

**Project for Improvement of Himachal Pradesh Forest
Ecosystems Management and Livelihoods**

Micro Plan Template

For

Village Forest Development Society (VFDS)

Address of VFDS:

Location Map VFDS/ BMC sub-committee

Table of Contents

1. Basic Information

1.1. Basic Information sheet on Micro plan

1.	Name of the VFDS/BMC sub-committee	
2.	Name of the Ward	
3.	Reference No./ID of VFDS/BMC sub-committee	
4.	Name of Gram Panchayat	
5.	Name of the FTU/ Range	
6.	Name of the DMU/Forest Division	
7.	Name of the Panchayat Samity	
8.	Name of the District	
9.	Period of Micro Plan	
10.	Date of approval of Micro Plan by Executive Committee of VFDS/ BMC sub-committee	From: To: (VFDS resolution for approval of micro plan attached)
11.	Date of approval of Micro Plan by DFO/ Head of DMU	
12.	Key team members engaged in Preparation of Micro Plan	

1.2. General Profile of VFDS/ BMC sub-committee

S. No	Description	Current Status
3.	Date & Registration of VFDS/BMC Sub-committee	
4.	No. of Revenue Ward/ Forest Villages covered	
5.	Total number of households (HHs) in Ward	
6.	Total No of household representing VFDS/ BMC sub-committee	
7.	Bank account details	
•	Name of the bank	

•	Date of account opened		
•	Account number		
Details of executive committee members of VFDS /BMC sub committee			
8.	Name	Male/Female	Designation
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			
•			

2. Socio-economic Profile

2.1. General description of the Ward

- History: historical background if any
- Location; under village, panchayat, block, panchayat samite, district,
- Location: under beat, range, forest division, Circle
- Boundaries: surrounded by the villages (names)
- Distance: from different locations
- Important features of the ward

2.2. Social composition

Households (HHs)	ST	SC	OBC	General	Total
No of HHs					
% of HHs					

2.3. Population

Social category	Population (Number)					
	Male Adults	Female Adults	Total Adults	Male Children	Female Children	Total Children
ST						
SC						
OBC						
General						
Total						

Note: Family size - overall and category wise and Sex ratio - overall and category wise

2.4. Educational Status

2.4.1. Educational Status (Adults)

Level	Number		
	Male	Female	Total
Literate without formal education			

Primary education			
Middle education (10 th)			
Higher Secondary (12 th)			
Graduates and above			
Professional courses			
Total literates			
Percentage			

2.4.2. Enrolment of children (5-16 years)

Place	Total children (5-16 years)		Enrolled		Percentage	
	M	F	M	F	M	F
Primary level						
Secondary level						
College						
Total						

Note: Enrolment status of girls and boys and dropout rate (girls and boys)

2.5. Economic Categories

2.5.1. As per PRA exercise

Category	Criteria/Indicator	No of HHs	Category code**
Better of			A
Manageable			B
Poor			C
Vulnerable (need immediate attention)			D

Note: * Category code will be used for the Household Database.

2.5.2. Above and Below Poverty Line (As per Government Criteria)

Households	Total	APL	BPL
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No of HHs			
% of HHs			

2.6. Access to Basic Facilities/Services

Facilities/Services	Availability (% HHs)	Distance (Km)	Current status
Toilets			
Toilets with flush water			
LPG			
Improved stove			
Electricity			
Drinking water			
Health services			
Veterinary services			
Banks			
Markets			
Anganwadi			
Primary schools			
Secondary schools			
PDS			
Transport			
Telecommunication			
Other-specify			

2.7. Migration Pattern

Migration Pattern	No of HHs	Purpose of migration	Destination	Months /Year	Frequency /year
Whole family					
Part of family					
Individual member of the family					

Note:Challenges faced during migration

3. Resource Analysis

3.1. Land Resources

3.1.1. Land Use Pattern

Land use	Total land	Land under cultivation	Forest land	Pasture land	Waste land	Settlement Area	Water body area	Other-specify
Area (ha)								
% Area (ha)								

3.1.2. Land Ownership Pattern

Land Ownership	Private land	Community land	Panchayat land	Forest land	Other	Other
Area (ha)						
% Area (ha)						

3.1.3. Forest Resources

3.1.4. A general description on the resources to the VFDS

- Resources and their current management
- Dependency of the people on these resources
- Changes in the resource management and resource use
- Problems in management of these resources

3.1.5. Trend in Community Dependency on Forests

Criteria	Availability & Access in the Past	Current Availability & Access
Forest area		

Major species available		
Major NTFPs available		
Fodder availability		
Fuelwood availability		
Timber availability		
Access to open grazing		
Access to fuelwood		
Access to fodder		
Access to timber		
Access to NTFP		
Other-specify		
Other-specify		

Note: Timeline/Trend analysis: historical background with regard to forest related traditions and culture interacting with elderly villagers and senior forest department officials.

3.1.6. Households Depending on Forest

Category	% HHs depending on forest					
	NTFP	Fuelwood	Fodder	Other	Other	Total
Primary forest users						
Secondary forest users						
%Total						

3.1.7. Timeline of Events of VFDS

Sl.	Decade/ Period	Event	Effect, Influence and Impact on the Resource/ People	Response of community to the situation
1.		Formation of VFDS		
2.				
3.				
4.				
5.				
6.				
7.				
8.				

3.1.8. Status of Different Resources available under VFDS

Sl.	Type of resource	Area (Ha)	Current status	Key problems in resource management
1	Reserve Forest			
	High forest			
	Harvestable Plantation			
	Other Plantation			
	Degraded forest			
	Open/ Blank			
2	Protected Forest			
	High/Coppice Forest			
	Other Plantation			
	Degraded forest			
	Open/ Blank			
	Degraded Sal area fit for Coppicing			
3	Plantations on the community land			
4	Any other plantations outside the forest			

Note: Current status: availability, age of the forest, dense, average, other specific status

3.1.9. Forest resources of VFDS

S. No	Species (local name)	Main uses	Relative abundance (%)	Perceived value of plant (scale of 1-10, 1 being lowest)	
				Men	Women
1					
2					
3					

4					
5					

Note: This should be compiled from a series of meetings with different user groups (Focused group discussions)

3.1.10. Biodiversity

Major habitats	Initiative taken for biodiversity conservation

3.1.11. NTFP Collection

S. No	Name of NTFP	Collection time (Months)	No. of HHs engaged - approx.	Unit	Average collection/ Season/HH /year	Quantum collected in a season/ year	Quantum sold in a season/ year	Sale value in Rs.	From VFDS Area - yes/no	Major problems
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

Note: If the community is engaged in some processing/ value addition activities then it has to be described here. Special initiatives by the communities for good harvesting and conservation of some NTFP species, if any, are to be mentioned here.

3.1.12. Fuels Collection/Consumption

S. No	Type of fuel used	No of HHs involved	Unit	Average HH Consumption /Year	Annual Consumption /year	Sources	Cost involved, if any	Major Problems

Note: The consumption of fuel wood has to be calculated during the baseline survey and/or from a sample HH survey. There may be some description here on the current demand and supply of fuel wood and how the community is **managing their demand**.

3.1.13. Fuels/Fuelwood Deficiency

Fuels deficiency	% HHs with fuels deficiency	Duration (Months)	Coping strategies
Low			
Medium			
High			

3.1.14. Fodder Collection/Consumption

S. No	Type of fuel used	No of HHs involved	Unit	Average HH Consumption /Year	Annual Consumption /year	Sources	Cost involved, if any	Major Problems

Note: The consumption of fodder has to be calculated during the baseline survey and/or from a sample HH survey. There may be some description here on the current demand and supply of fodder and how the community is **managing their demand**.

3.1.15. Fodder Deficiency

Fodder deficiency	% HHs with fodder deficiency	Duration (Months)	Coping strategies
Low			
Medium			
High			

3.1.16. Timber/Small Timber/Poles Consumption

S. No	Type of fuel used	No of HHs demand /year	Unit	Average HH consumption /Year	Annual Consumption /year	Current source of collection/ purchase	Cost involved, if any	Major Problems
	Timber							
	Poles							
	Other-specify							

Other-specify							
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Note: The consumption of timber/poles and other major produces has to be calculated during the baseline survey and/or from a sample HH survey. There can also be a focused group discussion on the demand and supply of timber and small timber.

3.1.17. Timber Deficiency

Fodder deficiency	% HHs with fodder deficiency	Duration (Months)	Coping strategies
Low			
Medium			
High			

3.1.18. Forest Management Practices

Key activities	Traditional practices	Current practices
Nursery development	• • •	• • •
Plantation management	•	•
Forest protection	•	•
Development activities	•	•
Livelihood activities	•	•
Other-specify	•	•

Note: identifying role of VFDS in current management practices

3.1.19. Forest Protection Practices

Forest disturbances	Traditional practices	Current practices
Forest fire	• • • • •	• • • • •
Land slide	•	•
Flood	•	•
Hunting	•	•
Illegal activities	•	•
Bio-diversity conservation	•	•
Other-specify	•	•
	•	•

Note: identifying role of VFDS in current management practices

3.2. Water Resources

Water resources	Number	Availability of water (Months)	Different uses	Current status	Maintained by whom	Problems	Opportunities
Natural springs							
River							
Dam							
Tank/Pond							
Canal							
Drinking water supply							
Other-specify							
Other-specify							

Note:

- *Ownership pattern: private, panchayat, government department*
- *Use pattern: irrigation, drinking water, animal drinking (domestic & wild life), fisheries, others*
- *Maintenance/Management: individuals, formal/informal group, panchayat, government department*

Agriculture Resources

3.3. Agriculture Resources

3.3.1. Cultivable Landuse Pattern

Cultivable land	Irrigated land	Rainfed land	Cultivable wasteland	Land leased in	Land leased out	Other
Area (ha)						
% Area (ha)						

3.3.2. Land Holding Pattern

Category	Criteria	Number of HHs	% HHs
Landless HHs			
Marginal farmers			
Small farmers			
Medium Farmer			
Large farmers			

3.3.3. Cropping Pattern

Major crops	No of farmers engaged	Irrigated/ Rain fed	Unit of yield	Average Crop yield	District/State average yield	% deficit yield	Reasons, if low yield	Perceived solutions to improve crop yield

Note: District/State average yield data to be collected from secondary sources

3.3.4. Challenges of Cultivable Land

Major challenges	Current strategies to deal with challenges	Usefulness of the current strategies
Poor soil fertility		
Soil erosion (low		
Soil erosion (medium)		
Soil erosion (severe)		
Low land productivity		
Low moisture retention		
Lack of irrigation		
Other-specify		

3.4. Livestock Resource

3.4.1. Livestock Holding Pattern

Type	Number of HHs involved	Average HH holding	No. of animals – approx.	Problems	Opportunities
Cows					
Buffaloes					
Bullocks					
Goats/Sheep					
Fishery					
Poultry					
Piggery					
Others –specify					
Others –specify					

3.4.2. Production of Main Livestock

Type	Product	Unit of production	Average yield/production	District/State average	% deficit yield	Reasons for low yield/production
Cows	Milk					

Buffaloes	Milk					
Goats/Sheep	Milk					
	Meat					

4. Livelihood Strategies

4.1. Existing Livelihood Strategies

Source of livelihood	Number of HH dependent as		Major constraints/ challenges
	Primary source	Secondary source	
Agriculture			
Forestry			
Livestock/Animal Husbandry			
Wage labour			
Small business			
Service/Job			
Any other – specify			
Any other – specify			

4.2. Livelihoods-Activity Calendar

Month (local)	Main activities				
	Agriculture	Forestry works	Wage Work	Other-specify	Other-specify
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

4.3 Food Deficiency

Food deficiency	% HHs with food deficiency	Duration (Months)	Coping strategies
Low			
Medium			
High			

4.4 Income Deficiency

Income deficiency	% HHs with income deficiency	Duration (Months)	Coping strategies
Low			
Medium			
High			

5 Institutional Analysis

5.3 Existing Community Based Organisations (CBOs)

CBOs	Age of CBO (Year)	Formal/ Informal	Registered (Yes/No)	Objectives	Member ship	Key activities	Credibility of CBO	External linkages	Useful for the project
VFDS /BMC									
Village development committee									
Self-help group									
Cooperative/credit union									
Common interest group									
Youth Group									
Mahila Mandal									
Farmer organisation									
Other									
Other-specify									
Other-specify									

Note: Whether the existing CBOs can be linked to the project

5.4 Preferences for External Linkages

Name of External Intuition (EI)	Importance of the Els	Relationship with Els	Preference to associate with Els
Gram panchayat			
Forest department			

5.5 Profile of Existing SHGs

S. No	Name	Members	Type of (IGAs)	Funds invested	Source of finance	Profitability	Credibility

6 Problem Analysis and Solutions

6.3 Analysed Problems and Scientific Solutions

S. No	Problems identified	Justification of problems identified	Extent of problems	Recommended solutions

6.6 Agreement on Problems and Solutions

S. No	Perceived problems	Analysed problems	Agreed problems	Perceived solutions	Scientific solutions	Agreed solutions

6.7 Implementation Activities/Interventions

S. No	Specific activities as per the agreed solutions	No of beneficiaries
	Participatory forest management	
	Soil & water conservation	
	Bio-diversity conservation	
	Community development	

	Livelihood improvement	
	Miscellaneous activities to be taken up in convergence	

6.8 SWOT Analysis VFDS /BMC sub-committee

Strength	Weakness
Opportunity	Threats

6.9 Setting the objectives for Development for the project duration

Objectives for Forestry Development

1
2
3
4
5

Objectives for village/community Development

1

2

3

4

5

7 Forest Ecosystem Management Plan (FEMP)

Land use Plan Map (to be inserted)

7.3 Forest Development Activities

7.3.1 Activities for Afforestation

Activity	Benefitting HHs	Area to be covered (ha)								
		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28

7.3.2 Requirement of Planting Materials

Year	Number of saplings required								Source of planting material
	Sapp. name	Sapp. name	Sapp. name	Sapp. name	Sapp. name	Sapp. name	Sapp. name	Sapp. name	
2019-20									
2020-21									
2021-22									
2022-23									
2023-24									
2024-25									
2025-26									
2026-27									
2027-28									

7.3.3 Forest protection, Management/ Silviculture/ Maintenance Operations for the Plantations

Year	Activities to be taken up – site/ model wise				Responsibility	
	Site-1	Site-2	Site-3	Site-4	FD	JFMC
2019-20						
2020-21						
2021-22						
2022-23						
2023-24						
2024-25						
2025-26						
2026-27						
2027-28						

7.3.4 Anticipated production of different forest produces and plan for utilization

Note: The estimates of the Forest Department on the yield from plantations need to be referred for calculation of harvest volumes.

7.4 Soil and Water Conservation/Landslide Activities

Activity	Type of SWC work	Unit of work	Quantum of work	HHs beneficiaries	Physical target for SWC activities						
					2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Private land											
Community wasteland											
Forestland											
Other land											

7.5 Biodiversity Conservation Activities

7.5.1 Existing Biodiversity

Important habitats in the village for conservation of biodiversity	Issues in biodiversity conservation	Action required for biodiversity conservation	Responsibility	
			FD	JFMC/BMC

7.5.2 Activities for Biodiversity Conservation

Actions to be taken	Benefitting HHs	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28

7.6 Physical & Financial Plan

7.6.1 Proposed Physical & Financial Plan for 10 Years: FEMP

S. No	Proposed activities	Unit	Total		2019-20		2020-21		2021-22		2022-23		2023-24		2024-25		2025-26		2026-27		2027-28	
			Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin
	Participatory forest management																					
	Soil & water conservation																					
	Bio-diversity conservation																					

Note: to be prepared in axle sheet

7.6.2 Annual work plan (2020-21): Forest Ecosystem Management Plan (FEMP)

S. No	Proposed activity	Benefitting HHs	Unit of work	Quantum of work	Unit cost (Rs.)	Proposed budget (Rs.)	Financial source		
							Project	Convergence	Com. Contribution
	Participatory forest management								
	Soil & water conservation								
	Biodiversity conservation								

Note: to be prepared in axle sheet

8 Community Development and Improvement Plan (CD&LIP)

8.3 Community Development

8.3.1 Community Development Activities

S. No	Activity	Purpose of the activity	HHs to be benefitted	Community contribution (%)

8.3.2 Proposed Physical & Financial Coverage of Community Development Works

Activity	2020-21		2021-22		2022-23		2023-24		2024-25	
	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)

8.4 Livelihood improvement

8.4.1 Potential Livelihood/Income Generation Activities (IGAs)

S. No	Activity	No of SHG to be involved	Members to be covered		Availability of key inputs (Yes/N)				Expected funds (Rs.)	Expected profitability (%)	Beneficiary contribution (%)
			Male	Female	Skills	Raw material	Technology	Market			
	Individual based										
	Group based (SHG)										

8.4.2 Proposed physical & financial coverage

Activity	2020-21		2021-22		2022-23		2023-24		2024-25		2025-26	
	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)	Target group	Estimated cost (Rs.)

8.4.3 Formation of new SHGs if non-existent or not credible

Year	No of SHGs	Approx. Members of SHG			
		Male	Female	Total	
2020-21					
2022-23					
2023-24					
2024-25					
2025-26					

10 Implementation strategies

10.3 Implementation guidelines on components and sub-components

- Participatory forest management
- Biodiversity conservation
- Soil & water conservation/landslide control measures
- Community development and livelihood improvement with gender mainstreaming

10.4 Formation of common interest groups (CIG)

Activity to be implemented by CIG	Name of the working group	Name of the group leader	No of Members	Responsibility

10.5 Training and capacity building of community institutions (JFMC/BMC sub-committee, CIG, SHG)

Institution	Areas of training/capacity building	Resource person/group	Locations for exposure visits
JFMC/BMC sub-committee			
Executive committee			
CIG			
SHG			

Training and capacity building plan

S. No	Year & month	Community institution	Subject of training	No of Participants	Duration	Resource person/group

10.6 Records to be maintained by the community institutions

S. No	Name of the record/ register to be maintained	To be maintained by whom	To be verified by whom

10.7 Fund management by JFMC/BMC sub-committee

Describe how the JFMC/BMC sub-committee is going to manage their funds/ financial resources received from the Project and also from other sources?

10.8 Social audit

Describe how the JFMC is planning conduct social audit as part of their efforts to remain transparent and accountable?

10.9 Monitoring and evaluation activities to be carried out by the JFMC/BMC sub-committee

Describe how the JFMC is planning monitor and evaluate their activities and performances along with key indicators/ result areas?

Annexures:

- Resolution of JFMC/BMC sub-committee for approval of Micro Plan
- Photographs of micro planning process
- GIS survey map
- Wealth ranking categories

Sl. No.	Name of Head of Household	Source of livelihood		Wealth ranking*
		Primary	Secondary	
1				B

2				B
3				C
4				A
5				C
6				A

- Information received from Office of Block Development Officer on various Development Schemes proposed to be implemented in JFMC area

S. No	Name of the Scheme	Name of the Implementation Agency/ Dept.	Activities implemented in JFMC area during the Previous Year _____ along with quantity of work	Funds utilized during the Previous Year _____ (In Rs.)	Activities proposed to be implemented in JFMC area during Current Year _____ along with quantity of work	Financial Target for the Current Year _____ (In Rs.)

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Signature of Member Secretary of JFMC/BMC sub-committee:

Signature of Pradhan/GP? :

Approved by head of DMU Chief: