



MICROPLANNING



DIRECTORATE OF FORESTS
GOVERNMENT OF WEST BENGAL



This edition is published by
Development Circle,
Directorate of Forests,
Government of West Bengal,
2016

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Salt Lake City, Kolkata,
West Bengal, 700098

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PREFACE

Microplan is an integrated development plan of a village/Joint Forest Management Committee (JFMC)/Eco development committee (EDC), its natural resource base including forest areas assigned to the JFMC/EDC under Joint Forest Management (JFM) program by involving the locals. Microplan process emphasizes upon involvement of the local people in identifying their resources, needs, opportunities to overcome the gaps/issues through their active participation. As part of the JICA project on ‘Capacity Development for Forest Management and Training Personnel’ being implemented by the Forest Department, Govt. of West Bengal, these course materials on Microplaning have been prepared for induction training of the Foresters and Forest Guards. The microplanning processes elucidated in this course material can be suitably adapted by the front line forest personnel for preparation of microplan.

The subject covered in these training materials broadly conform to syllabus laid down in the guidelines issued by the Ministry of Environment of Forests, Govt of India, vide the Ministry’s No 3-17/1999-RT dated 05.03.13.

The contents of the course materials have been prepared and compiled by Dr. Raktima Mukhopadhyay, Social Science PRA Expert & Executive Director, IBRAD. While developing this course material, a number of books, guidelines, literature available in the internet have been consulted and real life exercises are conducted with the Forest Protection Committee members of Bankura District. This material is divided into seven lessons, each lessons consists of two parts. First part are developed to explain the lesson plan and the second part consists of concept of Microplaning, process and steps of Microplan , methods of Microplanning, livelihood plan, analysis and preparation of microplan, roles and responsibilities of Stakeholders during planning and implementing Microplans respectively.

We hope that this course material will be helpful to the front line personnel to have a good understanding of the approach to be adopted in microplanning process and preparation of microplan in real life situation.

Kolkata, March 2015

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SYLLABUS

Micro Plan (12 hours), excursion 2days		
1.Planning process	Concept of Microplan <ul style="list-style-type: none"> - Introduction - Objectives - Focus and - Unit of Microplan 	1 hours
2.Process and steps of Microplan	<ul style="list-style-type: none"> -Introduction - Facilitation Team - Pre requisite for preparation of microplan - Who prepares MP - Whom do JFMC/EDC calls to the MP meeting - Sections of MP - Time period of MP - Language of MP - Copy of MP - Approval of MP 	1 hour
3.Methods of microplanning	<ul style="list-style-type: none"> - Participatory Assessment - Collection of Basic Data - Use of PRA - Expected outcome of each PRA tool - Presentation of the findings of PRA in MP - Ranking and Scoring - integration of silviculture of trees and botany - SWOT Analysis - Collection of secondary data - Data analysis using simple statistics 	4 hours
4.Use of Local Resources for livelihood planning	<ul style="list-style-type: none"> -Possibilities for livelihood intervention - Five capitals for livelihood development - Identification and prioritization of five capitals of livelihood development - Identification and prioritisation of target groups and households - Preparation of Livelihood development Plan through use of local resources for IGA in JFM 	2 hours
5. Analysis and preparation of Microplan	<ul style="list-style-type: none"> - Classification and Analysis of problems identified - Prioritization of problems - Institution development planning - Land use planning 	3 hours



	<ul style="list-style-type: none"> - Resource development planning - livelihood development plan - Capacity Development Plan - Preparation of annual work plan and microplan budget - Agreement on institutional systems and mechanism - Approval of microplan 	
5.Roles and responsibilities of stakeholders	<ul style="list-style-type: none"> -roles and responsibilities of stakeholders during planning and implementation -description of roles & responsibilities of stake holders in MP - Microplanning Working Group - JFMC members - Panchayat Functionaries - Front line staff of forest department - Role of SHG - Role of JFMC in implementation of microplan - Role of forest department in implementation of the microplan 	1 hours
	Total	12 hours*
6.Mock Exercise of MP and Field Work Field Study	<ul style="list-style-type: none"> Mock session of MP making Sample MP making in a village 	2 days

**These are modifications with reference to the syllabus prescribed by MoEF, indicating revision/addition of topics and change in lesson hours.



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LESSON PLAN FOR TRAINING MODULE ON MICROPLANNING

This training module aims at developing skill of the front line staff for preparation of micro plan.

Objectives:

After training on the module participants will be able to

- Engage JFMC members for preparation of micro plans
- Conduct PRA exercises in the village
- Involve villagers for problem analysis and come out with a plan to solve the problems
- Analyse the data/information and facilitate JFMC members to write the micro plan

Total hours required

Lesson	Hours
Lesson 1: Concept of microplanning	1
Lesson 2: Process and steps of microplanning	1
Lesson 3: Methods of microplanning	4
Lesson 4: Use of local resources for livelihood planning	2
Lesson 5: Analysis and preparation of microplan	3
Lesson 6: Roles and responsibilities of stakeholders	1
Total Hours	12
Mock exercise and field work	2 days

Concepts used in the module:

- The concept of planning with a focus on difference between macro and micro planning
- Facilitation skills and Participatory Assessment methods including Participatory Rural Appraisal tools to involve the villagers in identifying their own resources, problems and opportunities
- Forest resource management and development
- Sustainable Livelihood planning
- Institution building and Capacity building planning
- Analysis of data, Problem analysis and preparation of action plans

Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training

Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.

Session Plan

The trainer will open each session with the following session plan:

Session	Session Plan with time	Group Exercises
Concept of microplanning	<ul style="list-style-type: none"> - Introduction of the topic – 10 mins - Objectives of microplan – 10 mins - Focus of micro plan – 15 mins - Unit of micro plan and time required to prepare the plan – 5 mins - Participants feedback and recapitulation – 20 mins 	<p>Ask the trainees to write four questions</p> <ul style="list-style-type: none"> - What is the objective of micro planning - Why should local people be involved in microplanning process - What should be the focus of a micro plan - What should be the unit of a microplan <p>Give 10 mins time to write the answers</p> <p>Ask the answers on random basis from the participants (5 mins)</p> <p>Recapitulate the lesson by a participant (5 min)</p>
Process and steps of microplanning	<ul style="list-style-type: none"> - Introduction – 5 mins - Facilitation Team – 5 min - Pre requisite for preparation of micro plan – 5 mins - Who prepares the micro plan and its approval process – 10 mins - Sections of micro plan – 15 mins - Participants feedback and recapitulation – 20 mins 	<p>Ask the participants to write the following questions (10 mins)</p> <ul style="list-style-type: none"> - Who should be the members of MPWG - Who should prepare the microplan - What should be the process for approval of the microplan - What are the broad chapters for a microplan <p>Ask feedback from the participants on random basis (5 min)</p> <p>Recapitulate the lesson by a participant (5 min)</p>
Methods of microplanning	<ul style="list-style-type: none"> - Methods, tools and approaches for microplanning – 15 mins - Participatory Assessment tools and its representation in microplan– 90 mins - Group exercise and presentation on PA tools – 60 mins - SWOT analysis and identification of drivers of degradation – 30 mins 	<p>Divide the participants into groups (one group should not have more than 10 participants)</p> <p>Ask the group to write down on the chart paper (30 min)</p> <ul style="list-style-type: none"> - What PRA tools are used for microplanning - What data would be generated from each tool



	<ul style="list-style-type: none"> - Group work – 45 mins 	<p>Ask the participants to present the findings (30 min)</p> <p>Ask the group to prepare a SWOT analysis of the Training Institute/Institute Campus as home work and submit the report</p>
Use of local resources for livelihood planning	<ul style="list-style-type: none"> Identification of five capitals – 15 mins Identification and prioritization of target groups – 10 mins Preparation of livelihood plan – 15 mins Group work – 20 mins 	<p>Divide the participants into same groups as before</p> <p>Ask the group to identify five capitals in the neighboring area of the Training Institute that can be developed for sustainable livelihood (10 min)</p> <p>Presentation by the group (10 min)</p>
Analysis and preparation of microplan	<ul style="list-style-type: none"> - Analysis of problems – 60 mins - Preparation of work plan – 30 mins - Agreement on institutional systems and mechanism- 30 mins - Group work – 60 mins 	<p>The same group would be engaged for the group work</p> <p>The formats given in the annexure would be segregated into six categories.</p> <p>Each group would try to fill up one category of the formats as mock exercise</p>
Roles and responsibilities of stakeholders	<ul style="list-style-type: none"> - Stakeholder responsibility analysis – 20 min - Summing up the entire module – 20 min - Field work planning – 20 min 	<p>Inform the groups in the previous session only that they have to sum up the entire module through PPT / Chart paper</p> <p>Each group would prepare the sum up of the entire module</p> <p>Make a lottery of the sessions. Each group will have to present based on the allotted session through lottery (5 mins each)</p>



Pre training assignment

To assess the participants' understanding of local resources, problems and opportunities participants would be asked to

- Roam around the campus
- Prepare a short note about the available resources (natural, physical, social, human) in the campus, the status of the resources and the opportunities to develop them further. They will prepare the report in consultation with the concerned persons involved in managing the resources.
- This exercise would help the participants to develop observation and analytical skills.

Post training assignment

At the end of the module participants would prepare a prototype micro plan of a village selected for field exercise as part of the module.

Expected outcome from Each Lesson

Lesson	Expected Outcome
Lesson 1: Concept of microplan	At the end of the session participants will be able to describe the objectives of the micro plan and the difference between macro plan and micro plan
Lesson 2: Process and steps of microplanning	At the end of the session participants will be able to describe who prepares the micro plan, what chapters should be there in the micro plan
Lesson 3: Methods of microplanning	At the end of the session participants will be able to conduct PRA exercises and FGDs, collect basic data from the village and secondary sources and analyse the data by using graphs, charts, figures
Lesson 4: Use of Local Resources for Livelihood Plan	At the end of the session participants would be able to facilitate the villagers to identify five capitals for preparation of livelihood plan and organize the groups for taking up livelihood activities
Lesson 5: Analysis and preparation of micro plan	At the end of the session participants will be able to conduct feasibility analysis, prepare institution development plan, land use plan, resource development plan, livelihood development plan, annual work plan and micro plan budget
Lesson 6: Roles and responsibilities of stakeholders	At the end of the session participants will be able to describe the role and responsibilities of different stakeholders including MPWG, JFMC, Forest Department, Panchayat etc for planning and implementation of the micro plan
Mock session and field exercise	At the end of the mock session and field exercise participants will be able to prepare a prototype micro plan in any village



Planning the mock session and field exercise

The main criteria for selection of the field site for micro planning include:

- Accessibility: the site is not to be located further away from the training institute to save time of journey.
- The villagers should be oriented and informed before hand that the participants are undergoing a training session and the exercise is done as part of their training.
- The village should have a JFMC
- Village should not have major conflicts that would prevent villagers from expressing their views.

Field work protocol for the trainees

- Introduce as trainees and not as “forest officers”
- Share the objective of having the exercise as “to learn from the situation on the ground”
- Do not make any commitment or false promise
- Respect the culture and tradition of the local people
- Have patience to listen to the villagers and do not jump to advice

Materials

- Hand outs and reference material on micro planning
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work
- Chart Paper, sketch pen, colored chalk, rangoli for field work session

Lesson-1

1 Hour

Lesson Plan

- **Objective:** To orient the participants on the Concept of microplanning

Lesson Topic	Expected Outcome
Concept of Microplanning	At the end of the session participants will be able to describe the objectives of the micro plan and the difference between macro plan and micro plan

- **Session Plan:**

- Introduction of the topic
- Objectives of microplan
- Focus of micro plan
- Unit of micro plan and time required to prepare the plan
- Group Exercise
 - Ask the trainees to write four questions
 - ✚ What is the objective of micro planning
 - ✚ Why should local people be involved in microplanning process
 - ✚ What should be the focus of a micro plan
 - ✚ What should be the unit of a microplan
 - Give time to write the answers
- Participant's feedback and recapitulation
 - ✚ Ask the answers on random basis from the participants
 - ✚ Recapitulate the lesson by a participant

Concepts used in the module:

- The concept of planning with a focus on difference between macro and micro planning
- Empowerment principals.



Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training

Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.

Backward Linkage: Nil

Forward Linkage: After the lesson participants would learn the process & steps of microplanning in the next lesson.

Training Materials Required:

- Hand outs and reference material on micro planning
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work

Allocation of time:

- | | |
|--|---------|
| - Introduction of the topic | 10 mins |
| - Objectives of microplan | 10 mins |
| - Focus of micro plan | 15 mins |
| - Unit of micro plan and time required to prepare the plan | 5 mins |
| - Group Excercise | |
| 🚧 Ask the trainees to write four questions and write the answers | 10 mins |
| - Participant's feedback and recapitulation | |
| 🚧 Ask the answers on random basis from the participants | 5 mins |
| 🚧 Recapitulate the lesson by a participant | 5 mins |

Concept of Microplanning

1.1 Introduction

A plan is a detailed proposal of doing and achieving a set of objectives within a specified timeframe and allocated resources. An action plan illustrates the sequence of steps and activities.

“MICRO PLAN” is an integrated participatory development plan of a village/Joint Forest Management Committee (JFMC)/Eco development committee (EDC), its natural resource base including forest areas assigned to the JFMC/EDC under Joint Forest Management (JFM) program by involving the locals. The micro plan also focuses on conservation based sustainable livelihood development of the community.

Micro planning process is evolved to make the people understand their inter dependence with the natural resources and linking their survival with the natural resources. It also helps in collective visioning and consensus based decision making for the cause of natural resource conservation and development of the village despite having differing or even conflicting interests.

Thus Micro planning is a process of empowering people through building their capacity for problem solving and to take charge for their own development by utilising the local resources

Unlike macro plan that are designed to address the generic issues at the mega level, micro plan caters to the specific and prioritised needs of the village/hamlet and focus upon participatory planning, implementation and monitoring of the planned activities and outcomes through active participation of the local people

1.2 Objectives of Micro plan

- to sensitise the members about the scarcity of resources and how the resources can be used on a sustainable basis
- to identify the drivers of degradation
- to explore options and prepare strategies for reversing the process of degradation and conservation of resources
- to develop social and human capital for sustainable livelihood development



1.3 Focus of the micro plan

A micro plan will focus both on forestry as well as village development activities.

A micro plan should cover all the possibilities and opportunities for development of the village and other natural resource base that can be addressed through various existing programs and projects.

During the process of micro planning it has to be made clear that the villagers also need to contribute, may be in the form of voluntary labor (shramdan) or other contributions for implementation of the activities. It has also to be made clear that there are some areas that do not require external funding for development. Such activities need to be taken up by the villagers. Villagers would also be sensitised about the possible sources for generating resources through convergence with the existing programs and projects.

1.4 Unit of micro plan

A micro plan is prepared taking a village/JFMC/EDC as unit.



Lesson-2

1 Hour

Lesson Plan

- **Objective:** To develop skills of the participants on process and steps of microplanning

Lesson Topic	Expected Outcome
Process and steps of microplanning	At the end of the session participants will be able to describe who prepares the micro plan, what chapters should be there in the micro plan

- **Session Plan:**

- Introduction
- Facilitation Team
- Pre requisite for preparation of micro plan
- Who prepares the micro plan and its approval process
- Sections of micro plan
- Group Exercise
 - Ask the participants to write the following questions
 - ✚ Who should be the members of MPWG (Micro Planning Working Group)
 - ✚ Who should prepare the microplan
 - ✚ What should be the process for approval of the microplan
 - ✚ What are the broad chapters for a microplan
- Participants feedback and recapitulation
 - ✚ Ask feedback from the participants on random basis
 - ✚ Recapitulate the lesson by a participant

Concepts used in the module:

- The concept of participatory planning
- Facilitation skills and Participatory Assessment methods including Participatory Rural Appraisal tools to involve the villagers in identifying their own resources, problems and opportunities.



Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training.

Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.

Backward Linkage: Participants would undergo the lessons on concept of microplanning & be able to describe the focus and unit of a microplan.

Forward Linkage: At the end of the lesson participants would be asked to assess the local resources of the campus and prepare report.

Training Materials Required:

- Hand outs and reference material on process & step of micro planning
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work

Allocation of time:

- | | |
|---|---------|
| - Introduction | 5 mins |
| - Facilitation Team | 5 mins |
| - Pre requisite for preparation of micro plan | 5 mins |
| - Who prepares the micro plan and its approval process | 10 mins |
| - Sections of micro plan | 15 mins |
| - Group Exercise | |
| • Ask the participants to write the following questions | 10 mins |
| - Participants feedback and recapitulation | |
| 🚧 Ask feedback from the participants on random basis | 5 mins |
| 🚧 Recapitulate the lesson by a participant | 5 mins |

Process and Steps of Microplanning

2.1 Introduction

A Micro plan is to be prepared following a participatory process by involving all sections of the community with adequate focus on gender and equity issues.

A JFMC/EDC is never a homogenous group even if it consists of same caste, class and community. It would have different interest groups and power relations. Hence, facilitation becomes crucial to involve the different stakeholders and interest groups in the decision making and planning process. The facilitative process ensures that different stakeholders including the marginalised sections get opportunity to voice their needs and ideas on how the village resources should be utilised and managed.

Facilitation is a conscious process of assisting a group to successfully achieve its task through

- ♣ Identification and solving the problems
- ♣ Conflict Management
- ♣ Collective Decision making

2.2 Facilitation Team

The facilitating team will consist of Community Volunteers (to be selected from the community itself), the concerned Beat Officer and the Range Officer. It is suggested that, to the extent possible, each facilitating team should consist of at least one woman member.

Facilitation is a specialised skill. Hence the facilitation team members need to be oriented on facilitation skills before they act as facilitator.

In cases of projects funded by the external funding agencies there is provision to have trained facilitator in the team or to engage any NGO as facilitator for micro planning exercise. However, the local field staff and the community volunteers have to be present in the facilitation team.



2.3 What is the pre requisite for initiating the process of preparation of micro plan

The JFMC/EDC need to be strengthened before the micro planning exercise starts. The members should realise that

- there is scarcity of resources
- there is a difference between “need” and “want”
- a balance has to be maintained to meet the need of the people with the existing resources

2.4 Who prepares the micro plan

Micro plan will be prepared and endorsed by the JFMC/EDC General Body.

JFMC members will prepare the micro plan with facilitation from the Micro planning Working Group (MPWG) Members selected from among the JFMC/EDC members and forest department. The MPWG and forest department staff members would facilitate the JFMC/EDCs to evolve a common vision, a shared goal and a set of activities to achieve the goal in the form of a micro plan.

There has been a greater chance of effective implementation of the micro plan if it is understood, prepared and owned by different stakeholders of the community. Normally the handful of vocal and powerful persons tends to impose their ideas in any meeting excluding the marginal and poorer section of the community who in many cases are forest dependent. A micro plan should be prepared with the involvement of such poorer, marginal, forest dependent communities including the women.

2.5 Whom do JFMC/EDCs call to the micro planning meeting

The micro planning process begins with calling of a general meeting of the JFMC/EDC members. JFMC/EDC can invite the local panchayat members and line departments staff in the meeting.

2.6 Sections of the microplan

A micro plan will have different sections to address the issues related to

- i. General profile of the village and the Forest Protection Committee(FPC)/Eco Development Committee (EDC)
- ii. Socio Economic profile of the FPC/EDC
- iii. Participatory Assessment of natural resources as Natural Capital including
 - Resources and their existing uses
 - Dependence of people on the natural resources
 - The drivers of degradation and change in resource use pattern
- iv. Existing institutions in the village/JFMC/EDC
- v. SWOT analysis of the village/JFMC/EDC
- vi. Problem analysis and priority ranking
- vii. Scoping the activities and plan for Forest and natural resource development activities
 - Enhancing quality of forest and forest cover
 - Participatory Biodiversity Conservation plan for Rare, Endangered, Extinct and Threatened (REET) species
 - Scope for increasing the Tree Cover outside the forest
 - Scope for Community Nursery Development Plan to ensure supply of quality planting material
 - Soil and Water conservation related activities
- viii. Plan for livelihood and social development activities
 - Sustainable livelihood plan
 - Energy saving plan
 - Gender equity and justice
 - Capacity building and skill development plan
 - Entry Point Activities
- ix. Plan for participatory monitoring and social audit
- x. Annual Action Plan
- xi. Budget



2.7 Time period of a micro plan

A micro plan is generally prepared for a five year period.

But a microloan is not a static document. It will be revisited, reviewed and revised, if necessary at least once a year to examine the appropriateness and relevance of the plan with the changing context. It will also provide opportunity to check the priorities of the community. There will be scope for necessary amendments and modifications with the approval of the general body of the JFMC and the concerned authorities of the forest department.

2.8 Language of micro plan

A micro plan should be written in local language and script. It can be translated into English for official purpose.

2.9 Copy of micro plan

The approved copy of the micro plan should be kept with the JFMC preferably in local language. Copies of the approved micro plan should also be kept with the Member Secretary, Range Officer and Divisional Forest Officer.

2.10 Approval of the micro plan

Micro plan will be finalised by the general body of the JFMC/EDC preferably by conducting Gram Sabha meeting.

After approval by the General Body it will be approved by the Executive Committee and will be sent to the Divisional Forest Officer for final approval.

Any major changes in the content of Micro plan suggested by the Divisional Forest Officer shall be incorporated and approved in the next general body meeting of JFMC/ EDC.



Lesson-3

4 Hour

Lesson Plan

- **Objective:** To learn the Methods of microplanning

Lesson Topic	Expected Outcome
Methods of Microplanning	At the end of the session participants will be able to involve villages to conduct PRA exercises and FGDs (Focus Group Discussion), collect basic data from the village and secondary sources and analyse the data by using graphs, charts, figures

- **Session Plan:**

- Methods, tools and approaches for microplanning – 15 mins
- Participatory Assessment (PA) tools and its representation in microplan– 90 mins
- Group exercise and presentation on PA tools – 60 mins
- SWOT (Strength, Weakness, Opportunity & Threat) analysis and identification of drivers of degradation – 30 mins
- Group work – 45 mins
- Group Exercise:
 - Divide the participants into groups (one group should not have more than 10 participants)
 - Ask the group to write down on the chart paper (30 min)
 - ✚ What PRA tools are used for microplanning
 - ✚ What data would be generated from each tool
 - Ask the participants to present the findings (30 min)
 - Ask the group to prepare a SWOT analysis of the Training Institute/Institute Campus as home work and submit the report



Concepts used in the module:

- The concept of participatory planning
- Facilitation skills and Participatory Assessment methods including Participatory Rural Appraisal tools to involve the villagers in identifying their own resources, problems and opportunities
- Community Action Plan

Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training

Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.

Backward Linkage: Lessons on PRA & Participatory Skills

Forward Linkage: To assess the participants' understanding of local resources, problems and opportunities participants would be asked to

- Roam around the campus
- Prepare a short note about the available resources (natural, physical, social, human) in the campus, the status of the resources and the opportunities to develop them further. They will prepare the report in consultation with the concerned persons involved in managing the resources.

This exercise would help the participants to develop observation and analytical skills

At the end of the lesson participants would undergo the lesson on livelihood planning.

Training Materials Required:

- Hand outs and reference material on methods of micro planning
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work

Allocation of time:

- | | |
|--|---------|
| - Methods, tools and approaches for microplanning | 15 mins |
| - Participatory Assessment tools and its representation in microplan | 90 mins |
| - Group exercise and presentation on PA tools | 60 mins |
| - SWOT analysis and identification of drivers of degradation | 30 mins |
| - Group work | 45 mins |
| - Group Exercise: | |
| • Divide the participants into groups (one group should not have more than 10 participants) | |
| • Ask the group to write down on the chart paper | 30 mins |
| ✚ What PRA tools are used for microplanning | |
| ✚ What data would be generated from each tool | |
| • Ask the participants to present the findings | 30 mins |
| • Ask the group to prepare a SWOT analysis of the Training Institute/Institute Campus as home work and submit the report | |

Methods of microplanning

3.1 Participatory assessment (PA):

Participatory assessment method helps in learning about the village, its communities and resources as the villagers perceive and experience them, and stimulate the community to assess itself. The PA method ensures community ownership of the problems and empowers them to come out with the solutions.

The activities to be undertaken during PA will be carried out jointly by the village community and the project facilitating team.

The activities to be carried out are

- Preparation of a community baseline on social, economic and resource management conditions of the village
- Identification of drivers of degradation



- SWOT analysis of the village
- Identification, analysis and prioritisation of problems of the village
- Identification of options and actions to solve the problems
- Emergence of potential leaders
- Development of community capabilities for acquiring and analyzing information to prepare long term perspective plans for village development

3.2. Collection of Basic Data:

Before getting into the planning process, it is required to know the socio-economic condition of the JFMC. It is also required to collect information about the natural resource such as forest, land, water, soil, vegetation etc. Collection of basic data helps to identify the basic problems and think of solutions for them.

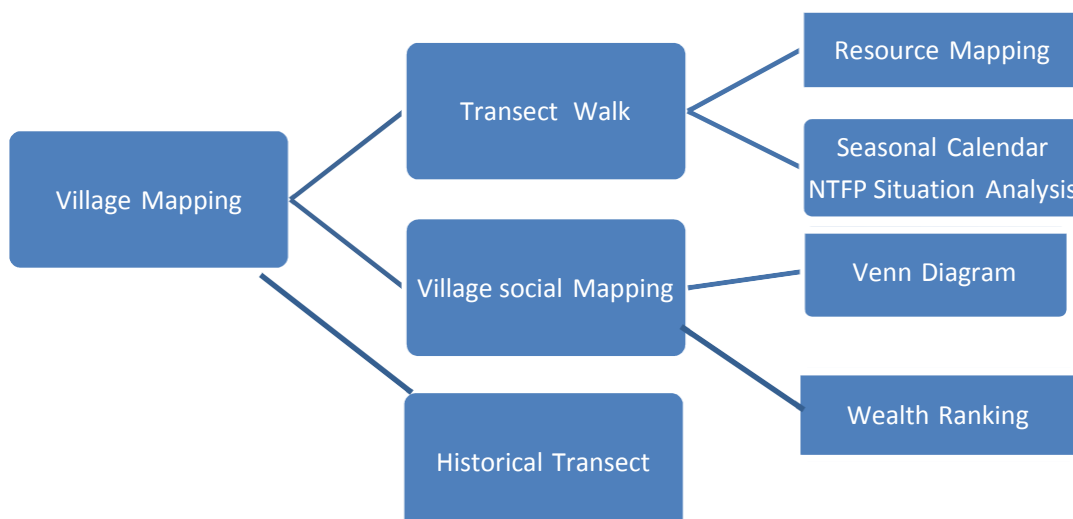
Basic data can be collected by the following methods

- Household survey through questionnaire
- By using PRA methods
- Group discussion

3.3 PRA techniques

There are number of techniques which PA offers including Participatory Rural Appraisal (PRA). PRA relies heavily on visual techniques which make it difficult for any one person to dominate.

Some of the most frequently used techniques in PRA include: participatory mapping, diagramming, trend analysis & historical timelines, and ranking & scoring. The set of techniques and tools generally employed in participatory assessment are listed below.



3.4 How to use the PRA tools

The MPPWG will first convene a general body meeting of the JFMC/EDC where the objectives of the micro plan will be discussed.

The Village Map will be drawn, different hamlets of the village will be marked, representatives from different hamlets will be identified for conducting PRA exercise and the dates of hamlet wise meetings will be fixed.

After drawing the village map a transect line would be drawn on the map and the team will have Transect walk to understand the status of resources, its use pattern, problems and opportunities.

In the hamlet wise meetings the above mentioned set of PRA tools would be used to make people realise the status of resources, the drivers of degradation, opportunities to solve the problems and the solutions for the problems.



3.5 Expected outcomes of each PRA tool

PRA Tool	Expected outcomes
Village Map	General features of the village, problems and opportunities
Transect walk	Existing land use practices, resources available and status of resources, management practices, problems and solutions
Village social map	Spatial representation of social relations, institutions, access and entitlements, basic social services and amenities, village dynamics, different livelihood groups
Venn Diagram	Existing institutions, their relationships with the villagers, dependence of the villagers on the institutions, scope for convergence
Wealth Ranking	Classification of the villagers – poor, marginal, better off etc as per the criteria set by the villagers, identification of the poorest of the poor as per the villager, identification of equity issues
Resource Map	Natural and physical resources available in the village, their spatial distribution and use pattern, status of degradation, drivers of degradation
Seasonal calendar	Season wise distribution of occupation, land use pattern, availability of NTFPs, dependence on Forest and other resources
Historical Transect	Change in the resource condition and use pattern over time, projection for future

3.6 Presentation of the findings of the PRA tools in the Micro plan

The micro plan will be prepared by incorporating the data generated, issues and challenges identified through the PRA exercise.

The findings of each of the PRA tools will be used in the main document in tabular form that is presented in Annexure II.

3.7 Ranking and scoring

Villagers can generate a long wish-list of things that need to be done, but resources are always limited and it is not possible to do everything at the same time. The micro plan exercise helps people to prioritise their needs and prepare a realistic and achievable plan. Ranking is required to prioritise the problems as well as solutions to the problems.

Process

- Write down list of issues/problems on a chart paper and number them
- Through group discussion come to the conclusion which of the problems is most important and a score is given and accordingly the score will be given from the highest to the lowest order
- The one having highest score will be given the highest priority

Feasibility Analysis

Based on the prioritised needs, a list of potential activities will be identified. The list of activities will be finalised based on feasibility analysis of each of the activities which are as follows:

Economic Viability – Output should be greater than the input

Technical Feasibility – Locally available technologies to implement and maintain the assets

Ecological Safety – The activity should not have any negative impact on the environment

Social Acceptability – The activity should be socially acceptable



The activities will be classified into two broad categories

1. Activities related to forest
2. Activities outside the forest

3.7.1 Wealth Ranking

Wealth ranking captures the perception of the people regarding the socio economic status of different households in the village. It helps in developing consensus among the villagers to identify marginal and most vulnerable households in the village.

Participatory wealth ranking helps to understand the criteria people use to assess vulnerability and poverty. It may not necessarily be confined to the idea of classifying only in terms of land holding units or monthly income parameter.

3.8 Use of silviculture of trees and botany

JFMC members will be involved to understand their existing forest area. They would be involved to identify

- the major timber species
- Non timber species
- Locally Rare, Endangered, Threatened and Extinct species in their forest

They would also be involved to identify the blank patches in the forest area and also outside the forest area for plantation.

Discussions would be made on where the silvicultural interventions would be in the coming five years as per the Working Plan prescriptions.

JFMC members would be involved to prepare plan of action to develop conservation measures for forest and biodiversity, regeneration, plantation activities.



3.9 SWOT Analysis

The first step in a SWOT analysis is to draw a table on a chart paper, creating four sectors one each for strengths, weaknesses, opportunities, and threats. The next step is to list specific items related to unique strengths, weaknesses, opportunities and threats of the JFMC through group discussion among the members of the JFMC. While identifying the SWOT, it should be taken care of that these should not be generalised rather specific points that are unique to the JFMC and cannot be found in others should be listed

Potential Internal Strengths	Potential Internal Weaknesses
1.	1.
2.	2.
3.	3.
4.	4.
S	W
O	T

Potential External Opportunities	Potential External Threats
1.	1.
2.	2.
3.	3.
4.	4.



To carry out a SWOT Analysis following questions need to be answered:

Strengths:

- What do the JFMC do well?

Weaknesses:

- What could be improved?
- What is done badly?
- What should be avoided?

Do other people perceive weaknesses that JFMC don't see? Do other JFMCs do any better?

Opportunities

- Where are the good chances available?
- What are the interesting trends?

Useful opportunities can come from such things as:

- Changes in technology and markets on both on a broad and narrow scale
- Changes in government policy
- Changes in social patterns, population profiles, lifestyle changes, etc.
- Local Events

Threats

- What obstacles do the JFMC face?
- What is other JFMCs doing?
- Are changing social/natural conditions threatening JFMCs position?

After the list is made, members of the JFMC will prepare some plan of action to overcome the weaknesses and threats by utilising the strengths and opportunities.



A SWOT analysis can be an excellent, fast tool for exploring the possibilities for initiating new activities. It can also be used for decision making within committees or even by individuals. A SWOT analysis looks at future possibilities for the JFMCs through a systematic approach of introspection into both positive and negative concerns. Probably the strongest message from a SWOT analysis is that, whatever course of action is decided, decision making should contain each of the following elements: building on Strengths, minimizing Weaknesses, seizing Opportunities, and counteracting Threats.

Once the SWOT analysis of the JFMC is done, MPWG members would discuss with the JFMC members that micro plan will be prepared to overcome the weaknesses and threats by utilising the strengths and opportunities.

As a part of the commitment of the JFMCs, MPWG would facilitate them to identify any one of the weaknesses and prepare SMART plan of action to take voluntary action to overcome it.

3.10 Collection of secondary data

Much of the background information for the micro plan can be collected from secondary sources. Some sources of secondary data are as shown in the following table.

SI	Data to be collected	Source
1	<p><u>Forest related data</u></p> <ul style="list-style-type: none"> • JFMC related information – JFM area, formation date, Executive Committee members, copy of MoU, total membership, works carried out, etc. • Forest type, name & category (RF, PF, etc), extent and management prescriptions • Area information (soil, topography, climate etc.) • PF, Beat and Range Maps • Incidences of man-animal conflict, theft and other recorded forest offences • Data pertaining to implementation of the Forest 	<p><u>Forest department offices and documents</u></p> <ul style="list-style-type: none"> • JFMC records • Plantation records • Working Plan • Maps from Beat/Range offices • Register of forest offences at the Range/ Division Office • Office of the BDO/DFO



Sl	Data to be collected	Source
	Rights Act, 2006	
2	<u>Literacy and schooling</u> <ul style="list-style-type: none"> • Schools • Literacy – men, women • Enrolment of children in schools/ Anganwadi 	<ul style="list-style-type: none"> • Education department • Block Office • ICDS
3	<u>Land-use and ownership</u> <ul style="list-style-type: none"> • Cadastral Maps • Land-use statistics • Crops grown/area under cultivation/crop yields 	<ul style="list-style-type: none"> • Revenue department • PRI office • District Statistical Handbook • Agriculture department
4	<u>On-going programmes</u> <ul style="list-style-type: none"> • MGNREGA works • SHGs • Village infrastructure • Other schemes 	<ul style="list-style-type: none"> • DRDA office • Block office • Gram Panchayat • Line departments (viz., Agriculture, Fisheries, etc.)
5	<ul style="list-style-type: none"> • Demographic data 	<ul style="list-style-type: none"> • Census • Panchayat records
6	<ul style="list-style-type: none"> • Livestock population, problems, etc. • Livestock programmes 	<ul style="list-style-type: none"> • ARDD
7	<ul style="list-style-type: none"> • Local products and prices 	<ul style="list-style-type: none"> • Local traders

3.11 Data Analysis using simple statistics

The data collected by using participatory assessment methods, household survey and from secondary sources will be analysed by using simple descriptive statistics. The data should be presented more in the form of graphs, tables, charts, photographs to make it easy to understand and comprehend even by the non literate people.

The results should be shared with the JFMC members in the form of a plenary session. This gives an opportunity to again cross check and verify the collective problems and opportunities.





Lesson-4

2 Hour

Lesson Plan

- **Objective:** To develop skill of the participants on use of local resources for livelihood planning

Lesson Topic	Expected Outcome
Use of local resources for livelihood planning	At the end of the session participants would be able to facilitate the villagers to identify five capitals for preparation of livelihood plan and organize the groups for taking up livelihood activities

- **Session Plan:**

- Identification of five capitals
- Identification and prioritization of target groups
- Preparation of livelihood plan
- Group work
- Group Exercise
 - 🧩 Divide the participants into same groups as before
 - 🧩 Ask the group to identify five capitals in the neighboring area of the Training Institute that can be developed for sustainable livelihood
 - 🧩 Presentation by the group

Concepts used in the module:

- The concept of sustainable livelihood planning
- Facilitation skills and Participatory Assessment methods
- Five Capital Analysis



Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training

Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.

Backward Linkage: Use of PRA methods to identify social, human & natural resources, infrastructure & financial resources

Forward Linkage: At the end of the lesson participants would undergo the lesson on analysis & preparation of microplan.

Training Materials Required:

- Hand outs and reference material on livelihood planning
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work

Allocation of time:

- | | |
|--|---------|
| - Identification of five capitals | 15 mins |
| - Identification and prioritization of target groups | 10 mins |
| - Preparation of livelihood plan | 15 mins |
| - Group work | 20 mins |
| - Group Exercise | |
| 🚧 Divide the participants into same groups as before | |
| 🚧 Ask the group to identify five capitals in the neighbouring area of the Training Institute that can be developed for sustainable livelihood. | 10 mins |
| 🚧 Presentation by the group | 10 mins |

Livelihood Plan

4.1 Possibilities for livelihood intervention

In micro plan, JFMC will also include activities for livelihood development. It means, members need to find out how and through what activities they can increase their household income.

4.2 Five Capitals for Livelihood Development

Livelihood development does not mean only increasing income of a person or family. Rather, it focuses upon developing the capabilities of the people and asset base so that the shock absorbing capacity of the people increases.

The five capitals that need to be addressed and developed includes

1. **Natural Capital** like soil, water, vegetation, land etc
2. **Social Capital** – Developing and strengthening social institutions and social relationships like JFMC, SHG, User Groups etc
3. **Human Capital** – Developing skills and knowledge, enhance the problem solving ability
4. **Financial Capital** – Developing linkage with financial institutions, credit linkages, remittances
5. **Physical Capital** – Developing infrastructure support

4.3 Identification & prioritisation of Five Capitals for Livelihood Development

Based on finding of the resource map, transect walk, social map, village map, venn diagram identify the existing

- Natural resources in the village that can be developed as Natural Capital
- Social and community institutions available in the village, their relationship and capabilities to perform as a group that can be developed as social capital
- Any specialised skills available in the village like handicraft making, fishing net preparation, preparation of herbal medicine etc that can be developed as Human Capital
- Identify the sources of financial support may be from financial institutions, subsidy on different schemes, SHG fund etc that can be developed as Financial Capital
- Identify different infrastructure facilities available as Physical capital



4.4 Identification and prioritisation of target groups and households

Based on findings of the social mapping & wealth ranking exercises, identify the most vulnerable village households.

4.5 Preparation of Livelihood Development Plan

Based on the Five Capital Analysis identify the natural resources and forest resources that can be used as Natural Capital for livelihood development. Identify the ongoing government schemes and programmes aimed at livelihoods improvement (such as MGNREGA, NRLM, NHM, IWMP, RKVY etc) that are being implemented in the village and explore how these can be integrated for livelihood development of the people.

Options for income generation or augmentation activities

Review the situation of each priority household from the point of view of:

- identifying skills and assets available
- possible grouping for formation of SHG

Livelihood plan will be prepared for group of people organised in the form of SHG. The activities will be selected based on a realistic assessment of market potential and informed demand projections and not merely on the basis of what is available or can be easily produced. Activities could be

- natural resource-based (e.g., pisciculture, poultry, piggery, vermi compost preparation),
- production or skill-based (e.g., weaving, handicrafts) or
- service-based (e.g., packaging and distribution services).

Outputs that are expected to emerge by the end of this exercise are:

- Minimum number of SHGs that are required to be formed in the village so as to cover all the priority households;
- Number of existing SHGs that are functional or may be revived with reasonable effort;
- Possible IGA interventions for income generation or enhancement.



Lesson-5

3 Hour

Lesson Plan

- **Objective:** To develop skills of the participants to analyse data and prepare a microplan

Lesson Topic	Expected Outcome
Analysis and preparation of microplan	At the end of the session participants will be able to conduct feasibility analysis, prepare institution development plan, land use plan, resource development plan, livelihood development plan, annual work plan and micro plan budget

- **Session Plan:**

- Analysis of problems
- Preparation of work plan & Budget
- Agreement on institutional systems and mechanism
- Group Exercise:
 - ✚ The same group would be engaged for the group work
 - ✚ The formats given in the annexure would be segregated into six categories.
 - ✚ Each group would try to fill up one category of the formats as mock exercise

Concepts used in the module:

- The concept of participatory planning
- Problem Analysis Methods
- Participatory Feasibility & Cost benefit analysis



Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training

Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.

Backward Linkage: Lessons on PRA

Forward Linkage: Participants would collate the data that they would collect through mock exercise. At the end of the module participants would prepare a prototype micro plan of a village selected for field exercise as part of the module.

Training Materials Required:

- Hand outs and reference material on Analysis & Preparation of microplan.
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work

Allocation of time:

- | | |
|--|---------|
| - Analysis of problems | 60 mins |
| - Preparation of work plan | 30 mins |
| - Agreement on institutional systems and mechanism | 30 mins |
| - Group work | 60 mins |
| - Group Exercise: | |
| ✚ The same group would be engaged for the group work | |
| ✚ The formats given in the annexure would be segregated into six categories. | |
| ✚ Each group would try to fill up one category of the formats as mock exercise | |

Analysis and preparation of micro plan

The Micro plan document is a collective vision document of the JFMC members along with a realistic plan to implement the vision within a specified timeframe.

The micro plan document is prepared based on :

- Y Synthesis, classification and analysis of problems and opportunities identified through PRA process
- Y Need assessment and priority ranking of the problems by the villagers
- Y Institution development planning
- Y Resource development planning
- Y Livelihood improvement planning
- Y Training/ capacity building plan
- Y Agreement on mutual role and responsibilities, institutional arrangements for implementation of the microplan
- Y Validation and approval of microplan by the JFMC general body

The micro plan should be written in the local language so that it is easily understood by the village community.

5.1 Classification and analysis of problems identified

Numerous problems will be identified during the PRA exercises, and discussed with the community. One of the first activities during micro plan formulation stage would be classification and analysis of the problems.

5.1.1 Problem analysis

Problem analysis begins with identification about issues and problems identified at different hamlets in the village. All the problems would be chalked down on a chart paper and shared in front of the general body members.



The group will first classify the problems into different categories like

- Natural resources degradation related problems
- Livelihoods related problems
- Institution related problems
- Capacity related problems
- Other village development related problems

After classification, the causes of the problems would be discussed and the group would come out with possible solutions of the problem.

5.2 Prioritisation of problems

Prioritisation of problems would be done by the General Body members on the basis of their criticality and severity. Problems that matter to large numbers of families will be included in the priority list. On the other hand, there may be problems that do not affect a large number of families, but their resolution is critical for the more vulnerable sections within the community, or for the overall health of the community and its resources. Such problems also need to be included in the priority list.

5.2.1 Feasibility and practicality analysis:

The activities chosen for micro planning have to be analyzed whether they are feasible or not on the following points:

- 1 Ecologically sound
- 2 Socially and politically acceptable
- 3 Economically profitable
- 4 Technically feasible

5.3 Institution development planning

Once the problems are prioritised and the probable solutions are identified the members would then plan on what kind of institutions need to be developed and strengthened at the village level to tackle the problems like

- Strengthening the JFMC
- Formation of SHGs/UGs

5.4 Land-use planning

- Review and discuss the current land-use pattern, using the resource map.
- Review the issues and problems associated with land and land-based resources.
- Discuss whether available resources are being used sustainably/ judiciously
- Re-visit the resource map and discuss if any changes are desirable. Prepare a proposed land-use map showing which areas will be under what kind of use.

5.5 Resource development planning

This section would include different natural resource development plan like .

Forest development plan through

- identification of the area for in situ conservation, regeneration, plantation etc
- The time break ups
- Selection of species

Aquaculture – treatment of existing water bodies, creation of new water bodies etc

Silvi pasture development

Agriculture

Horticulture

Kitchen Garden

Medicinal Plant conservation



For each category describe the types of interventions and prepare a detailed plan including the following elements:

- a. Approximate area
- b. Purpose of intervention in the area, and expected benefits from the intervention
- c. Activities to be carried out; schedule of activities
- d. Roles and responsibilities of different stakeholders
- e. Proposed cost, source of funding, including beneficiary contribution, if any

5.6 Livelihood Development Plan

Include the livelihood development plan as mentioned in section 4.

5.7 Capacity Development Plan

The JFMC should collectively look up the plans that are formulated for:

- (i) resource development;
- (ii) livelihood improvement; and
- (iii) institutional mechanisms

Based on these, the group can identify areas where it will require training or other forms of capacity building inputs, such as an exposure visit, knowledge & information, hand-holding support, practical demonstration, and so forth. They would then identify the capacity building and training needs at different levels, JFMC members, SHG members, UG members etc. The plan should indicate what types of trainings are required, ideal duration and timing of the training and target trainee and their numbers.

5.8 Preparation of annual work plan and micro plan budget

The final step in the micro planning process is preparing a budget for the plan. For this purpose, the material and human resources required for undertaking decided project activities are calculated in monetary terms, for example how much money is required for buying the inputs, what will be cost of labour, what will be the cost of transportation etc.



The cost is further broken down in terms of each of item and also in terms of its availability - whether locally available or to be secured from outside.

The annual work plan prepared in phased manner for five years along with the proposed budget will be prepared by the JFMC and will be sent to the Range Officer for approval. Range Officer will send it to the Divisional Forest Officer for its approval who in turn will send it to the Chief Conservator of Forests.

5.9 Agreement on institutional systems and mechanisms

The JFM resolution prescribes specific duties, roles and responsibilities for the JFMC members. In addition, the following should be discussed and decided by the MPWG and kept as a benchmark against which JFMC functioning may be assessed.

I. Decision-making – Clarity on purpose, roles and responsibilities

- What will be the mechanism followed for decision-making within the JFMC (consensus based/by vote)?
- What shall be the roles and responsibilities of the Executive Committee and the General Body?
- How will the JFMC (Executive Committee) ensure that the members get a chance to express their opinion freely in the meetings and can influence decisions?
- What will the JFMC do to facilitate and ensure participation of women in general body meetings?
- What would be the control mechanism followed to take action against those who would not follow the rules/norms set by the JFMC?

II. Monitoring Mechanism

- What will be the system for monitoring of JFMC activities?
- What would be the criteria and indicators against which the JFMC would be monitored?
- What would be system followed for monitoring the forest protected by the JFMC?
- What will be the system for monitoring JFMC funds?
- What would be the frequency of monitoring?
- Whether social audits would be conducted and what would be the frequency?
- How JFMC members themselves would get involved through a process of participatory monitoring?



III. Systems for communication and convergence

- What will be the information dissemination and feedback mechanisms in the JFMC?
- How will JFMC share information on funds and financial transactions?
- How would JFMC seek convergence from other departments?
- What will be the strategy for leveraging additional resources to finance the micro plan from different line departments?

IV. Funds management and Livelihood

- What shall be the norms and procedures for funds management?
- Issue of receipts and maintenance of accounts books
- What would be the mechanism to ensure that the livelihood activities of the JFMC members follow the principle of conservation of natural resources?
- How and what forms of support will the JFMC provide the SHGs?

5.10 Approval of the Micro plan

A meeting of the JFMC general body will be called at which the EC of the JFMC will make a presentation of the main features of the micro plan.

- Presentation of the micro plan will be made with detailed activities that will be carried out each year over the next five years and the financial and human resources that will be required to implement the plan.
- Contributions from members of the community, Forest Department and other agencies will be identified.
- Roles and responsibilities of the community in managing and safeguarding investments made through the micro plan will be highlighted.

After the finalisation of the activities it has to be made clear that

- Y Who will execute the work?
- Y How much time will be required?
- Y When people can expect benefits?
- Y What will be the cost of doing all these?
- Y What will be people's share?
- Y What will be the share of the Forest department and other line departments?
- Y How it will be sustainable?

Approval and acceptance of the micro plan: The plan will be approved by the JFMC general body, comprising at least 80% of eligible households. If the plan is not approved by the general body it will be retained for revision and re-submission to the general body.

Following approval of the draft micro plan by the JFMC general body:

- i. the draft micro plan shall be examined and approved by the DFO;
- ii. the draft micro plan shall be forwarded by the DFO to the CCF for approval;
- iii. the approved micro plan will be copied by the CCF to the concerned JFMC

Thereafter the approved micro plan may be implemented. However, it should be reviewed and revised, if necessary, on an annual basis by the general body of the JFMC. Revised plans will need to be approved and copied to the DFO and CCF as above.





Lesson-6

1 Hour

Lesson Plan

- **Objective:** To understand the Roles and responsibilities of stakeholders

Lesson Topic	Expected Outcome
Roles and responsibilities of stakeholders	At the end of the session participants will be able to describe the role and responsibilities of different stakeholders including MPWG, JFMC, Forest Department, Panchayat etc for planning and implementation of the micro plan

- **Session Plan:**

- Stakeholder responsibility analysis
- Summing up the entire module
- Field work planning
- Group Exercise
 - 📌 Inform the groups in the previous session only that they have to sum up the entire module through PPT / Chart paper
 - 📌 Each group would prepare the sum up of the entire module
 - 📌 Make a lottery of the sessions. Each group will have to present based on the allotted session through lottery

Concepts used in the module:

- Stakeholder Matrix & Stakeholder analysis
- Analysis of data, Problem analysis and preparation of action plans



Approach:

Trainer will use the concept and approaches of Adult Learning Principle to deliver the training
Trainer will use facilitation skills to involve the participants in the session.

Group discussion and group exercises will be done to engage the participants and have experiential learning in each lesson.


Backward Linkage: Participants would undergo the sessions on Stakeholders Analysis, Ven diagram beforehand to understand the Stakeholder Matrix.

Forward Linkage: At the end of the module participants would prepare a prototype micro plan of a village selected for field exercise as part of the module.

Training Materials Required:

- Hand outs and reference material on roles and responsibilities of Stakeholders.
- Power point presentation
- Case studies and photographs
- Chart paper and sketch pen for group work

Allocation of time:

- | | |
|---|------------|
| - Stakeholder responsibility analysis | 20 min |
| - Summing up the entire module | 20 min |
| - Field work planning | 20 min |
| - Group Exercise | |
|  Make a lottery of the sessions. Each group will have to present based on the allotted session | 5 min each |

Roles and Responsibilities of stakeholders during planning and implementing micro plans

6.1 Micro planning Working Group

A Micro planning working group (MPWG) will be formed with representatives from

- the village volunteers (SICO)
- JFMC Executive Body members
- PRI member
- Forest front line staff (Forest Guards)

There may be 6 – 10 members in the MPWG depending upon the size of the JFMC.

The MPWG members will be responsible for conducting participatory assessment methods, collection of household level baseline data and secondary data.

The MPWG members should be prepared to set aside time for meetings with the group in the subsequent weeks, and facilitate discussions when required.

6.2 JFMC Members

To conduct hamlet wise PRA, SWOT analysis for identification of needs and gaps, preparation of plan of action to overcome the gaps.

Identification of potential list of activities for livelihood planning.

Formation of different groups like SHGs, UGs.

Finalisation of Micro plan at the General Body of the JFMC.

Signing of MOU with forest department with clearly defined duties, responsibilities and benefit sharing arrangements.



6.3 Panchayat Functionaries

Develop linkages with line department to create a pool of funds

Explore opportunities to adopt some of the activities under micro plan especially non forest based activities into the annual plan of the panchayat

6.4 Front line staff of Forest Department

Facilitating the process of preparation of micro plan and livelihood plan

Facilitation for feasibility analysis of the proposed activities

Facilitation to prepare estimates and budget

Capacity building of the people to collect relevant data

Liaison with panchayat and line departments

6.5 Role of SHG

Help in preparation of livelihood plan

Help in identifying the five capitals and preparation of IGA plan

6.6 Role of JFMC in implementation of Micro plan

As regards the activities like plantation, maintenance and improvement to existing forests, SMC works, fire control, watch and ward activities, etc., the JFMC will be the implementing agency and it will implement these operations following the JFM guidelines.

With regard to Income Generation Activities/Livelihood activities implementation should be through SHGs and their federations as decided by the JFMCs.

Monitoring of the activities done by the SHGs or other village level groups will be done by the EC of the JFMC

Maintenance of records, reports and returns.



Auditing of accounts and also conducting social audits

6.7 Role of Forest Department in implementation of the Micro plan

Providing funds on time to the JFMC for implementation of the works

Providing technical guidance to the JFMCs to implement the work

Supervise the activities of the JFMC

Guide JFMC to maintain records and report returns

Help JFMC to conduct audit

Guide JFMC to take corrective actions on time





Lesson-7

Mock Exercise and Field work

2 days

Lesson Plan

Objectives:

- To prepare a prototype microplan in a selected village

Lesson Topic	Expected Outcome
Mock Exercise and Field work	At the end of the mock session and field exercise participants will be able to prepare a prototype micro plan in any village

Planning the mock session and field exercise

The main criteria for selection of the field site for micro planning include:

- Accessibility: the site is not to be located further away from the training institute to save time of journey.
- The villagers should be oriented and informed beforehand that the participants are undergoing a training session and the exercise is done as part of their training.
- The village should have a JFMC
- Village should not have major conflicts that would prevent villagers from expressing their views.

Field work protocol for the trainees

- Introduce as trainees and not as “forest officers”
- Share the objective of having the exercise as “to learn from the situation on the ground”
- Do not make any commitment or false promise
- Respect the culture and tradition of the local people
- Have patience to listen to the villagers and do not jump to advice

Materials

- Chart Paper, sketch pen, colored chalk, rangoli for field work session



JFMC wise Basic Data required for preparation of the micro plan

Sl.No.	Data required	Details
1	Location of JFMC	<ul style="list-style-type: none">• Location with regard to Gram Panchayat, block and district headquarters• Forest Beat, Range, Division• Longitudinal and latitudinal positions• Watershed including standard identification number
2	Land use	<ul style="list-style-type: none">• Area of watershed• Land availability (ratio wise)<ul style="list-style-type: none">- Reserved- Protected- Community- Private• Agriculture Land, land holding and distribution<ul style="list-style-type: none">- Rainfed- Irrigated- Areas under different crops- Orchards and gardens- Wastelands and pastures-
3	Topography and physiography	<ul style="list-style-type: none">• Altitude• Drainage• Slope• Soil types• Soil carbon content
4	Climate	<ul style="list-style-type: none">• Climatic conditions

Sl.No.	Data required	Details
5	Forest assessment	<ul style="list-style-type: none"> • Area • Flora and fauna (diversity) • Density • Distribution • REET species • Availability compared with requirement of biomass (for budgeting) • Listing and quantification of non timber forest produce (for optimization of resources) • Activities in the forest area like construction, felling • Water and soil conservation / eco restoration • Past activities for development of forest
	Degree of pressure on forest	<ul style="list-style-type: none"> Fuel Fodder Grazing Small timbers NTFP Others
6	Natural disaster	<ul style="list-style-type: none"> - Forest fires - Drought - Flash floods - Famine -



Sl.No.	Data required	Details
7	Agriculture	<ul style="list-style-type: none"> • Farming practices <ul style="list-style-type: none"> - Traditional - High value crops - Scope for further improvement / value addition - Organic farming • Farming implements <ul style="list-style-type: none"> - Traditional - Improved - Scope for further improvement
8	Manure	<ul style="list-style-type: none"> • Requirements • Availability • Possibilities
9	Crops	<ul style="list-style-type: none"> • Varieties • Rotation • Yield • Requirements <ul style="list-style-type: none"> - Self consumption - Cash income - Priorities of the people - Possibilities of further improvement
10	Market	<ul style="list-style-type: none"> • Type • Access • Possible areas of intervention • Suitable activities / agencies
11	Animal husbandry	<ul style="list-style-type: none"> • Total Livestock population <ul style="list-style-type: none"> - Species

Sl.No.	Data required	Details
		<ul style="list-style-type: none"> - Health - Productivity - Purpose of keeping (cash income, labour, domestic use) • Fodder requirement and availability <ul style="list-style-type: none"> - Source (agriculture fields, forests, grazing lands) - Gap between demand and supply
12	Fishery	<p>Available fishermen communities/cooperatives</p> <p>Nature of cultivation and production</p> <p>Scope for expansion</p>
13	Agroforestry, farm forestry and horticulture	<ul style="list-style-type: none"> • Status of agro forestry, farm forestry and horticulture • Types of species • Main use • Scope of expansion
14	Cottage and small scale industries	<ul style="list-style-type: none"> • Types of activities • Sources of raw materials • Scale of production • Marketing opportunities • Possibilities for expansion
15	Human Resource	<ul style="list-style-type: none"> • Population profile <ul style="list-style-type: none"> - SC,ST., OBC, other - Sex ratio - Ethnic background - Institutions and customs



Sl.No.	Data required	Details
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Total no. of households

- Skilled manpower
- Livelihood sources
- Sources of income
- Employment pattern
- Migration pattern



1. Transect Walk

Sl	Land-use type	Problems & challenges		Visible or potential opportunities
		Observations	Reasons	
1	Habitation	•	•	•
2	Agriculture	•	•	•
3	Forest	•	•	•

2. Village Social Map

Dependence of households on different livelihood sources

Sl	Source of livelihood	Number of HH dependent as		Supplementary information
		Primary source	Secondary source	
1	Agriculture			•
2	Daily wage labour			•
3	Timber felling & sale			•
Etc				



Identification of vulnerable & women-headed households

Sl	Name of head of household	HH Ref. No	Family members		No. of earning members	Assets, if any	Skills, if any	Main source of income, if any
			Total	Children				
1								
2								
3								
Etc.								

Household database (for all households in the village – members & non-members)

Sl	HH No.	Ref.	Name of Head of Household	Source/s of livelihood (list all)	
				Primary	Secondary

Identification of households, which need immediate attention by the Project and other Departments

Sl.	Name of head of household	HH No. in social map	Main sources of livelihood	Problems	Opportunities
1					
2					
3					
4					
5					
6					

Wealth ranking

Sl.	Range/ Category	Criteria/ Indicators	No. of HH	Category code*
1.	Better off			A
2.	Manageable			B
3.	Poor			C
4.	Vulnerable (need immediate attention)			D
			Total	

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



3. Venn Diagram

Existing Institutions and their functions

Type of Institution	No	Total Members/ HHs having membership	Functions and benefits to the community	Possible linkages with FPC/ EDC
Self Help Groups				
Cooperatives/ Credit unions				
Women organizations				
Youth clubs				
Farmers organizations				
Any other – specify				



4. Village Resource Map

Resource condition, use and user groups

Sl	Type of resource	Area (ha)	Location (describe)	Ownership		Status	Main user group/s	Rules for use, if any
				Private	Common			
1	Natural Forest							
2	Plantation							
3	Revenue wasteland							
4	Agriculture - irrigated							
5	Agriculture - unirrigated							
6	Water body							
7	Orchard							
8.	Pasture land							
9	Lake							



Forest resources

Sl.	Tree (local name)	Species (scientific name)	Main uses/s	Relative abundance (category)*	Regeneration status**
1					
2					
Etc					

* Rare, moderate, abundant

** poor, fair, good, excellent

More important or valued species (not more than 10 species from each group)

Sl.	Tree (local name)	Species (scientific name)	Perceived value (scale of 1-10, 1 being lowest)		Reasons (for assigned value)	
			Men	Women	Men	Women
1						
2						
3						
Etc						

Agriculture resources

Sl	Season	Crops cultivated	Yield for each crop (per bigha)	Market value for each crop (Rs/kg)	Problems (related to production & marketing)	Opportunities
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- 1.
- 2.
- 3.

Seasonal Calendar

Sl	Month (local)	Main activity & responsibility (men, women, children – indicate as M, W, C)			
		Agriculture	Horticulture	Forest	Other
1	January/ <i>Pausha</i>				
2	February/ <i>Magh</i>				
3	March/ <i>Phalguna</i>				
4	April/ <i>Chaitra</i>				
5	May/ <i>Vaisakha</i>				
6	June/ <i>Jyaishta</i>				
7	July/ <i>Asadha</i>				
8	August/ <i>Sravana</i>				
9	September/ <i>Bhadra</i>				
10	October/ <i>Ashvina</i>				
11	November/ <i>Kartika</i>				
12	December/ <i>Agrahayana</i>				



1.1. Activity calendar -Livelihoods

Sl	Month (local)	Main activities			
		Agriculture	Livestock	Forest	Wage Work
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



5. Village Resource Map

Resource condition, use and user groups

Sl	Type of resource	Area (ha)	Location (describe)	Ownership		Status	Main user group/s	Rules for use, if any
				Private	Common			
1	Natural Forest							
2	Plantation							
3	Revenue wasteland							
4	Agriculture - irrigated							
5	Agriculture - unirrigated							
6	Water body							
7	Orchard							
8.	Pasture land							
9	Lake							



Forest resources

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2					
Etc					

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2						
3						
Etc						

Agriculture resources

Sl	Season	Crops cultivated	Yield for each crop (per bigha)	Market value for each crop (Rs/kg)	Problems (related to production & marketing)	Opportunities
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- 1.
- 2.
- 3.

Seasonal Calendar

Sl	Month (local)	Main activity & responsibility (men, women, children – indicate as M, W, C)			
		Agriculture	Horticulture	Forest	Other
1	January/ <i>Pausha</i>				
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3	March/ <i>Phalguna</i>				
4	April/ <i>Chaitra</i>				
5	May/ <i>Vaisakha</i>				
6	June/ <i>Jyaishta</i>				
7	July/ <i>Asadha</i>				
8	August/ <i>Sravana</i>				
9	September/ <i>Bhadra</i>				
10	October/ <i>Ashvina</i>				
11	November/ <i>Kartika</i>				
12	December/ <i>Agrahayana</i>				



1.2. Activity calendar -Livelihoods

SI	Month (local)	Main activities			
		Agriculture	Livestock	Forest	Wage Work
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					





