

Monitoring and Evaluation Manual



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

Foreword

The project aims to manage and enhance forest area ecosystem in the project area by sustainable forest ecosystem management, biodiversity conservation, livelihood improvement support and institutional capacity in the project area comprising of 18 forest divisions in 7 forest circles of the State of Himachal Pradesh. Thus, the project contributes to environmental conservation and sustainable socio-economic development in the state. Monitoring and Evaluation is an integral part of the project management for its success and this document is prepared keeping this important aspect in mind.

This manual for monitoring and evaluation is based on key principles of participation, transparency, fairness, effectiveness, efficiency and accountability. The M&E framework designed here emphasizes on stakeholder participation and will facilitate rapid identification of shortcomings/ problem areas and facilitate mid-term corrections, where necessary, to project design and/ or implementation arrangements to ensure that the Project meets its defined objectives and goals. The M&E manual details multi-tier, multi-stakeholder approach with several checks and balances in the M&E framework to conduct monitoring and evaluation of the various components of the project. The M&E manual if implemented diligently will ensure the proper and effective implementation of the project in the designated areas.

I acknowledge the inputs of Ms Meera IFS, Ex-PD (M&E), Ms. Sangeeta Mahala IFS, PD (M&E) and their team, Mr. Girish Bhardwaj PMC Team Leader and PMU Team with whose tireless efforts could make it possible.

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February, 2022

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List of Abbreviations

AOA	Annual Outcome Assessments
ACF	Assistant Conservator of Forest
APO	Annual Plan of Operation
BMC	Biodiversity Management Committee
BMS	Biodiversity Monitoring System
CA	Chartered Accountant
CAAA	Central Aids, Accounts and Audit
CAMPA	Compensatory Afforestation Fund Management and Planning Authority
CBO	Community Based Organisation
CF	Conservator of Forest
CPD	Chief Project Director
CD&LIP	Community Development and Livelihood Improvement Plan
CIG	Common Interest Group
CRS	Cut Root Stock
CSC	Common Service Centre
DEA	Department of Economic Affairs
DFO	Divisional Forest Officer
DIT	Department of Information Technology
DMU	Divisional Management Unit
DSS	Decision Support System
EAP	Environment Action Programme
EC	Executive Committee
FGD	Forest Guard
FCM	Forest Cover Map
FTM	Forest Type Map
FEMP	Forest Ecosystem Management Plan
FCCU	Forest Circle Coordination Unit
FD	Forest Department
FSI	Forest Survey of India
FTU	Field Technical Unit
GB	Governing Body
GIS	Geographic Information System
VFDSS	Global Positioning System
GOI	Government of India
GoHP	Government of Himachal Pradesh
VFDS	Gram Panchayat
Ha	Hector
HIMSWAN	Himachal State Wide Area Network
HQ	Headquarter
HoFF	Head of Forest Force
HP	Himachal Pradesh
HPC	High Powered Committee
HPFD	Himachal Pradesh Forest Department
IFMS	Integrated Forest Management System
ICT	Information and Communication Technology

IT	Information Technology
JICA	Japan International Cooperation Agency
LI	Landscape Integrity
M&E	Monitoring & Evaluation
MIS	Management of Information System
MoEF	Ministry of Environment and Forest
NIC	National Informatics Centre
NPV	Net Present Value
NGO	Non-Governmental Organization
NTFP	Non Timber Forest Produce
O&M	Operation and Maintenance
PA	Protected Area
PCCF	Principal Chief Conservator of Forest
PD	Project Director
PFM	Participatory Forest Management
PMC	Project Management Consultants
PMU	Project Management Unit
REOI	Request for Expression of Interest
RFP	Request for Proposal
RTI	Right to Information
SDC	State Data Centre
SHG	Self Help Group
SOE	Statement of Expenditure
SWC	Soil and Water Conservation
TOT	Training of Trainer
T, TR	Territorial
TOR	Terms of Reference
VFDS	Village Forest Development Society
WL	Wildlife
WMS	Web Map Service

Introduction

Objective: The objective of the project is to manage and enhance forest area ecosystem I the project area., by sustainable forest ecosystem management , biodiversity conservation, livelihood improvement support and institutional capacity, thereby contributing to environmental conservation and sustainable socio-economic development in the project area in the state of Himachal Pradesh.

The project period is 10 years, from April 2018 to March 2028 having three phases, preparatory phase for two years, implementation phase for six years and phase-out phase for two years The project is funded by Japan International Cooperation Agency (JICA) and is being implemented in six districts i.e. Kullu, Mandi, Bilaspur, Shimla, Kinnaur and Lahaul & Spiti. It is being implemented in 61 ranges of 18 Divisions falling jurisdiction of 7 Forest Circles and the activities will be carried out both in PFM as well as Departmental mode through 400 VFDS and 60 BMC sub committees. For livelihood support 920 SHGs will be formed and necessary support will be provided by the project. To achieve the goal, project has four components in consonance with the project outputs. Each component has the preparatory phase, implementation, and phase-out phase.

Output 1: Sustainable Forest Ecosystem Management,

Output 2: Sustainable Biodiversity Management and

Output 3: Livelihoods Improvement Support are supported by

Output 4: Institutional Capacity Strengthening

A tentative framework of project components with flow of the project phases based on the preliminary project plan outline is described in the figure 1.

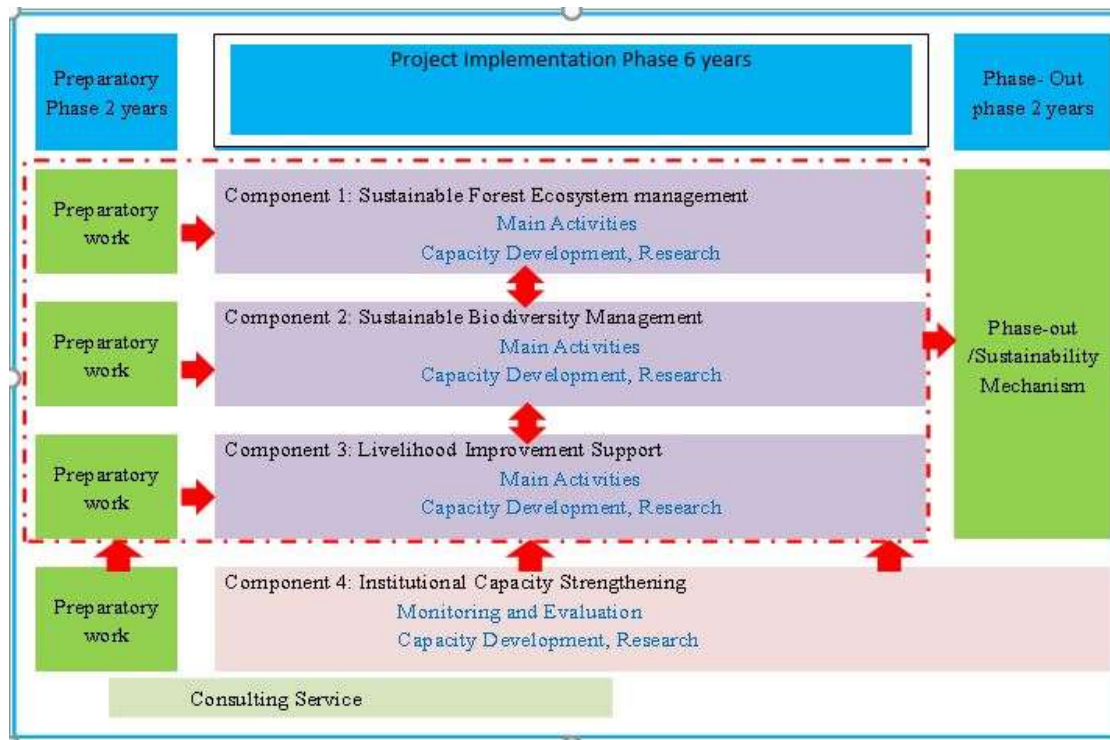


Figure 1. Framework of Project Components and Flow of the Phases

Monitoring and Evaluation

Monitoring and evaluation (M&E) is integral part of project management, which must require adequate resources, including budget, institutional capacity, clear institutional responsibilities, and reporting mechanisms. A system needs to be established for data collection at the lowest level of project implementation, and for analysis to provide continuing inputs to the upper management level. It is important to build capacity and incentives to collect, use, maintain and analyze data for M&E. Project stakeholders involved in M&E also need to possess minimum level of skills to provide such an input. M&E will emphasize on stakeholder participation and will be designed to facilitate rapid identification of shortcomings/ problem areas and facilitate mid-term corrections, where necessary, to project design and/ or implementation arrangements to ensure that the Project meets its defined goals and objectives. The outcome of establishing project level M&E systems should be towards enhancing the institutional capacities and finally adoption of good practices mainstreamed into overall departmental functioning. This would help in sustaining the project interventions beyond the project period. Thus, the Project needs to develop phase-out strategy, and share with HPFD during its implementation, to initiate discussion for securing allocation of resources well ahead of the project completion.

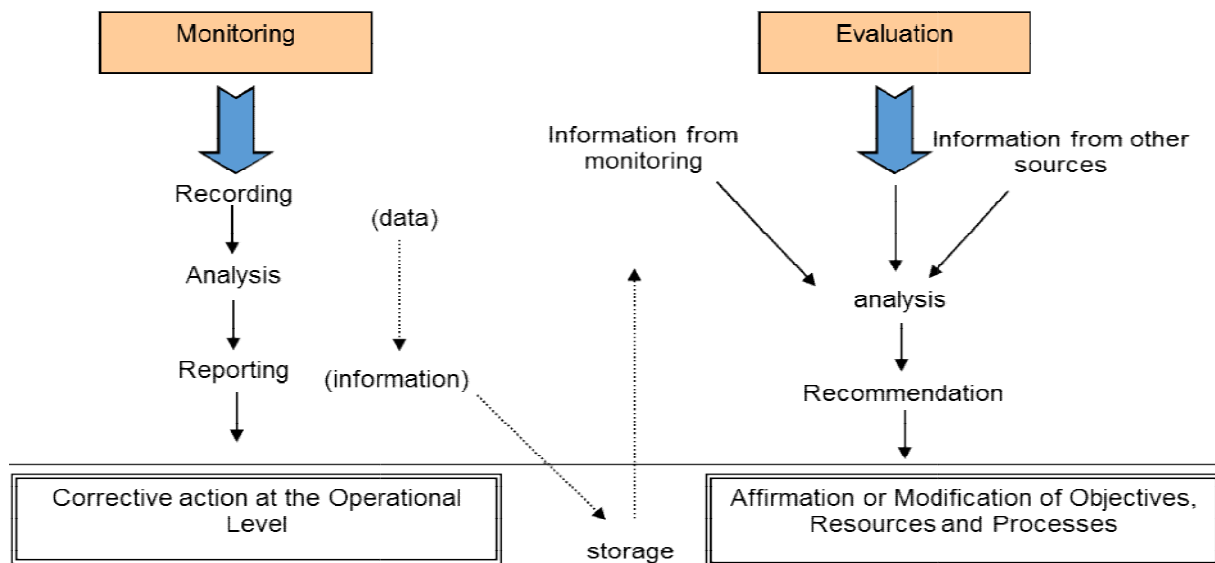


Figure 2. Inter-relationship between Monitoring & Evaluation

Objectives of Monitoring and Evaluation

- Emphasize on stakeholder participation in monitoring and evaluation
- Facilitate rapid identification of shortcomings/ problem areas and its mitigation
- Facilitate mid-term corrections, where necessary, to project design and/ or implementation arrangements
- Ensure that the project meets its defined goals and objectives
- Enhances the institutional capacities
- Adoption of good practices mainstreamed into overall departmental functioning
- Help in sustaining the project interventions beyond the project period
- Develop phase-out strategy and share with HPFD during its implementation, so as to initiate discussion for securing allocation of resources well ahead of the project completion
- Making the communities key participants in M&E for the PFM mode activities
- Ensuring that the Project is being implemented properly to achieve its Key Performance Indicators
- Gender mainstreaming

Overall M&E Framework

The key assumptions that are made while suggesting the M&E framework and plan are: –

- a) The present project design adopted with little or no change.
- b) State government and FD/ PMU would work in facilitation and capacity building of stakeholders.
- c) PMU will be made fully responsible for overall project planning and management of the Project.
- d) Target groups/ stakeholders will be actively involved and play a key role in planning, implementing and O&M of the project interventions.
- e) Institutional arrangements will be in place to provide mobilization, planning, capacity building and support to the target groups.
- f) Project staff will be willing to use and be receptive to M&E System developed by PMU.

There are six key principles on which the M&E framework is suggested viz., **transparency, participation, fairness/equity, efficiency, effectiveness and accountability**. The framework would have clear distinction between different levels of project objectives and their achievements that need to be monitored and measured throughout the duration of the Project for achieving results. The project logic and causal linkages between different levels of project objectives (project inputs and activities undertaken, direct outputs generated, resultant outcomes due to outputs and project impacts realized consequently) and various assumptions, conditions and risk governing the logical links between successive level of these objectives needs to be systematically analyzed and structured in the M&E framework and process.

The framework helps to measure implementation performance in following three ways

- Process monitoring
- Progress monitoring
- Results monitoring

The M&E plan clearly delineates each of these stages of monitoring. Thus, focus of the project M&E system on

- (i) To track project activities processes and progress.
- (ii) Identify what is working well and what is not, and thus help management for

efficient decision making and apply corrective measures during the course of implementation,

- (iii) Evaluate the performance of activities and various institutions.
- (iv) Estimate project impacts and results on-the-ground and document lessons learned that could be used in future project implementation.

The flow chart below illustrates stages and sample indicators that are included in monitoring process:

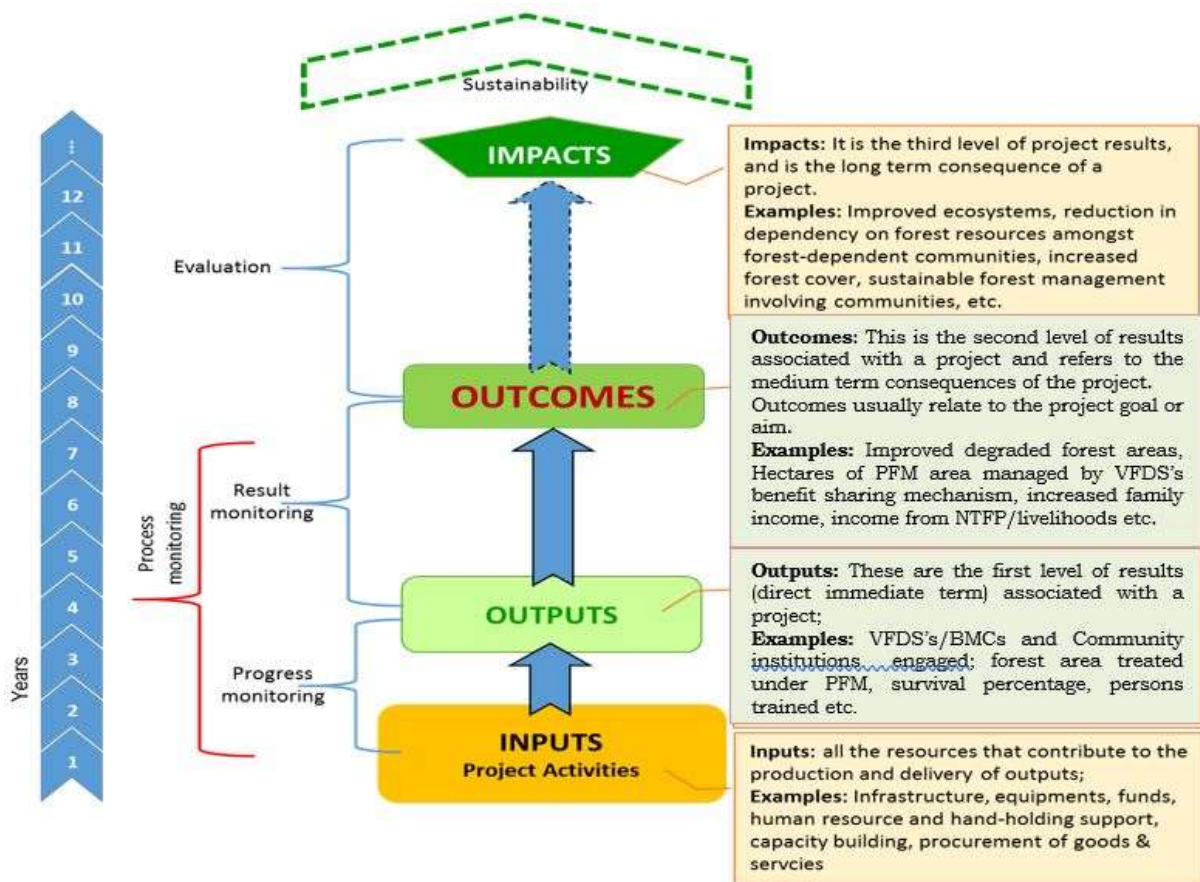


Figure 3. Monitoring & Evaluation Framework for the Project

M&E Institutional Arrangements

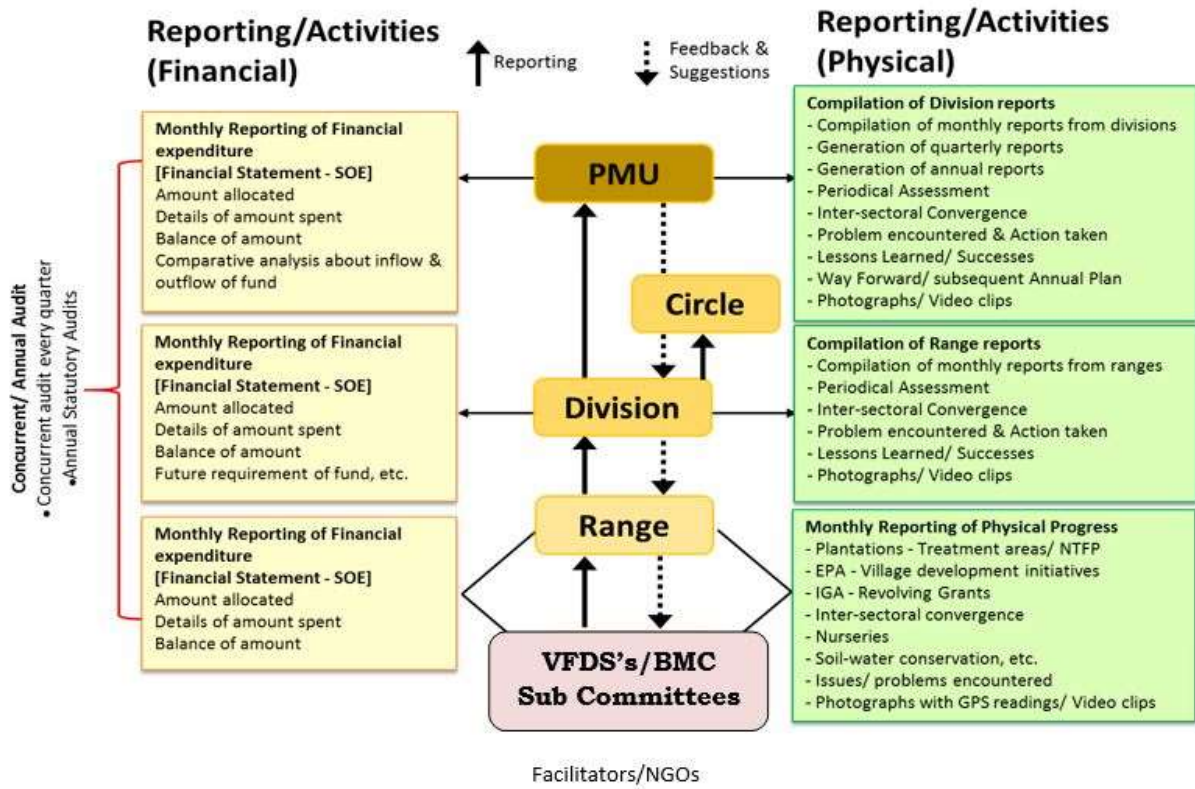


Figure 4. Information flow and reporting arrangement

Chapter 1: First Tier Monitoring

MONITORING PROCESS AND METHODOLOGY BY HPFD FUNCTIONARIES

Monitoring system of HPFD is well established and is being practiced by forest department since long. PIHPFEM&L Project will follow a similar system for monitoring plantations, nurseries, civil works and Soil & water conservation works. Generally, internal monitoring is to be practiced by field functionaries up to the level of CF/CCFs.

A. Forest Plantations

In JICA forestry project 10,984 ha area for plantations through PFM and Departmental mode is proposed in 61 ranges of territorial and Wildlife divisions. Project aim is successful establishment of plantations to achieve the objective of enhancing the forest cover and improving the density of existing forest cover. Successful planting and establishment of plants will be monitored by FLS and others at different level. The objective of monitoring would not merely be to assess survival percentage, rather monitoring would need to assess chances of establishment of the plantation in view of choice of species vs. site, quality of planting stock used, and level of protection accorded to the plantation. Detail of monitoring procedure is illustrated below:

Field Official	Prescribed Mandatory Check	Remarks
a. First Year Plantation (Random Sampling)		
CF/CCF (T&WL)	5% of the new plantations in each Division subject to minimum 10 ha for Circle.	<ul style="list-style-type: none"> The areas for monitoring shall be randomly selected. Information shall be recorded species-wise. The areas taken up for monitoring by CFs/DFOs shall not be the same. SMC works within plantations shall also be checked Random Sampling design given as Annexure-I Format for recording observations/data given.
DFO (T&WL)	20% of the new plantations in each Range subject to minimum 20 ha for Division.	
ACF O/o DFO (T&WL)	50% of the new plantations in each Range	
Range Officer	100%	
Block Officer	100%	
b. Old plantations (Random Sampling of 2nd & 3rd year old Plantations)		
CF/CCF (T&WL)	1% of 2 & 3 years old plantations in each Division	<ul style="list-style-type: none"> Areas to be selected through random sampling method and should be evenly spread across the Divisions/Ranges/Blocks. The areas taken up for monitoring by
DFO (T&WL)	5% of 2 & 3 years old plantations in each Range.	
ACF O/o DFO (T&WL)	10% of 2 & 3 years old plantations in each Range.	

Range Officer	50% of 2 & 3 years old plantations	CFs/DFOs shall not be the same. • Format for recording observations/ data given
Block Officer	100% of 2 & 3 years old plantations	

Notes:

- i. The Inspecting Officers to ensure that updated Plantation Journals are made available to them during monitoring of plantations.
- ii. The Inspecting Officers, in respect of old plantations, to check whether the species composition matches with the one used at the time of plantation. Change, if any, needs to be brought out in respect of (a) reasons for change, and (b) who authorized the change.
- iii. The reporting would be separate for monsoon and winter plantations in respect of new plantations. The report of monsoon planting is to be submitted by 31st December and for winter planting by 31 May in the following year.

Confirmation of Plantation Establishment

The objective of carrying out plantations is to (a) enhance forest cover through afforestation, and (b) to improve density of existing forest cover through enrichment plantations. It means that every plantation must establish at the earliest. The department, to ensure fully stocked plantations, has been undertaking casualty replacement and maintenance of the plantations for period varying from 3-5 years. However, formal mechanism to report establishment status of plantations beyond this maintenance period was introduced only recently vide PCCF (HoFF)'s Office Order No. 93/2017 dated 30 May 2017. It is crucial to know the status of these plantations beyond maintenance period to make use of the learning from its success or failure in future planning. It is also important from the public scrutiny point of view. There is also need to notify successfully established plantations.

The following two committees are constituted to assess the status of plantations beyond maintenance period and to confirm their establishment status:

a. Divisional Level Committee

- | | |
|-------------------------------------|----------|
| 1. Divisional Forest Officer | Chairman |
| 2. Assistant Conservator of Forests | Member |
| 3. Concerned Range Forest Officer | Member |

The functions of the Divisional Level Committee shall be as under:

- The committee will monitor and evaluate the Four Years Old Plantations to ascertain the establishment status and prepare comprehensive report based on field inspection.
- The committee shall, in the report, also mention the type and quantum of maintenance carried out over the years, and the results of the same.
- In case the committee finds that the survival percentage is less than 40%, it will (a) propose specific interventions for quick establishment of the concerned plantation along with budgetary requirement, (b) report reasons for low survival percentage, and (c) report negligence, if any, of the field staff.

b. Circle Level Committee

1. Chief Conservator/ Conservator of Forests	Chairman
2. DFO of concerned Division	Member
3. Assistant Conservator of Forests	Member

The functions of the Circle Level Committee shall be as under:

- The committee will monitor and evaluate the **Four-Year-Old Plantations** to assess the establishment status and prepare comprehensive report on the basis of field inspection.
- The committee shall, in the report, also mention the type and quantum of maintenance carried out over the years, and the results of the same.
- Plantations where the survival percentage is more than 40% will be considered as established and recommended to the PCCF (HoFF), HP to be notified as “**Established Plantation**”.
- In case the committee finds that the survival percentage is less than 40%, it will (a) propose specific interventions for quick establishment of the concerned plantation along with budgetary requirement, (b) report reasons for low survival percentage, and (c) report negligence, if any, of the field staff.

The PCCF (HoFF), on the basis of reports submitted by the Division Level and the Circle Level Committees, shall either notify the plantations as established or approve these for course correction.

B. Inspection of Project Nurseries

The project is developing and maintaining 61 circle and range level nurseries to support its plantation target. Project nurseries are the backbone of the plantation program of the project. A

good nursery and good nursery stock are a promise to success of plantations and their early establishment. The nurseries are, therefore, required to be periodically monitored in terms of qualitative/quantitative parameters laid down in the Department's Nursery Manual. The regime for mandatory inspection of nurseries shall be as under:

Field official	Prescribed Mandatory Check	Remarks
CF/CCF (T&WL)	At least one nursery/ Division/Quarter	<ul style="list-style-type: none">• The nurseries shall be visited in rotation and all nurseries shall be inspected at least once every year by the senior officers• Nursery stock position shall be recorded species-wise using both local and botanical names.• Format for recording observations/ data given
DFO (T&WL)	At least one nursery/ Range/Quarter	
ACF O/o DFO (T&WL)	At least five nursery/ Division/Quarter	
Range Officer	All nurseries in Range/month	
Block Officer	All nurseries in Block/month	

Notes:

- i. The Inspecting Officers to ensure that updated Nursery Journals are made available to them during monitoring of nurseries.
- ii. The Inspecting Officers to check whether (a) Duly approved Nursery Plan was available, and (b) whether species grown in the nursery matched with the ones proposed in the approved Nursery Plan.
- iii. Change in species selection, if any, needs to be brought out in respect of (a) reasons for change, and (b) who authorized the change.

C. Inspection of Civil Works

The major civil works under the project include maintenance of Buildings - both residential and non-residential; construction and maintenance of Roads and Paths; and Soil and Water Conservation Works (Check Dams, Retaining Walls, and Water Harvesting Structures). The department has its own Engineering Wing to prepare and approve the structural drawings and estimates of these works with responsibility to inspect these works at various stages of completion. However, the responsibility of execution of these works lies with the forest field staff. As such it becomes incumbent upon them to ensure the completeness and quality of these works. Protocol for inspection of civil works are included in the Mandatory Field Inspection order vide PCCF (HoFF), HP's letter No. APCCF (M&E) dated 19.09.2015 which are suitably modified to fit the project requirements.

Field Official	Prescribed Minimum Mandatory Check	Remarks
a. Inspection of Building Works (Maintenance from project funds)		
CF/CCF (T&WL)	5% of works with estimated cost of >Rs. 5 lac & 1% of other works	<ul style="list-style-type: none"> • Inspections must be carried out during various stages of maintenance work. • Check the quality of work, including workmanship.
DFO (T&WL)	10% of works with estimated cost of >Rs. 5 lac & 5% of other works	
ACF O/o DFO (T&WL)	20% of works with estimated cost of >Rs. 5 lac & 10% of other works	
Range Officer	100%	
b. Inspection of Road & Paths/Entry Point activities (New and Maintenance)		
CF/CCF (T&WL)	2% of new work & 1% of maintenance works	<ul style="list-style-type: none"> • Inspections may be carried out during various stages of road and path works. • It is expected that different level of supervisory officers will inspect different works to have better coverage of the works.
DFO (T&WL)	20% of new works & 10% of maintenance works	
ACF O/o DFO (T&WL)	50% of new works & 20% of maintenance works	
Range Officer	100%	
d. Inspection of Soil & Water Conservation Works (Check Dams, Check Walls/ Retaining Walls, Water Harvesting Structures)		
CF/CCF (T&WL)	5% of structures with estimated cost of >Rs. 5 lac & 1% of the remaining works	<ul style="list-style-type: none"> • 100% checking, if number of such structures is less than 5 in respective jurisdictions. • Check and record appropriateness of location, design, quality and quantum of work. Check the work register and its completeness. • Small works viz. gully plugs may be checked on random basis.
DFO (T&WL)	20% of structures with estimated cost of >Rs. 5 lac & 5% of the remaining works	
Range Officer	100%	

COMMUNITY SELF-MONITORING FOR PFM MODE ACTIVITIES

System of self-monitoring by community institutions based on the annual implementation plans would also be in place at VFDS/Ward level. Community institutions would be facilitated and guided to fine-tune and adopt simple participatory tools for generating performance reports based on actual achievements.

PMU will ensure to implement colour-code based performance rating system for the project VFDS. Based on the rating system Quarterly Performance Report Card would be prepared for each VFDS and would be displayed at range level. A caution is required that such a system should get evolved by community themselves rather than be project-driven.

To ensure that it happens initial handholding and capacity development on participatory M&E tools and processes, both for community representatives and project staff, would be required. To facilitate the process guidelines for the Community based Self-monitoring would be developed by PMU and disseminated at the field level.

a. **Social Audits**

To empower the VFDS members and community in decentralized planning and decision making, and to bring in transparency in the processes, a system of six-monthly social audits would be in place. This one-day event would give an opportunity to all community members to know about the project activities and raise voice, if concerns are identified, while VFDS shares all the records, proceedings, achievement vis-à-vis annual plan, accounts, expenditure, wage-payment details, etc. in public. Other stakeholders including representatives of VFDS, forest department, line departments, NGOs, project/ forest staff, etc. will also participate in this event.

Community institution representatives/ members and project staff at field level will receive training for systematically conducting Social Audits. PMU will develop and disseminate guidelines for conducting Social Audits. The Social Audits would be conducted twice in a year preferably during May and November each financial year at a common place. Advance announcement of dates for Social Audits to be made by office bearers to ensure maximum participation by members, particularly women.

Activities to be covered under a Social Audit:

- ✓ Awareness on **Rights, Entitlements, Responsibilities & Obligations** under the Project, especially about the Right to Participate in Social Audit.
- ✓ **User-Friendly** Forms, Formats & Documents to Ensure **Ease of Participation** for the local Community
- ✓ All Relevant Information Related to the Project should be **Accessible, Displayed, & Read-out.**

- ✓ **Transparent & Participatory** Decision-making Process inclusive of all impacted Stakeholders.
- ✓ Frequent Meetings, Interactions, and Discussion among the VFDS/ BMC Sub Committees. SHGs/ CIGs, Project Staff and HPFD.
- ✓ All Decisions and their Rationales to be Discussed and Documented without a delay.
- ✓ Immediate Action on Findings of a Social Audit.

Steps in a Social Audit:

- STEP 1:** Identify various Stages of the Project Implementation and Intervention with Timeline.
- STEP 2:** Identify Vulnerabilities at each stage – in terms of ‘What can be corrected’, ‘Which Distortion can occur’, ‘What Biases can Crop up’ and more.
- STEP 3:** Identify Appropriate Measures for all Identified Vulnerabilities that can be addressed through Social Audit Mechanism.
- STEP 4:** Identify Professionals and Institutions Capable to Conduct Social Audit in an organized manner.
- STEP 5:** Call a Meeting of VFDS/ BMC Sub Committees, SHGs/CIGs, and other Stakeholders to Discuss the Principles and Methods of Social Audit.
- STEP 6:** Organize a Public Hearing of Impacted Stakeholders.
- STEP 7:** Follow up Action on Social Audit.

Proceeding of the Social Audits would be compiled by EC members preferably General Secretary with assistance from project/ forest staff and NGO staff and would submit the copy of the same to concern range and division highlighting action to be taken by respective stakeholders on identified issues. The division would compile the results/ findings of all the Social Audits and submit a report to the circle and PMU every time.

b. Social Audit Committees

The VFDS in its general house meeting, will constitute a social audit committee which will constitute of three members having at least one female representative. Members of the social audit committee should not be part of any Executive Committee formed under the VFDS. The working period of the social audit committee will be one year or till VFDS does not change the members of the committee.

The social audit committee can inspect any work done through VFDS, records of the VFDS and may record the statement of any person involved in executing the works under VFDS if required by it. The Committee will certify the expenditure statement prepared by VFDS EC, completion report and utilization certificates of the works done by VFDS.

c. Statutory Financial Audits

Project would provide support to undertake annual statutory financial audits of the funds provided to various implementing agency during a financial year. Separate bank accounts would be opened for the VFDS /BMC Sub committees and the project divisions/ ranges for transferring the project funds and would be audited by qualified and credible CA firm(s).

Chapter 2: Second Tier Monitoring

Second Tier Monitoring of developmental works would be done by Monitoring & Evaluation wing of Project and the team constituted by M&E wing of the Project. Monitoring may start during the month of August /September onwards for the works implemented during the financial year.

For carrying out monitoring and evaluation exercise in the project area, one team consisting of Representative of PMU, DFO (Hqrs), ACF, RO for carrying out second tier monitoring will be constituted.

Second Tier Monitoring Methodology:

The second-tier monitoring is based on a totally objective sampling design. This design involves multi-stage random sampling, also known as cluster sampling, in which random sample are drawn from the primary and secondary units i.e., Forest Ranges and VFDS. The basic unit for second-tier monitoring will be VFDS.

- Batch-I, II & III area of project will be selected through random sampling.
- Out of the 61 ranges under the project, at least 18 ranges will be selected through random sampling for monitoring in a year
- For all the selected ranges at stage one, at stage two, at least two VFDS per Range will be selected using computer generated random sampling method
- In the final stage, for the selected VFDSs 100% works of Community Development and Livelihood activities and 25% of Plantations, soil & water conservation and civil works (both PFM and Departmental works) will be monitored in field
- For nursery monitoring by M&E wing, all the nurseries under the Project will be monitored at least once in a year
- The inspecting team shall, in addition to the quantitative parameters, pay special attention to quality of the work implemented at the VFDS level. The information shall be supported with photographs of the works.
- VFDS and SHG/CIG grading will also be done by the monitoring team following parameters/criteria developed by the Project.

Monitoring & Evaluation by team of M&E Wing: - The teams constituted by M&E wing shall inspect the field works for which annual schedule shall be prepared by April/May every year by M&E wing. The VFDS for such monitoring shall be randomly selected through a computer based multistage random sampling method described above. The sampling intensity shall be two VFDS per Range. The inspection reports shall be submitted on the prescribed formats by the monitoring team to the M&E Office for records.

The activities pertaining to all components of the project will be checked in the selected VFDS. The list of identified / selected VFDS and plantation sites for Second Tier Monitoring will be provided by M&E wing to team constituted for the purpose. The results of the monitoring will be presented on GIS maps (those available with GIS Cell of the department) and an evaluation exercise will then be undertaken.

Chapter 3: Third Tier Monitoring

Third party monitoring will be carried out by Hired agencies /consultants for this project twice during the project period. First third-party monitoring will be conducted in the mid-term of the project and the second third party monitoring will be carried out the end of the project during the phase-out phase of the project to assess the overall impact of the project in achieving the stated objectives of the project.

Chapter 4: Technology Based Monitoring

A. Computerized MIS

Web-enabled MIS would be utilized for capturing the progress and achievements on day-to-day basis. MIS will be planned till range-level from where the data would get integrated upwards. This would be done in phased manner. Paper-based formats or mobile based app system would be used to capture information at VFDS and community institution level. The output reports generated by the MIS would give status of project progress and performance.

The existing MIS software will be modified by PMU of the project initiation. In-house capacities of the forest department would be utilized to design or modify MIS modules as per the project requirements considering the project logical framework and proposed M&E system.

Later, PMC would also guide PMU to strengthen the MIS reporting. IT/ GIS Cell within HPFD will also have mandate to provide technical backstopping to project divisions and ranges during the project implementation. Training manual would be developed for the project specific MIS modules prior to commissioning and will be used to train the project staff at all levels of operation. Details on MIS are provided in separate section of the report.

B. Computerized Accounting System

Financial and accounting procedures and policies would be developed and adopted for the Project. These policies and procedures will be published in form of Financial Management and Accounting Manual and will be disseminated to all key stakeholders. This manual will be key reference document for maintaining transparency, providing clarity regarding financial aspects to the various stakeholders and finance staff, ensuring uniformity, and enforcing accountability. All units of operations will comply and follow the accounting procedures and policies as per the Financial Management and Accounting Manual approved by HPC and adopted by the Project. Training on using the financial management and accounting manual, and project account keeping would be planned for all key stakeholders.

Computerized accounting system based on standard accounting software would be utilized for maintaining financial records till range-level for real-time reporting. The accounting software would be customized and adopted for financial management, tracking disbursement as per annual plans and efficiently compiling Statement of Expenditures (SOEs) for submission to JICA, state government, and Central Aids, Accounts and Audit Division (CAAA) under Ministry of Finance, Department of Economic Affairs.

The accounting software would be procured for newly created project offices whereas the software already available with the forest divisions through Compensatory Afforestation Fund Management and Planning Authority (CAMPA) funds will be utilized for the project after customization.

All operational levels would be strengthened both in terms of equipment/ connectivity and human-resource to implement the plans. Systematic training would be planned for all key staff at all levels to handle and utilize this software for maintaining financial records and generating reports.

C. GIS applications

Through the Project, IT/ GIS Cell would be further strengthened for undertaking GIS/ MIS operations. All the project sites and treatment areas would be geo-coded and plotted on digitized maps to be utilized for planning and analysis. It would also be important to record geographical location (VFDSS based coordinates) of each individual asset created under the Project for closely monitoring the work progress. Location specific inventory of assets with geo-codes would be created and photographs would be tagged to better manage the assets in future.

In addition, IT/ GIS Cell would also be capacitated of undertaking technology-based analysis and related assessments utilizing both MIS and GIS tools.

D. Satellite based monitoring of forest resources

Satellite based monitoring of forest resources is being conducted by FSI on bi-annual basis. The resolution of satellite images used by FSI is 23.5 meters and is useful to monitor state or country level monitoring. For the Project, high resolution satellite image-based monitoring of project areas would be beneficial in detailed assessment/monitoring of plantation and protection sites and the forest resource within project areas. It is recommended that IRS Resourcesat-2 LISS-IV Mxdata at 5.8 meters spatial resolution (or comparable) may be procured for periodical assessment and monitoring of project areas using in house capacity with HPFD's IT lab and GIS staff of PMU.



AA=Advance Action Planting=Planting Year

Satellite image of before plantation

Satellite image of 4th to 5th Yr. after plantation

Satellite image of 7th to 8th Yr. after plantation

Source: JICA Study Team (2017)

Figure 6. Satellite Images Procurement Schedule

Satellite images would be procured during three stages (**Figure 6.**)

1. Before Plantation (0-Year) as baseline data
2. Between 3rd to 4th Year after plantation year
3. Between 7th to 8th Year after planting year

Since the Project would be implemented in three batches, thus for each batch set of satellite images need to be procured depending upon the respective planting year. During the project duration, satellite-based assessment of changes in the project areas would be conducted by comparing changes between 0th year (i.e., before project situation) to 3rd/4th year and 7th/8th year (i.e., after project intervention).

E. Site Specific Monitoring by Drone

The site-specific monitoring exercise of the PFM and Departmental Mode intervention areas will be conducted by members of hired agency with technical guidance and support from range office/FTU staff and relevant resource organisations. The monitoring is scheduled to be conducted 1 years (2nd year) and 3 years (4th year) after the planting work (1st year).

EVALUATION OF VFDS FOR RANKING

For Process and progress monitoring of the VFDS following procedure will be followed which can be further used in incentivizing the VFDS.

While evaluating the VFDS, Project will investigate the level of success achieved by the VFDSs through the activities being undertaken by them. Since it is not possible to judge the success of the committee on the basis of one indicator or one variable, the attributes of the VFDS are compared to certain benchmark the review the percentage achievement and hence decide the level of success.

The VFDSs will be classified as Very Active, Active or inactive on the basis of minimum percentage of benchmark achieved. The following percentage distribution will be used for the classification:

Classification	Percentage Limits
Very active VFDS/BMC Sub committees	Above 60%
Active VFDS/BMC Sub committees	35% - up to 60%
Inactive VFDS/BMC Sub committees	Less than 35%

The following benchmarks may be used for this classification; -

S. No.	Stage	Attribute	Detail	Score
1	Formation of VFDS	<ul style="list-style-type: none"> • Total number households as a percentage of total households in a ward/s (0-5). • Total woman numbers and their percentage out of total members (0-5). • Member households of Sc/ST/landless person as a % of such households in the ward/s (0-5). • Formation of woman Sub-Committee and number of members (0-5). 		

2	Activeness	<ul style="list-style-type: none"> • Number of years since the VFDS has been formed. • Number of meetings organized. • Number of times the meeting was not held due to lack of quorum. • Number of times the President/President participated in Executive Committee meetings. • What were the results of resolutions passed by the woman sub-committee? • Have the by-laws been prepared. • Has the management plan been prepared? 		
3	Result	<ul style="list-style-type: none"> • Which all forest products have been distributed for the benefits of the villagers? • Is the Forest Produce Distribution register being maintained? • Number of families benefitted. • Fee is charged or not? • Number of forest crimes/offences detected before the formation of VFDS • Number of forest crimes/deducted offences per year after the formation of the VFDS. 		
4	Protection Management	<ul style="list-style-type: none"> • Protection being undertaken by the Department and by the VFDS • VFDS has provided information about how many forest offences to the Forest Department. • What is the procedure for solving forest crimes? • How much fee has been collected? 		

5	Towards Continuous Development and Convergence	<ul style="list-style-type: none">• How much money is kept under the maintenance fund and to what use it has been put?• Action taken by the VFDS for the sustainable harvesting and conservation of Minor Forest Products and their results.• Interest shown by the VFDS in the activities of other Departments of the State Government.• Descriptions of activities undertaken through the funds received from other departments• Resolution of Conflicts.• Advantage taken from other schemes of development.		
---	--	--	--	--

A separate award scheme for VFDS assessment and felicitation is being developed by PMU.

Format for Meeting Proceedings under PIHPFEML (JICA)

Name and Purpose of Meeting/workshop .-----

-----Name of FCCU/ DMU/ FTU -----

Date of Meeting ----- Time -----

Venue -----

SNO.	Agenda	Description of Discussion	Decisions taken
1.			
2.			
3.			
4.			

Signatures FCCU Officer
Officer

Signatures DMU Officer

Signatures FTU

Stamp.

Format for Proceedings of VFDS and BMCs Sub-Committees

Name of VFDS/BMCs -----

Name of Panachyat ----- **Teh.** ----- **Distt .** -----

Name of FTU ----- **Name of DMU** ----- **-Name of FCCU --**

Date of Proceeding ----- **Time** ----- **Venue**

SNO.	Agenda	Description of Discussion	Decisions taken
1.			
2.			
3.			
4.			

Signature

Signatures of Other Members

Signature

President/Member Secretary

present

Format for Social Audits Report (Submitted by Social Audit Committee)

Division..... Range.....
Beat..... VFDS.....
Period of Social Audits
.....
Date of Social Audits.....
Total Member of VFDS.....
No. of member take part in Social Audit.....

Sr. No.	Name of Works	Cost (As per APO)	Dimension of works (As per APO)	Work Status (Completed or Not)	Financial Deviation	Work Quality (Satisfactory or Not)	Process Violation	Grievances	Action Taken
1									
2									
3									
4									
5									
6									

Signature of VFDS President
(Stamp)

Signature of Committee Head
(Stamp)

Signature of VFDS Pradhan
(Stamp)

Format for Grievance Redressal, Right to Information Act (RTI) and Public Disclosure

Name of Circle:	
Report Period:	
Number of application received on Grievances during Reporting period:	
List of Grievances matters:	1. 2. 3.
Number of Grievances addressed:	
Grievances solution detail:	
List of Pending Grievances:	1. 2. 3.
Reason of Pending Grievances:	
Number of RTI application received during Reporting period:	
List of RTI matters:	
Number and list of RTI answered:	
Number and list of unanswered RTI:	
Cause of unanswered RTI:	
Public hearing Event Date:	
Public Disclosure:	

Format for Plantation Monitoring

Name of Circle.....Name of Division.....
 Range..... VFDS.....
 Year of execution..... Expenditure incurred (in Rs.).....
 Date of Inspection.....

A	Name of Plantation Area		
B	Extent of Area (in Ha.)		
C	VFDS Coordinates (Middle of the Plantation)		
D	Month and Year of Plantation		
E	Name of Scheme (PFM&FD)		
Description of Plantation			
1	Plantation as per Micro Plan	Yes/No:.....	
2	Plantation Journal maintained	Yes/No	
3	Growth and health condition of plants		
4	Condition of fencing	Intact or Not:.....	
5	Species-wise detail of plants planted	Species	No. plants Planted
6	Suitability of species with site		
7	Pit Size (<i>whether as per the work estimates</i>)	Yes/Not:.....	
8	Browsing of Plants	Yes/No:.....	
9	Fire traces	Yes/No:.....	
10	Soil Erosion traces	Yes/No:.....	
11	Expenditure incurred (in Rs.)		
12	Survival percentage (<i>Record species-wise general health and growth status/ reasons for failure of plants</i>) Target of Survival percentage Normal Plants (1,100 plants/ha) 70 % (1st year); 85 % (3rd year) Tall Plants (<=500 plants/ha) 90 % (1st year); 95 % (3rd year)	Species	Survival % age
13	Soil Moisture Conservation Works (No. of Trenches)		
14	Natural regeneration in plantation area		
15	Invasive alien species are found in plantation area	Yes/No:.....	
16	Status of first stage monitoring by RFO/ ACF/ DFO/ CF (<i>Record dates of such monitoring</i>)		

General Observations and Recommendations:

Name of Inspecting Team:

- 1
- 2
- 3

Signature

Format for nursery monitoring

Name of Circle.....Name of Division.....

Range..... Nursery Name.....

Date of Inspection.....

A.	Year of Establishment			
B.	Extent of area			
C.	Whether permanent or temporary			
D.	Range/ Circle nursery			
E.	Mean of irrigation			
F.	Soil condition			
G.	Type of Beds			
Description of Nursery				
1	Species raised in Nursery according to site	Yes/No:.....		
2	Nursery Journal maintained	Yes/No:.....		
3	Nursery Sign-board & its Condition	Yes/No:..... Condition.....		
4	Fencing type			
5	Inspection/ nursery Path - its appropriateness and condition			
7	Nursery Store (<i>adequacy, general condition</i>)			
8	Other Nursery Infrastructure			
	Office cum Mali hut	Yes/No:.....	Composting Area.	Yes/No:.....
	Nursery working Space	Yes/No:.....	Nursery equipments	Yes/No:.....
	Potting media storage	Yes/No:.....	Water pipe line Network	Yes/No:.....
	Scrap material space	Yes/No:.....	Potting media shed	Yes/No:.....
	Root trainers and stands	Yes/No:.....	Irrigation facilities	Gravity / Lift / IPH / Bore well/ others
	Poly House/ Poly tunnel	Yes/No:.....	Hardening yard for root trainer seedling.	Yes/No:.....
	Agro-net shed for nursery beds	Yes/No:.....		
	Mist Chamber	Yes/No:.....		
9	Composting/ vermi- composting Unit (<i>Its type and functioning status –with total compost made (Kgs) during the past year</i>)			
10	Source of seed/ propagules (<i>if purchased – from where/ if collected –from where</i>)			
11	Road connectivity for carriage of plants			
13	Species-wise detail of plants raised (Normal/Tall plants – with size and age)			
	Normal Plants			Tall Plants
	Species	No of Seedlings	Age	Avg. size

14	Quality of Potting Mixture used in polybags (<i>open 2-3 polybags and check quality</i>)							
15	Foliage colour of nursery stock (dark green/ green/ yellowish green) indicative of nutrient deficiency							
16	Expenditure incurred (in Rs.) during the last two financial years							

General Observations and Recommendations:

Name of Inspecting Team:

- 1
- 2
- 3

Signature

Format for community development works monitoring

Name of Circle.....Name of Division.....

Range..... VFDS.....

Date of Inspection.....

A.	Name of Community Development Works	1..... 2..... 3..... 4.....
B.	Location of the work	
C.	Dimension/Quantity of works	1..... 2..... 3.....
D.	Year of execution	
E.	Expenditure incurred (in Rs.)	
Description of works:		
1	Completeness of works (<i>is it as per estimate – no. of structures constructed</i>)	
2	Quality of work and condition on the day of monitoring	
3	Social Audit of works	
4	Status of Community Development Works Register (<i>Kindly check whether photographic documentation of the site before and after treatment has been placed in the register</i>)	
5	Whether work fulfills the objective for which the work was undertaken	
6	Status of first stage monitoring by RFO/ ACF/ DFO/ CF (<i>Record dates of such monitoring</i>)	

General Observations and Recommendations:

Name of Inspecting Team:

- 1
- 2
- 3

Signature

Format for soil conservation work monitoring

Name of Circle.....Name of Division.....

Range..... VFDS.....

Date of Inspection.....

A.	Type of Soil Conservation Work (check walls, spurs, check dam, WHS, water ponds, bio-engineering, etc.)	
B.	Location of the Soil Conservation work	
C.	VFDS Coordinates	
D.	Extent of Area (in Ha.)	
E.	Year of execution	
F.	Expenditure incurred (in Rs.)	
Description of Soil Conservation works:		
1	Appropriateness of selection of site and type and design of structure vis-a-vis requirement	
2	Completeness of treatment (<i>is it as per site requirement – no. of structures constructed</i>)	
3	Quality of work and condition on the day of monitoring	
4	Appropriateness of choice of species in case of bio-engineering works	
5	Status of Soil Conservation Works Register (<i>Kindly check whether photographic documentation of the site before and after treatment has been placed in the register</i>)	
6	Whether Soil Conservation work fulfills the objective for which the work was undertaken	
7	Status of first stage monitoring by RFO/ ACF/ DFO/ CF (<i>Record dates of such monitoring</i>)	

General Observations and Recommendations:

Name of Inspecting Team:

Signature

1

2

3

FORMAT FOR DMU/ FTU MONTHLY REPORT

PART-I

A. Summary Report

Title of the project:	
Project Reporting Period/ Month:	
Project Division:	
Budget for the reporting month (to be mapped with approved annual budget)	
Expenditure for the reporting month:	
Justification (if any) for unspent budget:	
Revised plan of action/ rectification:	
Overall Management/ collaboration innovations and challenges (in bullet points)	

B. Human Resources

S. No.	Name	Designation	Contact no.	Email ID
1		DMU Officer		
2		FTU Officer		
3		SMS		
4		FTU Coordinator (Range Name)		
5		FTU Coordinator (Range Name)		
6		FTU Coordinator (Range Name)		
7		FTU Coordinator (Range Name)		
8		Data Entry Operator		

Position	Staff left during the month	Staff joined during the month	Vacancies
SMS			
FTU Coordinator			
Data Entry Operator			

C. Project Achievements

	Component/ Sub-Component	Unit	Achievements Up to -----
	Sustainable Forest Ecosystem Management		
	1. Participatory Forest Management (PFM) Mode		
(1)	Micro Plan Preparation	No.	
(2)	Improvement of Moderately Dense Forest (ANR including in-situ SMC work)	ha	

(3)	Improvement of Open/ scrub forest (Block plantation (including in-situ SMC works)	ha	
(4)	Eradication of Invasive Species	ha	
(5)	Improvement of Pastures/ Grasslands including in-situ SMC work	ha	
(6)	Forestry Intervention Outside Forestry Area	ha	
(7)	Training of VFDS	No.	
2.	Departmental Mode		
(1)	Tending Operation for Improvement of Existing Forests	ha	
(2)	Improvement/Densification of Moderately Dense Forest	ha	
(3)	Afforestation/Improvement of Open/ Scrub Forests	ha	
(4)	Improvement of Pastures/ Grasslands	ha	
(5)	Improvement of Nurseries	No.	
Biodiversity Conservation			
1.	Scientific Biodiversity Management		
(1)	Rapid Response Team	No.	
2.	Community Based Biodiversity Management		
(1)	Micro Plan Preparation	No.	
(2)	Community Based Biodiversity Management	No. of BMC sub-committees	
(3)	SATOYAMA based Biodiversity Conservation Activities	No. of BMC sub-committees	
(4)	Training of BMC sub-committee	No. of BMC sub-committees	
Livelihoods Improvement Support			
1.	Community Development		
(1)	Implementation of Community Development Activities	No. of VFDS and BMC sub-committees	
(2)	Training Programmes for Community Development	No. of training	
(3)	Pilot Project on Hydro Cultural Fodder Production		
2.	NTFP Based Livelihood Improvement	No. of 400 VFDS & 60 BMC sub-committees	
(1)	Establishment of Jadi Buti Society	No.	
(2)	Identification of Clusters	No.	
(3)	NTFP Assessment		
3.	Non-NTFP Based Livelihoods Improvement		
(1)	Implementation of Household/Community Level Livelihood Improvement	No.	
(2)	Training of Staff and SHGs/CIGs		
	Clusters	Training No.	
		No. of Participants	
		Male	
		Female	
	SHGs/CIGs	Training No.	

		No. of Participants	
		Male	
		Female	
Institutional Capacity Strengthening			
1.	Strengthening of Project Implementation		
(1)	Establishment of PMU/FCCU/DMU/FTU	No. of PMU/ Circles/Divisions/FTUs	
	Monitoring & Evaluation		
(2)	Enhancement and Promotion of GIS/ MIS/ ICT		
3.	Phase Out		
(1)	Phase-Out Training for VFDS and BMC	No.	
		No. of Participants	
		Male	
		Female	
(2)	Phase-Out Training for SHGs/CIGs	No.	
		No. of Participants	
		Male	
		Female	

Part-II

Narrative Report

1. Please mention any challenges in and achievements due to protection, plantation and maintenance of area under PFM and Departmental Mode.

- improvement in grass/ tree cover, sighting of wild animals etc
- VFDS reporting reduction in human animal conflict
- Changes in the Socio-economic status reported by VFDS

1.1.: Please mention any achievements/ challenges reported by VFDS/BMC sub-committee in their functioning.

- Holding meetings
- Attendance in the meetings
- Issues discussed in the meetings
- Preparation/ approvals of microplans
- Preparation/ approvals of People's Biodiversity registers

1.2.: Please mention any achievements/ innovations/ challenges related to nursery development and plantation/ seeding activities.

2: Please mention achievements/ innovations and challenges related to

- Preparation of business plans
- Loan for livelihood activities to SHG/ SHG members
- Cluster formation and their functioning
- Production enhancement
- Collection and marketing of produce

2.1: Please mention achievements/ innovations and challenges related to

- Formation of SHGs and their federations
- Savings, inter-loaning and revolving fund
- Training of SHGs

2.2.: Please write about initiatives, achievements and challenges in converging VFDS/BCM sub-committee activities with other development programs

3: Please mention key learning from and feedback on the training programmes conducted during the month in your area. Trainings could be on different aspects and may be given to VFDS/BCM sub-committee members.

3.1.: What are the aspects on which capacities of VFDS/BCM sub-committee members have been built during the month

3.2.: What are the aspects on which capacities of Forest Department and Field NGOs' staff have been built during the month

REPORTING FORMAT FOR TRAINING PROGRAMME (QUARTERLY)

Name of Circle Name of Division

Reporting Period.....

Component	Type of Trainings	Target Group	Duration	No. of training	Total no. of participants	No. of Male participants	No. of Female participants
Component 1.Forest Ecosystems Management							
Component 2.Sustainable Biodiversity Management							
Component 3.Livelihood Improvement Support							
Component 4 Institutional Capacity Strengthening							

TRAINING FEEDBACK FORMAT

Training

Title:.....

..... Date Attended:

Please select the rating for each section based on the following criteria:

5=excellent 4=good 3=average 2=fair 1=poor

Please rate the trainer(s) on the following:

1. Knowledge of the subject matter. 5 4 3 2 1

2. Ability to explain and illustrate concepts. 5 4 3 2 1

3. Ability to answer questions completely. 5 4 3 2 1

Open-ended comments (use the back if you need more space)

4. What specifically did the trainer do well?

5. What recommendations do you have for the trainer to improve?

Please rate the content and structure of the training:

6. The usefulness of the information received in training. 5 4 3 2 1

7. The structure of the training session(s). 5 4 3 2 1

8. The pace of the training session(s). 5 4 3 2 1

9. The convenience of the training schedule. 5 4 3 2 1

10. The usefulness of the training materials. 5 4 3 2 1

11. Was this training appropriate for your level of experience? Yes No

If you said “No” to 11, please explain:

Open-ended comments (use the back if you need more space):

12. What did you most like about the training?

13. What can be improved with regard to the structure, format, and/or materials?

14. Was this training appropriate for your level of experience? Yes No

14. In training venues there was gender segregated toilet facilities Yes No

Your Name: _____

Your Position: _____

Your Department/ Institution: _____

REPORTING FORMAT FOR EXPOSURE VISIT (QUARTERLY)

Name of Circle Name of Division

Reporting Period.....

Sr. No.	Purpose of visit	Target Group	Within or Outside State / Overseas	Place of visit	Duration	No. of people	Male	Female

Quarterly and Yearly progress report under component D: Institutional Capacity Strengthening

Sr. No.	Parameters	Unit	Achievements Up to -----
1	2	3	
1	Microplanning(FEMP&CDLIP)		
	Total Gram Panchayat	No	
	Total wards selected	No	
	Micro plan in preparatory phase	No	
	Micro plan in implementation phase	No	
	Micro plan Completed	No	
	VFDS Formed	No	
	VFDS Bank Account Opened	Nos.	
	GIA Transferred to VFDS	Rs. In Cr.	
	EFM account opened	No.	
	CD & Livelihood account opened	No	
	Amount in VFDS. Acctt.	Rs. In Cr	
2	Para Professional		
	Motivators Engaged	Nos.	
	Ward facilitators Engaged	Nos.	
3	Self Help Groups		
	Existing Strengthened	Nos.	
	New Formed	Nos.	
	Total Members	Nos.	
	of which women members	Nos.	
	Bank Account Opened	Nos.	
	SHGs having Rs. 5000 & more in their Account	Nos.	
4	User Groups		
	Existing Strengthened	Nos.	
	New Formed	Nos.	
	Total Members	Nos.	
	of which women members	Nos.	
	Bank Account Opened	Nos.	
	UGs having Rs. 5000 and more in their account	Nos.	
	UGs having operation and Maintenance Bye Laws	Nos.	
5	Other CIGs		
	Existing Strengthened	Nos.	
	New Formed	Nos.	
	Total Members	Nos.	
	of which women members	Nos.	
	Having Rs. 5000 and more in their Account	Nos.	

Monitoring and Evaluation

Sr. No.	Parameters	Unit	Achievements Up to -----
	No of CIGs have linkage with market	Nos.	
	No of SHGs & CIGs have credit linkage with other financial institutions	Nos.	
6	VFDS Meeting		
	General House Held	Nos.	
	General House held with quorum	Nos.	
7	District level Meeting Held	Nos.	
	Block level meetings held		
8	Extension Activities		
	Awareness meetings	Nos.	
	Exposure Visits	Nos.	
9	Livelihood Improvement Support		
	Vulnerable families (Poor Families) Identified	Nos.	
	Community Development & Livelihood Plans prepared	Nos.	
	(a) Sub Project Prepared for Vulnerable Groups	Nos.	
	(i) NTFP based cluster	Nos.	
	(ii) Non NTFP based cluster	Nos	
	Individuals benefited from Livelihood activities	Nos.	
	Families benefited from Cluster based Livelihood activities	Nos.	
	Families benefited from NTFP based Livelihood activities	No	
	Families benefited from non NTFP based Livelihood activities	No	
	Business Plan Prepared	Nos.	
	(a) Medicinal plants related	Nos.	
	(b) Others	Nos.	
10	Progress Monitoring		
	VFDS Feedback Reporting	Nos.	
	VFDS Performance Reporting	Nos.	
	Success Stories Developed	Nos.	
	Social Audit	Nos.	

Information on Income Generated under Livelihood (Quarterly progress report)

Name of activity	Group Activity				Total investment by project (Rs.)	Income generated (Rs)	If Linked with bank , financial assistance obtained (Rs)
	No of Groups	Total members	Of which women	Of which vulnerable (SC,ST,BC)			

Quarterly and Yearly progress report under Livelihood Improvement Support

	Livelihood Improvement Support		
1	Vulnerable families (Poor Families) Identified	Nos.	
	a) Vulnerable families benefitted from project intervention	Nos.	
	b) Total beneficiaries	No	
	c) Total Women beneficiaries	No	
2	Community Development & Livelihood Plans prepared	Nos.	
	(a) Sub Project Prepared for Vulnerable Groups	Nos.	
	(i) NTFP based cluster	Nos.	
	(ii) Non NTFP based cluster	Nos	
3.	Individuals benefited from Livelihood activities	Nos.	
4	Families benefited from Cluster based Livelihood activities	Nos.	
	Families benefited from NTFP based Livelihood activities	No	
	Families benefited from non NTFP based Livelihood activities		
5	Business Plan Prepared	Nos.	
	(a) Medicinal plants related	Nos.	
	(b) Others	Nos.	
6	Progress Monitoring		
	VFDS Feedback Reporting	Nos.	
	VFDS Performance Reporting	Nos.	
	Success Stories Developed	Nos.	
	Social Audit	Nos.	

Format for Self-Check (Internal Monitoring Report of VFDS Committee)

Division		Compartment		Name of Checker (Ranger Officer)	
Range		Cpt. Size (ha)			
Block		Sub-compt.		Date of Check	
Beat		VFDS Name			
Nursery from which planting material obtained			No. Of self-check of this plot		

Plot No.	Plantation Works						SWC Works							Submit for 3rd party check Y/N	No. Of Seedlings for which beating up required
	Model implemented	Month of planting	Cost norm	Area (ha)	No. of trees planted	Survival rate (%)	No. Of check dams	Length Implemented (m)	Dimensions of Check Dam	Variation (if any)	% acceptance	Costs Norms (amt. Rupees)	Recommended Y/N		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16