

**Government of the People's Republic of Bangladesh**  
**Office of the Project Director**  
**Sustainable Forests & Livelihoods (SUFAL) Project**  
**Bangladesh Forest Department**  
**Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh**



## **Terms of Reference (TOR)**

for

**Consulting Services for Development of database for beneficiary/community profiling and AIGAs, and real time survey and monitoring for community tracking**

**(Package no: SD 51A)**

**Forest Department**

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## **Terms of Reference**

**for**

### **Consulting Services for Development of database for beneficiary/community profiling and AIGAs, and real time survey and monitoring for community tracking**

**(Package No. SD-51A)**

#### **1. Background of the Project**

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has been implementing Sustainable Forests & Livelihoods (SUFAL) Project during July 2018 – June 2023 in 17 Forest Divisions around the country. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This is envisaged to be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

Component-1: Strengthening Institutions, Information Systems and Training

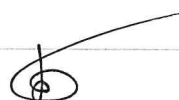
Component-2: Strengthening Collaborative Forest and Protected Areas Management

Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs), Forest Extension Services and Trees Outside Forests (ToF)

Component-4: Project Management, Monitoring and Reporting.

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and implementation of PA Management plan including habitat improvement of selected PAs in the hill forest and plain land sal forest and building green belt along the cost. This project also finances for tree cover improvement in the ToF areas by technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project is contributing for enhanced wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

SUFAL Project is financing for strengthening BFD's physical and human capacity so that a Forest Management Information System (FMIS) in the Resource and Information Management System (RIMS) unit can be incrementally developed and the National Forest Inventory and national tree canopy cover assessment in Bangladesh can be updated. A central database for the storage of all forest resource information will be hosted by the Bangladesh Computer Council (BCC) to ensure all cybersecurity and backup safeguards are in place. Thereby the FMIS is improved accordingly to address the mandate of digital Bangladesh. BFD has already established the Bangladesh Forest Information System BFIS (<http://bfis.bforest.gov.bd/bfis/>) having different modules of forest management, which will be further improved by this assignment. Furthermore, the facilities of ICT platforms e.g. e-GP, IBAS++ and SSP are also in place. This assignment will combine two activities together in the development of customized database of the project (d) beneficiary/community profiling and AIGAs, and (c) real time survey and monitoring for community tracking, under sub-component 1.4 Strengthening Monitoring, Information Management Systems and Forest Inventory of the project.



## 2. Objectives of Assignment

The main objective of this assignment is to develop community module for improving Forest Management Information System (FMIS) under SUFAL. Specific objectives of the assignment are:

- i. To develop online platform along with customized database of beneficiary/community profiling and AIGAs to be hosted as functional **Community Module** under BFIS;
- ii. To facilitate online transactions by designing Community Module and elaborating into functional components:
  - (a) Collaborative Forest Management (CFM),
  - (b) Protected Area Co-Management (CMC),
  - (c) Trees outside Forests (Social Forestry),
  - (d) Community Livelihoods (AIGA transactions and management of revolving funds)
  - (e) Capacity Development (training and awareness events)
  - (f) Labour database out of project beneficiaries, and
  - (g) Market Information System (synchronize once available).
- iii. Reporting with data extraction tools for real-time community activity monitoring;
- iv. Develop User Manual and conduct hands-on training of the assigned users from FD, NGO and Communities on the use of the Community Module.

## 3. Scope of Works

The scope of services of this assignment are as below:

3.1. The consultant will develop a **Community Module** as a secured online platform of forest-dependent communities and will be hosted in BFIS portal. The portal will be designed for authorized users (FD personnel and community office bearers) to get access to different thematic program activities and functions as mentioned below. The structures of the database<sup>1</sup> are further elaborated in **Annex I: Proposed Structure of Database**. Based on this scope of the works, the Consultant will develop and improve (if required) input forms and report outputs to be used in the interface and will incorporate with the endorsement from the PMU.

- a) Collaborative Forest Management (CFM): SUFAL project has been promoting Collaborative Forest Management (CFM) as a newly proposed forest management practice, with the aim to give forest dependent communities a stake in the management and preservation of the quality of forests over the long term and to foster local stewardship of forests. This module store database of villages based CFMs, membership in different committees and all relevant information (e.g. in **Annex I: Proposed Structure of Database**) at Forest Beat landscapes.
- b) Protected Area Co-Management (CMC): SUFAL project is strengthening PA Co-management approach in selected Protected Areas, with a particular provision for strengthening Village Conservation Forums (VCFs). This module will keep database of all institutions e.g. VCF, PF, CPG, Co-management general and executive committees and their membership. It will also archive project resources provided to the CMCs, their management, project outcome and other relevant information in a real-time frame.
- c) Trees outside Forests (Social Forestry): SUFAL project has been promoting trees outside forests in selected social forestry zones of the country in the frame of strip plantation, model upazila and seedling raising for distribution. This module will capture data relevant to the beneficiaries, with ToF intervention under the framework of Social Forestry Rules.

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<sup>1</sup> Data protection and privacy laws of World Bank will be ensured that safeguard individual data, privacy, and user rights. <https://id4d.worldbank.org/guide/data-protection-and-privacy-laws>.

- d) Community Livelihoods (AIGA transactions and management of revolving funds):  
SUFAL project has been providing livelihoods support to 40,000 forest dependent poor households in Hill, Sal, Mangrove Forest landscapes. This module will maintain data management for all AIGA revolving funds and Community Development Fund at beneficiary and CFM level and other relevant data.
- e) Capacity Development (training and awareness events):  
At SUFAL landscapes, the project provisioned for institutional capacity development of more than 10,800 trainees from CFM/CMC members in 600 conservation villages. Additionally, 20 lac people are also targeted for conservation awareness in various events. This module will keep log of all training, awareness events along with particulars of the trainees and other information, at real-time from the data generating points.
- f) Labour database out of project beneficiaries (*Annex 3: Project Area*):  
This module will maintain database of labours from project beneficiary households of forest dependent communities in project location who contribute in nursery raising and plantation establishment activities. To be updated by cost centers.
- g) Market Information System (synchronize once available):  
This module will maintain a survey-based database on the demand, supply and forecast for tree species that will be available to nursery owners and farmers and public. It will be synchronized in Community Tracking platform and will include profiles and other information related to private nurseries and sawmills, furniture industries, in project landscape.

3.2. Reporting with data extraction tools for real time community activity monitoring. These will help generating reports on real-time monitoring survey and community activity tracking to measure the progress against the performance indicators (*Annex 2: List of performance indicators for SUFAL Project*) of the project. It will specifically provide information and reports on the following issues:

- Regular meetings with minutes and photographs
- Savings records and status reports
- Loan records and status reports
- Regular community patrolling reports
- Ongoing AIGAs and contribution to income generation
- Forest dependency reduction report
- Environmental and Social safeguards compliance reports
- Illegal activities (e.g. illicit felling and encroachment etc.) status and legal action taken
- Wildlife poaching report
- Project's performance indicator result report
- Miscellaneous information, as appropriate.

3.3. Cross-cutting items:

- a) Develop User Manual and conduct hands-on training of the assigned users (~1,050 participants) from FD, NGO and Communities on the use of the Community Module,
  - Develop User Guide (manual and audio-visual materials, usable for forest-dependent communities).
  - *Level 1*: 3-days orientation of BFD personnel and PMU at BFD HQ on the functionality, trouble shooting and maintenance of the interface (10 participants, 1 event).
  - *Level 2*: Day-long orientation for Focal Persons of 20 Cost Centers (25 participants, 1 event).
  - *Level 3*: 2-days training for 1,000 participants on the functionality of the community module at 20 Forest Division/ Cost Centers. Potential participants are Range/Beat Officer, NGO personnel and Community Office Bearer e.g. CFMCs and CMCs). In 20 Cost centers with 2 events each and 25 participants in each event (1,000 participants in 40 events, Annex 3).

- b) Data entry for above 7 sub-modules (mentioned in 3.1, scope of works) should be completed by the consulting firm and generate reports mentioned in 3.2 of the scope of works.

The 'Community Module Platform would be hosted at BCC server. To access, edit and generate reports, a desktop version as well as an android version app will be developed by the selected firm. A user friendly dash board with provisions of **notification of information** update/change etc. will be in-built to the system.

#### 4. Platform design, development and functionality

Above database and on-line programs will be developed in BFIS platform and each should have following contents with unique design and functionality.

##### 4.1. Content of the platform

| SL. | Contents of Web-Based Platform and Android application   |                         |   |                             |
|-----|--|-------------------------|---|-----------------------------|
| 1   | <b>Navigation banner</b><br>- The navigation banner will be displayed on all pages of the site and will (tentatively) include the items described in the 'Heading' column below.   |                         |   |                             |
|     | Top Left   | Top Middle              | Top Right   | Bottom of page              |
|     | Government Logo  | Name of the application | Forest Department Logo<br>World Bank Logo<br>(Hyperlink embedded) | Copyright with Project logo |
| 2   | <b>Front-end functionality</b><br>This interface will contain option to perform below operations: <ul style="list-style-type: none"> <li>- Online web application has two sections: (1) publicly sharable information, (2) restricted users through authentication process.</li> <li>- Login page where authenticated user will Log-In with username or email ID and password.</li> <li>- Add "forget password" option.</li> </ul>   |                         |   |                             |
| 3   | <b>Admin/Data Entry Panel functionality</b> <ul style="list-style-type: none"> <li>- Different type of user level access role such as FD personnel, Project Personnel, NGO, Community Office Bearers with different/own dashboard.</li> <li>- Develop data entry form as per user accessible/role. Different module data entry form will be different.</li> <li>- Different user can update their data as per permission level.</li> <li>- After first hand data submission it will be approved by upper-level user and upper-level user can send it to lower level for update again.</li> <li>- Generate customize report and export report in different file format (e.g. PDF, Excel, CSV).</li> <li>- Develop Map view section for geo-location data to view location wise report.</li> <li>- Super admin can control all of these activities.</li> <li>- Notify all activities via email.</li> </ul> |                         |   |                             |
| 4   | <b>Android version</b> <ul style="list-style-type: none"> <li>- Along with web version the firm will develop one android application with Google playstore.</li> <li>- Allows offline/online submissions for collecting data from the field.</li> </ul>  |                         |   |                             |
| 5   | <b>Language Selection</b> <ul style="list-style-type: none"> <li>- The website should be built in both English and Bengali language.</li> </ul>  |                         |   |                             |
| 6   | <b>Note</b> <ul style="list-style-type: none"> <li>- Developer will provide support for server configuration. And temporarily hosting in development server.</li> <li>- User manual guide will be provided by the firm.</li> <li>- Hands-on training of BFD personnel and NGO users on the interface, ranging from PMU (Dhaka) and 20 Cost centers (Annex 3) under the SUFAL project landscape.</li> </ul>   |                         |   |                             |

| SL. | Contents of Web-Based Platform and Android application   |
|-----|--|
|     | <ul style="list-style-type: none"> <li>- Testing and troubleshooting of bugs found during development.</li> <li>- During the development phase the version of application will be available in private Github. Final version also available in private Github and officially handover to Client after final version is released.</li> <li>- A team of BFD HQ personnel to be trained to maintain the platform</li> <li>- All kinds of data entry and reporting format will be developed in consultation with respective experts from SUFAL project and BFD officials.</li> </ul> |
| 7   | <b>Technical Support</b> <ul style="list-style-type: none"> <li>- A limited oversee on the functionality of these modules through June 2023.</li> <li>- The consulting firm will provide free post-project service at least for one year.</li> </ul>   |

#### 4.2. Design of the interface

##### *a. System Analysis*

- Analyze requirement of the systems, based on the demands from the project and agency as a whole. Additionally, available interfaces, ICT platforms to be reviewed during this analysis.
- Concerned FD units: PMU-SUFAL, and RIMS

##### *b. System Development*

- Prepare Software Requirements Specification (SRS).
- Design and develop appropriate back-end open-source RDBMS database (MySQL or Postgresql) structure for the software.
- Design and develop role-based access control system and ensure application-level security creating necessary controls in the software.
- Design and develop the interface using open-source software (backend code shall be PHP, Java or Python) for the Community Module, usable from SUFAL Cost Centers (extendable to entire BFD units around the country).

##### *c. Hosting and Testing (central to Beat units)*

- Submit complete requirements of hosting infrastructure for this application including hardware, servers, network, security, storage, traffic, firewall, bandwidth etc. Based on submitted requirements regarding hosting, SUFAL will provide detail hosting infrastructure, facility and environment.
- Provide development server and necessary support to deploy the System for Research and Development (R&D) and LIVE use.
- Web application will be hosted at BCC server and the consultant/Firm will be responsible for registering the developed android apps in the Google playstore.

##### *d. Technology transfer*

- A comprehensive TOT program for developing master trainers (at least 7 persons) who will ensure the application effective and sustainable.
- Design training program, develop training modules and implement the training.

##### *e. Maintenance supports*

- Provide post development operations, repair and maintenance support service under structured Service Level Agreement (SLA) and Change Management Architecture.
- A continual support for data entry will be rendered.
- Continuous health check of the system and its backend database, tuning database, tuning codes and database queries to ensure smooth operation of the system.
- Fix all bugs in the system irrespective of its nature and complexities.
- The maintenance supports will be extended to the end users (Forest Beat offices) of the interface.





- The data backup and restoration policy should be defined and provided to the client. Consultant shall be responsible for monitoring of all data backup stored within the system and implement data restore (when necessary).

#### 5. Transfer of Services (Training) where appropriate

The consultant shall produce new knowledge based on development of ICT platforms, survey and will be utilized in forest and PA management. FD field personnel will be engaged in the process will gain new knowledge and capacity.

#### 6. Data, Personnel, Facilities and Local Services to be provided by the Client (PD-SUFAL).

The Project Director (PD) will provide necessary information as per requirement of the Firm. PD will also inform all cost centers to provide arrangements for necessary data and documents as needed for the preparation of the web-based ICT platform and reports by the consultant. PD will arrange FD space in the field where necessary and subject to the availability. Consulting firm will engage trained professionals, staffs and qualified experts for the development of the interface and operationalize by FD personnel and Community users.

#### 7. List and Schedule of deliverables and period of Performance

| Sl. | Deliverables   | Delivery Schedule                                 | Payment % |
|-----|--|---|-----------|
| 1.  | Inception Report with methodology and demo architecture of the proposed program modules with Dashboard.  | Within 1 <sup>st</sup> month of signing contract  | 10%       |
| 2.  | Develop and field testing of database architecture and on-site (Beat Office and CFMC level) functionality with input and outputs in three Forest Divisions (sample from Hill Forests, Coastal and Sal Forest landscape). | Within 4 <sup>th</sup> month of signing contract  | 20%       |
| 3.  | The Interface with program modules described in the Scope of Work (activities 3.1, 3.2 and 3.3) are operational with real-time data entered of the project and communities.  | Within 7 <sup>th</sup> month of signing contract  | 25%       |
| 4.  | Completion of field training (with comprehensive training manual)  | Within 10 <sup>th</sup> month of signing contract | 10%       |
| 5.  | Community Module is fully functional with its sub-modules as well as data entry, real time monitoring and reporting interfaces are operational by the users and the final report approved by the project.                | Within 12 <sup>th</sup> month of signing contract | 20%       |
| 6.  | Data entry and post-development maintenance upto June 2023.  | At completion on 18 <sup>th</sup> Month           | 15%       |

#### 8. Team Composition & Qualification for the Key Experts

The following Key Experts with appropriate qualification and demonstrated experience mentioned below is required to be available for this assignment. Additionally, it is advised to include required non-key experts as well.

| Sl | Team Composition | Duration                          | Qualifications and key tasks   | Remarks    |
|----|------------------|-----------------------------------|--|------------|
| 1. | Team Leader      | 12 months (spread over 18 months) | B. Sc (Hons) CSE/EEE/Physics/Applied physics with at least 5 (Five) years' experiences in on-line database development (e.g. PostgreSQL, MySQL, SQL query language and efficient use of views, materialized views, functions, triggers and procedures. | Key Expert |



| Sl | Team Composition                    | Duration                          | Qualifications and key tasks  | Remarks         |
|----|-------------------------------------|-----------------------------------|---|-----------------|
|    |                                     |                                   | Demonstrated knowledge in similar designing or developing application / systems including development of android applications and training.<br>S/he will lead the assignment and coordinate with the developer team, SUFAL PMU, cost centers and project communities for data collection and functionalize the interface.   |                 |
| 2. | System Analyst                      | 7 months (spread over 18 months)  | B. Sc (Hons) CSE/EEE/Physics with at least 5 (Five) years' experiences in on-line database development (e.g. PostgreSQL, MySQL, SQL query language and efficient use of views, materialized views, functions, triggers and procedures).<br>Demonstrated knowledge of system analysis and requirement assessment for similar application / systems including development of android applications and training.<br>S/he will lead the assignment and coordinate with the developer team, SUFAL PMU, cost centers and project communities for data collection and functionalize the interface. | Key Expert      |
| 3. | Database Expert                     | 7 months (spread over 18 months)  | B. Sc (Hons) CSE/EEE/Physics with at least 5 (Five) years' experiences in website design and development. S/he will, under the guidance of Team Leader, design, develop the design and interface of web-enable designs and functionalize the interface with real-time data and reporting dashboards for monitoring and connect it with the android app collector.   | Key Expert      |
| 4. | Web Design and Developer            | 12 months (spread over 18 months) | B. Sc (Hons) CSE/EEE/Physics with at least 5 (Five) years' experiences in website design and development. S/he will, under the guidance of Team Leader, design, develop and functionalize the interface with real-time data and reporting dashboards for monitoring and connect it with the android app collector.<br>Integrate MAP view section with point data.   | Key Expert      |
| 5. | Android App Developer               | 10 months (spread over 18 months) | B. Sc (Hons) CSE/EEE/Physics with at least 3 (Three) years' experiences in develop android application. S/he will, under the guidance of Team Leader, functionalize mobile app which will be the collector of real time database online/offline system.   | Key Expert      |
| 6. | GIS Expert                          | 7 months (spread over 18 months)  | Academic qualification of the expert should be at least a Master's in GIS/ Geoinformation Science/Geography/ Forestry/Remote Sensing. S/he should have 5 (five) years specific working experience in GIS and mapping. S/he should be capable in geo-spatial data management and mapping, spatial analysis and monitor of plantation programs of the project. With database and web-cum app developer s/he will manage spatial data and develop different thematic maps using GIS technology.  | Key Expert      |
| 7. | Data Collection and Entry Personnel | 16 persons for 10 months each     | Data collection from project supported communities, cost centers and other sources and<br>Data entry, management, cleaning and collation of project information generated during project implementation   | Non-key Experts |
| 8. | Maintenance Support                 | As required                       | Data collection from project supported communities, cost centers and other sources and<br>Data entry, management, cleaning and collation of project information generated during project implementation   |                 |

## 9. Ownership of the Data, Documents, and Equipment

- SUFAL shall be the owner of all data, reports, documents, etc. prepared by the consultant and any equipment procured under the assignment.
- Data protection and privacy laws of World Bank will be ensured that safeguard individual data, privacy, and user rights.



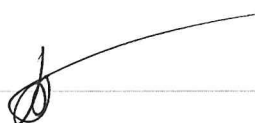
- All the documents collected and software procured, if any, must be handed over to SUFAL before final payment.
- All ICT instructions and scripts for system setup and server configuration and source code (for the reporting and mapping interface) to be held on private GitHub and provided to RIMS Unit of BFD, usable for a full re-installation again by RIMS team.
- All documents, reports and information from this assignment will be regarded as SUFAL's property, so the mentioned outputs or part of it cannot be sold or used in any case without prior permission of SUFAL.

#### **10. Institutional Arrangement**

The consultant/firm will report directly to the Project Director, SUFAL Project. The consultant will work closely with RIMS Unit and other consultants working within the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives and develop a field execution plan which should be approved by the Project Director. The consultant will be responsible for all field operations, including logistic arrangements for data collection and obtaining household consent. The consultant shall coordinate with the concerned Deputy Project Directors/Assistant Project Directors (DPD/ APD) during field implementation. The consultant/firm, for all administrative matters, will communicate through the PD. All travel costs for conducting field activities will be borne by the consultant. All field activities of the consultant should follow the approved plan by PD. The consultant must follow communication principles of the project and as such all communications for reporting to anyone should be made through the Project Director.

#### **11. Duration of the Assignment**

The duration of the consulting services is 18 months from the commencement date of the Contract.



## Annex 1: Proposed Structure of Database

### Proposed Structure of the community module and customized database

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Required data, subject to further consultation with concerned BFD units, stakeholder, communities and review for each of the items listed below:

#### *1.1. Collaborative Forest Management (CFM) program*

This module will be functional at organization level, and harbour all relevant data of SUFAL developed CFMCs including, but not limited to,

- GPS Location and address of CFMCs
- Membership [Collaborative Forest Management Coordination Committees (300+), CFM Committees (600+), 5 sub-committee in each CFMC] and all target community members (list of 40,000 households) under CFMCs.
- Socio-economic profile of CFMC office bearers and other members (40,000 beneficiaries)
- Forest Dependent Household Database (brief, all households) in the village
- Profile of Community Professionals from the community (CFMC)
- Training Information (Date, Subject, Participants, Location, Trainer, Module, Documents, Photos)
- Resource building by the community and harvests from forests
- AIG activities (Listing AIGAs, joint venture/individual, costs/investments at different stages, sources of investment, benefit reaped over time, marketing activities—where/whom, linkages –backward and forward, Self-consumption, if applicable. applicable
- Management of the revolving fund –Transactions, purpose e.g. lending, acquiring assets, repayment of loans etc.
- List of AIGA Proposals and successful ones.
- Transactions of Community Development Fund and their Sub-projects
- Patrolling schedules and Payments of Forest Protection and Conservation Committees (FPCC)
- List of beneficiaries disaggregated by Gender and ethnicity.
- Savings and loan group Profile/ Information, including list of default members.
- GIS Mapping of the Forest Conservation Villages (Location mapping)
- Progress / Procurement / Financial/ Social Audit Reports etc.
- Meeting information (Frequency, Date, Location, Minutes, attendees etc.)
- Division level summary of all CFMC information (participants, transactions etc.)
- List of activities through which CFMs are getting monetary/non-monetary benefits from Forests (for indicator reporting)
- Linkage with SSP (Part C: community consultation)
- Miscellaneous / other information, as appropriate.
- Results reporting
  - Forest Cases
  - Status of encroachment
  - Status of illicit felling over time
  - Changes in landuse / deforestation

#### *1.2. Protected Area Co-Management (CMC) program*

This module will be functional at organization level, and harbour all relevant data of SUFAL supported PA Co-management organizations including, but not limited to,

- Membership with General and Executive committee restructure (old 65 and new 38)
- Profiling of CPG and People's Forum and **village conservation forum (VCF) and their sub-committees (5 sub-committees)**, Community patrol group (CPG), Response team (Elephant, Dolphin, Tiger, Vulture)
- Socio-economic profile of VCF members and sub-committees office bearers and other members
- Training Information (Date, Subject, Participants, Location, Trainer, Module, Documents, Photos)

- AIG activities (Listing AIGAs, Type of benefits received)
- Transactions in the Revolving Funds of AIGAs
- Transactions of Community Development Fund
- Patrolling schedules and Payments of Community Patrol Groups (CPGs)
- Savings and loan group Profile/ Information
- GIS Mapping of the Village Conservation Forums (VCFs) under the Protected Areas
- Progress / Procurement / Financial/ Social Audit Reports etc.
- Meeting information (Frequency, Date, Location, Minutes, attendances etc.)
- Miscellaneous / other information, as appropriate.
- SMART Patrolling
- Overall implementation progress of Protected Area (PA) management rule 2017, including Reformation of the committees.
- Archiving database of PA Co-management in selected SUFAL supported PAs.
- Miscellaneous / other information, as appropriate.

### **1.3. *Trees Outside Forests (Social Forestry) Program***

This module will be functional at SUFAL project landscapes and harbour all relevant data including, but not limited to,

- Inclusion of the list of beneficiaries, including gender and ethnicity disaggregated (all existing participants with ToF intervention name and areas (ha), by Division, Range/SFNTC, Beat/SFPC);
- Strip Plantation, Information on Participatory Benefit Sharing Agreement (PBSA) and Tree Farming Fund (TFF) (including deposited amount in the A/C);
- Share received by beneficiaries, when and amount;
- Other Intervention practices by the beneficiaries over the period (interim cropping, in first three years etc. within the project sites);
- Involvement of participants in management and forest protection;
- Pruning schedule and products (year, quantity and amount)
- Thinning schedule and information (5<sup>th</sup> year mechanical and 7<sup>th</sup> year selection thinning and final felling of trees);
- Operational and Management activities.
- Group meetings and meeting resolutions (issues and problems discussed, how problems addressed etc.)
- Training Information (Date, Subject, Participants, Location, Trainer, Documents, Photos)
- Application of learnings from trainings on the field (if there is any)
- Overall implementation of Social Forestry Rules 2004, starting from Participatory Benefit Sharing Agreements (PBSA).
- Mapping social forestry areas
- GIS Mapping of the Forest Conservation Villages
- Progress / Procurement / Financial/ Social Audit Reports etc.
- Meeting information (Frequency, Date, Location, Minutes, attendances etc.)
- Information of Watchers in strip plantation (watchers' profile, duty roster and payment records)
- Miscellaneous / other information, as appropriate.

### **1.4. *Community Livelihoods (AIGA transactions and management of revolving funds, savings and landing etc. under SUFAL Project at individual or Group enterprise level)***

This module will be functional at SUFAL project landscapes and maintain data management for all AIGA revolving funds and Community Development Fund at beneficiary and CFM level including, but not limited to,

- Socio-economic profile of individual project beneficiary households (40,000) including gender and ethnicity disaggregated
- Baseline condition of AIGA beneficiaries (including economic status, assets and livelihood options)



- Savings portfolio of individual beneficiary
- List of AIGA Proposals and successful ones.
- AIGA proposals (individual and/or groups AIGA), members, investment, net profits
- Income – expenditure of AIGA / trades
- Loan and repayment portfolio of individual beneficiaries
- Mapping the distribution of major enterprise.
- AIG activities (Listing AIGAs, Type of benefits received)
- Transactions in the Revolving Funds of AIGAs
- Transactions of Community Development Fund and their Sub-projects
- Patrolling schedules and Payments of Forest Protection and Conservation Committees (FPCC)
- List of beneficiaries disaggregated by gender and ethnicity
- Savings and loan group Profile/ Information, including list of default members.
- Miscellaneous / other information, as appropriate.

#### **1.5. Capacity Development (Training and Awareness database for communities)**

This module will be functional at SUFAL project landscapes and maintain data management regarding training, awareness and other capacity building events under SUFAL Project including, but not limited to,

- List of trainings
- List of trainees, with unique counts
- List of Awareness and communications events
- Event logs (Training/ Awareness/Meeting)
- Skill Development– data per each of the skill area
- Categorization of training events and thematic categories
- Capacity building and training events
- Date (Start & End dates), Location, Theme, expenditure/budget, list of participants, Photographs
- List of Resource Persons in the training events
- Pre and Post training evaluation (summary report scanned/ archived)
- Miscellaneous information, as appropriate

#### **1.6. Labour database (for nursery and plantation activities)**

This module will maintain database of labours from forest dependent communities in project location who contribute in nursery raising and plantation establishment activities, including, but not limited to,

- Labour database will include their profile and man-days information for specific jobs performed. It will help enumerating man-days of job/employment creation by the project
- Labour database will include Division, Range, Beat, Name, Sex, Ethnicity, NID, Mobile no. Photograph, Code Number, man-days with specific assignment, role performed etc.
- Miscellaneous information, as appropriate

#### **1.7. Market Information System (to be synchronized once available)**

This module will maintain a survey-based database on the demand, supply and forecast for tree species that will be available to nursery owners and farmers and public. It will be synchronized in Community Tracking platform and will include, but not limited to,

- Synchronize the Market information system which covers profile and other information related to private nurseries and sawmills, furniture industries, in project landscape. Profiles and list of nurseries, including name of the owner, location (text and X, Y), list and number of available seedlings by Species (recurrent data entry in every six months or so)
- Operationalize an online wood-based market information system, including mobile app with database of nurseries and wood processing units based on the survey (demand, supply and forecast of timber) for using by the stakeholders.
- Miscellaneous information, as appropriate

## Annex 2: List of performance indicators for SUFAL Project

| Indicator Serial    | Name of the indicator(s)   | Unit of measure | Project Targets          | Remarks  |
|---------------------|--|-----------------|--------------------------|--|
| <b>Dev Obj. 1</b>   | <b>Improve collaborative forest management in targeted sites</b>   |                 |                          |  |
| Indicator 1 (DO 1)  | Forest areas at targeted sites managed according to site-specific collaborative management plans.  | Area (ha)       | 78,930                   |  |
| <b>Dev Obj. 2</b>   | <b>Increased benefits for Forest dependent communities</b>   |                 |                          |  |
| Indicator 2 (DO 2)  | Share of targeted forest-dependent people with access to alternative income generating activities.   | Percentage      | 70% of 40,000 households |  |
| Indicator 3 (DO 2)  | Collaborative Forest Management Committees with increased monetary or non-monetary benefits from forests.                                    | Percentage      | 90% of 600 CFMCs         |  |
| Indicator 4 (DO 2)  | Share of targeted forest-dependent people with rating 'Satisfied' or above on project interventions (livelihoods, forest management, other). | Percentage      | 75% of 4,000 people      | 10% of 40,000 people will be sampled as baseline and endline   |
| <b>IR 1</b>         | <b>Strengthening Institutions, Information Systems and Training</b>  |                 |                          |  |
| Indicator 5 (IR 1)  | Organizational, functional and gender review of BFD undertaken.  | Number          | 1                        | Review completed, action plan agreed and implementation begins |
| Indicator 6 (IR 1)  | Digital site-specific management planning system established and operational.  | Yes/No          | Yes                      |  |
| Indicator 7 (IR 1)  | Number of BFD personnel trained.   | Participants    | 1,236                    |  |
| <b>IR 2</b>         | <b>Strengthening Collaborative Forest and Protected Area Management</b>  |                 |                          |  |
| Indicator 8 (IR 2)  | Forest area restored or re/afforested in accordance with site-specific collaborative management plans.                                       | Area (ha)       | 78,930                   |  |
| Indicator 9 (IR 2)  | Protected areas brought under enhanced management  | Number          | 10                       |  |
| Indicator 10 (IR 2) | Forest areas brought under management Plans  | Area (ha)       | 78,930                   |  |
| <b>IR 3</b>         | <b>Increasing access to Alternative Income Generating Activities</b>   |                 |                          |  |
| Indicator 11 (IR 3) | Collaborative Forest Management Committees operational with own bank account and operating fund.   | Number          | 600                      |  |
| Indicator 12 (IR 3) | Households in targeted communities with programs for alternative income generating activities supported by the project.                      | Number          | 40,000                   |  |
| Indicator 13 (IR 3) | Collaborative Forest Management Committees with at least 33 % female office bearers.   | Number          | 150                      |  |
| Indicator 14 (IR 3) | Share of households with improved cook stoves.   | Percentage      | 30% (12,000)             | 30% of target hhs, 40,000                                      |
| Indicator 15 (IR3)  | A market information system for Trees Outside Forests (ToF) established and operational.   | Number          | 1                        | Survey completed and MIS operationalized                       |



### Annex 3: Project Area

| Ecotypes      | Circle Name             | Name of Forest Division                 | Districts   |
|---------------|-------------------------|---|-------------|
| Hill Forest   | Central Circle, Dhaka   | 1. Sylhet Forest Division               | Hobigonj    |
|               |                         |   | Moulvibazar |
|               |                         |   | Sunamgonj   |
|               |                         |   | Sylhet      |
|               | Chattogram Circle       | 2. Chattogram North Forest Division     | Chattogram  |
|               |                         | 3. Chattogram South Forest Division     | Chattogram  |
|               |                         |   | Cox's Bazar |
|               |                         | 4. Cox's Bazar North Forest Division    | Cox's Bazar |
|               |                         | 5. Cox's Bazar South Forest Division    | Cox's Bazar |
| Sal Forest    | Central Circle, Dhaka   | 6. Dhaka Forest Division.               | Dhaka       |
|               |                         |   | Gazipur     |
|               |                         | 7. Mymensingh Forest Division           | Jamalpur    |
|               |                         |   | Kishorgonj  |
|               |                         |   | Mymensingh  |
|               |                         |   | Nethrokona  |
|               |                         |   | Sherpur     |
|               |                         | 8. Tangail Forest Division              | Tangail     |
| Coastal       | Chattogram Circle       | 9. Coastal Forest Division, Chattogram  | Chattogram  |
|               |                         |   | Cox's Bazar |
|               | Coastal Circle, Barisal | 10. Coastal Forest Division, Bhola      | Bhola       |
|               |                         | 11. Coastal Forest Division, Noakhali   | Laxmipur    |
|               |                         |   | Noakhali    |
|               |                         | 12. Coastal Forest Division, Patuakhali | Barguna     |
| PA / Wildlife | Wildlife Circle         |   | Patuakhali  |
|               |                         | 13. WM&NCD, Chattogram                  | Chattogram  |
|               |                         | 14. WM&NCD, Dhaka                       | Gazipur     |
|               |                         | WM&NCD, Hobigonj                        | Hobigonj    |
|               |                         | 15. WM&NCD, Moulvibazar                 | Moulvibazar |
|               |                         | WM&NCD, Rajshahi                        | Dinajpur    |
| ToF           | Coastal Circle, Barisal |   | Naogoan     |
|               |                         | 16. WM&NCD, Sherpur                     | Sherpur     |
|               |                         | Social Forest Division, Barisal         | Barisal     |
|               | SF Circle, Bogra        | 17. Social Forest Division, Dinajpur    | Dinajpur    |
|               | Social Forest Circle    |   | Panchagarh  |
|               |                         |   | Thakurgaon  |
|               |                         | 18. Social Forest Division, Rajshahi    | Naogoan     |
|               |                         |   | Rajshahi    |
|               | SF Circle, Jessore      | 19. Social Forest Division, Faridpur    | Faridpur    |
|               | Social Forest Circle    |   | Gopalganj   |
|               |                         | 20. Social Forest Division, Jessore     | Jessore     |



