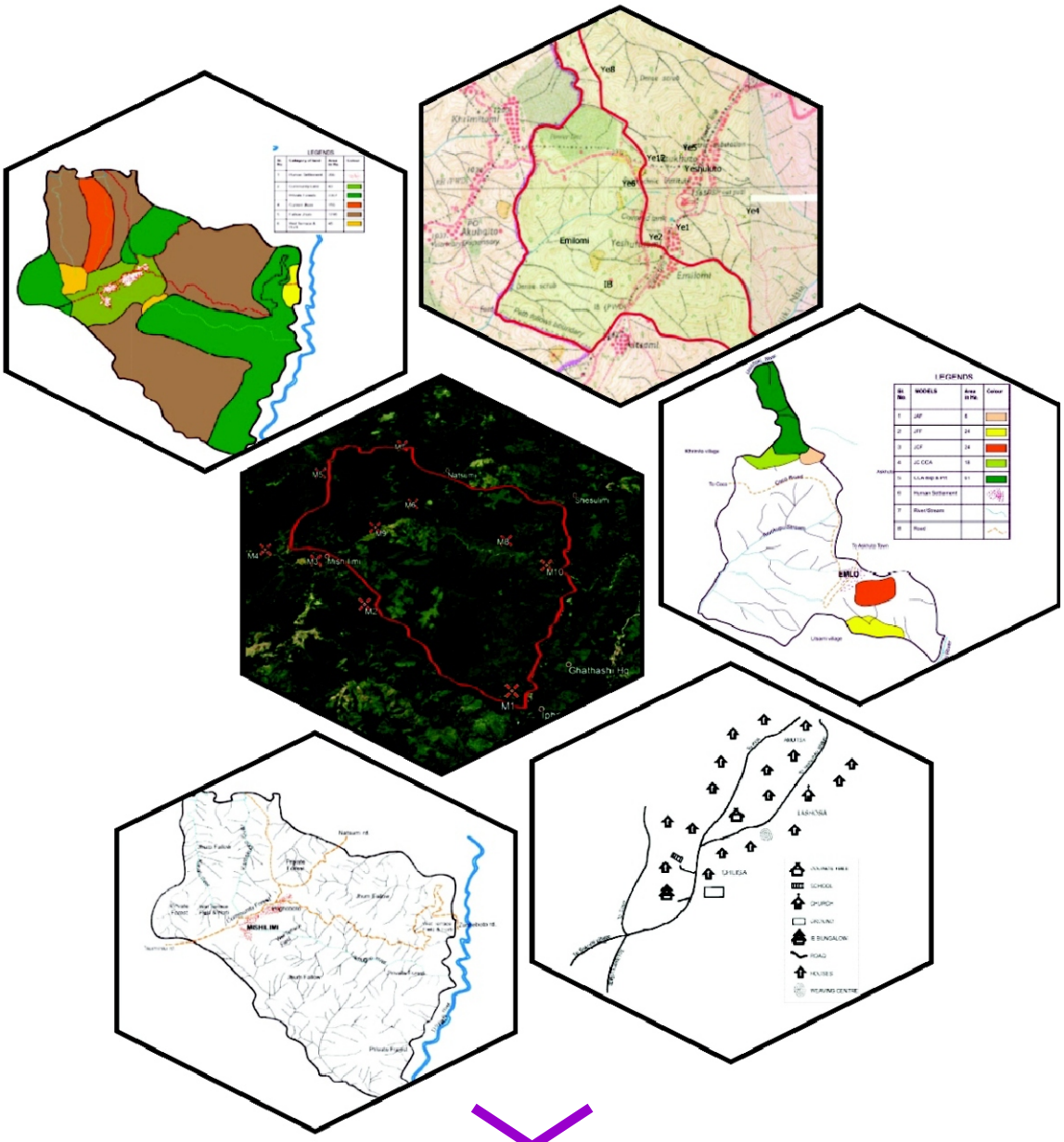
Micro Plan Manual

Nagaland Forest Management Project (NFMP)

Microplan



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CHIEF MINSTER
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MESSAGE

I am happy to know that the Nagaland Forest Management Project (NFMP), a Japan International Cooperation Agency (JICA) assisted program under Department of Environment, Forest and Climate Change, Government of Nagaland, is bringing out manuals which will ensure dissemination of knowledge and effective implementation of the project.

I am confident that these Manuals will facilitate proper execution of the project activities in a transparent and participatory manner and help guide all stake-holders, ranging from officials to village communities as well as the field NGOs and SHGs.

The Nagaland Forest Management Project (NFMP) is a process driven and result oriented approach through the use of modern scientific technologies including GIS and MIS for planning, implementation and monitoring of various activities and it is being implemented by the Communities in Villages. The concept of implementation is laudable, and I am sure that this will go a long way in improving forest ecosystems, support income generation through rehabilitation of Jhum areas and enhance the livelihood opportunities.

I wish the Nagaland Forest Management Project a grand success.

(NEIPHIU RIO)

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FOREWORD

The Nagaland Forest Management Project (NFMP) is being implemented with the financial assistance from Govt. of India and the loan assistance from Japan International Co-operation Agency (JICA). This project is being implemented all Districts of the State from 2017-18 to 2026-27.

The objectives of the project are to strengthen conservation through community participation, livelihood improvement for enhanced household income through convergence, and institutional strengthening.

A Micro-plan is a holistic document which targets the complete development of a village or a community incorporating main objectives of the project. Funds for various components would come from different sources, with a part funding of some components coming from convergence with other Line Departments and Agencies.

This Micro-plan Manual is being developed to guide the Project Staff to understand the purpose and scope of micro-plan and to facilitate at Joint Forest Management Committee (JFMC) level in formulating Village Development Plan for 5 years. This manual would also help all stakeholders including JFMC, Field-NGO, Divisional Management Unit (DMU) and Field Management Unit (FMU) to ensure Inter-Sectoral Convergence and to prepare a holistic perspective plan / annual plan to address the wider need of the community.

It is expected that this manual would serve as an important guiding document for the facilitators and JFMC members in preparing a comprehensive village development plan with a special focus on forest conservation, bio-diversity protection and sustainable forest management and in achieving the objectives of the project in a sustainable manner.

Dharmendra Prakash
PCCF & HOFF
Chief Project Director and CEO

Abbreviations

ANR	Assisted Natural Regeneration
AR	Assisted Regeneration
BPL	Below Poverty Line
CBO	Community Based Organisation
DAC	District Advisory Committee
DFO	Divisional Forest Officer
DMU	Divisional Forest Management Unit
DPC	District Planning Committee
EC	Executive Committee of Joint Forest Management Committee
EPA	Entry Point Activity
FG	Forest Guard
FGD	Focussed Group Discussion
FMU	Field Management Unit
GB	General Body
GIS	Geographic Information System
VC	Village Council
HH	Household
IEC	Information Education and Communication
IGA	Income Generating Activity
JFM	Joint Forest Management
JFMC	Joint Forest Management Committee
JICA	Japan International Cooperation Agency
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
NFD	Nagaland Forest Department
NFMP	Nagaland Forest Management Project
PDS	Public Distribution System
PF	Protected Forest
PMU	Project Management Unit
FNGO	Field Non-Government Organization
PRA	Participatory Rural Appraisal
RDF	Restoration of Degraded Forest
RF	Reserve Forest
RO	Range Officer
SHG	Self Help Group
SMC	Soil and Moisture Conservation
CF	Community Forest
WL	Wild Life
CCA	Community Conservation Area
JAF	Jhum Agro Forestry
JFF	Jhum Fallow Forestry
JCF	Jhum Conversion to Forestry
JCC	Jhum Conversion to Community Conservation Area
PEC	Provision for Expansion of CCA
MOD	Minutes of Meeting
CIG	Common Interest Group

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1. About NFMP

The poverty ratio in Nagaland had increased by 10% from 2004 to 2011 unlike other States. This percentage is also higher than other North-Eastern States. The high increase in poverty among rural population is due to geographical remoteness, inaccessibility and lack of infrastructure. In such a situation, 60% of the total population in the State relies on natural resources (agriculture and forest) for their living. Forests constitute about 75% of the total geographical area. There are limited options available in the State for employment and income generation with lack of manufacturing and service industry. Providing alternate income sources to forest dependent population is necessary to mitigate biotic pressure on forests and ecosystem.

Given the above context, the Nagaland Forest Management Project (NFMP), with the financial assistance from Japan International Cooperation Agency (JICA) is being implemented to strengthen the forestry sector of the State of Nagaland, 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 aims to improve 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 Nagaland.

The project objectives are:

i. Strengthening conservation regime through community participation
ii. Livelihood opportunities for enhanced household incomes through convergence
iii. Institutional strengthening

NFMP will be implemented for 10 years *i.e.* from 2017-18 to 2026-27. This project has distinguished phases of implementation *i.e.* preparatory phase, Implementation phase and consolidation (phase-out) phase. 185 villages of 11 Forest Divisions covering 22 Range/Beats have been included in the project. The Batch wise distributions of project villages are at annexure I.

The Minutes of Discussion (MOD) for Nagaland Forest Management Project (NFMP) between the Government of Nagaland and JICA records that any works related to Forestry and livelihoods improvement can only be implemented after completing preparation of Micro-plans, obtaining approvals of the General Body of Joint Forest Management Committees (JFMCs) and also after obtaining approval of the DMU. The village level implementation shall be strictly based on the Micro-plan of each village. Under the NFMP, the focus is on development of comprehensive Micro-plans for overall development of the participating villages through community development programs along with treatment of the related forest area managed in JFM mode. Hence, it is important that the JFMC members and the stakeholders understands this.

Section I

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.

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, Nagaland Forest Management Project (NFMP) will adopt an approach to develop the comprehensive micro-plan at village level as a platform for optimizing community development activities in addition to sustainable management of forest. Proposed comprehensive micro-plan at village level also calls for optimum convergence with other government schemes and programs for holistic community development.

2.1. Rationale

i. To empower and evolve responsible institution at community level through a simple planning process
ii. Process to understand the problems and challenges in sustainable management of resources, livelihoods, institutions and development, gender and convergence
iii. A comprehensive village document: ground situation, issues, probable solution, process toward solution and linking to the eco-system
iv. Institution and the delivery mechanism with capacity building and gender mainstreaming
v. A guiding document for the JFMC, Forest Department, Government of Nagaland and others on profile, need, priorities, volume of work etc. with implementation modalities

2.2. Objectives of Micro-plan

Some of the objectives of micro-plan for a JFMC are:

i. To elicit the active participation of the villagers in creation, management and protection of the plantation
ii. To ensure actual participation of the villagers for proper utilization of resources for the preparation of area/village/JFM specific forest development plan.
iii. Assess the quantity, quality and present utilization of forest resources by the villagers, and that the natural resources of the village are sustainably managed
iv. Identify the challenges encountered by the villagers in utilizing the services of the forest and find solutions therein
v. Ensure that the socio economic development activities of the JFMC members, particularly the forest dependent people, focus on available local natural resources with appropriate market links
vi. Ensure that the benefits of the schemes planned and implemented reach all stakeholders.

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2.3. Principles

i. The micro-plan will identify and plan different technical, social and management solutions based on local land-use, soil, water and forest situation.
ii. The micro-plan will identify the most suitable forestry intervention models, clearly defining the roles and responsibility of the community.
iii. Participatory mapping exercises and tools will be adopted for planning.
iv. In the course of the preparation of Micro-plan, all sections of the community, particularly the women and youth will be involved.
v. The planning process should be able to establish a mutual trust and confidence between the community and the Forest Department, which is very vital for operationalising the plan.
vi. Identify capacity building needs of JFMC office bearers and members.
vii. Plan identifies village development activities, including local infrastructure, and prioritize the same to be undertaken in phased manner from the fund that may become available from NFMP or through convergence with the on-going development programmes.
viii. Identify work activities that can be implemented through convergence of on-going government schemes.
ix. Identify feasible income generation activities on the basis of local resources and skills, and means of improving financial and institutional linkage with other service providers.

Micro-planning is to be an empowering process which would help JFMC 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, and sustainable forest management. The Micro-plan shall guide the JFMC and Forest Department 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 prioritised by the JFMC.

2.4. Approaches for Micro-plan Preparation:

2.4.1. Geographical Inclusion

Area of the respective village 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, 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 JFMC level shall be selected to realize the efficiency of project implementation and achieve substantial project impacts.

2.4.2. Socio-Economical 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 women, destitute, disabled etc. will be duly considered during the planning process.

2.4.3. 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. Village Micro-plan Work Group (VMWG) will be constituted there with about 10 members (50% women) drawing representatives from Village Council Member, JFMC Chairman and Secretary, Jhum farmers, Women Group, SHG office bearer, Youth Group, Gaon Bura and Church leaders.

2.4.4. Participation

The micro-plan will be prepared by the JFMC with the help of Field NGO and FMU personnel. Participation of primary stakeholders in planning process is to be ensured at all stages of planning processes. A Village Micro-plan Working Group(VMWG) with about 10 members (50% women) will be constituted drawing representatives from Village Council Member, JFMC Chairman and Secretary, Jhum farmers, Women Group, SHG office bearer, Youth Group, representative from User Groups within JFMC and village elders (Gaon Bura) will steer the process of micro-planning. The VMWG should represent members from all the khels of the village. Furthermore, the Women Self Help Groups at JFMC 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 is to be ensured to explore the possibilities of Inter-sectoral convergence.

2.4.5. Institutional Strengthening and Capacity Building

Institutional strengthening at the community level & Capacity Building of Primary Stakeholders (JFMC) 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. Thus, the JFMC members are to be sensitized thoroughly on the micro-planning processes and to make them realise the importance of micro-planning. The capacity of the JFMC members, Women Self Help Groups, Community Mobilisers, FNGO staff etc., shall be strengthened adequately before commencing the micro-planning processes.

2.4.6. 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 the very 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 members (Women JFMC members, SHG Leaders, Women Members of FNGO) of the JFMC will be associated from the beginning of the planning process to capture their concerns and issues and this will be reflected as gender action plan of the JFMC. Women Extension Workers from Health Department, Teacher and other government officials may be associated to facilitate the micro planning process in the village.

2.4.7. Flexibility

The micro-plan will be flexible; meaning thereby that there will be a 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. More over the micro-plan shall be revisited after the completion of 3rd year to make the plan comprehensive and need based.

2.4.8. Adaptive

Existing Micro-plans, if any, of other line departments, may be reviewed and integrated in the holistic plan of the respective JFMC. The Annual Plan of the JFMC 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 that currently exist in the village. It would provide a synergy of results for holistic development.

2.4.9. 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.

2.4.10. Environmental and Social Consideration

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 people, and all other groups in the village 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.

Advantages of Participatory Approach for Preparation of Micro Plan

The micro-plan should be developed with the help of the villagers using participatory approach of PRA exercise keeping in view the availability of resources in the NFMP. 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

3. Focus of Micro Planning

3.1. Sustainable Forest Management

Sustainable forest management in JFM mode includes Jhum Agroforestry (JAF) Model (Agroforestry during cultivation period), Jhum Fallow Forestry (JFF) Model applicable to active recent fallow/ open fallow (Agroforestry during Fallow period), Jhum converted to Forest (JCF) Model applicable to Jhum Fallows (which have been already abandoned or proposed to be discontinued by the community decision, will be put under permanent forestry), Jhum conversion to Conservation Area (JCC) Model (to be undertaken on discontinued Fallow-degraded/ Open Forest) and Protection or Expansion of existing Community Conservation Areas (PEC) Model(applicable to area where communities have already initiated community conservation, to recognize and incentivise sustainable and equitable conservation).

3.2. Livelihood Improvement

To uplift the economic condition of the rural poor, income generating activities will be taken up in the villages through Self Help Groups in the target JFMCs. Normally, three SHGs will be formed in the village and funded under the project. Each SHG will be provided a Revolving Fund of Rs. 50,000/- to be refunded back with interest to JFMC within 18 months. Additional revolving fund in the name of *Challenge Fund* will be provided to 10 % of the better performing SHGs (55 SHGs) to enhance their group's business. The amount of challenge fund not exceeding Rs. 72,000/-will be provided as working capital to such SHGs. Micro-plan prepared for each JFMC 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.

3.3. Capacity Development

In order to enable the community for effective project implementation capacity building of communities will be taken up at different levels. It includes training, exposure visits etc. which will be carried out as per the training master plan developed based on Training Need Analysis. Apart from various technical and managerial trainings on the implementation strategy and other matters, it also includes gender mainstreaming training. Capacity development of the members of the JFMC and those of the SHGs will be carried out both for administrative and technical matters in the project implementation.

Table 1: Capacity Building Activities

Types of Institution	Types of Training/ Capacity Building Activities
JFMC	• Re organization of JFMC • Orientation on Micro-planning • Documentation and Record Keeping • Forest protection and Management • Sustainable biodiversity Management • Institution Development • Social Audit • Community disaster management • Workshops
Community Mobilisers	• Role of Community Mobiliser and other stakeholders • Orientation on Micro planning and convergence • SHG and IGA

3.4. Inter Sectoral Convergence

Under NFMP, 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 JFMC under NFMP is to be holistic and addresses wider need of the forest dependent communities. Therefore, the micro-plan at JFMC 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 PMU, DMU, FMU, and at village level to ensure interssectoral convergence, while implementing NFMP.

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 the 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 JFMC level would be forwarded to DMU through FMU.

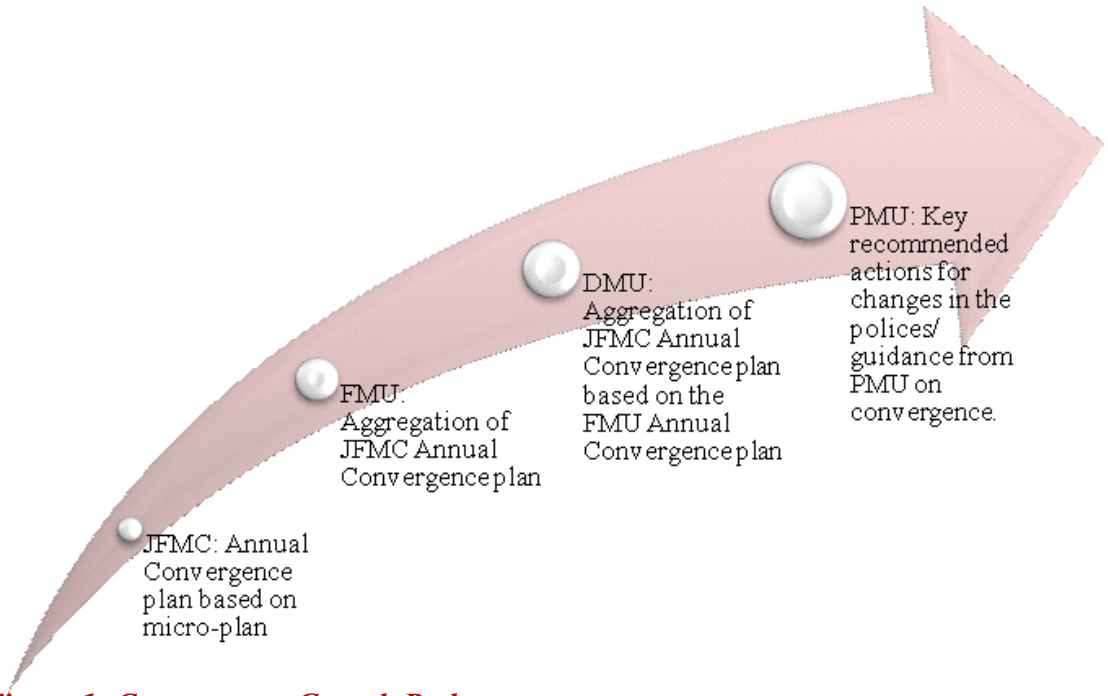


Figure 1: Convergence Growth Path

4. Process of Micro Planning

4.1. Preparatory actions for micro-planning

Mobilizing and organizing 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 organizing them in various institutions are the first step before the formal planning process starts. These community mobilization processes are initiated through confidence building measures by funding the communities to start small activities which helps them in conceptualizing 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.

Community Mobilization and Sensitization

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 discus, debate and consent. Under EPA, small infrastructure related activities are being selected by the communities, based on their immediate felt need.

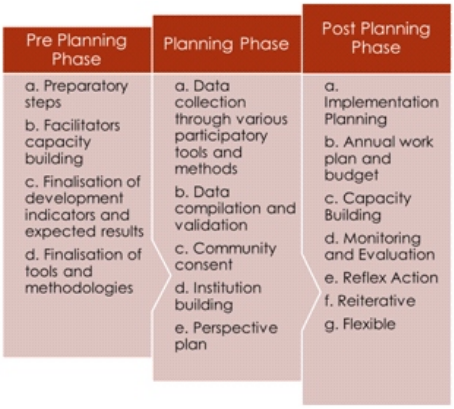
selection of the entry point activity should be made in a manner whose results are visible quite early to the communities. Some examples of such activities are storage structure cum community hall, JFMC office cum meeting Hall, provision of drinking water, water harvesting structure, rest shed, market shed, solar light, 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 pre-requisite 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 need to be understood both by the communities as well as the front line staff. At the same time, under the Nagaland Forest Management Project (NFMP), 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 designated community forest area through JFM approach. A perspective 5 year 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.

4.2. Phases of Micro-Planning

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.



4.2.1. 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, FNGO team members and Community Mobilisers. 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.

4.2.2. 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.

Participatory Rural Appraisal (PRA) Exercise

During the planning phase, the community institution building is the major activity. These institutions include Joint Forest Management Committee (JFMC), Executive Committee of the JFMC, 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 pre-planning 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 five years for the village.

4.2.3. 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 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 help bothcommunities and the facilitators to understand about the year-planned, and accordingly the fund requisition and management of technical support will be planned. These annual plans help in ensuring timely fund flow to the community institutions and utilization of the same.

Meeting with the stakeholders during Post Planning Phase

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. 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.

4.3. Steps during the Micro Planning

The Micro-Plan will be prepared by JFMC members with the help of FNGO and FMU staff in coordination with line departments to explore the possibilities of inter-sectoral convergence. Steps to formulate the micro plan are given below:

Step 1. Preparation	*Formation of working Group (JFMC Leaders, FMU Staff, FNGO Staff, Community Mobilizer, Village Council representatives and representative from User Groups within JFMC etc. *Orientation of JFMC, Working groups, Community Mobilizers, FNGO *Formaation of Women Working Group *Capacity building of the Micro-plan preparation team *Review of existing micro-plan of the village, if any
Step 2. Preparation	*Socio-economic profile of the village *Focus Group Discussion *PRA Ecercise
Step 3. Synthesis of data and perspective	*Perspective plan on Village Develop[ment and Forest Management *Consultation with different stake holders: JFMC members, Village Council members, NGO, Line Departments etc.
Step 4. Drafting & Review of Micro Plan by JFMC General body and Approval	*Women's perspective is shared to Micro-plan working group *FNGO ensures that women perspective is incorporated in the Micro-plan *Scheme/programmes relavent to the need of the community are identified
Step 5 . Submission of Micro-Plane to DMU for approval	*The plan will be submitted to DMU through PMU for approval
Step 6 . Circulation of Micro-Plan	*The Micro-Plan will be shared with JFMC, Village Council, FMU and DMU

Figure 2: Micro Planning Steps

JFMC will prepare a village perspective plan for 5 years. The micro-plan 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 FNGO. The perspective plan will include broad areas of village development, poverty reduction and livelihood enhancement. The forest treatment will emphasize on sustainable forest management. The annual plan of JFMC will form the basis for convergence with other programmes, schemes and opportunities. The FNGO will facilitate the process of planning with the support from FMU:

Step 1: Preparation

- JFMC members are to be sensitized on importance of formulating perspective Micro Plan for five years in a participatory manner.
- Working group will be formed taking JFMC leaders, FMU staff, FNGO staff, Community Mobiliser, Village Council representatives, Representative from user group, SHG members.
- 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 JFMC members, Active SHG Members, Women members of FNGO, Women extension Workers from Health Department, Teachers etc. is 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.

Sensitization of women working group

- Existing micro-plans, if any, 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 FNGOs and the JFMCs 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, man-animal conflict, forest development plans
- Vision of overall village development plan and key recommendations

Step 3: Synthesis of data and perspectives

- The FNGO have the key responsibility to compile the findings from different FGDs.
- The FNGO to use the formats /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 JFMC and to identify the issues, challenges, and concerns etc. For formulating the micro-plan.
- The FNGO to ensure participation of the representatives of line departments during the planning process.
- The FNGO 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.

Step 4: Drafting the Micro-plan

- The synthesized maps prepared from the above exercises will be refined by the FNGO and the working group and the final map is to be presented in the JFMC 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 and the proposed perspective plan will be shared with JFMC.
- The Perspective Plan & Annual Plan for the JFMC is drafted.
- The draft plan is placed before the Executive Committee of JFMC for comment.
- Comments are incorporated by the Working Group.

Step 5: Review & Approval by JFMC

- The whole plan and the perspectives will be examined by the JFMC General Body members, Village Council members and other local functionaries etc. before approving the micro-plan document. With the approval of the JFMC, 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 JFMC level, it will be forwarded in 4 copies 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 JFM Guidelines approved by the Forest Department of Nagaland and JICA guidelines.
- The DMU should prepared the list of interventions which have the scope of convergence (if any) with other government departments/ schemes. The same shall be presented before the DAC for discussion and approval for seeking funding from other government departments/ schemes.
- Further the DMU submits the micro plan to the concerned Conservator of Forest for seeking approval of the micro plan. The copy of the approval letter from the CF shall be attached to the micro plan.

Step 7: Circulation of Micro Plan

- After the approval of the micro plan from the Conservator of Forest, three copies of micro-plan will be sent back to JFMC.
- The approved plan will be shared with FMU, Village council and JFMC.

4.4. Post planning activities and preparation of implementation plan

The Post Planning Activities include 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 JFMC, annual plan shall be prepared with budget. The annual plan will be forwarded to the FMU who in turn will submit it to DMU. The DMU will compile the micro-plans of various JFMCs under the project and submit the AAP to PMU. There will be two key sources to support the budget *i.e.* NFMP and other schemes, provisions and programmes of line departments. 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 line departments. The plan of resource mobilization and convergence should be defined for each key activity.

4.5. Revisit of Micro-plan

There is a provision of revisiting the micro-plan during 4th year under each Batch wherein JFMC would make necessary arrangements to ensure realization of the plans including capacity building within JFMC and institutionalize the planning, networking and fund-raising process at the JFMC level within 3- 4 years so that the JFMC 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 is re- examined with the help of external resource persons like Community Mobilisers, Team members of FNGOs, FMU Staff.

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 FNGO, FMU staff, and the selected persons from the concerned village. The Micro-plan Working Group and Women of Working group of the respective JFMC 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 JFMC. The draft revisit micro-plan will again be placed by the working group of the Executive Body before the General Body of JFMC for approval. The subsequent process of approval will be same as that of approval of micro-plan.

4.6. General Flow of the Micro Plan Formulation

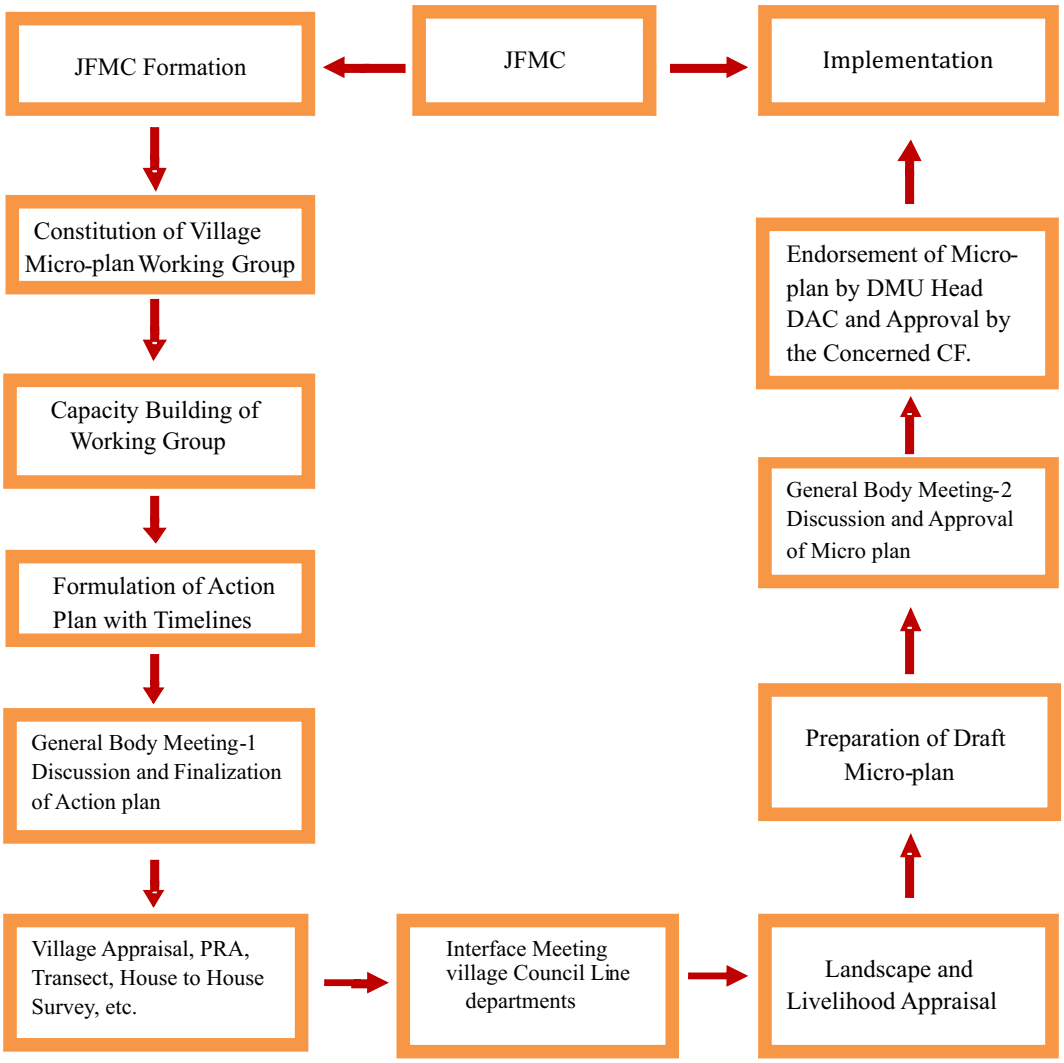


Figure 3: Flow chart of Micro-planning

4.7. Preparatory Works at Village Level

i. Joint Forest Management Committee (JFMC) will be formed at the village level as per the State JFM Resolution.

ii. Thereafter, Village Micro-plan Work Group (VMWG) will be constituted there with about 10 members (50% women) drawing representatives from Villae Council Member, JFMC Chairman and Secretary, Jhum farmers, Women Group, SHG office bearer, Youth Group and Church elders.

iii. The above activity will be facilitated by the Forest Officials under the supervision of FMU Head/ Range Officer.

iv. Capacity building and orientation of the VNMG for preparation of Micro-plan by the NGO team engaged under NFMP

v. The Village Micro-plan Work Group will develop action plan with time line and responsibilities.

4.8. Pre- requisites for Micro-planning

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

- JFMC Formation process is complete.
- Indicators to show that JFMC formation has been completed are
  - ✓ JFMC has been registered with the DMU Officer
    - o Registration number state unique code can also be used
  - ✓ JFMC member list is completed and made available to the working group
  - ✓ JFMC Executive committee has been constituted and approved by the General Body of the JFMC
  - ✓ Working groups for micro-plan have been constituted
- Identification and Resolution of all possible conflicts
- Survey and demarcation of treatment area will be completed during the micro-plan preparation. But Base maps of the village of 1:5000 scale will be provided by DMU to the working group for micro-plan before the micro-plan activity is taken up. These maps should include:
  - ✓ Base/Location Map having Geo-coded database of village locations, Stock map as baseline, Base/Location Points (preferably Bench marked Pillars) and different forest and administrative boundaries and JFMC areas using GPS Location.
  - ✓ Landscape and vegetation cover and topographic details having Land use, Land cover Vegetation type, Crown density, Standing biomass.
  - ✓ Soil-Hydrology-Vulnerability Map with Aspect, Slope class, Soil type, Geology, Hydrology, Rain fall, Vulnerability to land-slides etc.

The detail description of the maps is given in ***Annexure-III.***

Village Social Maps are to be prepared with the help of community members in the village during PRA exercise. Hand Made Interventions on the 1:5000 Hardcopy map showing village infrastructure school, health centre, roads, community centre, post offices, market etc., Community institutions Clubs, SHGs etc.; Habitation location of houses with House numbers, Social category, Economic status (poorest, poor, average, better off), Type of house, Any other significant information; Location of different hamlets Number of households, JFMC members; Social and Religious organizations NGOs, Worship committees, Church committees, Education and Health committees

- Micro-plan booklets are to be kept in readiness for reference and filling in
- Information from secondary sources to be obtained
- Secondary sources
  - ✓ Forest department

- ✓ Other line departments/ institutions
- Education / Health / Agriculture / Horticulture / veterinary etc.

5. Preparation of Annual Action Plan

5.1. At JFMC level

The annual plan prepared by JFMC with the help of FNGO should include the activities to be taken through convergence. Efforts should be made to integrate the relevant development schemes and programmes of different line departments to make the micro-plan comprehensive and need-based. JFMC, in consultation with Village Council, should include activities like MGNREGS, Social Security, Food security, rural housing etc.

5.2. At FMU level

FMU Officer with the help of FNGOs will compile annual action plan of various JFMC in the Range and identify the priority activities for convergence and also engage with other line department to facilitate convergence.

5.3. At DMU level

District level Advisory Committee (DAC) meeting of NFMP will be held in every quarter. The DMU Officer, will prepare a DMU level convergence plan by compiling the recommendations from FMU and will route this plan though DAC to facilitate convergence.

5.4. 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.

5.5. Role Responsibility Accountability Matrix

Table 2: Responsibility Matrix

Institution	Responsibility	Accountability
JFMC	✓ To develop micro-plan for 5 years with the support of FMU, FNGO & Community Mobilizers ✓ To formulate annual plan and convergence plan. ✓ Re-visit the micro-plan during 4th year	To Community and Project (FMJ/DMU)
Micro-planning working group	✓ To steer the process of preparing micro-plan and annual plan. ✓ May require to consult the representaative of line departments for preparation of convergence plan	To JFMC, FNGO, FMU
Women Working group	✓ 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	ToJFMC, FNGO, FMU

	activities to be integrated in the micro-plan	
FNGO	✓Sensitize the JFMC 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 JFMC 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 JFMC level ✓Shall assist the JFMC for involvement of line department representatives in micro planning process in ensuring inter-sectoral convergence	FMU & DMU
Community Mobilizers	✓Assist FNGO & FMU in sensitizing the JFMC 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 JFMC ✓Re-visiting the micro-plan ✓Consultation with line department officials at village level for Convergence plan	JFMC, FNGO & FMU
FMU	✓Ensure that Working Group, Women Working groups are formed ✓Ensure that JFMC members and other groups are sensitized on preparation of 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 finalizing 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
Representative of line Department	✓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 JFMC	Respective Department

Section II

6. Format of Micro-Plan

The plan should also capture the village socio-economic situation, focusing infrastructure and other development indicators. The micro-plan shall include the forest and land-use scenario of the area in the JFMC jurisdiction and would identify challenges and opportunity for forest development. The twin aims of the Project are restoration of forests along with livelihood improvement as an inclusive process to natural resource development. The plan therefore would develop a livelihood support for the villagers where both individual and groups can be supported to enhance income. The Chapter wise description is given below and, the formats to be used for the Micro-plan are given in Annexure II.

Content	Brief Description
Cover Page	The cover page should have the name of village, Range and Division. A photograph of village may be put in the centre of the cover page. Period of Micro-plan (5 years) should be mentioned at the bottom along with the starting and ending financial year ofthe project.
Chapter 1	**Basic Information about the Village:** Static, trend and dynamic information about village including demography, socio-economy, agriculture, forestry, livelihoods, food security, health and sanitation, institutions, infrastructure, dependence Annexure: PRA Maps and diagram, Household table as per social map with wealth rank.
Chapter 2	**Historical Timeline:** Time line is used to explore the temporal dimension from a historical perspective. It captures the chronology of events as recalled by the community. It is drawn as a sequential aggregate of past events and provides the historical landmarks of a community individual or institutions. It is not history as such but events of the past as perceived and recalled by the people themselves.
Chapter 3	**Landscape Appraisal**: Detail information about landscape elements (land uses), trends, production, biodiversity, natural resources management, governance norms and institutions etc. along with current practices and indigenous knowledge around tree and forest management in different landscapes.
Chapter 4	**Landscape and Livelihoods Analysis**: Analysis of the information on resource availability, dependency and requirement for equitable and sustainable development through use of analytical tools. This chapter will have 4 subsections viz. Landscape Situation Analysis. Livelihoods Analysis, Village Infrastructure Development Analysis, Institutional and capacity Analysis.
Chapter 5	**Village Biodiversity Register with documented Local Ecological Knowledge around Forest Management:** Documentation of the species distribution along landscapes, village case study/stories of biodiversity

Content	Brief Description
	conservation, local knowledge about species use as well as documentation of traditional practices on indigenous knowledge around tree and forest management.
Chapter 6	**Forest Fire Prevention and Management and Climate Change Action Planning:** Participatory Assessment of listing of past and potential Fire incident and hazards, and evidences of climate change; delineation of threats and vulnerabilities due to changing climate and the local adaptation strategies and on-going developmental interventions to address them; planning for community-forest Fire Prevention and Control and climate change adaptation activities through project and convergence.
Chapter 7	**Village Comprehensive Plan:** Five-year plan of the village with detailing of activities, units, budget-estimate (listing whether a particular activity will be funded by the project or will be implemented through convergence, indicating potential line department/other agency along with concerned project/scheme), responsibilities and time line, aligned as per project components. The Plan subsections will be **I. Village Development Plan:** Community asset/infrastructure activities through EPA components/convergence; health /sanitation/alternate energy activities through Basic Human Needs component/Convergence. **II. Landscape Improvement Plan:** Landscape interventions on active/discontinued jhum land, forest reserve/CCA, bamboo blocks, homesteads etc. Will include nursery, soil moisture conservation and protection activities; scope of clustering around jhum and CCA. **III. Livelihoods Improvement Plan:** Group and individual based income generation activities. Scope of clustering and development of community based micro-enterprises. **IV. Capacity/Skill Building Plan:**
Chapter 8	This section will have five annual plans. These will be reviewed every year and refined.
Chapter 9	This section will have five Annual Progress Reports which will be filled up every year to document the progress made as per plan.

6.1. Chapter 1: Basic Information About The Village

A. Administration and Demography

- Name of Village : .....
- Name of JFMC : .....
- Name of Forest Range/FMU : .....
- Name of Forest Division/DMU : .....
- Name of Development Block : .....
- Name of District : .....
- Name of Police Station : .....
- Name of nearest Health Centre : .....
- Name of nearest Bank : .....
- Name of nearest Town : .....
- Number of Households : .....
- Total Population : .....
- Population Detail : .....

No of Household	Adults			Children (Below 18 years)		
	Male	Female	Total	Male	Female	Total

- JFMC Membership :

No of Household	Adults		
	Male	Female	Total

B. Socio-Economic Profile : Occupational Profile (Abstract of House to House Survey):

i. Distribution of Farm Households (Numberof Household)

S. No.	Category	Agricultural Land Area (Hectare)	No. Of Households
1.	Marginal		
2.	Small		
3.	Medium		
4.	Large		
Total			

ii. Profession (Number of Households)

S. No.	Type Category	No. Of Households
1.	Traders/Business/Shop Owners	
2.	Agriculture	
3.	Government Service (No. Of Persons)	
4.	Dairy Farmers	
5.	Poultry Farm Owners	
6.	Piggery	

S. No.	Type Category	No. Of Households
7.	Artisans	
8.		
9.		
10.		
11.		

Category Very poor	Income (Rs. Per year)	No. Of Households	Percentage Of Households
Poor			
Moderaately poor			
Well-off			
Total			

iii. Assets

i. Number of households with
   a. Thatched roof :.....
   b. Tin roof non-brick House :.....
   c. Tin Roof (Brick) house :.....
   d. RCC roof : .....

ii. Number of HH owning motorbikes : .....

iii. Number of HH owning cars : .....

iv. Number of HH owning heavy Vehicles: .....

v. Number of HH having mechanised farm implements: .....

C. Agriculture

i. Land Holding Pattern

a. Total land area(Approx.) : ..... Ha
b. Community land : ..... Ha.
c. Private land : .....ha.

	Jhum Cultivation	Wet Terrace Cultivation	Horticulture
No. Of			
Families/Households			
Area of Land (H.)			
Total			

ii. Irrigated Area

- Rain-fed : ..... ha.
- Irrigated : ..... Ha.

iii. Agricultural crops

Crop production profile of the village

Name of Crop	Area (Ha)	No. Of Household	Average Yield per Ha (Quantals)	Approx. Total Production (Quantals)

iv. Livestock population of the village (write total number)

Animals	Numbers
Bullock	
Cow	
Buffalo	
Mithun	
Goat	
Pigs	
Local Poultry	
Farm Poultry	
Other animals,please specify.....	

D. Village Infrastructure/Institutions

Type of Infrastructure/Amenity	No. Quantity	Condition (Good/Depilitated)	In use (Yes/No)
Primary School			
Medium School			
High School			
Higher Secondaary			
College			
Primaary Health Centre			
Hospital			
Angawaadi Centre			
Veterinary			
Dispensary/Hospital			
Village Council Hall			
Community Hall			
Revenue Office			
Police Station			
Forest Office			
Post Office			
Bank			
Bus Facility			
Public Water Supply			
Any other			

E. Market Facility

For Purchase	Location	Distance from village if in other village
Grocery Shop		
Public Distribution		
System Centre		
Weekly Market		
Other (Specify)		

For Sale

For Sale of	In village itself (Yes/No)	In weekly Market (Name of Market	Local Town (Name of Town)
Agriculture Produce			
Vegetables			
Wooden Poles / Bamboo			
Fuel Wood			
NFTP			
Milk, Poultry			
Handicrafts/Bamboo basket etc			
Other products, specify			

F. Dependency for Water / Energy

i. Water Resources facility

Water Source	Quantity (Nos.)	Water Availability (perennial/season)	Uses (Domestic/Irrigation/Fishery
Spring			
Shallow			
Ringwell			
Borewell			
Pond			
Dam			
Irrigation Canal			

ii. Energy Consumption

Type of Fuel	No. of Households dependent	No. Of Months Dependent	Source (Local/Outside the village)
Fuel wood			
Liquified Petroleum Gas LPG			
Kerosene Stove			
Gobar/Biogas			

iii. Status of Electrification

Category	Quantity/No. Of Households
Commercial Connection	
Domestic Connection	
Street Lights	
Agricultural Purpose	

6.2. Chapter 2: Landscape Appraisal

A. Land Holding Pattern

a. Total land area(Approx.) : ..... Ha
b. Community land : ..... Ha
c. Private land : .....Ha
d. Government Land : .....Ha

B. Boundary Description

a. **North** : .....
b. **East** : .....
c. **South** : .....
d. **West** : .....

C. GPS Coordinates of the Village Boundaries (At least 8 Major Points)

S. No.	Point Description	Latitude (East)			Longitude (North)		
		Degree	Minute	Second	Degree	Minute	Second
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

**Note: This information together with the village boundary demarcation on topo-sheets during micro-plan preparation will be used to generate google earth images, final topo-sheet, maps having different attributes such as forest cover, aspect, slope, watershed etc. Hence, FMU and DMU are required to check the correctness of GPS readings.*

D. Status of Land

S. No.	Types	Quantity (Nos. As applicable)	Approx. Area (Ha)
1.	Human Settlement/Habitation Area		
2.	Wet Terrace Cultivation		
3.	Current Jhum-land		
4.	Fallow Jhum-land		
5.	Reserved Forests (As per Nagaland Forest Act 1968)		
6.	Protected Forests (As per Jhum-land Act 1970)		
7.	Community Reserved (notified by Government)		
8.	Community Reserves (not notified by Government set aside by community)		
9.	Forest Department Purchased Land		
10.	Un-Classed Community Forests		
11.	Un-Classed Private Individual Forest		

E. Forest Cover

S. No.	Category	Area (ha)	% of Geographical Area
1	Very Dense Forest (canopy > 0.7)		
2	Moderately Dense Forest (canopy 0.4 to 0.7)		
3	Open Forests (canopy 0.1 to 0.4)		
4	Scrub		
5	Non-Forest (canopy < 0.1)		
Total			

F. Status of Jhum/ Shifting Cultivation

i. No. of Families Practicing Jhum : .....

ii. Average Area Cultivated by each Family : .....

iii. Total Area under Jhum Cultivation : .....

iv. Trend of Jhum Cultivation : .....
(Increasing/Decreasing in area)

V. Jhum Cycle:

1. In past (Years) : .....
2. Present (Years) : .....

G. Short Description of Traditional Forest Management

.....
.....
.....
.....
.....
.....
.....
.....

H. Status of Joint Forest Management

Name of existing JFMC: .....

Type of Work		Year of Advance Work		Area Covered (Ha)
Artificial Regeneration				
Mixed Plantation				
Assisted Natural Regeneration				
Bamboo Plantation				
Medicinal Plant Plantation				
Fodder Plantation				

Type of Work	Year of Advance Work	Area Covered (Ha)
Mixed Plantaation		
Aassisted Natural Regeneraation		
Bamboo Plantation		
Medicinal Plant Plantation		
Fodder Plantation		

I. Name of Rivers and Streams in the Village Jurisdiction Area

i. ……
ii. ……
iii. ……
iv. ……
v. ……
vi. ……

J. Name of Lakes in the Village Jurisdiction Area

i. ……
ii. ……
iii. ……
iv. ……

K. Name and Description of Important historical/cultural heritage sites/tourist sites in the village jurisdiction area.

S.No.	Name of Site/Place	Significance of the site/Place

L. Composition of existing crop: (use local as well as botanical names)

i. Major Tree species

S.No.	Local Name	Botanical Name

S. No.	Local Name	Botanical Name

ii. Associates

S. No.	Local Name	Botanical Name

iii. Shrubs

S. No.	Local Name	Botanical Name

iv. Bamboo

S. No.	Local Name	Botanical Name

6.3. Chapter 3: Landscape And Livelihood Analysis

A. Landscape Situation Analysis

i. Land Degradation level (Low/Medium/High) : .....
ii. Soil erosion status (Low/Medium/High) : .....
iii. Number of Landslides in last 3 years : .....
iv. Summer Temperature Trend (Increasing/Decreasing) : .....
v. Winter Temperature Trend (Increasing/Decreasing) : .....

B. Livelihoods Analysis

i. Agriculture

Constraints/ Problem	Reasons	Opportunities/ Possibilities	Programme/Plan
Low Production			
Marketing			
Storage & Processing			

Reasons/Constraints: *May be because of tough hilly terrain, Infertile soil, Rainfall Problem, Pest Attack, Lack of Irrigation, Lack of Agriculture Machines, Lack of high yielding variety seeds, No nearby Market, high transportation cost etc.*
Opportunities/ Possibilities: *Land development (bunding/terracing etc.), Crop diversification, Minor irrigation canals, co-operative marketing by SHGs etc.*
Programme/Plan: *Land Development, Vegetable Cultivation, crop diversification, use of farm yard manure/composts, promotion of seed bank, development of processing centres, facilitate/strengthen marketing system.*

Constraints/ Problem	Reasons	Opportunities/ Possibilities	Programme/Plan
Low Production			
Marketing			
Storage & Processing			

Reasons/Constraints: *May be because of tough hilly terrain, Infertile soil, Rainfall Problem, Pest Attack, Lack of Irrigation, Lack of Agriculture Machines, Lack of high yielding variety seeds, No nearby Market, high transportation cost etc.*
Opportunities/ Possibilities: *Land development (bunding/terracing etc.), Crop diversification, Minor irrigation canals, co-operative marketing by SHGs etc.*
Programme/Plan: *Land Development, Vegetable Cultivation, crop diversification, use of farm yard manure/composts, promotion of seed bank, development of processing centres, facilitate/strengthen marketing system.*

ii. List of 5 Potential Horticulture Crops in terms of Production & Marketing

a. .....
b. .....
c. .....
d. .....
e. .....

iii. List of 5 Potential Horticulture Crops in terms of Processing (Pickle/Achar Making)

a. .....
b. .....
c. .....
d. .....
e. .....

iv. Livestock

Sector	Constraints/ Problem	Reasons	Opportunities/ Possibilities	Programme/Plan
Dairy	Low Production			
	Marketing			
Piggery	Low			
	Production			
	Marketing			
Poultry	Low Production			
	Marketing			

Reasons/Constraints: *May be because of Lack of high yielding breeds/varieties, No nearby Market, high transportation cost, high cost of feed etc.*
Opportunities/ Possibilities: *cooperative purchase of seed stock and feeds, breeding stock in the village, cooperative marketing, explore local feed source and their cultivation.*
Programme/Plan: *promotion of breeding, synchronised bulk purchase of feeds and rearing stock, and development of processing centres development of fodder plots/cultivation, facilitate/strengthen cooperative marketing system, micro-credit.*

v. Non-Timber Forest Produce

Constraints/ Problem	Reasons	Opportunities/ Possibilities	Programme/Plan
Low Collection			
Marketing			
Storage & Processing/Value			

vi. List of 5 Potential NTFP Species for trade, processing etc.

S. No.	Local Name	Botanical Name	Use	Parts Used	Availability (Abundant/Moderate)
1					
2					
3					
4					
5					

vii. Availability and Trade of Bamboo Species

S. No.	Local Name	Botanical Name	Availability (Abundant/Moderate)	Whether exported from the village to outside market
1				
2				
3				
4				
5				

C. Village Infrastructure Development Analysis

1. Roads:

i. Road Connectivity

a. Is the village connected by Road (Yes/No): .....

a. Condition of Village Approach Road :.....
b. Nature of Road :.....
c. (Cement Concrete/Black-topped/ WBM/others): .....
d. Condition of Village Approach Road : .....
e. (Good/Minor Repair Required/ Major Repair Required):.....
.....

ii. Nearest National Highway (including No./ Name):.....
.....

iii. Distance of Village from National Highway (km) :.....
.....

iv. Nearest State Highway (including No. /Name) :.....
.....

v. Distance of Village from State Highway (km) :.....
.....

2. Banking and Micro-Credit

a. Name of Banks in the Village :.....
b. Whether Micro-Credit Facility Available in the Village (Yes/No):.....

3. Telecom and Information Technology

Service	Availability (Yes/No)	Service Provider
Broadband Internet		
Mobile Phone Service		
Mobile Data Service		
Computers in the Village (No.)		----------

D. Institutional and capacity Analysis

i. STEP Analysis

The STEP analysis is conducted to get a detailed overview on what external factors determine the trends. It also helps to predict what might happen in the future. STEP basically an acronym stands for Social, Technological, Economical and Political.

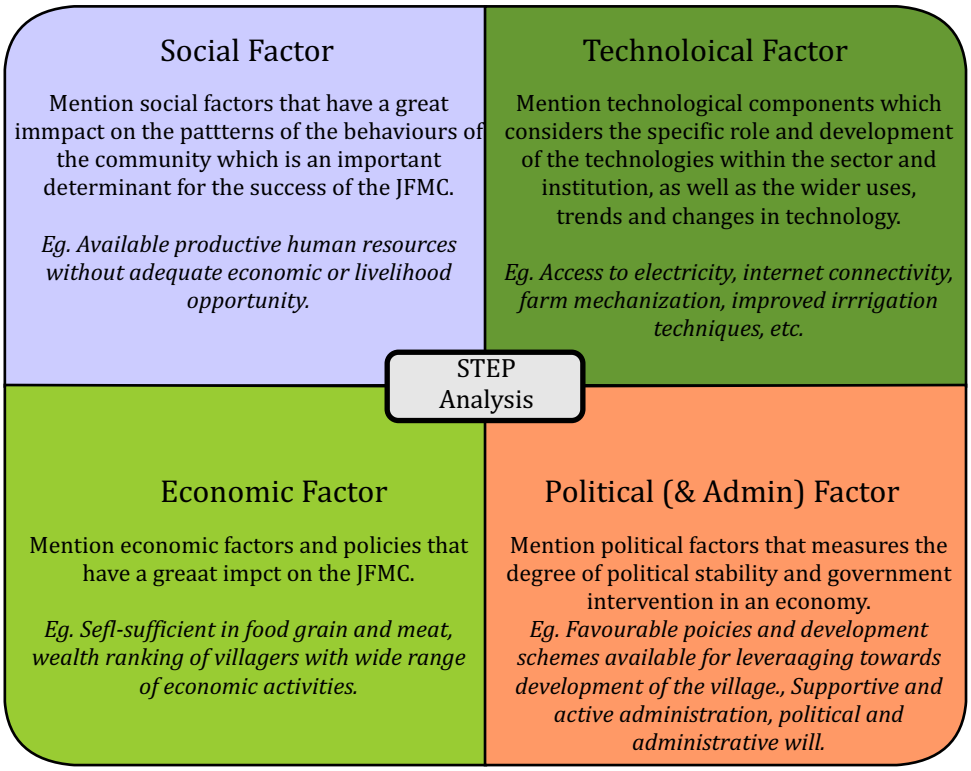


Figure 4: STEP Analysis framework

ii. SWOT Analysis

It is a tool used by an organization or an institution to study and identify its internal strengths and weaknesses of the institution, as well as external opportunities and threats.

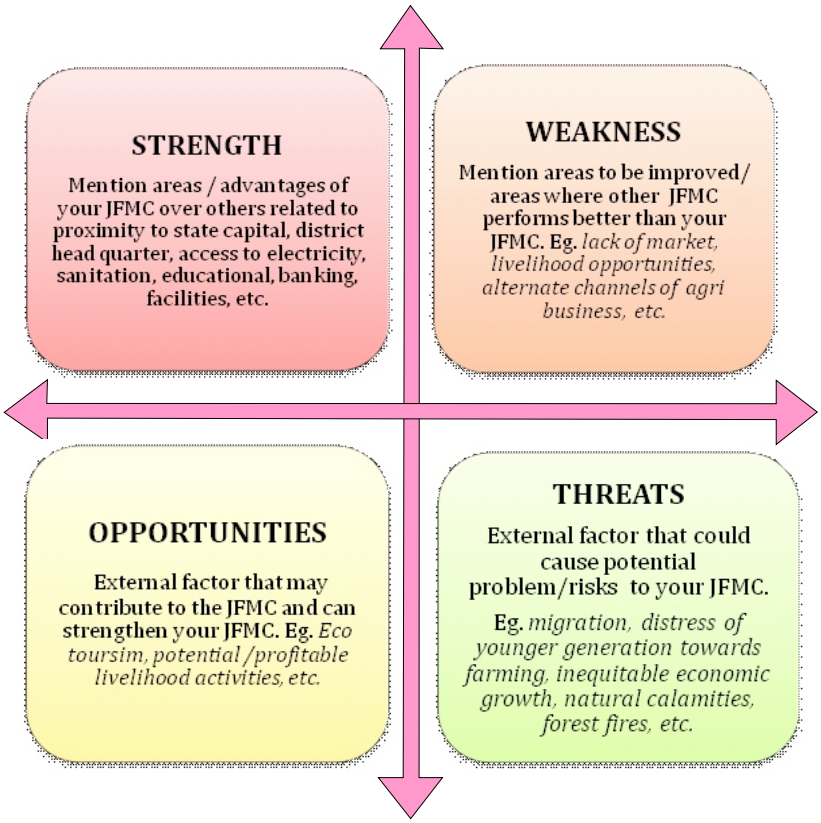


Figure 5: SWOT Analysis framework

6.4. Chapter 4: Village Biodiversity Register With Documented Local Ecological Knowledge Around Forest Management

AGROBIODIVERSITY

Format 1: Crop Plants

1. Crop	2. Scientific Name	3. Local Name	4. Variety	5. Landscape / Habitat	6. Approx. area shown	7. Local Status		8. Special features	9. Cropping season	10. Uses	11. Associated TK	12. Other details	13. Source of Seeds/Plants	14. Community/ Knowledge Holder
						Past	Present							
Rice	Oryza sativa		Veliyan	Lowland valleys		Plenty	Rare	Tall variety High yield Resistant to drought, flood, pest & diseases		Food Fodder Roofing Fuel	Provides more energy	Suitable for "Valicha" cultivation		Kurichiya Kuruma W. Chetty

Format 2: Fruit Plants

1. Plant	2. Scientific Name	3. Local Name	4. Variety	5. Landscape / Habitat	6. Local Status		7. Source of Seeds/Plants	8. Season of Fruiting	9. Associated TK	10. Uses	11. Other details market / own use	12. Community / Knowledge holder
					Past	Present						

Format 3: Fodder Crops / Species

1. Plant	2. Scientific Name	3. Local Name	4. Landscape / Habitat	5. Local Status		6. Source of Plants / Seeds	7. Associated TK	8. Part Used	9. Other details	10. Community / Knowledge holder
				Past	Present					

Format 4: Weeds

1. Plant	2. Scientific Name	3. Local Name	4. Affected crop	5. Impact	6. Landscape / Habitat	7. Local Status		8. Uses if any	9. Management options	10. Associated TK	11. Other details like exotic	12. Community / Knowledge holder
						Past	Present					

Format 5: Pests of Crops

1. Host	2. Insect / Animal	3. Scientific name	4. Local name	5. Habitat	6. Time / season of attack	7. Management mechanism	8. Associated TK	9. Other details	10. Community knowledge holder

WILD BIODIVERSITY

Format 18: Trees, Shrubs, Herbs, Tubers, Grasses, Climbers etc.

1.	2.	3.	4.	5.	6.		7.	8.	9.	10.	11.
Plant Type	Local Name	Scientific Name	Habit	Habitat	Local status		Commercial / own use	Part collected	Associated TK	Other details	Community Knowledge Holder
					Past	Present					

Format 12: Medicinal Plants (Herbs, Shrubs, Trees etc.)

1.	2.	3.	4.	5.	6.	7.		8.	9.	10.	11.	12.
Plant Type	Local Name	Scientific Name	Variety	Landscape/ Habitat	Source of plant/seeds	Local status		Uses (usage)	Part used	Associated TK	Other details market/own use	Community/ Know. Holders
						Past	Present					

Format 19: Wild Plant Species of Importance

1.	2.	3.	4	5.	6.
Sl. No.	Local Name	Scientific Name	Variety	Importance (as economic, social, cultural etc.)	Status

Format 28: Wild Animals (Mammals, Birds, Reptiles, Amphibia, Insects, others)

1.	2.	3.	4.	5.	6.	7.		8.	9.	10.	11.	12.
Animal Type	Local Name	Scientific Name	Habitat	Description	Season when seen	Local Status		Uses (if any)	Associated TK	Mode of Hunting, collecting (if any)	Other details	Community/ Knowledge Holder
						Past	Present					

6.5. Chapter 5: Forest Fire Prevention And Management And Climate Change Action Planning

A. Measures Adopted by the Villagers to prevent Forest Fire/Offences:

.....
.....
.....
.....
.....
.....
.....

B. Rules made by the Village Council to prevent Forest fire/Offences:

.....
.....
.....
.....
.....
.....

C. If there are no written rules made by the village council to prevent forest fire, hunting etc, is the village council ready to make such rules? (Yes/No): .....

D. Forest Fire Incidents in the Past

S. No.	Year	No. Of Incidences	Approx. Area affected (Ha)	Possible Reason
1	2016			
2	2017			
3	2018			
4	2019			
5	2020			

E. Forest Offences in the Past :

S.No.	Year	Hunting	Forest Fire	Smuggling timber	others	Total
1	2016					
2	2017					
3	2018					
4	2019					
5	2020					

F. Penalties imposed by the village Council to forest offenders:

.....
.....

.....
.....
.....
.....
.....
.....

G. Areas most susceptible to Forest Fire (Name of Forest/Hillock etc):

a. .....
b. .....
c. .....
d. .....
e. .....
f. .....

H. Climate Change Indicators:

Parameter	Pattern	Pattern Observed
Rainfall Intensity	(increasing/decreasing/no change)	
Heavy Rainfall Days	(increasing/decreasing/no change)	
No. Of Non-Rainy Days during Monsoon	(increasing/decreasing/no change)	
Extreme dry season	(increasing/decreasing/no	
	change)	
Temperature	(increasing/decreasing/no change)	
Crop Damages due to unfavourable Rain/Temperature	(increasing/decreasing/no change)	

6.6. Chapter 6: Village Comprehensive Plan

A. Village Development Plan: Community asset/infrastructure activities through EPA components/convergence; health/sanitation/alternate energy activities through Basic Human Needs component/Convergence

i. Entry Point Activity (Water Harvesting/ Water Source Development/Supply)

S.No.	Name of Activity and location	No. Of Beneficiary Households	Priority Ranking	Total Amount Required (Rs.)	Cost Sharing by Members /Village Council (in cash or labour)	Fund Required from NFMP	Time for implementation (no. of months)

*Total Amount for Entry Point activity is **Rs.3.0 lakh** per village.

ii. Village Infrastructure Development Plan

Year	Type of Prioritized Activity	No. Of Beneficiary Households	Total Amount Required (Rs.)	Cost Sharing by Members /Village Council (in cash or labour)	Investment from other sectors by way of Convergence	
					Sector/Scheme	Amount
1st Year						

B. Landscape Improvement Plan:

S. No.	Type of Activity	Physical Target (Area in Ha)				
		1st Year	2nd Year	3rd Year	4th Year	5th Year
1	Jhum Agro-forestry (JAF)					
2	Jhum Fallow Forestry (JFF)					
3	Jhum Conversion to Forestry (JCF)					
4	Jhum Conversion to Community Conservation Area (JCC)					
5	Protection and Expansion of CCA (PEC)					
Total						

C. Livelihoods Improvement Plan:

i. Agriculture Development:

S.No.	Type of Activity	No. Of Farmers	Possible Funding through Convergence	Department/ Agency for Convergence

ii. Income Generating Activities:

Type of Activity	No. of Groups	No. of Individuals	Year of Implementation	Total Amount Required (Rs.)	Cost Sharing by Beneficiaries (Rs.)	Balance Amount Required from NFMP	Marketing Arrangement

a. Group Activities (through SHGs)

Type of Activity	No. of Individuals	Year of Implementation	Total Amount Required (Rs.)	Cost Sharing by Beneficiaries (Rs.)	Possibility of Convergence (Yes/No)	Department/ Agency for Convergence	Balance Amount Required from NFMP
Agriculture Kit							
Fruit Plan (Hybrid/Local)							
Piggery							
Poultry							
Others (Specify)							

b. Individual Activities

Type of Activity	No. of Beneficiaries	Year of Implementation	Total Amount Required (Rs.)	Cost Sharing by Beneficiaries (Rs.)	Possibility of Convergence (Yes/No)	Department/ Agency for Convergence	Balance Amount Required from NFMP
Fuel Saving Devices							
Health Care/ Camps							
Non-Formal Education							
Sanitation							
Others (Specify)							

c. Livelihood (Basic Needs) Support:

D. Capacity/Skill Building Plan:

i. Awareness Creation:

Type of Program	Year	Frequency	Targeted no. Of participants	Amount (Rs.)
Awareness program in Village				
Awareness program in				
Schools/Colleges etc.				
Consultancy workshops with				
various stakeholders				
Others (Specify)				

ii. Skill Development with Respect to potential Income Generating Activities:

Target Group	Type of Training Activity	Year	Targeted no. Of participants	Place of Training/Institute	Amount (Rs.)
SHG					
Individual FMC					
Members					
JFMC Executive					
Members					
Others (Specify)					

iii. Field or Exposure Visits:

S.No.	Type of Program	Proposed Places	Frequency	Targeted no. of Participants	Duration (No. of Days)	Amount (Rs.)

6.7. Chapter 7: Annual Action Plan

A. Annual Action Plan and Budget for Forest and Livelihood Development:

Component	Work Items	Period of Work		Target (Physical Area in Ha or Quantity in nos.)	Fund Required from NFMP
		Name of Month	Financial Year		
Entry Point Activity					
Landscape Improvement Plan	Jhum Agro-forestry (JAF)				
	Jhum Fallow Forestry (JFF)				
	Jhum Conversion to Forestry (JCF)				
	Jhum Conversion to Community Conservation Area (JCC)				
	Protection and Expansion of CCA (PEC)				
Income Generating Activities through SHGs					
Income Generating Activities through Individuals					
Livelihood (Basic Needs) Support					

Component	Work Items	Period of work		Target (Physical Area in Ha or Quantity in nos.)	Fund Required from NFMP
		Name of Month	Financial Year		
Awareness Creation					
Skill Development with Respect to potential income Generating Activities					
Field or Exposer Visits					
Other Activities (Watch and ward/Fire Protection /Office Expenses/ Audit/Contigencies etc.)					

B. Micro-Plan Revision: Discussion and Outcome (to be recorded by Member Secretary):

.....

.....

.....

.....

.....
.....
.....

C. Revisions to be incorporated:

Existing Nature and Type of Work	Need for Revision	Type and Nature of Changes to be made	New Physical Target	Fund Required

D. Micro-plan Revision Approval by the DMU Head:

.....
.....
.....
.....
.....
.....
.....
.....

6.8. Chapter 8 : Annual Progress Reports

S.No.	Name of Division	No. of Range/ Beat	Name of Range/Beat	No. of Villages			
				Batch-I	Batch-II	Batch-III	Batch-IV
1	Mon	2	Mon Range	2	4	4	-
			Naginimora Range	1	3	3	2
2	Zunheboto	2	Atoizu Beat	2	3	3	2
			Pughoboto Range	1	3	4	2
3	Kiphire	1	Kiphire Range	1	6	6	5
4	Peren	2	Tening Range	2	3	2	-
			Peren Range	1	4	1	-
5	Wokha	2	Wokha Range	1	3	3	2
			Doyang Beat	2	3	3	3
6	Dimapur	2	Piphema Beat	1	2	-	-
			Medziphema Beat	2	1	1	-
7	Longleng	2	Longleng Range	2	2	1	-
			Sitap Range	1	1	2	-
8	Phek	2	Pfutsero Range	1	3	4	3
			Meluri Range	1	3	3	2
9	Tuensang	3	Tuensang Range	2	3	3	3
			Longkhim Range	1	2	4	-
			Noklak Range	1	2	4	-
10	Mokokchung	2	Changtongya Beat	1	3	3	-
			Mokokchung Range	2	3	4	2
11	Kohima	2	Chiephobozou Range	2	3	2	-
			Tseminyu Range	1	3	3	2
Grand Total		**22**	**22**	**31***	**61 (70)**	**63(60)**	**28(24)**

*Work could not commence in two villages under Batch-I namely, Yangzitong (Kiphire) and Phesachodu (Phek)

*Khumiasu (Phek) and Tsonse (Kohima) were dropped from the list because of land seggregation issue.

*The feseability report of two (2) villages from FMU Noklak under Tuensang are awaited inorder to replace these dropped villages.

Annexure-II

2. **Preparatory Works**		
Constitution of PMU, DMU, FMU and deployment of staff		1 PMU, 11 DMU, 22 FMU
Deployment of NGOs for Community Development and SFM		11 Teams in 11 DMU
Procurement of PMC (Component 9)		1 PMC Team
Orientation for PMU/DMU/FMU		1 PMU, 11 DMU, 22 FMU
Identification of JFMCs		185
Survey and Demarcation		185JFMCCommunity Forest Areas
Review and Revision of Project Manuals / Training		-
Materials		
Micro-planning		185JFMCs
Revisiting micro-plan (After completion of 3rd year)		185 JFMCs
Annual Planning		185 JFMCs
Social and Environmental Consideration		1 PMU, 11 DMU, 22 FMU
3. **Sustainable Forest Management**		
JFM Mode Site Specific Plan (SSP) & Monitoring		185 JFMCs
Plantation under Jhum Agro Forestry (JAF) Model		10,325 ha.
Plantation under Jhum Fallow Forestry (JFF) Model		4,594 ha.
Jhum Converted to Forest (JCF) Model		4,594 ha.
Jhum Conversion to Conservation Area (JCC) Model		3,697 ha.
Protection or Expansion of existing Community Conservation Areas (PEC) Model		55,886 ha.
Setting up of Nurseries		185 Nurseries
4. **Livelihood Improvement**		
Community Development Activities {Entry Point Activities (EPA)} Water Harvesting Structures for Community Support for Income Generation Activities(IGA)		185 185 555 (185x3=555)
Annual FNGOs Review Meeting		11FNGOs
5. Capacity Development		
Executing Agency		1 PMU, 11 DMU, 22 FMU
Community Institutions		185 JFMC
Training of Partner NGOs		11FNGO Teams
Training of Community Mobilisers		185 Community Mobilisers
Training & Extension		Up to 185JFMC

Annexure-III
List of Maps for Micro-plan

	A. Maps required for Micro plans preparation			
No.	Map	Representation	Scale	Layers required
1	**Base/location map**	Geo-coded database of village locations, Stock map as baseline, Base/Location Points (Bench marked Pillars) and different forest and administrative boundaries and JFMC areas using GPS Location.	1:5000/ 1:10000	**Point Layers-** POI, Worship Place Educational institutes, Sport Facility, Police Station, Post Office, Community Hall, Telephone Tower, Museum, Park, Tourist Point, ,Tube-well/ Pump house, Single Overhead tank, Hand pump, Light Poles, Transformers, Traffic signals, Settlement Point, Bench marked Pillars.
				Line Layers- Roads, Rails, Drainage lines, Canals, Utility Lines
				Polygon Layers- River Polygon, Stadium, Airports, Sport Complex, Parks, Community Land, Built up Area, District, Village, Division, Range, Beat, JFMC Area Boundary
2	**Landscape & Vegetation Map**	Land use, Land cover Vegetation type, Crown density, Standing biomass.	1:50000	**Point Layers-** Settlement Points, Surveyed Trees
				Line Layers- Roads, Canals, Drains
				Polygon Layers- FSI level 1, 2, 3 classification Map.
				Raster Layer- FSI Map Image files
3	**Soil-Hydrology-Vulnerability Map**	Aspect, Slope class, Soil type, Geology, Hydrology, Rain fall, Vulnerable areas to land-slides etc.	1:50000	**Point Layers-**Important location points
				Line Layers-Drain, Stream
				Polygon Layers- Soil Map, Rainfall Map, River, Vulnerability Map
				Raster Layers- Slope Map, Aspect Map, DEM

B. Maps to be prepared during Micro-plan preparation				
S.No.	**Map**	**Type**	**Scale**	**Description**
1	Base/Location map	Generated with the help of GPS	On Scale 1:5000	• Location and District, Division, Range and Beat Boundary Map, • The Geo-coded database of village locations and stock map
2	Village Social Map	Hand Made Interventions on the 1:5000 Hardcopy Map	Interventions made on hardcopy Maps are not to scale	• Village infrastructure – school, health centre, roads, community centres, post offices, market etc. • Community institutions – Clubs, SHGs etc • Habitation – location of houses with House numbers, Social category, Economic status (poorest, poor, average, better off), Type of house ,Any other significant information • Location of different hamlets – Number of households, JFMC members • Social and Religious organizations – NGOs, Worship committees, Church committees, Education and Health committees
3	Village Resource map	Hand Made Interventions on the 1:5000 Hardcopy Map	Interventions made on hardcopy Maps are not to scale	• Topography, terrain and slopes • Natural forest- Area ,Legal Status, Species ,Current use, Information on plantation within the forest – marking of area and year of plantation • Plantation outside the forest- Area, Legal Status, Species planted, Year of plantation, Any product collected from the plantation area • Location of different natural and physical resources of the JFMC Village • Water resources/ water bodies - Type of water body, Location, Approximate Area, Ownership, Use • Agriculture/ Farm land- Location of agricultural land, Approximate Area, Irrigation infrastructure, Cropping pattern • Soil-type, fertility, erosion and depth
4	Present forest map	GIS map	On Scale 1:5000	• FSI Forest Cover Map, Village boundaries for jhum areas (the current fallow, those under plantation and those under cultivation) and the area under community reserves and other land use (if any)
5	Proposed forest treatment map	GIS map updated using GPS	On Scale 1:5000	• Map representing different treatment areas and the models applied on them

NSUNYU VILLAGE BASE LOCATION MAP

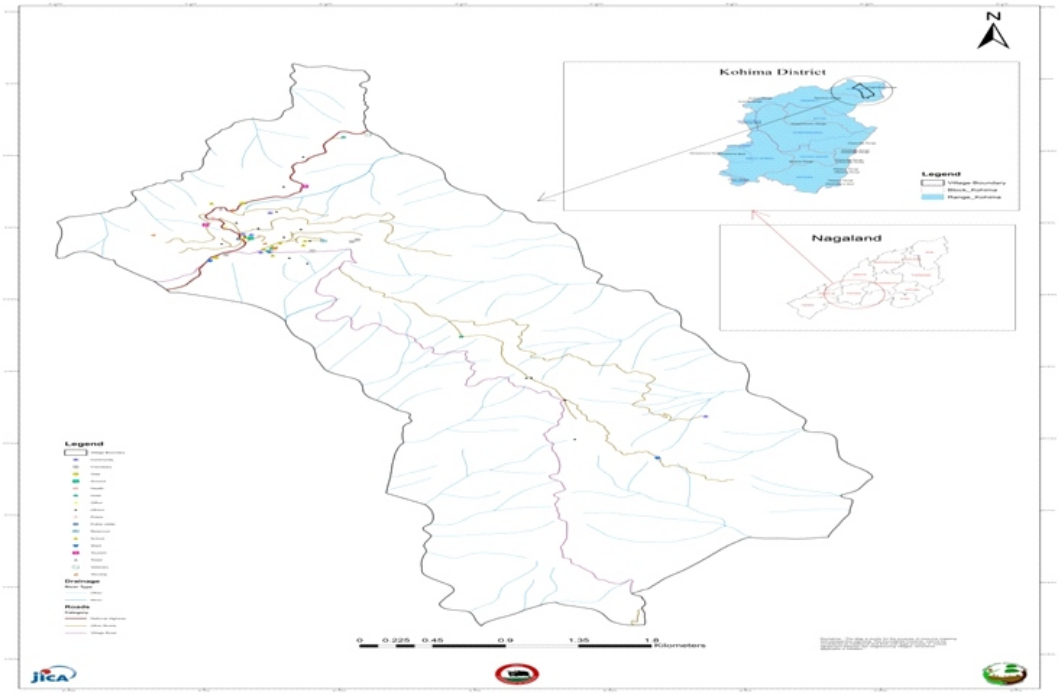


Figure 6: Sample Base/Location Map of Nsunyu Village

NSUNYU VILLAGE SOCIAL MAP

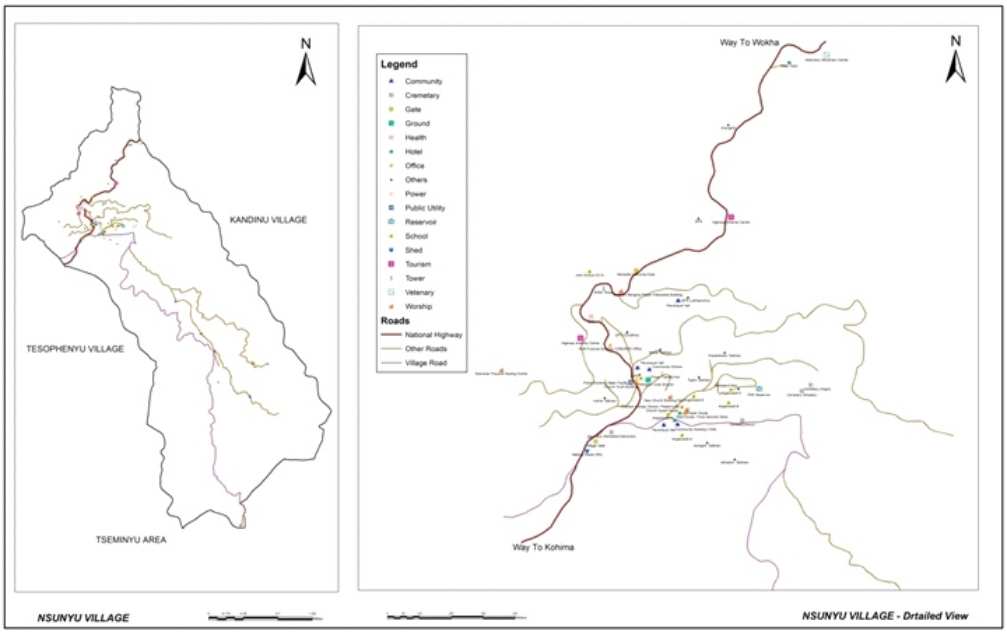


Figure 7: Sample Social map of Nsunyu Village

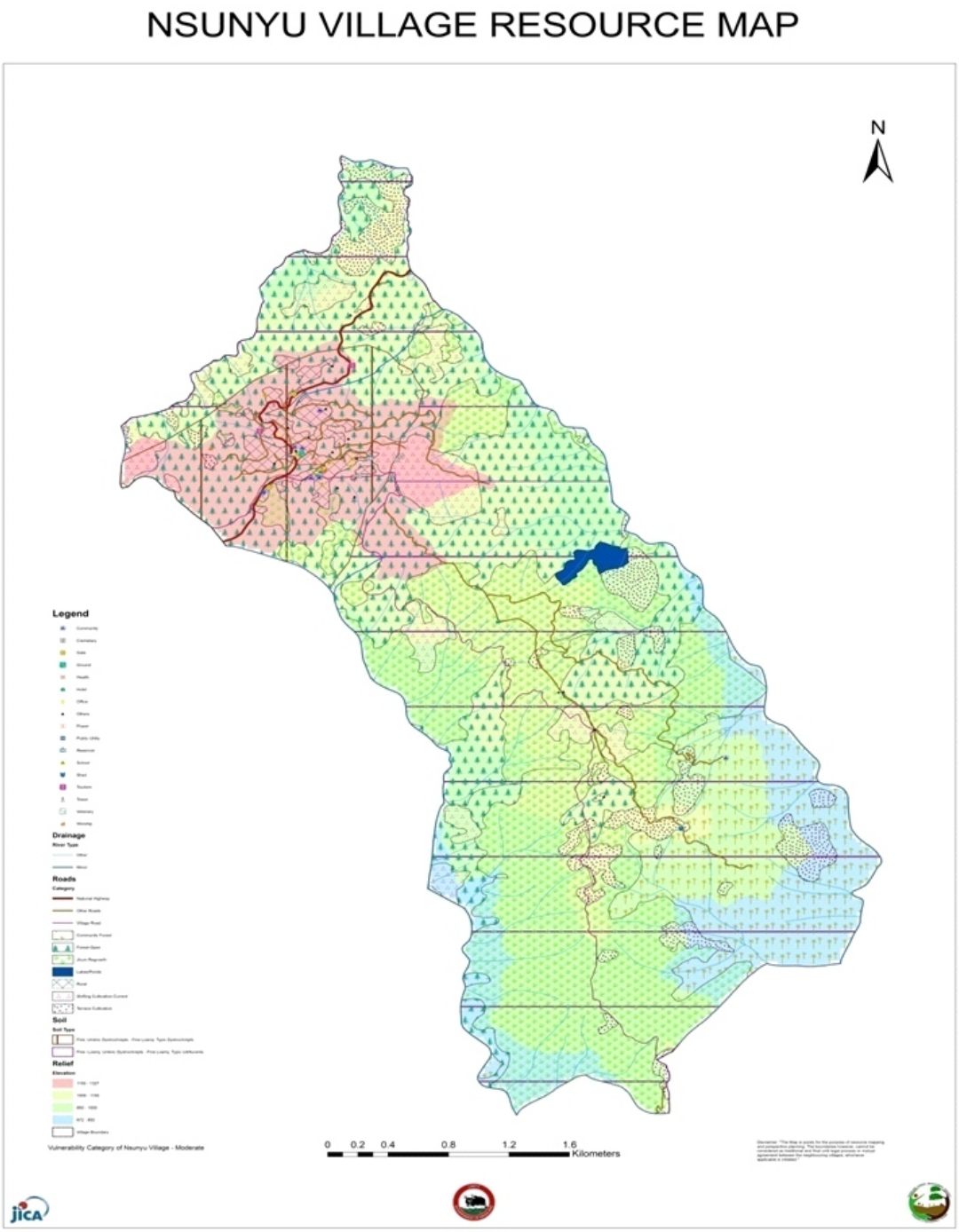


Figure 8: Sample Resource Map of Nsunyu Village

NSUNYU VILLAGE FOREST COVER MAP

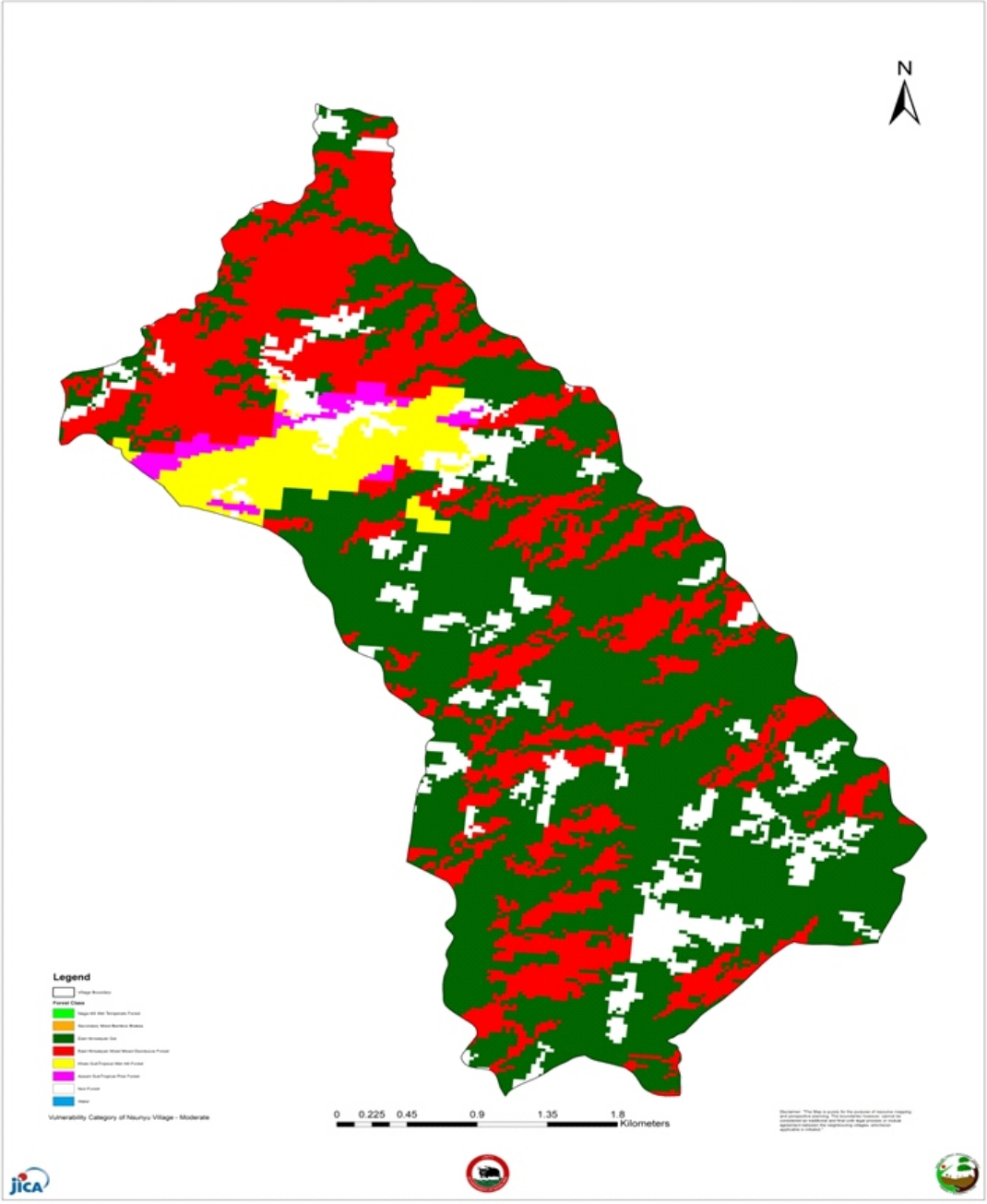


Figure 9: Sample Forest Map of Nsunyu Village

Section III

7. Participatory Rural Appraisal (PRA)

Participatory rural appraisal (PRA) is a tool in which the local community (JFMC 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 as 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
- 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 is 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 Organizing 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 monopolize 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 analyze the quantitative 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. Thisinformation is to be analyzed 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. ▪ 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	▪ 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	▪ 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	▪ 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

A. Tool Name: Transect Walk	
	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	▪ 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	▪ 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	▪ 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 Question	▪ 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? *(Probe around these questions to get in-depth understanding and*

B. Tool Name: Key Informant Interview	
	various local ecological knowledge being used by the community).
Steps in facilitation	▪ 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	▪ Key Informant Interview questionnaire ▪ Note book ▪ Pen ▪ Pencil with eraser ▪ Drawing sheet ▪ Colour sketch pen sets
Materials Required	1 to 1.5 hrs

C. Tool Name: Social Map	
Description	▪ 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	▪ 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 Question	▪ 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?

C. Tool Name: Social Map	
	▪ 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	▪ 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 church, schools, Village Council office, post office 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.
Material Required	▪ Documentation Sheet/ note book ▪ Drawing sheet ▪ Pen ▪ Pencil, eraser and sharpener ▪ Sketch pen
Time to Complete	1.5 to 2 hours
Note	▪ 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.

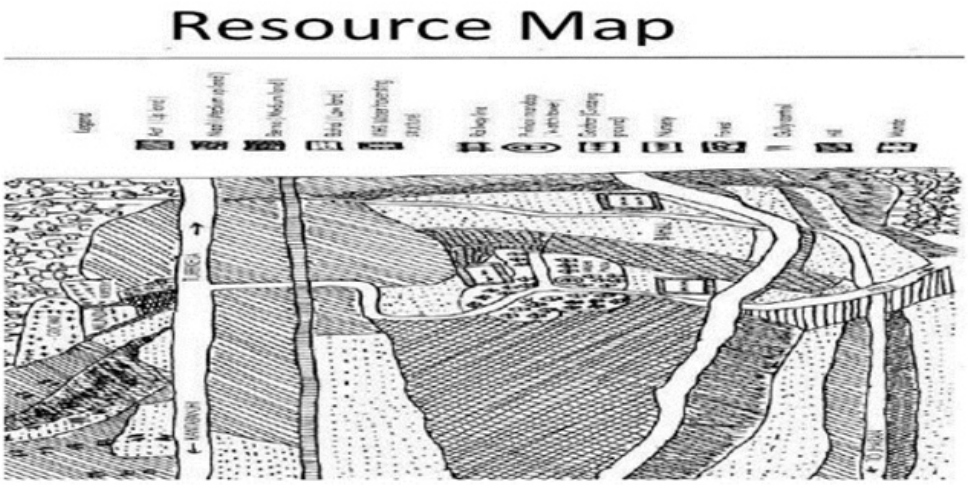
C. Tool Name: Social Map	
	▪ Final map on drawing sheet should be colour coded and explain all the symbols used. ▪ Map must have the proper orientation (use north arrow) and mention the date. ▪ Final map on drawing sheet must be validated on the spot by the community members. ▪ If possible take some good photographs of the entire process

Figure 10 : Sample of Social Mapping

D. Tool Name: Resource Map	
Description	▪ 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.
Objective	▪ To learn the villagers' perception of what natural resources are found in the community and how they are used.
Key Question	▪ 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? ▪ 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? ▪ What kind of development activities do you carry out as a whole community? Where? ▪ Which resource do you have the most problem with?

D. Tool Name: Resource Map	
Steps in facilitation	▪ 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	▪ Sticks ▪ Pebbles ▪ Leaves ▪ Colour powder/ sawdust, or ▪ Any other local material
Time to complete	1.5 to 2 hours
Notes/Tips	**Tips** ▪ 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.

D. Tool Name: Resource Map



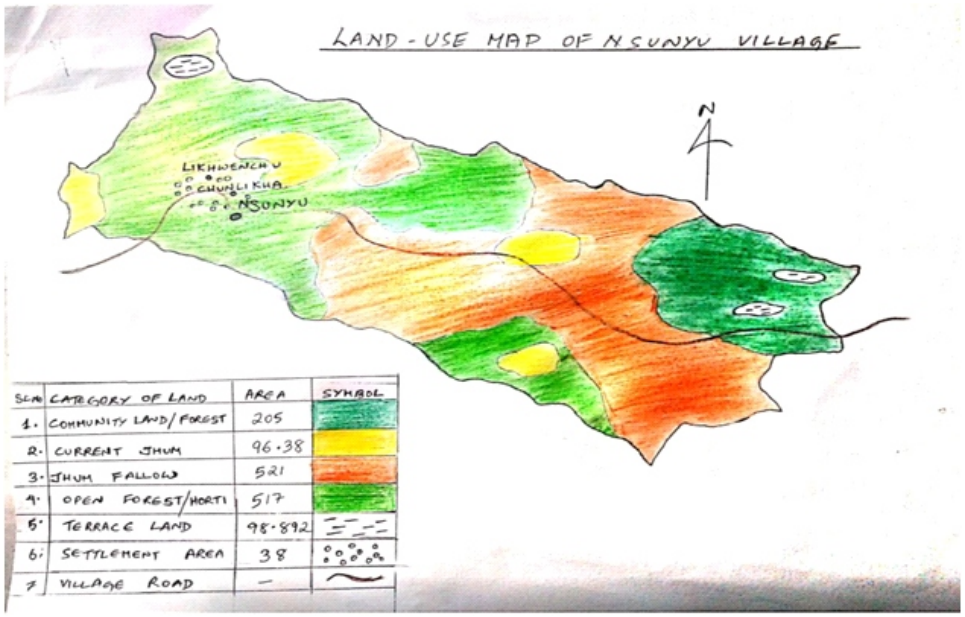


Figure11: Sample of Resource Map and Land Use Map

E. Tool Name: Resource Map	
Description	▪ This tool helps in grouping the community households into different relative categories based on their wealth base. ▪ This is helpful in designing suitable interventions for different economic groups of the locality. ▪ The criteria for the categorization of the community members is set and agreed by the community members present during the PRA exercise.

E. Tool Name: Resource Map	
	▪ The outcome of this tool will vary from village to village and the criteria will also simultaneously when done with different categories and villages.
Objective	▪ To investigate perceptions of wealth differences and inequalities in a community. ▪ To identify and understand local indicators and criteria of wealth and well-being. ▪ To map the relative position of households in a community.
Key Question	▪ What are local perceptions of wealth, well-being and inequality? ▪ What socio-economic groupings are there in the community and who belongs in what group?
Steps in facilitation	▪ Prepare a numbered list of all the households in the community (see social map) and the name each household head and the household number on a separate card. ▪ A number of key informants who know the village and its inhabitants very well are asked to sort the cards in as many piles as there are wealth categories in the community, using their own criteria. ▪ 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	▪ 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	▪ 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.

F. Tool Name: Venn diagram	
	▪ The Institutional Relationship Diagram also indicates how close the contact and cooperation between those organisations and groups is.
Objective	▪ To identify external and internal organisations/groups/important persons active in the community. ▪ To identify who participates in local o rganisations/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 Question	▪ 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	▪ 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. ▪ Facilitate to explore all the possible institutions like SHGs, Youth groups 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*

F. Tool Name: Venn diagram	
	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	✓ Documentation Sheet for the Venn Diagram ✓ Drawing sheet for copying the map ✓ If drawing on the ground: o Open space where maximum participants can contribute and see what is happening

F. Tool Name: Venn diagram	
	○ Sticks and ○ local material for symbols ✓ If drawing on a paper: ○ Drawing sheet ○ Pencils ○ Markers
Time to complete	1.5 to 2 hour
Note	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
Hints	✓ 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.

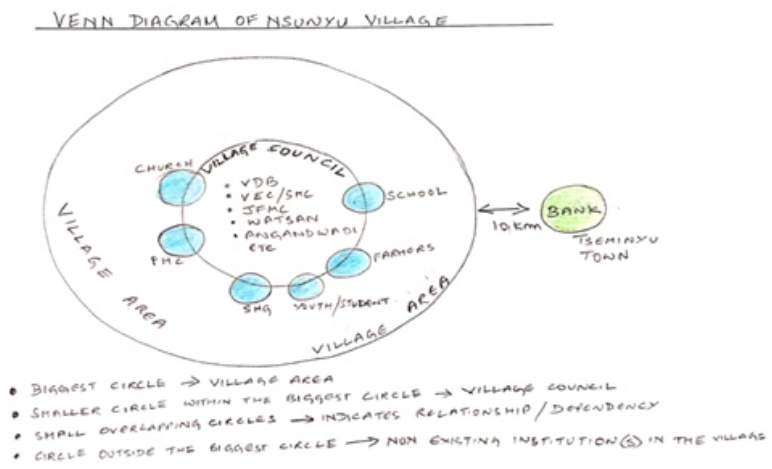


Figure 12: Sample of Venn Diagram

G. Tool Name: Seasonal Calendar	
Description	▪ A seasonal calendar is a participatory tool to explore seasonal changes (e.g. gender-specific workload, diseases, income, expenditure etc.)

G. Tool Name: Seasonal Calendar	
Objective	▪ 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	▪ 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	▪ Find a large open space for the group. The calendar can be drawn on the ground or on a large paper sheet/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 scarce. Discuss the reasons why it is scarce? ▪ Go on like this, meaning topic by topic. Some suggested topics for discussion are as follows: ○ 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

G. Tool Name: Seasonal Calendar	
	○ Livestock forage availability ○ Credit availability ○ Agricultural work load for women ○ Agricultural work load for men ○ Non-agricultural work load for women ○ Non-agricultural work load for women ○ NTFP availability ○ Marketing of produce (Agricultural and forest) ▪ After the calendar is finished ask the group which linkages they see among the different topics of the calendar. Encourage the group to discuss what they see on the calendar. ▪ Make sure that your copy of the seasonal calendar - has a key explaining the different items and symbols used on the map.
Materials Required	✓ Note book ✓ Drawing sheet for copying the seasonal calendar ✓ If drawing on the ground: ○ Open space for doing PRA ○ Stones ○ Sticks and other available material to produce symbols, or ✓ If drawing on a paper ○ Drawing sheet ○ Pencils with eraser and sharpener ○ Markers or sketch pens
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

G. Tool Name: Seasonal Calendar

Figure13 : Sample of Seasonal Diagram

H. Tool Name: Historical Time Line and Trend Analysis	
Description	▪ Time line is an important PRA method 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. ▪ The 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	▪ To record the key positive and negative events and trends in the history of the village. ▪ 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/landslide.
Key Question	▪ 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?
	▪ Identify a few elderly members of the village, who are willing to

H. Tool Name: Historical Time Line and Trend Analysis	
Facilitation	speak candidly about the history of the village. ▪ 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. ▪ 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	✓ Note book ✓ Cards ✓ Chalks ✓ Chart paper ✓ Bold markers of different colours ✓ Seeds, and ✓ Pebbles.
Time to complete	1.5 to 2 hours
	✓ Additional issues for the Seasonal Calendar may be added according to the needs and interests of the participants

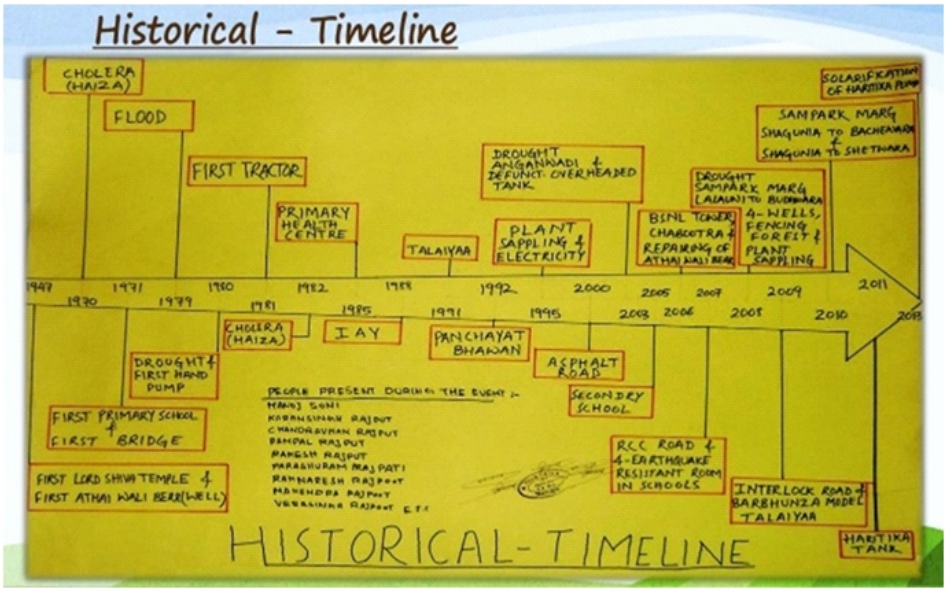
H. Tool Name: Historical Time Line and Trend Analysis


Figure 14: Sample of Historical Timeline

I. Tool Name: Matrix Ranking/Scoring	
Description	▪ 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 in-depth analysis. ▪ To discover individuals or groups relative prioritization of components of a single issue.
Objective	▪ To allow you to assess various institutions, schemes and provisions on different parameters. ▪ To discuss the following issues: o Credit, preference for sources, access, problems, preference for use. o Income generation, preference for activity, problems. o Project preferences, priorities, interventions o Institutions, service provision. o Agriculture, soil types, production problems, species, varieties, trial performances, pest damage, etc.
Objective	▪ Which is the best? ▪ Which is the next best? ▪ Which is the worst? ▪ Of the remaining which is better?

I. Tool Name: Matrix Ranking/Scoring	
Steps in facilitation	▪ 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. ***Steps for Ranking Method:*** 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: -Which is the best? - Which is next best? - 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. ***Steps for Scoring Method:*** ▪ 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

I. Tool Name: Matrix Ranking/Scoring	
	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	▪ Note book ▪ Drawing sheet ▪ Seeds ▪ Pebbles ▪ Twigs ▪ Cards of different colours
Time to complete	1.5 to 2 hours

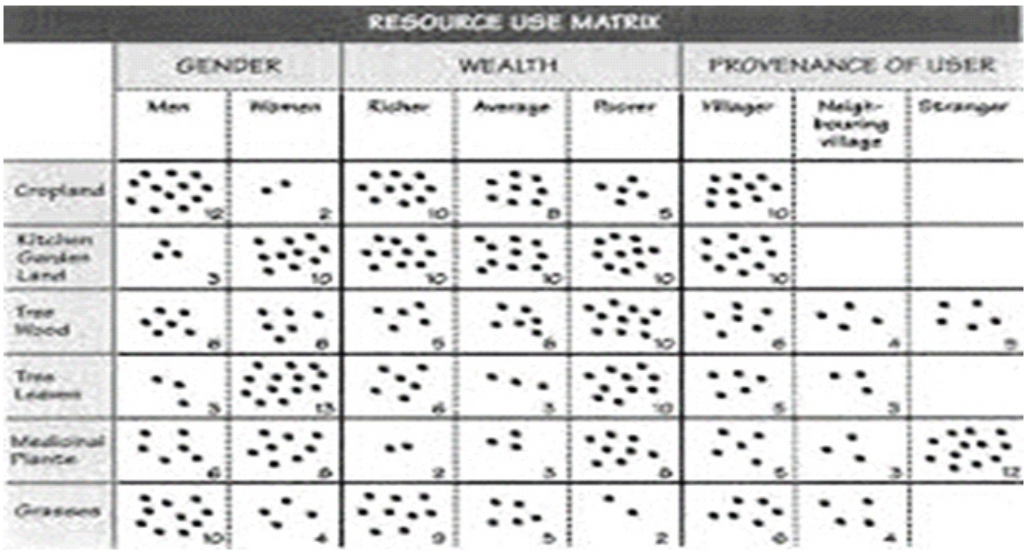


Figure 15: Sample of Matrix Ranking

J. Focus Group Discussion	
Description & Objective	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

J. Focus Group Discussion	
Areas for doing	FGDs may be conducted on various issues to underpin: Wealth
FGD	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	• 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 facilities for facilitating FGD.	• 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 :	• 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 issue 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.

J. Focus Group Discussion	
	• Appreciate and encourage participants for their contributions during the course of the discussion. • Thank the interviewees at the end of the interview
Don'ts:	• 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	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:
Characteristic of the tool	• 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

K. Observation	
Do's:	• 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:	• 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.

Disclaimer:

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ABOUT NAGALAND FOREST MANAGEMENT PROJECT

The Project is an Externally Aided Project supported by an International Agency i.e. Japan International Cooperation Agency (JICA) aiming to improve forest ecosystem and support income generation by rehabilitation of Jhum area and provision of livelihood support, thereby contributing to sustainable forest and environmental conservation and livelihood improvement in the target villages in Nagaland State. The project has a target to cover 185 villages involving all Districts of the state and 22 Forest Range & Beats and will be spread over a period of 10 years.

This project has following three components:

* Forestry interventions and biodiversity conservation
* Livelihood improvement and community development &
* Institutional strengthening

NAGALAND FOREST MANAGEMENT PROJECT

TOWARDS A SUSTAINABLE FUTURE