2. Selection of Area:

(i) The forests of the State to be covered under this Resolution shall be grouped into the following two categories:

- (a) Reserved Forests, Protected forests, Village forests, Revenue forests etc. not covered under Protected Areas.
- (b) Protected Areas (National Park and Sanctuaries) excluding Core Areas, and Mangrove Wetlands.

The Committee constituted for the first category of forests will be known as Vana Surakshya Samiti (VSS) while the Committee constituted for the second category will be known as Eco-development Committee (EDC).

(ii) While deciding the extent of area to be assigned,

the Palli Sabha shall consult the Forest Range Officer concerned and take into account the area customarily being protected and used by the community, the number of adjacent villages, their claims, if any, and users' regime. In case a group of villages decide to constitute one VSS jointly, they may do so. The local Forester will provide the technical input and facilitate the process of identification of the forest area to be managed by the committee.

(iii) In case any change is required in the extent of forest area assigned to the existing VSS formed under the JFM Resolution, 2008, the same can be done in consultation with the village community and the local forest department officials not below the rank of a Forest Range Officer.

3. Constitution of VSS/EDC:

(i) Ordinarily there will be one VSS/EDC for a single village. One VSS may also cover more than one village or there may be more than one committee in a village especially large in size. Other Forest Protection groups, if any would also be covered under this Resolution.

(ii) All adults of the village will be the members of

the VSS/EDC. They may pay an enrolment fee determined by the General Body (GB) of VSS/EDC.

(iii) The Palli Sabha shall send its Resolution to the Range Officer concerned regarding constitution of VSS / EDC for his record and communication to the DFO concerned for registration at the Division level.

4. Constitution of the Executive Committee (EC):

(i) The Palli Sabha shall elect the Chairperson, the Vice-Chairperson, the Secretary and the Treasurer and a minimum of other 11 (eleven) members to constitute the Executive Committee. At least 50% of the members of the EC shall be women. The number of SC & ST members in the Executive Body shall be in proportion to their membership in VSS / EDC. There should also be representation from the group of community, who do not have any livelihood support other than depending on the forests.

(ii) Either the Chairperson or Vice-Chairperson shall be a woman.

(iii) The composition of the EC shall be as follows:

1. Chairperson 1 Elected Member
2. Vice-Chairperson 1 Elected Member
3. Secretary 1 Elected Member
4. Treasurer 1 Elected Member
5. Ward Member (s) concerned
Ex-officio Member (s)
6. Members 11 Elected Members

7. Local Forest Guard 1 Ex officio Member

- (iv) The Range Officer concerned will act as the Returning Officer for conducting the election of the EC. It shall be the responsibility of the Returning

Officer to ensure that the representation in the EC is in accordance with reservation specified in Para-i above.

- (v) The EC will have tenure of 3 years at a time.

5. Meeting

(i) General Body (GB)

- (a) The GB meeting of the VSS / EDC shall be held at least once in every six months. It can also be called as and when required.
- (b) The Secretary with the approval of the Chairperson will convene the meeting of the GB. Ordinarily a 15 days' notice would be necessary for convening the meeting. A copy of the notice will be sent to the Gram Panchayat.
- (c) The Chairperson and in his absence the Vice-Chairperson shall preside over the meetings.
- (d) 50% of the members of the VSS / EDC will constitute the quorum for the GB. At least one third of the members present should be women.
- (e) Under special circumstances, a special meeting of the VSS/EDC can be convened provided at least one third of the members agree to convene such a meeting and make such a request to the Chairperson in writing. Where the Chairperson does not convene the meeting, the Secretary shall convene the GB meeting with the approval of the Vice-Chairperson. In all such cases, a 3 days' notice

would be necessary indicating the purpose of the said meeting. The decision in such meeting shall be taken by a minimum of 2/3rd members of VSS / EDC.

- (f) The Secretary shall record the proceedings and get them approved by Chairperson. A copy of the proceedings would be either pasted in a register or preserved in a guard file. A copy of the Resolution will be forwarded to the Forest Range Office and the Gram Panchayat under the signature of the Secretary.
- (g) The Executive Committee shall be elected by GB at least one month before expiry of its tenure.

(ii) Executive Committee (EC)

- (a) EC would meet as often as possible and necessary, but not less than once in two months.
- (b) The meeting will be presided over by the Chairperson and in his absence by the Vice-Chairperson.
- (c) The quorum for any meeting of the EC shall be 50% of its membership, out of which at least one-third shall be women.

6. Duties and responsibilities of VSS / EDC

- (i) The members of the VSS / EDC shall individually and collectively protect the forest, wildlife and biodiversity.
- (ii) The VSS / EDC shall put in necessary efforts so that adjoining catchments area, water resources and other ecologically sensitive areas are protected.
- (iii) The VSS/ EDC shall place adequate emphasis on plantation of indigenous medicinal and NTFP species in the forests as well as outside the forest area adjoining the village.
- (iv) The VSS / EDC shall ensure that the decisions taken in the Palli Sabha to regulate access to community forest resources and stop any activity which adversely affects the wildlife, forests and the biodiversity, are complied with.
- (v) The General Body of the VSS /EDC shall have the powers to remove and/or substitute any elected member of the EC by a two third majority of the members if the concerned member does not discharge his/her duties satisfactorily.

7. Duties and responsibilities of the Executive Committee (EC)

- (i) The EC shall carry out the day-to-day business of the VSS / EDC as per provisions of the Resolution. The EC shall prepare the Micro Plan and Annual Work Plan for the assigned forest area and integrate other developmental activities outside the forest area associated with the forest based livelihood system and get it approved by the VSS / EDC after technical scrutiny by the Forest Range Officer concerned. The EC shall be responsible for managing and implementing the Micro Plan and Annual Plan and other decisions of the General Body of VSS / EDC.
- (ii) The EC shall be responsible for protection of the forests assigned to the VSS / EDC and extend their assistance to the Forest Department for apprehending the offenders who commit forest offences. If the members of the VSS / EDC play a significant role in detection of forest offence and seizure of the forest produce within their village limits, they will be entitled for a fixed percentage of the value of the forest produce (except in case of WL Trophies) so seized as per procedure laid down in Para. - 11(iii).
- (iii) The EC in consultation with the GB shall evolve methodology on all issues relating to membership, conflict resolution, prevention of encroachment, exercise of customary rights and use of the permissible forest resources such as NTFP including Bamboo.
- (iv) The EC shall be responsible to account for and manage the funds and other resources received from the Government, other agencies and funds internally generated, if any. For this purpose a joint account called VSS account/EDC account shall be opened in any commercial, rural or Co-operative Bank recognised by the RBI or in any post office, which shall be operated, jointly by the Secretary and the Treasurer of the VSS / EDC. Utilisation Certificate relating to the expenditure incurred shall be jointly signed by the Chairperson and the Secretary and submitted to the authorities concerned.
- (v) The EC shall be responsible for managing funds received by VSS / EDC by maintaining and operating VSS / EDC account as per the procedure detailed in Annexure A.
- (vi) The EC shall try to establish marketing linkage for various NTFP items and other micro-enterprise products for securing better returns for the members. The Forest Department will provide necessary support in this regard.
- (vii) Annual account of VSS / EDC shall be placed before the GB for its approval.

8. Role of Palli Sabha:

As per the 73rd Amendment of the Constitution, certain powers and responsibilities have been vested on the PRIs. Therefore it is necessary to define the relationship between village level institution like VSS / EDC and the PRI and establish a linkage with the Palli Sabha.

- (i) Regarding protection and conservation of forest, wildlife and environment, the EC shall work as a Sub-Committee of Palli Sabha.
- (ii) If the work of the EC of any VSS / EDC is found to be detrimental to forest conservation and against

the larger and long term interests of the people, the VSS / EDC may recommend for dissolving and reconstituting the EC. The Palli Sabha, on receipt of such recommendation may enquire into the matter and forward its findings to the Divisional Forest Officer for necessary action. The Divisional Forest Officer, after examining the merit will dissolve the EC and advise the GB of VSS / EDC for its reconstitution. Such dissolution will be formally placed by the DFO before the District Level Steering Committee in its next meeting for information.

9. Role of the Forest Department:

- (i) To register the VSS / EDCs and maintain close liaison with them.
- (ii) To support the VSS / EDCs in identifying and apprehending the forest offender(s).
- (iii) To take action as per law in cases where VSS / EDC members have handed over the offender(s) and forest produce involved in the offence.
- (iv) To assist in capacity building of VSS / EDC members on different aspects of forest management, planning, silviculture, nursery technology, forest laws, accounting, book keeping, micro-enterprise development, value addition and processing of NTFPs etc.
- (v) To provide technical help to the VSS / EDCs in preparation and implementation of the Micro plan/ annual work programme.
- (vi) To invite suggestion from the VSS / EDCs while preparing the Working Plan / Management Plan of the concerned Forest Area / Protected Area.
- (vii) To sign Memorandum of Understanding with the VSS / EDCs and ensure sharing of benefit as per norms in vogue.
- (viii) To establish co-ordination with other departments/ agencies for successful implementation of the micro plans and related area development programmes.
- (ix) To facilitate the process of discharging the duties and resolving the conflicts by the ECs.

10. Micro Plan:

- (i) After constitution of the EC, as soon as possible, a Micro Plan shall be prepared by the members of the Committee through a participatory process involving VSS Members and with the technical input provided by the field officers of the Forest Department.
- (ii) The Micro Plan shall be prepared for conservation and sustainable management of the assigned forests while integrating other developmental activities outside the forest area associated with the forest based livelihood system, with participation and involvement of line departments, wherever necessary.
- (iii) The Micro Plan will primarily prescribe afforestation with priority for plantation of indigenous medicinal and NTFP species, soil and moisture conservation measures and activities to be undertaken for livelihood support of the forest dependent communities. It may also incorporate formation of SHGs and micro-enterprises that could be undertaken based on locally available resources and may include activities such as:– eco-tourism, farm forestry, Agro forestry, Silvi-pasture development, promotion of fuel-efficient devices, animal husbandry, pisciculture, bee keeping, mushroom cultivation, tassar/lac cultivation etc.
- (iv) The Micro Plan shall indicate the choice of species in different plantation schemes and models. It shall contain a detailed silvicultural operations plan, which shall be consistent with the prescriptions of the overall working plan covering the area or the Wildlife Management Plan of the Protected Area.
- (v) The Micro Plan so prepared shall be in consonance with the existing laws of the land.
- (vi) The Micro Plan shall also detail out the various NTFP items that can be collected. This shall be done with due regard to the carrying capacity, productivity and biodiversity of the local eco-system.
- (vii) The draft Micro Plan prepared by the EC, will be scrutinized by the Forest Range Officer from the technical, financial and legal point of view. After that the same shall be placed before the GB for deliberation and approval.

11. Usufruct sharing:

- (i) The VSS / EDC shall be entitled to the usufructuary benefits from the assigned forests as under:—
- (a) Usufructs like fallen leaves, fodder grasses, thatch grass, broom grass, fencing materials, brushwood, fallen lops, tops and twigs to be used as fuel shall be available to the members free of cost.
 - (b) All intermediate yields in the shape of small wood, poles, firewood etc as may be obtained as a result of silvicultural operations and bamboo harvested in VSS / EDC assigned area shall be made available to the VSS / EDC members in a manner as may be decided by EC. If sold at a price, the funds so obtained shall be deposited in the VSS / EDC account.
 - (c) In case of Kendu leaves and specified forest produce other than bamboo, if any, the VSS will have the right to collect the same from the assigned forest but these items will be disposed of as per the prevailing provisions of Government and practices.
 - (d) While maintaining the forest cover in perpetuity, if any major harvest or final felling occurs in the assigned forest, the same shall be taken up by the forest department as per the prescription of the working plan/ duly approved micro plan. In case of natural calamities, harvesting of wind-fallen trees shall be treated as final harvest. Priority will be given to the members of the VSS /EDC for salvaging and harvesting work. Valuation of the produce so obtained shall be done and information shared with the VSS /EDC and the produce will be sold / disposed of by the forest department or by agents of the forest department. The VSS / EDC will receive 50% share of the sale price after deduction of proportionate harvesting cost and this will be deposited in the “VSS account”. The VSS may also opt for 50% of the forest produce so harvested if it is for their bonafide domestic use and they agree to pay the proportionate cost of harvesting.
 - (e) In case of village woodlots created and maintained by the VSS / EDC on non forest land, all usufructs including interim and rotational harvests shall go to the VSS / EDC.
 - (f) In the event of a natural calamity occurring in the village there may be a demand for house building materials and other forest produce from the assigned forest. In such cases, the VSS / EDC may go for harvesting the required quantity of timber or other forest produce as a deviation to the Micro Plan, with due approval of the Divisional Forest Officer concerned.
- (ii) The EC shall be responsible for the distribution of the usufructuary benefits equitably among the members of the VSS. Need of the group or community, who do not have any livelihood support other than depending on the forests, should be specially considered.
 - (iii) In cases where member/ a group of members of the VSS /EDC play a major role in the collection of intelligence, detection and seizure of illegal forest produce in transit the concerned VSS/EDC shall be entitled to the prescribed percentage of the sale price of the forest produce as per Rule 4 (3) of the Orissa Rewards for Detection of Forest Offences Rules, 2004. Such amount shall be deposited by the DFO in the “VSS account/EDC account” after disposal of the seized produce following due procedure of law.

12. Transit of harvested forest product:

All forest produce requiring permits for transit as per provisions of Orissa Timber and Other Produce Transit Rules, 1980 shall be removed from the assigned forest area in accordance with a permit to be issued jointly by the President and the Secretary in the prescribed format (Form-4). The permit shall be valid only within the limits of the area to which the VSS members belong. A record

will be maintained to this effect by the VSS / EDC and the Secretary will keep the local Forest Range Officer informed of the same on a quarterly basis. In case of transportation outside the above limit, the permit will be issued by the competent forest officer on receipt of application from VSS / EDC.

13. Conflict Resolution:

(i) In case of intra village conflict in matters of implementation of Joint Forest Management, the Executive Committee of the VSS/ EDC shall endeavour to amicably resolve the conflict. If it fails to resolve the conflict, it shall bring the same to the notice of the Palli Sabha and try to sort out the issue. If the conflict still remains, the same would

be referred to the Sub Divisional Level Steering Committee formed in the line of the SDLC under FRA, 2006 and their decisions would be final.

(ii) In case of inter village conflict; the same would be referred to the Sub Divisional Level Steering Committee and their decisions would be final.

14. Memorandum of Understanding (MoU):

(i) To ensure smooth working relationship between the Forest Department and the VSS /EDC and also to bring in a sense of ownership, empowerment and accountability a MoU shall be signed between the FD and VSS / EDC delineating the duties and responsibilities of the parties concerned.

behalf of the VSS while the Range Officer concerned will sign the same on behalf of Forest Department. Other members at the EC will also be signatory to the MoU as witness while the concerned local forest officials such as : the Forester and Forest Guard will sign the MoU as witness.

(ii) The Chairperson of the VSS will sign the MoU on

(iii) The MoU shall be in the prescribed form (Form-5).

Form –5**MEMORANDUM OF UNDERSTANDING**

1. We the members of the Executive Committee of the Vana Surakshya Samiti /Eco Development Committee of _____ village and the Officials of _____ Forest Range under _____ Forest Division have come together to collaborate and perform the duties and shoulder the responsibilities as detailed in the Orissa Joint Forest Management Resolution, 2011, for protection, and sustainable management of the forest areas as per the schedule given hereunder.

- i. Name of the VSS / EDC : _____
- ii. Registration N. : _____
- iii. District : _____
- iv. Forest Division : _____
- v. Forest Range : _____
- vi. Section : _____
- vii. Beas : _____
- viii. Police Station : _____
- ix. Village : _____
- x. Name of the assigned Forest Block : _____
- xi. Legal status of the Forest area : _____
- xii. Area (Ha) of the assigned forest : _____
- xiii. Boundaries of the area:

North	East
South	West

2. It is hereby agreed by and between us to abide by the provisions of JFM Resolution, 2011.

3. We undertake to function in consonance with the existing laws of the land.

4. A copy of the aforesaid Resolution is annexed herewith duly signed by us on every page in proof/evidence of our having read/understood the same in letter and spirit. It is hereby agreed that this MoU will come into effect from _____.

Signature of the Chairperson

_____ VSS / EDC

Signature of R.O.

Range:

Division:

Witnesses:

- 1. 1.
- 2. 2.
- 3. 3.

Witnesses:

Time Line of Micro Planning Process

1	Name of the VSS:	
2	Date of first meeting with VSS to sensitize on Project Objectives, Components and on need of preparation of Micro Plan	
3	Date of formation of Working Group & Women Working Group & Women Working Group for Preparation of Micro Plan	
4	Date of training held on sensitizing the members of Executive Committee, Working Group & Women Working Group of VSS	
5	Date of Forest Transect by the Working Group	
6	Date of Village Transect by the Working Group	
7	Date of meeting held on Convergence	
8	Date of conduct of PRA Exercise	
9	Date of sharing the outcome of PRA Exercise to VSS General Body	
10	Date of preparation of Draft Micro Plan	
11	Date of discussion with VSS General Body on the draft Micro Plan	
12	Date of Approval of Micro Plan by the VSS and onward submission to FMU for approval.	
13	Date of approval of the Micro Plan by DMU Chief	
14	Date of Receipt of approved Micro Plan from FMU	
15	Date of approval of Micro Plan in Palli Sabha	
	Members associated in preparation of Micro Plan.	
	(Name & Signature)	
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	
	13.	

FORMATS

Format – I : Village socio economic profile

I. Demography

1. Name of the Village :
 2. Name of the VSS :
 3. Name of Forest Beat :
 4. Name of Forest Section :
 5. Name of Forest Range :
 6. Name of Forest Division :
 7. Name of Panchayat :
 8. Name of Community Development Block :
 9. Name of Police Station :
 10. Name of the Tehsil :
 11. Name of nearest Health Centre :
 12. Name of School, College :
 13. Name of nearby village Haat :
 14. Name of nearest Bank :
 15. Name of nearest Town :
 16. Number of Households :
 17. Total Population :
 18. Status of the village approach road: mud road/ pitch road. Concrete road
If road is connected, status of the road :.....
 19. Non formal education center:
- If available, how many boys and girls studying, who is the teacher, what the remuneration of the teacher

20. Population Details:

Table 1(a)

Population Category	No. of Households	Adults (Above 18 Yrs)		Children (Below 18 Years)		Literacy	
		Male	Female	Male	Female	Male	Female
General							
SC							
ST							

21. VSS Members Details:

Table 1(b)

Category	Number of Households	Number of Members
General		
Scheduled Tribe		
Scheduled Caste		

22. Occupational Profile

1. Distribution of farm based Households (In Nos)

- a. Marginal (0-1 ha) :
- b. Small (1-2 ha) :
- c. Medium (2-4 ha) :
- d. Large (4-10 ha) :
- e. Landless :

2. Occupational Profile – (Major Source of Income) (In Nos)

- a. Farm based :
- b. Share cropper :
- c. Shifting cultivators :
- d. Artisans :
- e. Graziers :
- f. Milkman :
- g. Wage earners :
- h. NTFP collectors:
- i. Traders :

- j. Business :
- k. Fisherman :
- l. Service holder :
- m. Others, please specify :

23. As per PRA wellbeing status of the HHs, the economic category wise number of households

- a. Moderately Poor :
- b. Poor :
- c. Very Poor :
- d. Well-off :
- e. BPL/ APL :

24. Land use pattern (in Ha) as per revenue record

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

25. Crop land detail break up (in Ha)

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

26. Land with Irrigation facility : (In Ha.)

- a. Total Cultivable Land with Irrigation facility:
- b. Total Cultivable Land without Irrigation facility:

27. Irrigated Area (in Ha)

- a. Irrigated by River/ Canal :
- b. Lift Pump :
- c. Any other source (please specify):

28. Details of agriculture for previous year

- a. Single cropped area (in ha) :
- b. Multi cropped area (in ha) :
- c. Fallow (in ha) :
- d. Fruit orchard (in ha) :
- e. Plantation (in ha) :

29. HHs with Homestead land (In Nos)

- a. With Patta
- b. Without Patta

30. Gender related Issues.**Table-2**

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.)		
Owenship of Landed property		
Decision on financial matter		
Others Gender issues (Pl. Specify)		
Others Gender issues (Pl. Specify)		

Format-II. Village Resource Profile

I. Household Assets:

a. Number of households with

i. Kuchha Houses

- a. Thatched roof :
- b. Tiled roof :
- c. Asbestos/tin roof :

ii. Pucca Houses

- a. Asbestos/tin roof :
- b. RCC roof :
- b. Number of house electrified :
- c. Number of households owned livestock :
- d. No. of HHs owned cycle :
- e. No. of HHs owned two wheeler :
- f. Number of households owning tractors :
- g. No. of HHs owned radio/ tape recorder :
- h. No. HHs owned television :
- i. Number of households having mechanised farm equipment :

II. Village Resources/ Facilities:

Table 3

Type of infrastructure/ amenity	Location	Distance from village, if in another location (in KM)	Condition and status of present use
Primary school			
Secondary school			
High school			
Junior College			
Degree College			
Primary Health Centre			
Hospital			
Anganwadi Centre			

Veterinary Hospital			
Gram Panchayat Office			
Police Station			
Fire Station			
Forest Office (Beat)			
Post Office			
Bank			
Bus facility			
Railway Station			
Drinking Water –Bore wells			
Public Water Supply			
Tank			
VSS assets community, petromax, utensilsetc, if any;			
1.			
2.			
3.			
4.			

N.B.: If others, please specify.

V. Agricultural Crops

a. Types of Crop

Table 6(a)

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

b. Crop Production profile of the village

Table 6(b)

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				
Fruit orchards				

N.B.: If others, please specify.

VI. Livestock Production of the village and grazing particulars: (write total number)

Table 7

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

VII. Fodder Availability (In Months)

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

Table 8

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

VIII. A. Market Facility: For Purchase

Table 9 (a)

For purchases	Location	Distance from village (if not in village)
Grocery shop		
PDS centre		
Weekly Market		
Major Market		
Others Pl. Specify		

B. Market Facility: For Sale

Table 9(b)

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

N.B.: If others, please specify.

IX. Water Resources Facility in the village

Table 10

Water Source	Number	Water Availability (Adequacy, seasonality)	Uses (drinking, irrigation, livestock, bathing)
Water Harvesting Structure			
Check Dam			
Pond			
Tube Well			
Dug Well			
River			
Spring			
Canal			

N.B.: If others, please specify.

X. Energy Consumption details by Households:

Table 11

Type of Fuel	Households (In Nos)	For How many months	Source (local village, forest, other source)	Major/ Secondary
Fuel Wood				
Ag. Crop Residues				
LPG				
Electric Heater				
Gobar/ Bio Gas				
Kerosene stove				
Smokeless Stove				
Others				

XI. Electrification:

Table 12

Category	Yes/ No	No. of HHs having electricity
Domestic Use		
Agriculture Purpose		
Street Lights		
No Electricity		

XII. Village Institutions

Table 13

Name of the Institution	No. of Institutes	Total Member		Total
		Male	Female	
Vana Sangrakhayana Samiti				
Self Help Group				
Cooperative organisation				
Women's Society				
Youth Club/ Society				
Others				

XIII. Existing SHGs of the Village and their Activities.

Table-14

Name of the SHGS	Total Members	Name of President / Secretary	Details of Bank Account	Amount available in the Bank Account	Livelihood activities undertaken at present	Other Livelihood Possibilities

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

1. Village Transact Map
2. Historical Timeline
3. Village Social Map
4. Village Resource Map
5. Forest Resource Map
6. Venn Diagram
7. Participatory Wealth Ranking

Village Transect Map

Village Transect Map

Village Transect Map

Details of the participatory wealth ranking (number of households under BPL and APL category needs to be presented in a pie diagram)

Format – III : Livelihood Opportunities

The livelihood analysis will be made in consultation with villagers through participatory method. It will spell out the constraints, opportunities in the context of farming, livestock rearing, credit facilities and NTFP collection and processing. The analysis aims at identifying potential activities with a view to enhance productivity and improve income level. The working group will make focused group discussions i.e., with leading farmers, livestock rearers, line department officials to

identify, opportunities and constraints. The compiled information would be further discussed in GB to identify and finalize the programme. Opportunity Analysis (some of the possible problems and opportunities of various development sectors have been listed in the footnotes to help facilitators to discuss with villagers and decide on the constraints and opportunity relevant to the village. The programme list indicates possible measures that can be implemented.

1. Agriculture/ Horticulture- Problem & Opportunity analysis:

Table 15

Constraints*	Reasons	Opportunities/ Possibilities/ Strengths	Possible solutions

*Problems Examples: a) Low production, b) Lack of storage & processing facilities c) Poor marketing channels
d) No Processing Units

2. Livestock Analysis

Table 16

Constraints*	Reasons	Opportunities/ Possibilities/ Strengths	Possible solutions

*Problem Examples; a) less grazing land, b) scarcity of fodder, c) health of domestic animal,
d) milk business facilities etc.

3. NTFP Analysis:

Table 17

Constraints*	Reasons	Opportunities/ Possibilities/ Strengths	Possible solutions

*Problem Examples: Less availability, Unsustainable extraction, less price, No value addition etc.

4. Processing & Value Addition:

Table 18

Constraints*	Reasons	Opportunities/ Possibilities	Possible solutions

*Problem Examples: Less availability, Unsustainable extraction, less price, No value addition etc

5. Credit Facility Analysis:

Table 19

Constraints*	Reasons	Opportunities/ Possibilities	Possible solutions

*Problems: a) Indebtedness (credit dependency), b) Rate of interest C) Availability of loan d) Mortgage difficulty

Format –IV : Forest Development Plan

Keeping the principle in mind as detailed in Annexure II para I, the following data on various aspects of forestry would be collected by working group for analysis and preparation of treatment strategy and management plan.

1. Forest Coverage Data

(A) Status of Forest areas assigned to VSS

- 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 (plain/ hilly/ undulating) : _____
- viii. Condition of forest (well stock/ degraded/ bushy, few trees)
- ix. Frequency of dependency on Forest
(a) 2-3 months (b) 3-6 months (c) 6 – 9 months (d) 9-12 months

(B) Forest Soil Type

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

(C) Composition of existing crop

(Please mention both local and botanical names)

- i. Major tree species: _____
- ii. Associates: _____
- iii. Shurbs: _____
- iv. Bamboo: _____
- v. NTFP species: _____
- vi. Medicinal Plants: _____
- vii. Other important, please specify if any:

2. VSS Status

- i. Year of beginning of protection by community: _____
- ii. Year of formation of VSS: _____
- iii. Number of VSS members: _____
- iv. Number of ST members in VSS: _____
- v. Number of women members in VSS: _____
- vi. Forest Protection measures taken by VSS in past: (number of households engaged, any formal mechanism)
- vii. Methods of Forest protection (THENGAPALI / JAGUALI/ OTHERS)
- viii. Improvement observed after involvement of VSS in forest protection

3. Domestic requirement of forest produces (per household)

Table 20

Name of the product	Frequency of requirement per annum	Approximate quantity (IN Kgs)	How using currently	From which forest currently collecting
Timber for housing				
Small timber for agricultural implements				
Poles/ bamboo				
Fodder from forest				
NTFP for local consumers				
Medicinal Plant				

(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.

(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.

Table 23

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.		

(E) Volume of Growing Stock _____

(F) Depth of water table (Well / Water body)**Table 24**

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	

6. Forest Protection issues**(A) Protection problems****Table 25(a)**

Sl. No.	Types of Issues	Relevant or not (Y/ N)	Significant/ Insignificant
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		

(B) Reasons of Forest Degradation**Table 25(b)**

1.	
2.	
3.	
4.	
5.	
6.	

(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.

Table 25(c)

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	

7. Treatment required in the intervention area under OFSDP-II

(A) Soil & Water Conservation Measures

Table 26(a)

Treatment	Required or not	Approx. number, length, size, extent of area etc.	Priority (high, medium, low)
Vegetative contour bonding			
Staggered contour trench			
Gully plugging/ check dam			
Half-moon trench			
Water harvesting structure			
Diversion weir			
Drainage Line Treatment			
Others (Pl. Specify)			
Others (Pl. Specify)			

(B) Forest Crop Improvement -1

Table 26(b)

Treatment	Areas to be covered (In Ha.)	Species	Spacing
ANR with no gap Planting			
ANR with 400 seedlings /ha gap Planting			
ANR with 800 seedlings /ha gap Planting			
Block Planting			
a. Other Block Plantation			
b. Fuel wood and fodder			
c. NTFP			
d. Bamboo/ Cane			
e. Others (Pl. Specify)			
f. Others (Pl. Specify)			

Considering the pre-collected information such as soil erosion status, need of forest produce, produces collected by villagers, minor forest produce and medicinal plants and based on the need of the villagers the selection of plant species will be done. Using PRA tools the selection of plant species will be conducted in a participatory manner. The technical support team based on the soil condition of the adjoining forest will guide the kind of plant species will be selected.

(C) Forest Crop Improvement -2 (As per working plan prescription)**Table 26(c)**

Compartment No of regeneration area	Quantity (ha)	Current status of the forest			Proposed development work				
		Name of the tree species	Density	Avg. height (metre)	Cleaning	Pruning	High Stump Cutting	Thinning	Seed disbursement of economic plant

(D) Year wise target for crop improvement**Table 26 (d)**

Treatment	Areas to be covered under a planting module			
ANR Without Gap Planting				
ANR with 400 Seedlings				
ANR with 800 Seedlings				
Block Planting				
Other Block Plantation				
Fuel wood and fodder				
Bamboo				
NTFP including fruit bearing, medicinal plants etc.				

(E) Nursery Development / Establishment**(i) Decentralised Nursery****Table 26 (e-i)**

S. No.	Location & Area	Species to be raised	Year of development	Number of seedlings to be raised

(ii) Horticulture based Nursery**Table 26 (e-ii)**

Whether required or not (yes/ no)	Name of the beneficiary	Species required	Seedlings required in quantity

F. Miscellaneous Operations**Table 26(f)**

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.)
Fire line construction and maintenance				
Watching and patrolling				
Rotational Grazing				
Stall Feeding				
Medicinal/ Health care camp				
Centres for non-formal education				
Promotion of fuel saving devices				
Provision of LPG (Ujwala Yojana)				

8. Marketing Practices (pl. tick the appropriate ones)

(A) Marketing Timber, Bamboos and other forest products

- i. Marketing through Forest Department outlets.
- ii. Marketing directly to private purchasers
- iii. Marketing directly to other government departments
- iv. Marketing directly to wood base industries
- v. Marketing individually
- vi. Marketing collectively

(B) Marketing NTFPs and medicinal plants

- i. Marketing through ORMAS/ TDCC/ OLM/ DABUR/ DSMS/ ACI other similar organisation pl. specify
- ii. Marketing in retail outlets
- iii. Marketing to manufacturing companies
- iv. Marketing individually
- v. Marketing collectively

NB: Marketing plan would be chalked out on the basis of above information

(C) Nature of Marketing:

- Individual
- Collective

9. Schedule of Silvicultural Operations for the assigned forest area

(A) Intermediate thinning (As per Working Plan prescription)

As per the approved Working Plan, silvicultural thinning will be required to provide space for promising individual trees for better growth. The trees required to be removed should be marked after going round the forest with the technical staff and a list of such trees will be prepared.

Table 27 (a)

Types of forest	Thinning time plan		
	1st	2nd	3rd
Natural forest			
Planted forest			
a. Other block plants			
b. Fuel/fodder			
c. NTFP			

(B) Final harvesting periods (Rotation Period) (As per Working Plan prescription)

As per the prescription of the approved working plans, the rotation period for different components will be decided. At the time of the final harvesting the felling list will be prepared in the following proforma. Forester of the locality would help VSS in making the felling list:

Table 27 (b)

Types of forest (As per approved Working Plan)	Final Harvest Year (Based on Approved Working Plan)
Natural forest	
Planted forest	
a. Other plants	
b. Fuel/fodder	
c. NTFP	

(C) List of harvestable Trees to be prepared by designated trained forest official (As per Working Plan prescription).**Table 27 (c)**

Year	Species	Diameter at breast height (in cm)	Height in cm	Sound/ unsound

10. Benefits expected from Forests protected by VSS

An assessment of assorted benefits expected format of the forest would be first made and distribution mechanism decided.

(A) NTFP benefit expected

Table 28 (a)

S. No.	Items	Month of collection	Average production volume
1	Sal leaf		
2	Sal seed		
3	Mahua Flower		
4	Mohua Seed		
5	Kusum Seed		
6	Char Seed		
7	Harida		
8	Bahada		
9	Amla		
10	Mango		
11	Mushroom		
12	Others, pl. specify		

(B) Wood Related benefits expected

Table 28(b)

Product	Quantity	Year of Production	Production Volume
Timber			
Firewood			
Bamboo			
Small Pole			

11. Sharing mechanism (Name the methods of products sharing i.e. timber, bamboo, poles, NTFPs)

Table 29

Sl. No.	Name of the Produce	Methods of sharing (To be equally shared/ To be freely collected by individuals/ To be collected by paying tax/ others)
1	Timber	
2	Pole	
3	Fuel Wood	
4	Bamboo	
5	Shrubs	
6	Fodder	
7	Dry leaf	
8	NTFP	
9	Other activities for forest development	

12. Farm Forestry Beneficiary details:

Table 30

Name of the beneficiary	Total Holding of area in Ha	Area proposed for farm Forestry in Ha	No of trees to be planted (In case if field bond)	Type / model of Farm Forestry

13. Other Forest Development related matters if any: such as Watch and ward, Cleaning, Thinning, Preparation of fire line plantation, weeding, application of fertilizer, soil and water conservation

Table 31

--

Please provide detail information collected from PRA

- a. Details of forest visit
- b. Transactional data on forest
- c. Historical map of forest
- d. Map of sale of forest produce
- e. Seasonality map of forest species and NTFP
- f. Daily activity chart of NTFP collectors
- g. Major NTFP and plantation species comparative statement
- h. Current map of forest resources
- i. Proposed map of forest development
- j. Forest cover map, survey map and GPS reading of survey

Format- V: 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.

1. Community Development Plan

The Micro Plan of each VSS will include Community Development Activities which will be directly implemented by VSS / EDC or through convergence with other line departments. Accordingly, the community development fund shall be utilised wisely for directly implementing activities to improve community infrastructures (i.e VSS office, Community hall, foot path, community toilets/ bathroom etc.) or as a matching fund to mobilise the resources through convergence.

Table 32

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
1 s t Year	VSS Office & Meeting Hall	Entire village			OFSDP-II	

2. Forest Development

Table 33

S. No.	Name of the activity Financial Year	Physical (Area in hectare, number)				
		Year I	Year II	Year III	Year IV	Year V

3. Farm Forestry:

Table 34

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

4. Mitigation of Human –Animal Conflict:

Table 35

Sl.No	Activity	Budget	Source

5. Community Land and Agriculture Development

Table 36

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

6. Income Generation Activities

(Poultry, Vegetable growing, Milk animals, Pisciculture, Duckery, Nutritional Garden (Indv.), Bee keeping, Bio compost making pit, Plantation of medicinal plants (10 types) / HH, Plantation of medicinal plants (10 types)/ in GROUPs, Community farming, NTFP Storage yards, NTFP Processing and marketing, Vegetable vending, Rice herewith shed, Public distribution system (sugar,

kerosene), Fish marketing, Egg vending, Grocery shop , Pan parlour, Sewing activity, Saloon, Cycle repairing, Tea cum snacks bar, Puffed rice making and marketing, Broom making , Tent house, Catering services, Matching grant for grain bank, Hand/leg lift pump, pump set operated by diesel, Bamboo artisan, Wood carving, Hand loom, Mushroom growing , Eco-Tourism, Herbal product.) (list is illustrative only)

7. Human Resources Development/ Capacity Building Plan

(A) Awareness creation

Table 38 (a)

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

N.B.: If others, please specify

(B) Field or Exposure Visits

Table 38 (b)

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

(C) Capacity Building/ Skill Development**Table 38 (C)**

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

N.B.: If others, please specify

Format –VI: Annual Action Plan

Every year the VSS in their GB meeting to be held in December would decide various activities to be implemented during the succeeding financial year, and accordingly will prepare an annual action plan and budget, following the projected perspective budget plan. The annual plan will be submitted to FMU who

will scrutinize and recommend to DMU. On the basis of the annual plan DMU will release fund to VSS. The progress in the Implementation of OFSDP activities in a year would be monitored on the basis of the annual plan. The VSS would submit the annual action plan in the following format.

1. Annual Action Plan and Budget

Table 39

Component	Work Items	Period of work (Year/ Month)	Target (Physical)	Tentative Budget (In Rs.)	Source of funding	Responsibility of implementation
Community Development Activities						
Soil and Moisture Conservation / Drainage Line Treatment (DLT)						
Decentralized Nursery						
Farm Forestry						
ANR	ANR without Gap					
	ANR with 400 Seedlings					
	ANR with 800 Seedlings					

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

2. Plan Revision Discussion Outcome (Member Secretary will record the decisions)

- i. _____
- ii. _____
- iii. _____
- iv. _____

3. Revision to be incorporated

Table 40

Existing nature and type of work	Need of revision	Type and nature of changes to be made	New physical target	Fund required

Prepared By

Name

Signature

President

Secretary

Treasurer

Recommended by (Range Officer)

Approving Authority

Place:

Signature

Date:

----- DMU

4. Forest Development Works

Table 44

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

5. Farm Forestry

Table: 45

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

6. Mitigation of Human Animal Conflict

Table: 46

Type of Activity	Period (months)	Amount Spent

7. Income Generation Activity (one table for each activity)

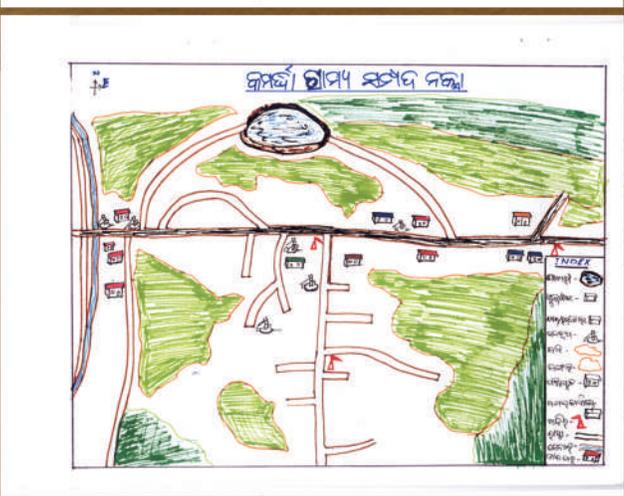
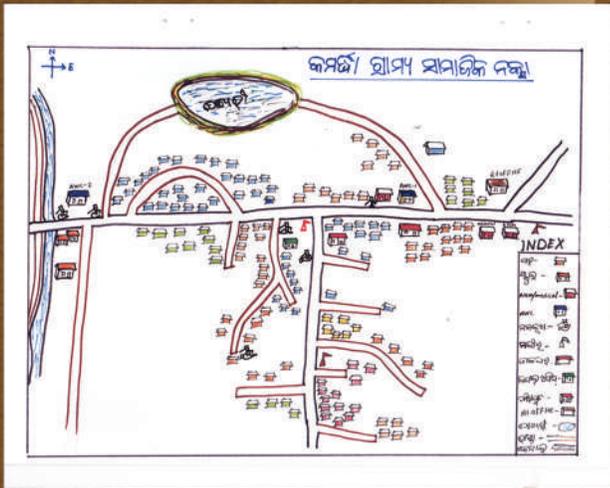
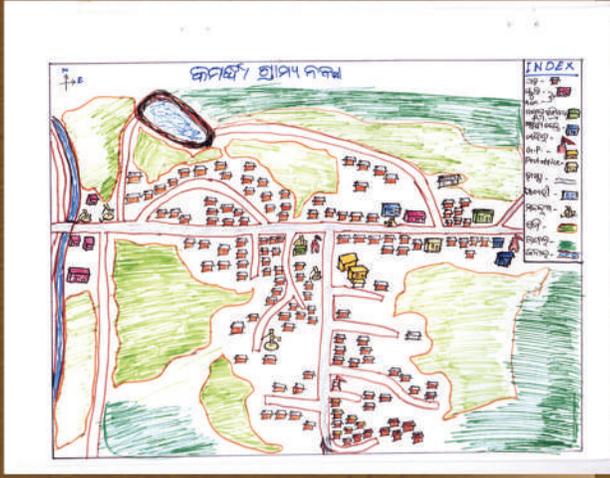
Table: 47

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

8. Products collected from Forest

Table 48

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



Odisha Forestry Sector Development Society
 SFTRI Campus, Ghatikia, Bhubaneswar - 7510029
 Forest & Environment Department, Government of Odisha