



Micro Plan Preparation Handbook

For

Facilitators

**AmaJangalaYojana,
CFPMP Cell, OFSDS**

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FORWARD

AmaJangalaYojana or the Community Forest Protection and Management Program is being implemented in the State of Odisha with financial assistance from CAMPA, MGNREGA, NRLM and State Plan. The twin aim of this scheme is restoration of degraded forests and providing alternate opportunities of income generation for the people living in the vicinity of such forests so as to reduce their dependence on the forests.

The major interventions under the AmaJangalaYojana are not only to be decided and implemented by the community. The VSS Executing Body will facilitate the preparation of 'comprehensive Micro Plans' by the participating Van Surakhya Samities for the degraded areas selected on the basis of objective criteria given in the Scheme.

Considering the 'pivotal' role of Micro Plans, it is essential that the officers and staff of the Forest Department and members of the supporting NGO teams, who will be directly involved in micro planning along with the community, share a common perspective on the importance and the processes involved in preparation of Micro Plans.

This handbook is specifically prepared to facilitate the objective of developing a common understanding about the purposes and the processes of "Micro Planning" under the AmaJangalaYojana. It is expected that this handbook would serve as an important tool in successful implementation of the programme

**PCCF (Projects)-cum- Project Director,
OFSDS**

Abbreviations

AJY	AmaJangalaYojana
CFPMP	Community Forest Protection and Management Program
ANR	Assisted Natural Regeneration
DFO	Divisional Forest Officer
DMU	Divisional Management Unit
EC	Executive Committee
EPA	Entry Point Activity
F	Female
FG	Forest Guard
FMU	Field Management Unit
GB	General Body
GC	General Castes
HH	House Hold
IGA	Income Generating Activity
JFM	Joint Forest Management
KF	Khesra Forest
M	Male
NGO	Non Governmental Organization
NTFP	Non Timber Forest Produce
OBC	Other Backward Caste
OFD	Odisha Forest Department
OFSDP	Odisha Forestry Sector Development Project
OFSDS	Odisha Forestry Sector Development Society
PF	Protected Forest
PHC	Primary Health Centre
PRA	Participatory Rural Appraisal
PWD	Public Works Department
QTY	Quantity
RF	Reserve Forest
RO	Range Officer
SC	Scheduled Caste
SHG	Self Help Group
ST	Scheduled Tribe
VF	Village Forest
VFW	Village Forest Worker
VSS	VanaSurakhyaSamiti

INTRODUCTION

"MICRO PLAN" in the context of AmaJangalaYojana has been perceived to be a guiding document for management of forest areas assigned to the community under Joint Forest Management (JFM) mode. Some entry point activities which inter-alia includes the soil and moisture conservation measures for initial community mobilization with a view to enlist the support and participation of the villagers are proposed under AJY. Micro Plans are generally developed through Participatory Rural Appraisal keeping in view the availability of resources in the Scheme under which they are to be implemented. Micro Plans are to be understood by both the communities as well as by the front line staff from this perspective. However, under the AmaJangalaYojana Scheme, being implemented through the CFPMP Cell of Orissa Forestry Sector Development Society (OFSDS), the focus is on development of comprehensive Micro Plans for overall development of the participating villages through community development programmes along with treatment of the assigned forest area to be managed by the community in JFM mode. Hence, a Micro- plan aims at keeping a holistic view on availability of resources and the sustainable use of these resources by the communities which depend on them. Due to fund crunch sufficient funds for executing all components may not be available under AJY, but the available funds can definitely be utilized for priority activities while leaving some activities to be taken up as and when resources are available and/or through convergence with the schemes of other departments/ organizations. This aspect need to be understood properly by all stakeholders including the VSS members.

A comprehensive Micro Plan prepared by the VSS could be its "Five/Ten Year Development Plan" encompassing the expectations of majority of the people, particularly the forest dependent communities, and other socially differentiated sections. This plan needs to have a prioritized list of activities for overall sustainable development of the village, planned around the available natural and human resources.

Having understood the difference in perceptions of various stakeholders, it is important to make people feel at ease with the task. People tend to remain away from the process under the notion that it is a very technical task and requires specialized skills. However, as we all plan collectively for various activities even in our day-to-day life such as planning for celebrating important village festivals, or visiting tourist places, or marriages etc., same attitude may be maintained while preparing the micro-plans.

1. Micro Plan has to be prepared through a collective effort of all villagers, especially

covering different sections of the village society.

Who should prepare a Micro Plan and what points it should cover –

- A micro-plan has to be prepared by VSS members themselves, with FD and NGO support team acting as facilitators.
- It should reflect the participatory spirit of communities in forest management.
- It should take care of the needs of the local communities and suggest the critical entry point activities required in the village.
- It should examine the options available for income generation activities and energy planning

2. Micro-plan should contain the following:

- Social and Environmental safeguards
- Prioritized activities and Action plans for implementation
- Physical and Financial details of different works.

Micro-plan should address the following social dimensions:

- User groups
- Tribal and other vulnerable sections of the society
- Income and expenditure details

What needs to be done and How?

The steps to be followed in preparation of the Micro Plan are as under:

1. Entry Point Activities (EPA) are meant to build up rapport with villagers and to sustain their interest/faith in the process of development of the forests in the vicinity of the village.
2. VSS Executive Committee should select a Working Group having representative from various sections / categories of villagers to prepare the Micro Plan. Village meeting date (s) should be finalized, announcement should be made before one week of the village meeting, related leaflets, posters etc. if any may be disseminated in the village. The above said details are to be recorded in VSS minutes book.
3. Information has to be gathered from old records if any, by the Micro Plan Working Group.
4. VSS members' list has to be confirmed. If needed, enlistment has to be done.

5. The Working Group needs to go round the forest assigned to the VSS and the area selected for treatment under the Project.
6. Baseline survey, household survey, sample study & market study has to be conducted.
7. Information is to be collected for Forest Development Plan, Entry Point Activities, potential Income Generation Activities (both forest and non-forest resource based), Village Perspective Plan.
8. Separate meetings should be organized with forest dependent households, women, tribal and other user/common interest groups to understand their requirements and prepare special provision in the Micro Plan.
9. Prioritization and rationalization of proposed activities based on local resource and fund availability.
10. Working Group should record all the data in the Micro Plan Format after validation and carefully analyze it to extract required information.
11. Prepare treatment schedule / map for restoration / management of the forest indicating silviculture operations / plantations / choice of species / nursery etc; consistent with the Working Plan prescription of the division.
12. Selection of IGA and Livelihood Options.
13. Estimating the cost of different activities.
14. The draft Micro Plan has to be placed before VSS Executive Committee and the General Body for acceptance.
15. General Body endorsed Micro Plan should be sent to DFO through the Range Officer for his/her approval. If any objections are raised, the same need to be clarified and the plan has to be revised accordingly (in the General Body) and resubmitted for DFO's approval. Approved Micro Plan and MOU copy should be handed over to VSS.
16. DFO should send a copy of the approved plan to the VSS along with the copy of the MOU.
17. Work should not be commenced in the VSS before approval of the micro plan.

Pre-requisites

For initiating the exercise for preparation of Micro Plan under the Aam Jangala Yojana, the following works ought to have been completed:

1. Formation of VSS should have been completed in all aspects.
2. 1:5000 scale map of the area proposed to be treated under Aam Jangala Yojana

STEP 1: Formation of VSS Working Group

This group shall be constituted by the Executive Committee (EC) of the VSS. The EC should fix a date for convening the General Body meeting and announce the same in the village well in advance. Information about the meeting has to be displayed at important places in the village.

Constitution of Working Group for Micro-plan

- Four members (at least one woman) from VSS
- Representative from FMU NGO Team
- VSS Member Secretary
- VSS Animator

The Working Group shall discuss among themselves in a meeting and identify one key facilitator from among them. They also need to share responsibilities such as - who will collect which information, who will document, etc.

These discussions have to be recorded as minutes in the VSS records.

STEP 2: Verification of Records

This step will be relevant in the case when VSS has been existing, having been already formed earlier. For newly formed VSSs this may not be applicable.

The Working Group shall verify the previous records/documents and gather the following details:

- Details of VSS Registration with FD and its membership.
- Details of Executive Committee
- MOU with the FD
- Boundary details of the forest area assigned to the VSS
- Micro Plan, if any prepared earlier, and current status of its implementation
- Works carried, if any and the member's participation in different activities
- Income and expenditure of VSS
- Income to VSS through NTFP, Compensation fee etc.

Concerned forest official shall make available all relevant records to the Working Group.

STEP 3: Confirmation of VSS membership

The membership list has to be looked into carefully before the preparation of Micro Plan. Care has to be taken to see that the members belonging to the following categories are enlisted.

- Tribal
- Landless/ forest dependents
- Other vulnerable sections of the society

The General Body shall formulate general membership guidelines norms in accordance with the VSS Management Manual and those norms have to be followed. All such decisions have to be recorded in the minutes' book of the General Body meetings.

A membership list has to be prepared by taking the above considerations in view and the final list has to be recorded in the prescribed format and displayed at the VSS Office.

STEP 4: Baseline Survey

Base line data have to be collected through following surveys for incorporation in the Micro Plan prior to the Participatory Rural Appraisal (PRA). FMU shall keep a copy of the basic data such as -

- a. Village Socio Economic Survey
- b. Forest Resources Survey
- a. Village Socio Economic Survey: Data collected through House Hold (HH) and village survey.**

Some basic information shall be collected in the course of the PRA exercise, while other information has to be procured from concerned Departments & Organizations. Sample study and estimation has to be made for the information not readily available. Focused Group discussion has to be made on important issues.

b. Forest Resources Survey: The Working Group shall look into the boundaries of the forest area allotted to the VSS and the area selected for treatment under AJY and examine whether there are any disputes regarding the forest land allotted to VSS. Disputes, if any, have to be resolved before attempting to make the Micro Plan. Since these matters are technical, the Working Group shall take the support of the FD Officials. The VSS members should be part of this exercise as they need to learn these procedures for future planning needs. All information collected using the above surveys shall be recorded in the Micro Plan format.

STEP 5: Information on Special Plans

Forest Development: The information required for planning for overall development and management of the treatment area in keeping with the requirement of the area and needs of the people shall be consistent with the concurrent working plan prescriptions.

- Treatment plans - ANR, Gap filling, Block plantation - bamboo, fuel & fodder, NTFPs.
- Soil and Moisture Conservation works
- Grazing management
- Fire management

Potential Income Generation Activities: The information on current and other possible income generating activities shall be collected. Some important relevant aspects are:

- Needs and capacity of various user groups
- Experience of SHG, if any formed in the village.
- Available natural resources and value addition thereof in the village/locality.
- Local demand and possibility of supply to nearby consumption centers.
- Result of similar interventions in the past, if any.

Village Perspective Plan: Some of the aspects that need to be looked into keeping in mind the self reliance are:

- Alternate fuels
- Health and Hygiene
- Primary Education
- Drinking water & Sanitation

Possible effects of AJY Scheme intervention

- The fact that "any kind of vegetation is better to protect soil than no vegetation" has to be noted.
- Required Soil Moisture Conservation measures have to be taken up well in time to prevent further soil erosion and to conserve water.
- Clearing should be avoided to the extent possible (for allowing vegetation to cover the ground).
- Bush clearance should be kept at the minimum.
- While treating forest for regeneration, clean sweeping underneath should not be attempted.
- Singling out of coppice shoots should be done only for timber species and not for others.
- While raising new block plantations, mixed species have to be used, especially local NTFPs.
- While removing grass, measures have to be taken that it is not uprooted, rather

cut above the ground level.

Awareness has to be created on organic farming and non pesticidal practices in forest nurseries, plantations etc.

STEP 6: Participatory Rural Appraisal Exercise

Participatory Rural Appraisal (PRA) exercise is a tool in which the local community (VSS members) is involved to extract and collect data & 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 & forest development plan. This method facilitates the easy flow of information, and sharing experiences and views by all individuals.

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

In addition, one to one interviews are also to be held with the EC members of the VSS. A number of PRA techniques such as social mapping, 'resource mapping', 'venn diagram', 'time line', 'matrix ranking', 'seasonal calendar' and 'wealth ranking' including sorting of target groups are to be completed by the villagers themselves on chart papers. Animator and VSS members on the Working Group will facilitate the process and they should be given prior training in PRA methods by the NGO team so as to have adequate knowledge about the PRA tools and the objective of the exercise.

A. General guidelines for facilitators (NGO/FMU/ DMU staff) for conducting PRA

- i. Facilitators should not promise anything false to the villagers while preparing the plan.
- ii. Facilitators should encourage the VSS members to give information.
- iii. All the activities like social mapping, resource mapping, income and expenditure, value chain analysis, action plan, implementation plan should be done in participatory method with active involvement of as many VSS members as possible.
- iv. Facilitators should not jump to conclusion basing on the available data. He/She should patiently elicit required information.
- v. Facilitators should use simple, easily understandable language rather than high

sounding words, preferably in local language/dialect..

- iv. Facilitators while conducting PRA, should not take the lead role. They should rather facilitate the process and create an enabling environment for the VSS members to speak out.
- vii. Since these plans cannot be prepared on stereo type basis, the facilitator is advised totake proper care in calculations and plan preparation.
- viii. The facilitators should also explore avenues for forward and backward linkages for the activities while discussing with VSS members.
- ix. The facilitator should create awareness among the VSS members that the plan is for them and make them feel its ownership.
- x. It should be made clear to the VSS members that these plans are meant to enhance their livelihood by simultaneously protecting, conserving and developing the forests.
- xi. Listing of activities and prioritizing-scoring method shall be followed.

B. Forest resource map: A map drawn by the villagers /VSS members showing their forest resources by using colors/signs/objects on the ground in response to the questions of facilitator results in a "Forest Resource Map". Other natural resources available in the area having potential for providing livelihoods also need to be included to prepare thea natural resource map of the village.

C.Village resource map: A map drawn by the villagers/VSS members to explain to the facilitator about the position/location/situation of village roads, houses, schools, other facilities, population, communities, forest dependence & dependent families/ occupations etc., results in a village resource map. This is also called a social map.

To extract particular information for preparation of a Micro Plan the information need to be collected as per Table-1 and Table-2 below:

Table - 1

Subject	Observations	Usage Methods	Information to be documented	Discussion with whom
Forest protection	VSS area, village needs, forest dependents, other village dependents, NTFP	Transect walk forest resource map, village resource	Village needs, Needs of other villages, pest management, conflict resolution	VSS general body, non VSS people And forest dependents of other villages

Grazing	Availability (Agriculture lands, community lands & forest lands)	Seasonality	Cattle within the village & outside villages- grazing management	Livestock rearing farmers who are involved in forest Protection
NTFP	Types of NTFP, collectors, Marketing facility, value, feasibility for value addition, collection of medicinal plants & usages, (50%) incentives on beedi leaf collection	Matrix	Types of NTFP & harvesting practices, scope for NTFP value addition	NTFP collectors, traditional healers

Table – 2

Inventory of forest species	To meet village needs, medicinal plants, agriculture purpose	Matrix	Method of village needs fulfilling, status of medicinal plants availability, listing of any extinction species. Marketing facility	Villagers, other villagers & traditional healers
Village population	Occupations, village resources	Village Social map	Forest dependent occupations	VSS/Village
Women participation	Social status	Work load exercise/pie-diagram	NTFP collectors, forest works-wages distribution/gender analysis, properties owned by women, women problems, role in VSS decision making	Women, VSS
Participation of weaker sections	Social status Social status in village	Matrix Pyramid	Forest dependents, Role in decision making, Role of social status in village	Weaker sections Weaker sections & VSS members
Tribal participation	Social status Social status in village	Matrix Pyramid	Forest dependents, Role in decision making, Role of social status in village	Tribals Tribals & VSS Members
Agriculture	Problems & consequences	Timeline Matrix	Relation between forest & agriculture, pest management. problems faced by using chemical fertilizers	Farmers & VSS members

D. Seasonality Tool: An exercise used to extract information on the period duration when the villagers have some avocation to do, and the period of surplus time available for additional works. This will be based on the need can be obtained by using the table given below for the preparation of any development plan/ VSS Micro Plan.

(a) NTFP Matrix: This method can be used to find out the main/types of produces obtained and needed by the communities (from forest, agriculture etc) and all aspects inter related to this. By using a matrix given below standardization of the produce in terms of quantity / quality and price can be done by discussing with VSS / villagers / beneficiaries.

NTFP items	No of Collectors	Quantity (in quintals)	Period and duration of collection	Own usage (in quintals)	Quantity traded & rate per quintal

(b) Occupational Works within the village

Season / Month	Nature of Works	No. of HH involved	Whole family/ only male/ couples	How many days	Total income
Rainy					
Winter					
Summer					

(c) Migration

Season / Month	To Where of Works	Nature involved	No. of HH only male/	Whole family/ days	How many	Total income
Rainy						
Winter						
Summer						

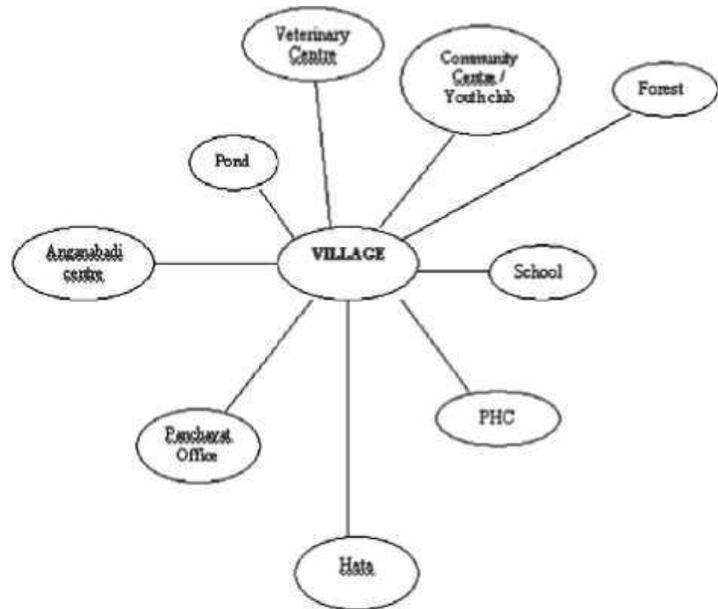
E. Market Mapping: The will contain detailed information about the various types of markets to which villagers have access or can have access either to sell their produces or purchase their requirements along with list of produces sold and purchased. In case any vendor is regularly visiting the village info may be collected along with list of items and system of sale.

F. Venn diagram/Chapatti tool:

This tool is used to extract information on two related factors of one specific aspect.

For example:

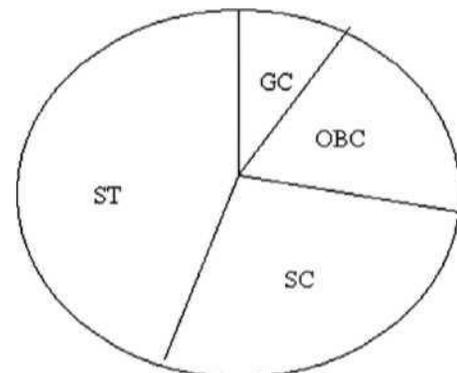
- (a) What village amenities are available and at what distance? (refer to the diagram and relate similarly to other examples)
- (b) What are the endangered species, and what have become extinct?



G Pie diagram:

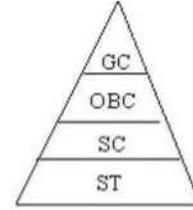
This diagram is a helpful tool to know and display to the Villagers/VSS members the different components/ extent/ value of any aspect to a total/larger aspect.

- (a) Degrees of population dependent on forest (refer to pie diagram)
- (b) Community wise population ratio
- (c) Sharing of responsibility



H. Pyramid method:

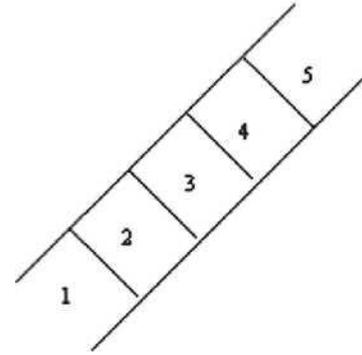
This diagram is used to illustrate about the role and social status of different communities in the society.



I. Ladder or Steps method:

This method is useful to prioritize the functions systematically and to allot funds accordingly.

Eg : 1. Execution of Soil Water Conservation works in VSS area, 2. Resource Development (Forest & agriculture), 3. Social Development, 4. NTFP collection & Marketing, 5. NTFP Value Addition, 6. VSS sustainability etc.



STEP 7: Preparation of Draft Micro Plan

After obtaining all required information as elaborated in the previous steps, a comprehensive draft plan has to be prepared identifying all activities that are required to be undertaken for overall sustainable development along with requirement of funds and other inputs. While preparing detailed action plan the decided activities are to be prioritized and sequenced for easy implementation. Keeping the availability of funds under the AJY Scheme in view, a five year plan has to be prepared duly prioritizing the activities to be taken up during year 1, 2 etc. The works that need support from other Govt. agencies have to be identified and resources have to be mobilized accordingly.

STEP 8: Correlating the Micro Plan with Working Plan

Working plan is a plan for scientific management of forests and is mandatory for working of forests. Such plans are generally prepared for 10 year periods and are approved by the Government of India. This aspect has to be explained to the people and the concerned OFD officials have to exercise care in finalizing the Micro Plans in such a way that the treatment proposed in the Micro Plan are consistent with the provisions of approved working plan of the area.

Detailed format for preparation of Micro Plans have been/ are being separately circulated by OFSDS, which may be used by VSSs for preparation of all Micro Plans under AmaJangalaYojana.
