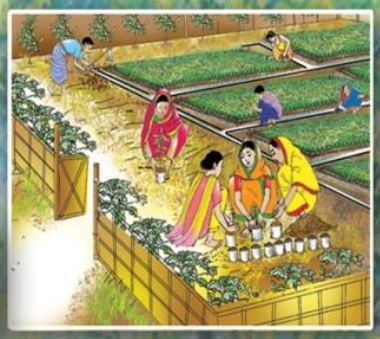
Community Operations Manual (COM)
Part: Two



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The World Bank

Bangladesh Forest Department

Ministry of Environment, Forests and Climate Change

Community Operations Manual (COM)

Part Two

(Ver_01)

Livelihoods and Wellbeing

January 2020

Bangladesh Forest Department
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Abbreviation

APP	:	Annual Procurement Plan
AIGA	:	Alternative Income Generating Activities
APD	:	Assistant Project Director
ANR	:	Assisted Natural Regeneration
ACF	:	Assistant Conservator of Forest
BFD	:	Bangladesh Forest Department
CDF	:	Community Development Fund
CFMCC	:	Collaborative Forest Management Coordination Committee
COM	:	Community Operations Manual
CP	:	Community Professional
CREL	:	Climate Resilient Ecosystem and Livelihood
CRPARP	:	Climate Resilient Participatory Afforestation and Reforestation Project
CCF	:	Chief Conservator of Forest
CFMC	:	Collaborative Forest Management Committee
CMC	:	Co-Management Committee
DFO	:	Divisional Forest Officer
DPD	:	Deputy Project Director
ESA	:	Environmentally Sensitive Areas
ESMF	:	Environmental and Social Development Framework
FAC	:	Finance & Accounts Committee
FAMT	:	Fund Appraisal & Monitoring Team
FAPAD	:	Foreign Aided Project Audit Directorate
FAT	:	Fund Appraisal Team
FGD	:	Focus Group Discussion
FMPS	:	Forest management Planning System
FPCC	:	Forest Protection & Conservation Committee
IPAC	:	Integrated Protected Area Co-management
IF	:	Internal Fund
LDF	:	Livelihood Development Fund
MoEFCC	:	Ministry of Environment Forest and Climate Change
M&R	:	Monitoring and Reporting
NGO	:	Non-Government Organization
NTFP	:	Non-Timber Forest Product
OTR	:	On Time Recovery Rate
PA	:	Protected Area
PMU	:	Project Management Unit
PC	:	Procurement Committee
PD	:	Project Director

PAR	:	Portfolio at Risk
PIC	:	Project Implementation Committee
SAC	:	Social Audit Committee
SPC	:	Sub Project Committee
SSP	:	Site Specific Plan
SUFAL	:	Sustainable Forest and Livelihood
RLF	:	Revolving Loan Fund
RO	:	Range officer
VCSC	:	Village Credit & Savings Committee
WB	:	World Bank

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Chapter 1: Livelihood and Wellbeing of the Forest Dependent Communities

1.1 Livelihood and Wellbeing

The livelihoods and wellbeing of the poor and forest dependent communities largely depend on their limited assets base and set of capitals. These are: natural, physical, human, financial and social and political capitals. The poor mainly depend on natural, human and social capitals. There is need for enhancing their human and social capitals so that they can access physical and financial capitals and thus gain greater wealth and wellbeing: material- food, water, sanitation, health, better house, education and quality of life. Harmony and peace exit in society and people have good relations with nature.

SUFAL envisions resilient and alternative livelihoods for the poor forest dependent communities around the forest. This may include goat and poultry rearing, rickshaw van pulling, vegetable cultivation, nursery development, cultivation of herbal and medicinal plants and small-scale trading. Project may facilitate establishing cooperatives for improving marketing channels of local products, water facilities, community based eco-tourism, promoting energy efficiency including ICS and climate resilient small farming that enhance forest ecosystem.

1.2 Perception of forest dependent community

Forest dependent community has some perception regarding the potentials and problems in securing livelihood and participating in sustainable NRM & conservation:

- their land and productive assets are limited,
- they cannot live on their small land and wage earnings
- they need to go to forest to collect wood and twigs; send their cattle for grazing; few are logging forest trees illegally.
- the illegal logging and over extraction are affecting the forest, resources base and biodiversity; but the forests are very important for their existence.
- they must carry out livelihoods that do not harm the forests,
- they like to rear cattle in the sheds; planting and sustainable harvesting of medicinal plants in the homesteads; handicraft, tailoring and sewing machine for the women and girls, value addition to agro products such as making pickle from seasonal fruits (like mango and olive), and juice from pineapple and guava.
- they need skill development training for self-employment and alternative livelihoods.
- they need resource support from government and loan in low interest from SUFAL revolving fund for alternative livelihoods and enterprise development.

1.3 Scope of participation in the project for forest protection and conservation

- Forest dependent community can identify and discuss the nature and types of NRs, ESS,

- they may raise awareness about forest resources and wildlife in the village and forest
- they may assess the status and degradation patterns:
- they may identify human and natural, climate change factors behind the deforestation and degradation
- they identify management problems, need for collaborative forest management and conservation,
- they may enhance the role of the community in forest protection and conservation,
- they may protect illegal extraction of the forest and wildlife,
- they may enhance community patrolling to stop illegal logging and poaching in the forest,
- they may support the BFD to take legal action, plantation establishment and conservation,

1.4 Patterns of Livelihoods: Strategies, Options and Outcomes

Although there have been livelihood diversifications in the rural areas and rapid reduction of poverty in the country, livelihood options for the poor in and around forest are limited, particularly around the PAs. Hence, many of the poor depend of forest resources for earning livelihoods and thus overexploit the natural resources, ESS and degrade the ecosystems. Wealth and well-being are in the decline. Policy and institutional measures are required. Poor need access to support and services from the Government like SUFAL Project so that they can pursue alternative livelihoods for their survival.

1.5 Impacts of climate change on livelihoods, forests and ecosystem services (ESS)

The human induced climate change is impacting the livelihoods as well as the natural resources base (forest, water, fisheries and biodiversity) and ESS on which majority of the poor and indigenous communities earn their livelihoods. Warmer weather, temperature rise, salinity, SLR, drought, floods and cyclones are damaging the resources base, their compactness and productivity. Climate change and natural disasters are affecting agriculture, food security, and access to water, health and economy. Population is growing and the needs for food, water and basic amenities are increasing. Hence, the poor and indigenous communities increasingly depend on degraded forests and ESS. Climate change adaptation, DRR and mitigation are required for protection of livelihoods and conservation of forest and ecosystems.

1.6 Climate Resilient Livelihoods

It is concerned about the climate change impact in and around the village. Temperature is rising with heat stress in the summer, erratic rainfall in the monsoon and changes in

seasons. The increasing events of flood, cyclone, and droughts are affecting the lives and livelihoods of the village communities. The challenges are to build adaptive capacity of the poor, women and the indigenous communities living in around the forest. Resilience is to be built in ecosystems and human systems. Integration of EbA, CBA, mitigation and DRR in forest resources management in community development. Climate change adaptation must consider the risk and vulnerability of the forest resources, wetlands and biodiversity. Livelihood options must be based on resources base and consider the species composition and productivity as well as future climate change impacts on the forest and human society.

Forests are carbon sink and also sources of GHG from the deforested and degraded forest. Conservation of forest and biodiversity can stop rapid change in climate. Hence, forest department and community must:

- Improve Forest and biodiversity conservation through collaborative forest management
- Reforestation, afforestation & ANR
- Forest regeneration/restoration of forest and wetland in forest
- Promotion of community-based forest, wetland and grassland management
- Involvement of communities and all actors in restoration of forest and collaborative forest management.

The COM will promote alternative to forest-based livelihoods of the forest users, poor, indigenous people and women along with adaptation in agriculture, water, sanitation and resilient habitat. The crops and farming systems are to be made resilient to drought, temperature rise, changes in seasons, salinity, flood, water logging, pest and diseases. The adaptation options are:

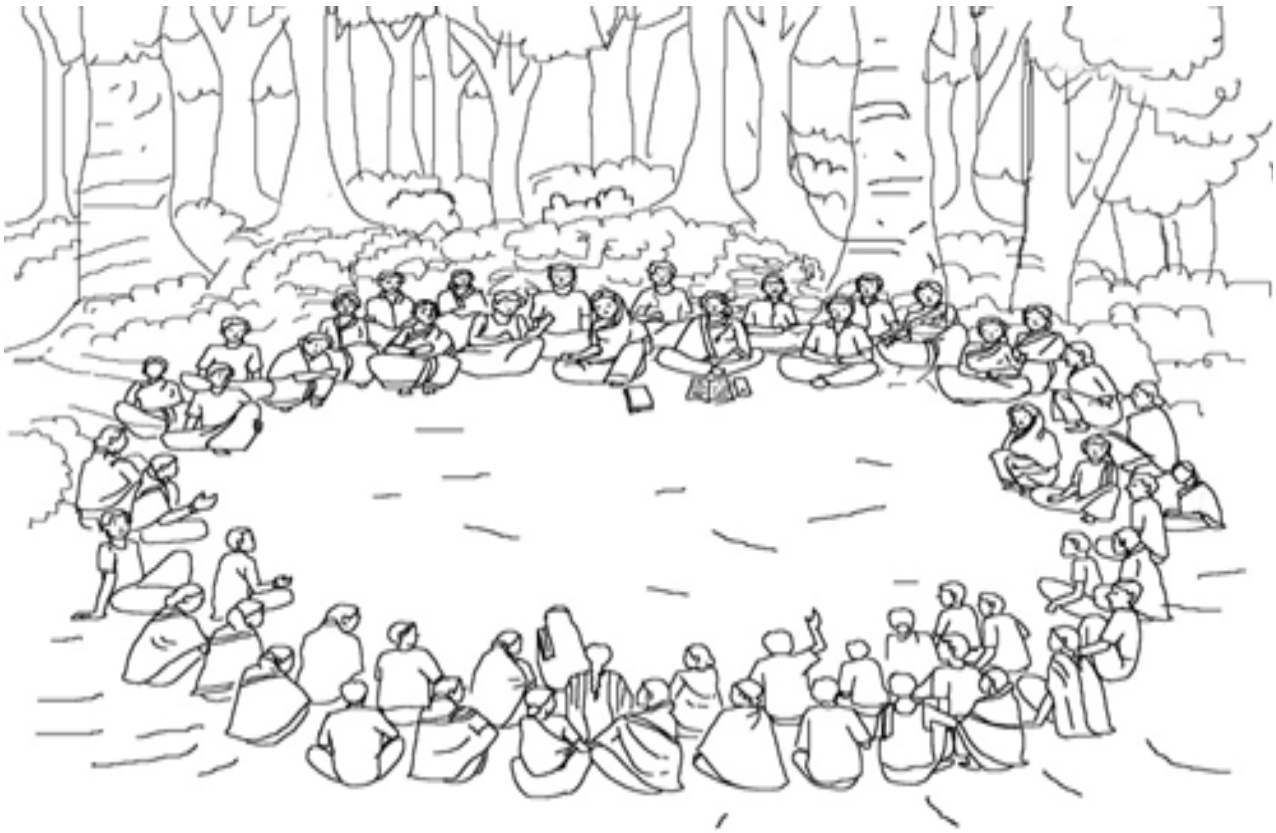
- Improved farm management, land, soil, water management and irrigation
- Diversification of climate resilient varieties of crops, animal, and poultry birds and fish
- Herbal and medicinal plants and vegetable gardening
- Early warning and disaster risk management in crops and farming, processing and storage of crops and food
- Climate risk communication and awareness raising
- Community action for protection of crops, livestock forest and livelihoods

1.7 Forest Conservation based AIGA options

The SUFAL project will ensure the sustainable livelihood framework; enhance ecosystem services through community involvement in afforestation, reforestation, and conservation activities. Different approaches of plantation will diversify forest ecosystem and at same time, forest dependent communities will be involved in different alternative income generating activities for their livelihood improvement. By adopting different AIGAs, communities will develop a more positive relationship towards conservation,

restoration and in turn receive more benefits from the forests in their areas. AIGAs are linked to collaborative forests and Protected Area Management which will focus on institutionalizing CFM through CFM committees in forest dependent communities.

Chapter 2: Village level Institution under Collaborative Forest Management Programme



2.1 Village Institutions:

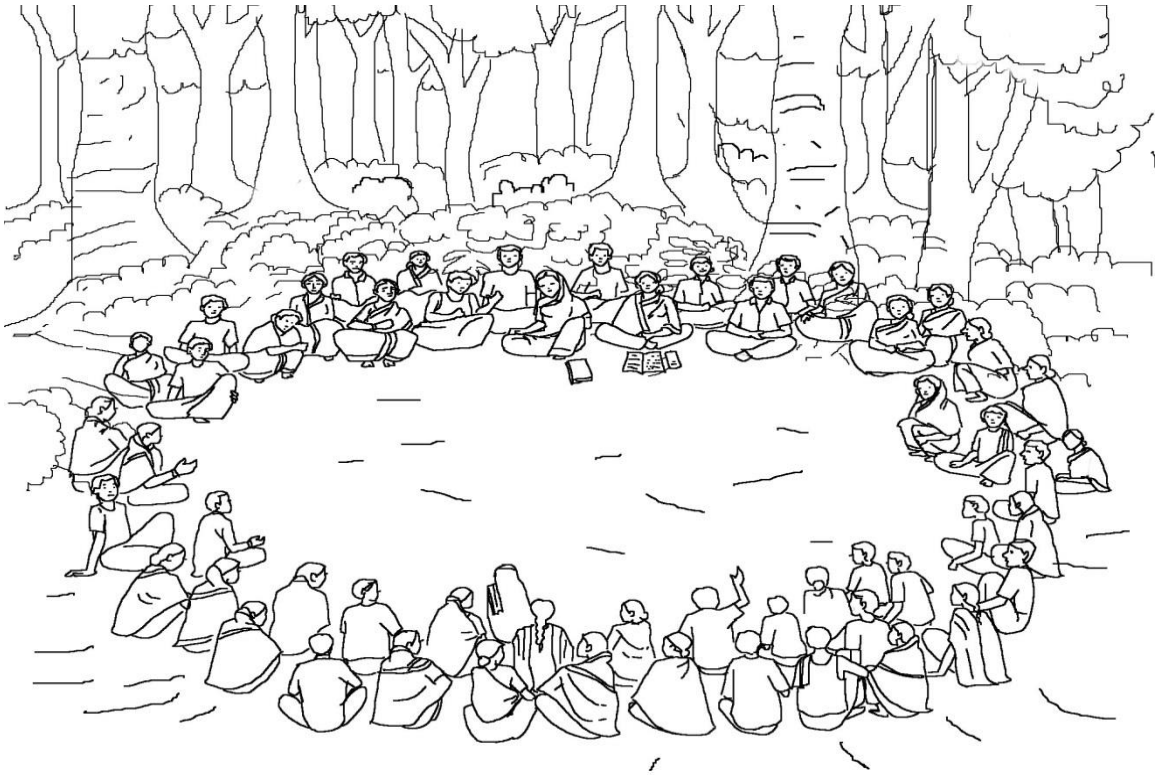
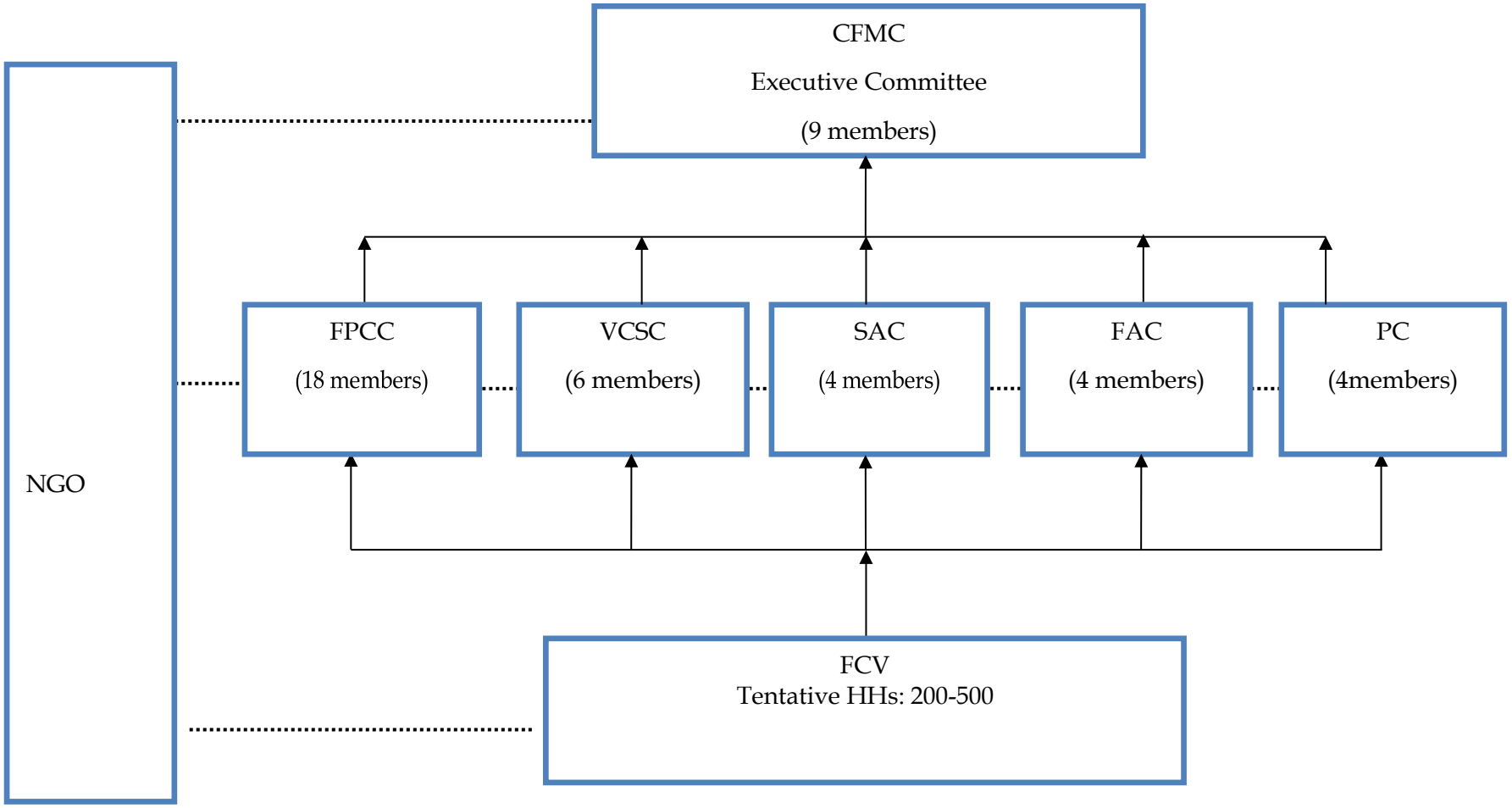


Figure 1: Forest Conservation Village Meeting

Forest Conservation Village (FCV) will be the general body of the village and will have an executive committee (Collaborative Forest Management Committee) to implement and execute various development & AIGA activities at village level and all other sub-committees will be under the executive committee;

The following diagram gives a complete picture of the village institutions:

Schematic Diagram of Village Level Institutions for CFM



2.2 Forest Conservation Village (FCV):

Under the collaborative forest management, all project activities will be implemented at the forest Beat level, where project beneficiaries will be selected from adjacent villages within 1-3 kms radius of plantation sites. The selected village will be known as Forest Conservation Village (FCV) consisting of approximately 200-500 households. However, in some cases, rather than complete village small portion of villages around the plantation sites may be found prominent for plantation/afforestation during the baseline survey or SSP. Depending on such context, small portion of adjacent village which have the impact on afforestation/forest restoration can be considered together with adjacent village as an FCV and accordingly concern institutions will be formed. Concern Beat Officer will make such decision as needed. NGOs will facilitate the formation of village institutions and committees with proper consultation with BFD.

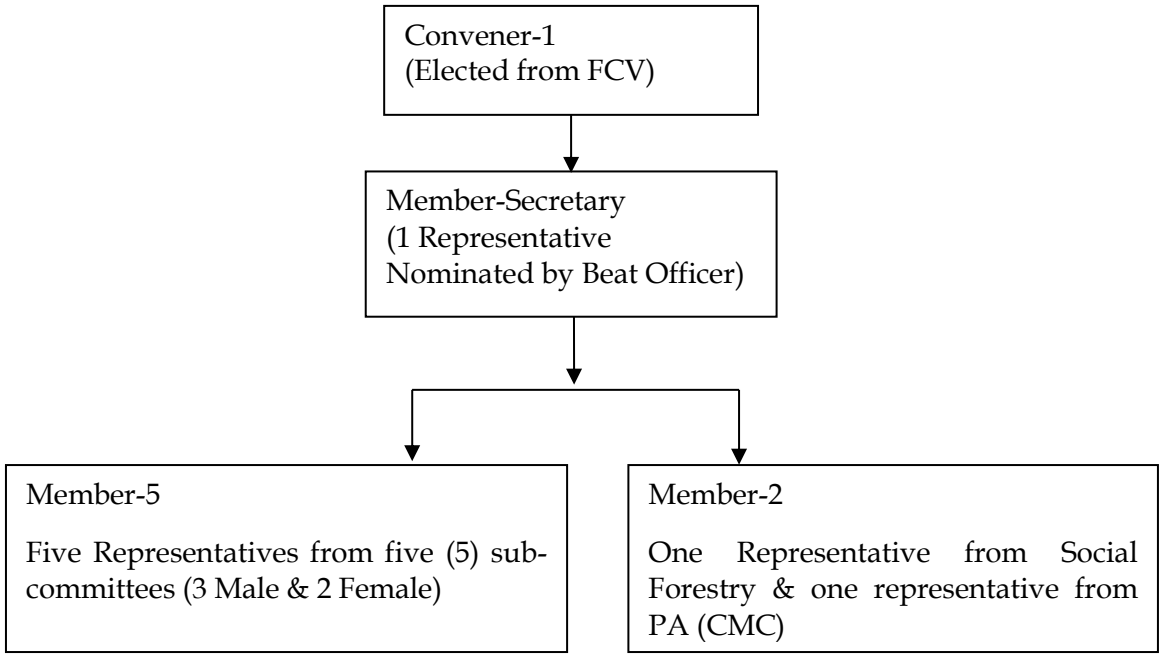
- All the Forest Dependent Community (FDC) members in the selected Village together will constitute the FCV in the village, in this process no one should be left out following the government's commitment to the Sustainable Development Goal;
- The names and other details of all the members of the village will enter in a book called as Membership Register. The format of the Membership Register is given in **Annexure 1;**
- Forest Conservation Village (FCV) meeting will be organized at least once in three months, but the meeting can also be held any time, if deemed necessary by the villagers and executive committee i.e. CFMC;
- In order to hold a meeting of the Forest Conservation Village (FCV) and take decisions, at least 60% of the Registered members in the village must be present; at least 40% of those present in the meeting must be women;
- Necessary information may be communicated to all the members about the Forest Conservation Village (FCV) meeting at least one week before the meeting;
- Selection of Collaborative Forest Management Committee (CFMC) members will be from the same village
- FD will organize outreach programs for awareness raising and participation in the collaborative forest management and forest protection activities;

From the FCV, one CFMC executive committee and total 5 sub-committees will be formed, Such as -

1. Forest Protection & Conservation Committee (FPCC): 18 Persons (9 Male & 9 Female)
2. Social Audit Committee (SAC):4 Persons (2M & 2F)
3. Finance & Accounts Committee (FAC): 4 Persons (2M & 2F)
4. Procurement Committee (PC): 4 Persons (2M & 2F)
5. Village Credit & Savings Committee (VCSC): 6 Persons (3M & 3F)

2.3 Collaborative Forest Management Committee (CFMC):

The Collaborative Forest Management Committee shall be formed by comprising the following members namely:



2.3.1 Structure of Collaborative Forest Management Committee (CFMC)

Formation of CFMC: Collaborative Forest Management Committee (CFMC) will be formed by comprising of nine (9) members of whom one member will be woman. A Convener will be elected from Forest Conservation Village (FCV) households for CFMC and Member Secretary will be representative nominated by concern Beat Officer. Five (5) members will be directly elected from FCV members (among forest dependent poor, extreme poor households including tribal if present and will be selected through CIP process). One (1) member will be selected from existing social forestry group members (social forestry committee will select one member as their representative), another one (1) member from Protected Area (CMC will select their member). If there is no PA, then both the members will be selected from existing social forestry groups.

Collaborative Forest Management Committee (CFMC)

Collaborative Forest Management Committee (CFMC) will be the most important executive body in the village with the power to take all the relevant decisions. As, the households number are large in all Forest Conservation Village (FCV), it necessitate a committee with smaller members to represent them. This committee will be called the Collaborative Forest Management Committee (CFMC) with the mandates of taking and implementing decision of behalf of FCV. It is actually the executive committee of the FCV at village level.

Figure 2: CFMC meeting at village landscape

The Collaborative Forest Management Committee (CFMC) will meet once in a month. All the important decisions of the Collaborative Forest Management Committee (CFMC) will be recorded in a minutes book.

2.3.2. Roles and Responsibilities of Collaborative Forest Management Committee (CFMC)

- Implementing Forest Conservation Village (FCV) decisions;
- Provide support for preparation of Community Development Fund application using participatory methodologies;
- Provide approval to Community Development Fund (CDF) application which is processed from the Finance and Accounts Committee (FAC).
- Supervising Community Development Fund (CDF) and Livelihood Development Fund (LDF) and other fund activities as approved;
- Approval of all rules and guidelines for implementation of any community development activities and set rules guidelines for livelihood fund management in consultation with VCSC and FAC;
- Arranging exposure visits, capacity building trainings etc.;
- Assisting FAC and VCSC members for keeping all the accounts and records of the Community Development Fund/ Livelihood Fund updated;
- Signing financing agreements with BFD;
- Forming finance, procurement committees, and other sub-committees, and giving them responsibilities;
- In the Collaborative Forest Management Committee (CFMC) meeting, member will review the overall progress, prepare plans, approve expenditures, review different sub-committee reports and take new decisions;
- CFMC assist BFD in SSP preparation, site selection and plantation establishment & maintenance work;
- Calling meetings of the Collaborative Forest Management Committee (CFMC) and Forest Conservation Village (FCV);
- The required experience, remuneration, duration of appointment and other conditions of the bookkeepers will be decided by the Collaborative Forest Management Committee (CFMC);
- Approve all Final Expenditure Statement (Monthly/Quarterly/Half yearly and Yearly) from different sub committees.
- In case of any financial corruption in any type of fund, the CFMC concerned can take legal action against the alleged person/s.
- Approval of activities to be carried out by the Forest Protection & Conservation Committee (FPCC), VCSC, PC, SAC and FAC.

The CFMC in the village institution will constitute subcommittees to conduct and monitor various ongoing development activities. All subcommittees are accountable to CFMC.

2.4- Sub-Committees:

2.4.1 Forest Protection and Conservation Committee (FPCC):

The FPCC would be formed with the members from FCV who have interest in conservation and protection of forests, wildlife and biodiversity and already selected through Community Identification of Poor (CIP) process as extreme poor & poor households for livelihood development support in the village. The aim of the FPCC is to contribute the collaborative forest management activities and thereby improve beneficiaries' livelihoods and wellbeing. SUFAL encourages ensuring active and effective participation of forest dependent target communities in forest protection and biodiversity conservation activities. These forest dependent communities living in and around the forest conservation villages are the primary and key stakeholders of the SUFAL project. The project will ensure the participation of the community people including poor, women, and indigenous communities in conservation and collaborative forest management. In case of PA, co-management rules will be followed for forest protection and community participation.

FPCC members will be engaged in afforestation and reforestation, plantation site selection, plantation species selection, establishment, wildlife and biodiversity conservation. Afforestation and reforestation activities will be carried out with the native species. Community people will help to develop seed banks, nursery and timely and proper implementation of plantation programs. The afforestation and reforestation activities will increase of forest biodiversity and engagement of local community in collaborative forest management (CFM).

Forest Protection and Conservation Committee (FPCC) is a community platform to extend cooperation to the Forest Department in forest resource conservation, restoration and biodiversity protection activities. The committee members will work with forest beat officers, Range Officer, and other local tier of forest administration.

- Forest Protection and Conservation Committee (FPCC) will be 18 members sub-committee;
- This committee can be formed by both men and women together. At least 50% will be the female members;

- Four to five members from extreme poor and poor household can join in the FPCC as a committee member;

Figure 3: Forest protection by Forest Protection and Conservation Committee (FPCC) members along with FD staff

2.4.1.1 Roles and Responsibilities of FPCC:

- Identify and discuss (nature and types of NRs, ESS) and raise awareness about forest resources and wildlife in the village and PA.
- Discuss and motivate community about human and natural, climate change factors behind the deforestation and degradation
- Involve in collaborative forest management, community patrolling, watching, forest protection and conservation activities;
- Protect illegal extraction of forest and wildlife resources and communicate with FD for immediate necessary actions. FPCC will directly work under supervision of CFMC and community patrolling & watching work will be assigned by their elected Team Leader (TL).
- They will engage themselves in conservation and get livelihood benefits through Plantation, AIGA activities, and community patrolling.
- Enhance coordination at local, village and beat level for protection of forest and conservation of biodiversity.
- FPCC members will meet on a specific day every week/ fortnightly or as convenient interval for them. Saving a fixed amount regularly as decided by the VCSC committee.
- Coordinate with different stakeholders, forest department officials and development players to ensure their services for the beneficiaries and forest protection;

- Identify forest destruction related issues for improving collaborative forest management activities. Assist other committees as needed so that they can perform their duties smoothly;

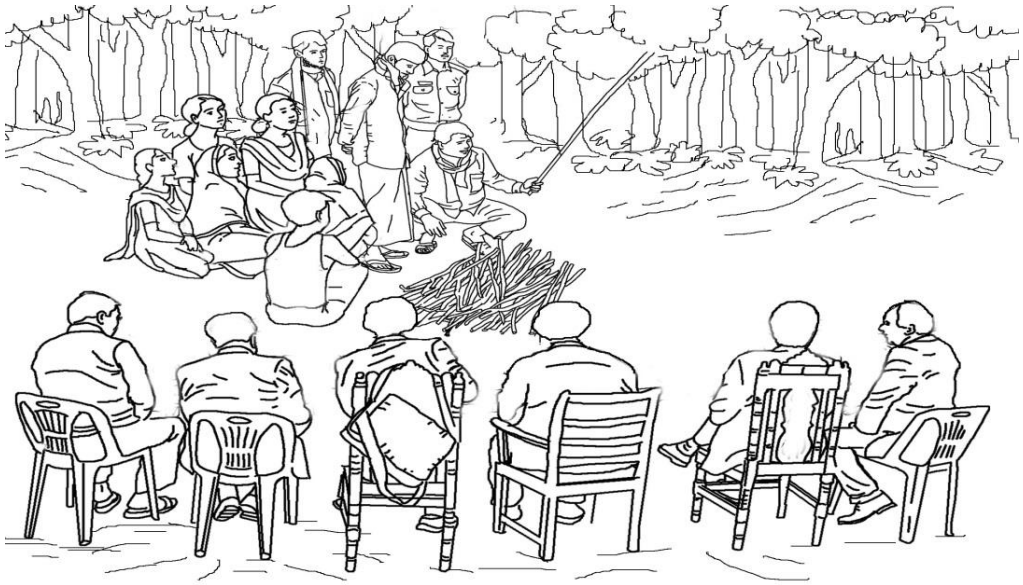


Figure 4: Saplings from twenty five different tree species collected by forest dependent fuel wood collector

- Members will participate in monitoring of performance and outcomes of forest and biodiversity conservation and protection.
- Any other activities as decided by the FPCC or Forest department; discuss forests protection and conservation activities and follow them
- Participate in the training programs as needed. To follow the 'Core Values' like all other stakeholders of SUFAL project. Participate in the group meetings regularly.
- To take revolving loan for income-generating activities.
- Repay the installments of both internal lending and Revolving Loan Fund (RLF) (including service charges) and deposit the money to VCSC within 24 hours. The VCSC concerned cashier should deposit the collected money to the bank concerned within 24 hours. In case of natural disasters or the bank is far away, the collected money must be deposited to the bank within the next working day.
- Guarantee other group members in the loan process.
- Group will select 1 Team Leader, 2 Co-team Leaders, and 2 Communicators from the members.

2.5. Village Credit & Saving Committee (VCSC):

- VCSC members will be selected from FCV members (household members who have already selected through Community Identification of Poor (CIP) process);
- A VCSC will consists of 6 members (3 male & 3 female).
- The members will select one Convener, one Secretary and one cashier (female member) and three other members to undertake various activities of the VCSC.

- To preserve savings and operate internal lending, cashier of VCSC will be assigned in the village as a representative to collect and provide assistance for saving collection and;
- Saving collection, loan processing and disbursement will be done by 3 members of VCSC (Convener/Secretary, cashier and another general member assigned for the job).

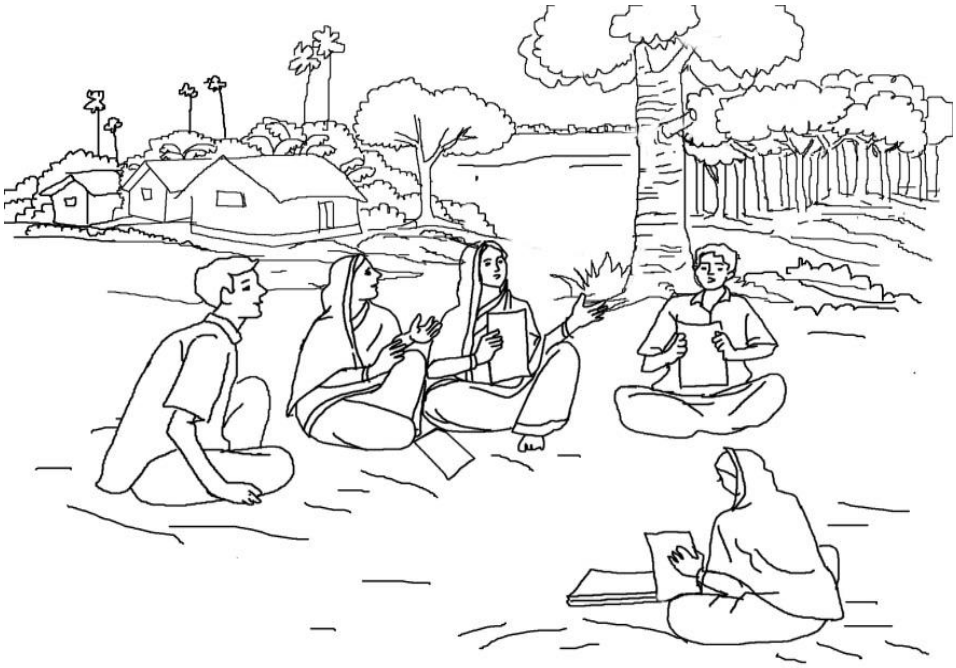


Figure 5: VCSC meeting at village level

2.5.1. Roles & Responsibilities of VCSC:

- To provide Revolving Fund loans to FAC, VCSC, PC, SAC and FPCC members;
- Evaluate the viability of proposals submitted by the selected household members for Revolving Fund Loans;
- Collect the repayment of Revolving Fund loans through FPCC, PC, SAC and FAC
- Open one bank account to deposit the group savings and livelihood development fund-AIGA from BFD. Bank account will be operated by joint signature of Convener/Secretary and cashier. Cashier signature is mandatory in this case.
- Holding meetings as often as needed - at least one meeting every month to discuss issues relating to savings, credit activities & LDF utilization;
- Maintain and keep accounts, passbook and record of resolution. Fund wise cash book, ledger book, statement of receipts and payments (Cash flows), statement of income and expenditures, balance sheet, cheque register, cheque book, deposit slips, bank statement etc maintain, prepared and preserved properly by cashier.
- Helping members, FAC and FPCC to prepare proposals for obtaining loan to start income-generating activities;
- Identify the need for livelihood supports (Training and capacity building, resources and funding, credits etc)

- Operating the bank account;
- Withdraw money from the bank and disbursed among selected project beneficiary.
- Helping different Groups to maintain accounts of savings and credit, and
- Providing monthly, quarterly, half yearly and yearly accounts information.
- Maintain the accounts of loan and disbursement; submit monthly report on loan activities to Collaborative Forest Management Committee (CFMC).

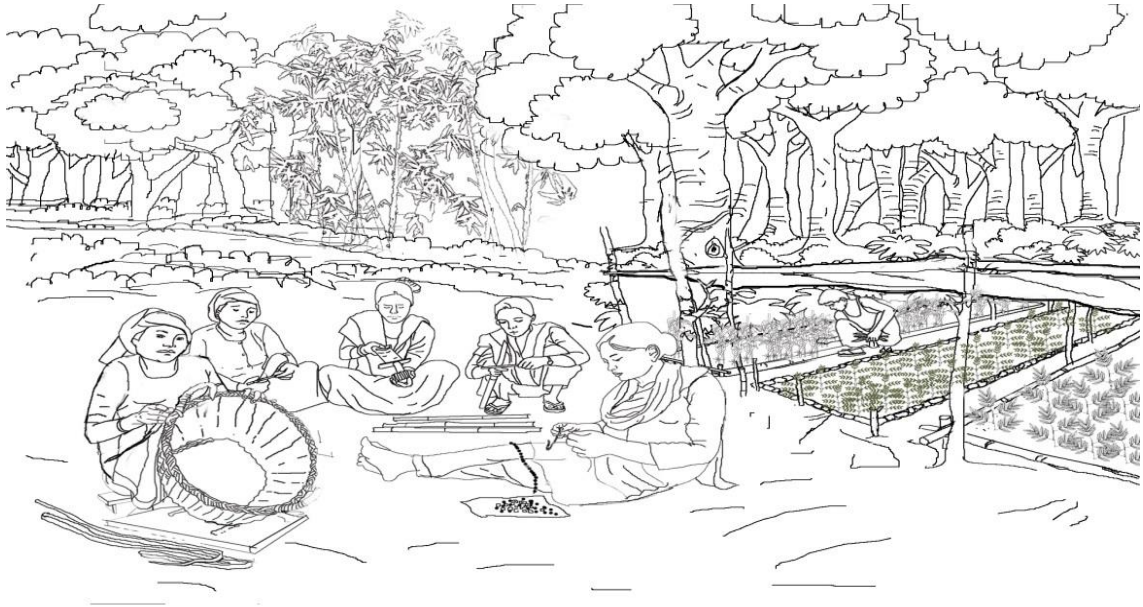


Figure 6: Forest dependent community members engage in AIG activities

2.6. Social Audit Committee (SAC)

Collaborative Forest Management Committee (CFMC) will monitor the activities of the VCSC, FPCC, FAC, PC and other committees through the SAC. The SAC consists of 4 (four) members (2 male & 2 female) directly appointed by the Collaborative Forest Management Committee (CFMC). There will a convener in the SAC team.

The SAC members cannot be the leader (Convener or Secretary) of the Collaborative Forest Management Committee (CFMC);

- SAC members should have the knowledge about activities e.g. procurement, financial dealings, sub-project activities, project meetings etc carried out by different committees.
- SAC will be formed with four (4) members (2 male & 2 female) from FCV. At least two members must know accounting and procurement aspects;
- Well known for their integrity and honesty; and

- Persons not favouring some groups of people in the village.

Figure 7: SAC meeting to analysis findings during monitoring of project activities

2.6.1. Key roles and responsibilities of SAC:

- Monitoring and auditing the functions of FPCC, VCSC, FAC and PC committees whether the agreed 10 principles ('Core Values') and COM guidelines are complied with properly;
- Verifying the documents and records of VCSC, FAC and other committees and submit reports to meetings, including recommendations as well as observations to CFMC;
- If the SAC finds any anomaly, then it will be discussed in the next SAC meeting to sort out the problem and prepare a report and submit it to the CFMC for further actions;
- Verify all loan application, cross check loan register and passbook;
- Check whether VCSC documents are consistent with bank statement and genuine bill vouchers are submitted against various sub-project expenses;
- Recommending the application for each instalment of Community Development Fund (CDF) and Livelihood development Fund (LDF) after verifying the achievements/landmark of the completed activities;
- Verify group savings, collection and deposit to the bank;
- Verify default loan and find out reasons. In case of any financial corruption and any type of fraud, this committee can suggest CFMC and CFMCC for legal action.
- Collecting more details about complaints, conflicts and other issues when needed by the CFMC.
- The SAC scrutinizes all procurement activities and expenditures.

2.7. Finance and Accounts Committee (FAC):

The role and responsibilities of Finance & Accounts Committee:

- Finance & account committee will be formed with four (4) members among the Forest Conservation Village (FCV) where One Convener, one Secretary, one cashier and one general member.
- Out of 4 members 2 males and 2 females.
- Provide all the accounts and records to the Social Audit Committee (SAC) for auditing;
- The finance committee members and bookkeepers will receive trainings on financial aspects and other COM booklets.
- Assisting in gathering information about sub-project and prepare a detailed proposal and take approval from the CFMC;
- One bank account will open under joint signature of the convener/ secretary and cashier. Two signatories will be mandatory for operating Bank Accounts.
- FAC will receive two funds Community development fund (CDF) and Livelihood development (revolving fund) from cost center/DFO office and then transfer LDF fund to Village Credit & Savings Committee (VCSC) for further utilization.

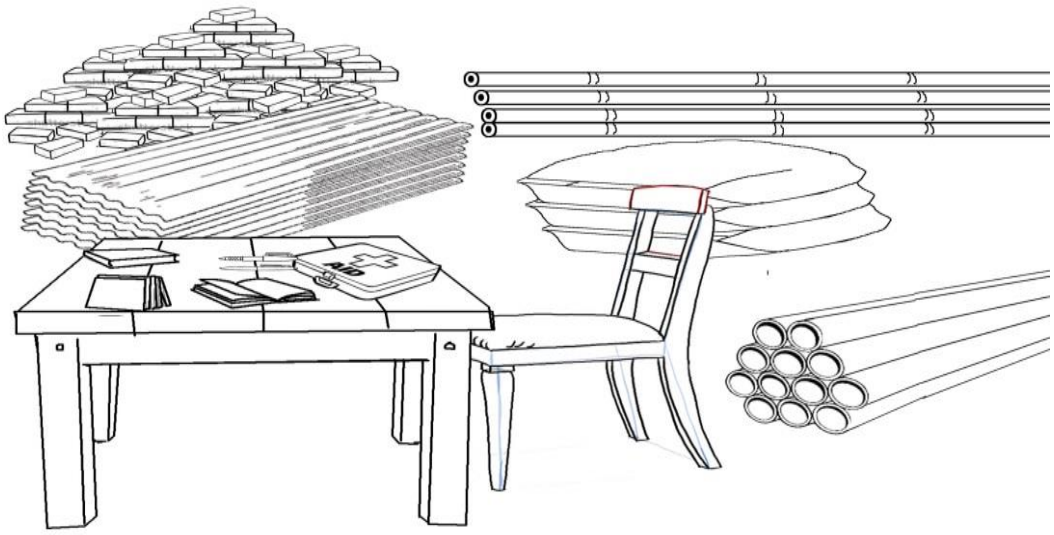


Figure 8: Materials for community development work in the village

- The cashier of Finance Committee will prepare and maintain Fund wise Cash book, Fund wise ledger book, Statement of Receipts and Payments (Cash Flows), Statement of Income and expenditure, Balance sheet, Cheque Register, Cheque book, Deposit slips, Bank statement etc. and preserve those.
- All kinds of Bills of expenditure will be preserved by Cashier (Community Development Fund).

- Finance & Accounts Committee will execute and supervise the implementation of sub-project infrastructure activities.
- Ensure flawless financial transactions always and review the audit report;
  - Any kinds of transaction above Tk.10,000 done through the bank account.
  - Monthly meeting will be held and discussed all kinds of issue.
  - The duration of this committee will be maximum two years.
  - These committee members will not involve in other committee, other than one leader who will be CFMC member.

2.8. Procurement Committee (PC)

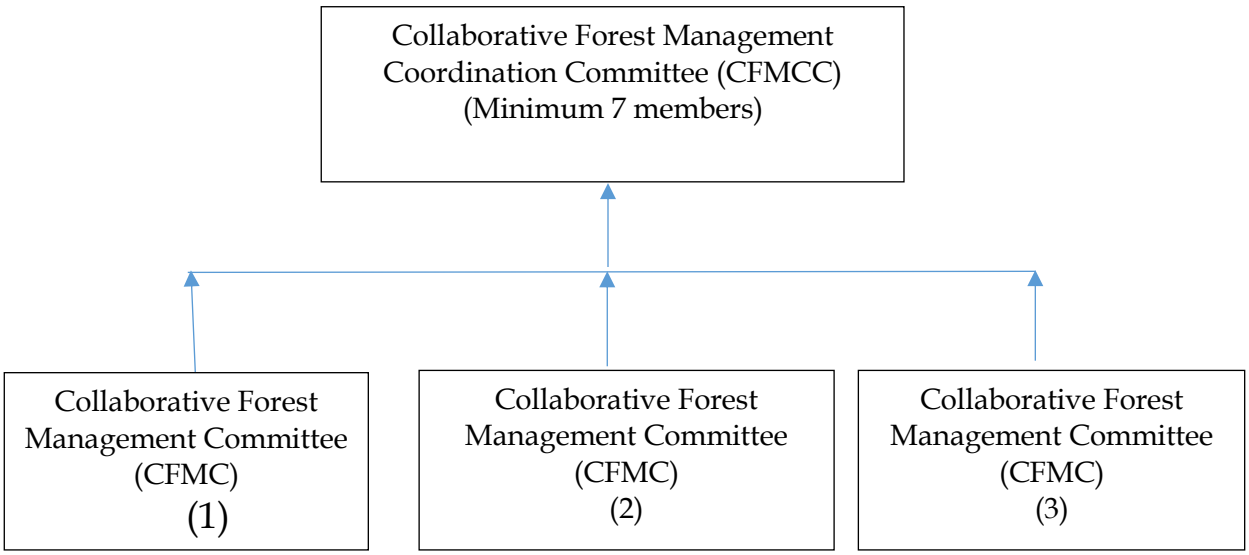
The Role and Responsibilities of Procurement Committee (PC)

- Procurement committee will be formed with four (4) members among the Forest Conservation Village (FCV) where One Convener and other are as general members.
- Out of 4 members 2 males and 2 females.
- This Committee will be approved by Collaborative Forest Management Committee (CFMC);
- Any kinds of procure above Tk.25, 000 per purchase to be made through procurement Committee.
- Up to Tk. 5 Lac per purchase will be held through quotation.
- In case of purchase above Tk. 5 Lac per purchase will be made through inviting tenders in the newspapers, magazines, internet etc. This notice will be displayed in common place, district office etc.
- This committee will assist to other committee.
- Al least 50% of members of the procurement committee shall have to be present during the procurement.
- The procurement committee can seek technical assistance from any expert persons during any special purchase.

2.9 Collaborative Forest Management Coordination Committee (CFMCC):

In case of more than one CFMC, a coordination committee may need to form in some Forest Beat landscape.

© Structure of **(CFMCC)**



Formation of CFMCC: The Collaborative Forest Management Coordination Committee (CFMCC) will elect one (1) **Convener** from CFMCs. One (1) member will be taken from each CFMC. UNO will nominate one (1) male/female member for this committee. UP Chairman will nominate one (1) female member. Two (2) members will be taken from Social Forestry groups and CMC of Protected Area (PA). Concern Beat Officer (BO) will be the Member-Secretary (1) of this Committee at Beat landscape. In case of equal vote Beat Officer will take the Decision. This committee will perform coordination role in beat landscape to collaborative forest management committees (CFMCs) and other sub committees and field activities.

Responsibilities of the Convener:

- To organize and conduct meeting;
- A member could be selected to preside over any meeting in case of the Convener's absence;
- Finalize topics/agenda for the meeting;
- Resolve any conflict in the meeting;
- Raise any important issue and solve through the meeting;
- Communicate with different institutions/organizations;
- Approve the bill vouchers of the CFMC; and
- Organize meeting through Secretary.

The responsibilities of the Secretary are:

- To organize meetings of Collaborative Forest Management Committee (CFMC) with approval from the Convener;
- Keep record of the meeting proceedings;
- Maintain the all books and records;

- Assist the Convener in conducting meetings;

Responsibilities of the Cashier

- Keeping all the accounts of VCSC and Community Development Activities;
- Operating the bank account along with the Convener or the Secretary as decided by the Collaborative Forest Management Committee (CFMC); and
- Keeping all the records of transactions.

2.10. Term of Committee Members:

All the village institutions and committees organized and formed under SUFAL will have to develop leadership among other members of the committees. The first committee/village institution (VCSC, FPCC, SAC, FAC, PC etc.) will be formed for a two years tenure, and then it will be reconstituted after every two years. After each term, it will give the opportunity to other potential members to become leader of the committees, but no one of the members holding any key position for two consecutive terms. The CFMC will approve and organize all the steps and measures for transparent and fair selection/election. NGO will facilitate the process of CFMC and other committee formation.

2.11. Social safeguard policy:

World Bank's OP/BP 4.01 on Environment, 4.10 on Indigenous Peoples and 4.12 on Involuntary Resettlement, are applicable to the SUFAL project. In compliance with this policies, BFD has prepared the following documents for the project (1) Environment and social Management Framework (ESMF); (2) Resettlement Policy Framework (RPF); (3) Resettlement Process Framework (RprF) and (4) Small Ethnic Community Development Framework (SECDF). The documents are applicable to the project and project implementation team will have obligations that to comply with the specific stipulations, including carrying out appropriate consultations with the beneficiaries and relevant stakeholders. Necessary training will also be arranged for the communities and as well the Divisional Forest Officer (DFO)s, Range Officers and Beat officers of the cost centres. Environmental Safeguard Specialist and Social Safeguards Specialist of the PIU will ensure the implementation of safeguards provisions during the implementation of the project. Gender Safeguard Specialist will also work to minimize gender gap and improve opportunities of gender sensitive AIGA activities under the project. Necessary training will be arranged for the communities and BFD staffs for smooth operation of the project.

2.12. Grievance Redress Mechanism:

BFD grievance redress mechanism (GRM) will be followed for the project to address complaints and grievances in implementing the project activities included in the ESMF and other safeguards documents. Based on discussion and consensus, the GRM will try to

resolve the issues/conflicts amicably and quickly to ensure unhindered implementation of the project activities. BFD, is a part of GRM process.

2.13 Steps in Forming Village Institutions:

2.13.1. Communication Campaign: The BFD and NGO will organize information dissemination meetings at village level. The project/component approach, basic principles and steps will be discussed in the meetings. With this, prospective beneficiaries will be able to know about selection criteria, steps for target beneficiary identification mechanisms and other important massages of the project. On completion of the communication campaign, NGO will do an enthusiasm assessment exercise in consultation with Forest Department (FD) to select the villages for project intervention.

2.13.2. Willingness Model Resolution: The NGO with close supervision of Bangladesh Forest Department (BFD) will work with the enthusiastic villages that are showing interest and willingness after having information about the project and its benefits for the extreme poor and the households of poor forest dependent community. Finally, selected village will take a resolution showing its enthusiasm, and most of the extreme poor and poor forest dependent household will come forward and decide together to work with the BFD for their wellbeing and collaborative forest management, protection, restoration and biodiversity conservation activities. The model resolution is attached herewith in Annexure- 2.

2.13.3. Community Identification of Poor (CIP) Forest Dependent Beneficiary: Forest dependent community are the primary stakeholders and keeping this in mind, the focus of the project will be that the BFD and NGO will assist to identify target beneficiaries in a participatory manner.

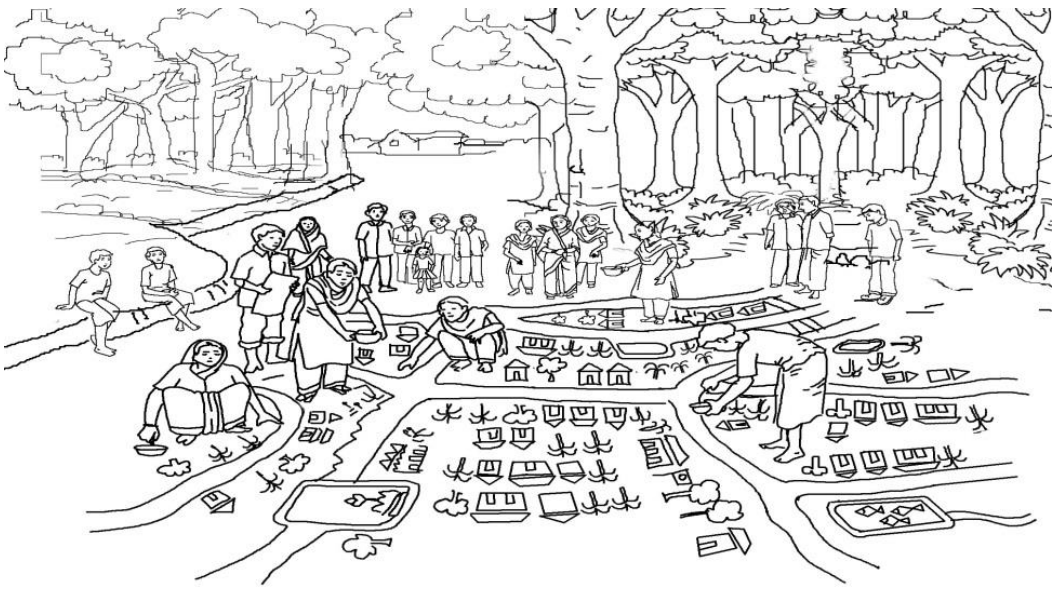


Figure 9: Social mapping at village landscape

The Community Identification of Poor (CIP) forest dependent participant is a careful method that will help to identify and make the list of extreme poor, poor, disabled, vulnerable and women headed targeted forest dependent HHs in the village as described in chapter-2.

Figure 10: CIP team visiting village and talk to FCV members for project beneficiary selection

2.13.4. Social Mobilization: The forest dependent communities in the selected village need to come forward together for implementing various activities. After the identification of forest dependent households at village level, NGO will organize small group discussions on why are they poor? How to solve the problems? Why do they need to be united? And why do they need leadership or a leader? Why they mobilize them towards the project benefits? NGO will facilitate all the process with consultation and active participation from Forest Department (FD) officials.

2.13.5. Committee, Group Formation and Leader Selection: Every one of the villages cannot take the responsibility for their welfare and development. So, an organization/institution is needed to run the development activities. After mobilization, they will form their institutions and committees in the village. They will constitute institutions as per this chapter: FPCC, VCSC, FAC, PC and other Sub-project Committees, Social Audit Committee (SAC) etc.

2.13.6. Training for Committee Members/Leaders on COM: To run the village-level institutions efficiently and smoothly, it is very important to build their capacity on different organizational management issues/aspects. To build the capacity, NGO will organize training programmes for the office-bearers, committee members and also for other community members on COM booklet, collaborative forest management and protection activities and other topics as needed.

- To let all of the villagers and other project stakeholders understand the 'Core Values';
- Inform community members about other important project messages;
- Visit other villages for learning from their good practices;
- Collecting more information for developing the village;
- NGO field staff will help to initiate income-generating activities at village level.

Figure 11: Training of CIP team members and leaders

Annexure-1: Format of Membership Register for forest dependent households

Name of the Village:

Name of the family head:

Status of Member HHs:

- ☐ Extreme poor forest dependent
- ☐ Poor forest dependent
- ☐ Vulnerable forest dependent (Specify disabled, women, small ethnic community, elderly etc.)
- ☐ Others

Details of family members:

Sl. No	Name	Relationship	Sex	Age	Educational Qualification	Occupation

Details of assets owned :

1. Type of house :
2. Land details :
3. Other assets :

Benefits received from other project:

Sl. No	Name	Details of benefit			Remarks
		Date received	Type of benefit	Amount of benefit (Tk)	

Annexure-2: Resolution for Willingness to Participate SUFAL Project by Forest Dependent Community

Name of Village: .....

The people of ……..……. village, who have signed against their names appearing in the list given as *Annexure-3,* meeting on ..... (date), at ..... (Place) chaired by ..... (Name and Designation), express their willingness to participate in this SUFAL Project. They have discussed and collectively committed to the following decisions:

1. Agree to follow the Non-negotiable 'Core Values' of the Project in all the project activities hereafter.
2. Agree to call the village general body (forest dependent households) as Forest Conservation Village (FCV) and:

- The details of the members of the Forest Conservation Village (FCV) will be put into a membership register, signed by the members.
- The quorum for the Forest Conservation Village (FCV) meeting shall be the presence of 60% of the extreme poor and poor forest dependent household in the village. The Forest Conservation Village (FCV) shall meet at least once in a quarter and one of the meetings shall be the annual general body.
- All the members of FPCC, VCSC, FAC, PC and all the committee members must implement all the activities as described in the Community Operational Manual (COM);
- The Collaborative Forest Management Committee (CFMC), executive body of FCV shall have all the decision-making powers for project implementation.
- All members of the forest dependent community shall abide by the decisions taken in the Collaborative Forest Management Committee (CFMC) regarding project implementation.

3. Agree to constitute a Collaborative Forest Management Committee (CFMC) as the Executive Committee of the Forest Conservation Village (FCV) and:

Collaborative Forest Management Committee (CFMC) shall have the power to execute all the decisions of the Forest Conservation Village (FCV). The Collaborative Forest Management Committee (CFMC) shall consist of 9 members.

The quorum for the Collaborative Forest Management Committee (CFMC) shall be of 6 members.

4. Collaborative Forest Management Committee (CFMC) will appoint a Social Audit Committee with four members from extreme poor and poor forest dependent households. Agree to constitute different sub-committees for implementing forest protection, restoration and conservation activities in the village.

5. Agree to utilize the assistance received from the project first for the benefit of the vulnerable like the disable, destitute, ethnic, poor and elderly people of forest dependent households in the village.
6. Agree to apply to the Forest Department for assistance under the Sustainable Forests and Livelihood (SUFAL) Project.

Date: .....

Sd/

(Convener of the Meeting)

Name and Designation

Annexure-3: Sample - List of the forest dependent participant attended in the FCV meetings

Name of the village:

Sl No	Name	Father's/husband's name	Tick (✓) Appropriate								Signature
			Extreme Poor	Poor	Ethnic group	Rich	Disabled / vulnerable	Women	Youth	Elderly	

Chapter 3: Community Identification of Poor (CIP)

Forest Dependent Beneficiary

3.1 Who Will Identify Poor Forest Dependent Beneficiary Household?

The project targeted forest dependent people from the most poor, vulnerable, women, disables, elderly and small ethnic groups. In many projects, selection of actual poor, extremely poor, poor forest dependent project beneficiary household is a big challenging job. In order to avoid all possible mistakes for identification of eligible poor and extremely poor targeted households of forest dependent community and non-inclusion of well-off project household in the village, will use a methodology called Community Identification of Poor (CIP). NGO will use following criteria and process for selection of targeted number of project beneficiary household and identification at village level.

3.2. Criteria for Selection of Project Beneficiaries:

The direct beneficiaries of the SUFAL Project will be poor, extreme poor, small ethnic community, vulnerable, elderly and women headed households' members, heavily depending on forest resources for their livelihoods. The project will target about 40,000 households from 600 villages from 28 districts. All eligibility/selection criteria, such as poverty and well-being level, marginalization either by gender, by ethnicity or social status, dependency on forest resources will be quantified and scored.

The SUFAL will follow same eligibility criteria of CRPARP of Bangladesh Forest Department (BFD), but the emphasis will be on those extreme poor households, who have more than 50% of household income coming from using forest land and/or from forest resources and who spend more than 50% of their working time in forests.

The detailed criteria and scoring system that will be used to select the beneficiaries are presented in the following table:

Table 1. Criteria for beneficiary household selection for the SUFAL project

Sl. No	Criteria	Definition	Score
1	Forest dependency (% of household income from forest)	More than 50%	2
		More than 70%	4
		90-100%	6
		Less than 50%	0
2	Household income per person (using monthly household expenditures as a proxy)	More than 4,000 taka and less than 5,500 taka	1
		Tk. 3000-4000	2
		Less than 3000 taka	3
		More than 5,500 taka	0
3	Demographic/social	Small ethnic community household	4
		Women headed household	4
		Disabled/vulnerable women headed household	4

Sl. No	Criteria	Definition	Score
		Adolescent girls	4
		Neither of above	0
4	Homestead land	Owned	1
		Encroached or belongs to relatives	2
		Leased land	3
		Have other land as well	0
5	Housing Type	Permanent (wood, pacca)	1
		Semi temporary (made of bamboo or wood with tin roof and semi-pucca floor)	2
		Temporary (made of mud, bamboo or palm leaf with kacha floor)	3
		Wood, brick house	0
6	Access to drinking water	From tube well	1
		From pond	2
		From other unstable sources	3
		Have own water supply	0
7	Sanitary facilities	Permanent latrine	1
		Temporary latrine	2
		No latrine	3
		Have full scale toilet	0
8	Household assets (the value of a set of the most important assets, including land, livestock, productive assets, appliances, and non-productive assets	More than 2 million taka	1
		1-2 million taka	2
		Less than 1mln taka	3
		More than 3 mln taka	0
9	Village distance from Plantation Site (1 km radius)	More than 1km	0
		Within 500 m	2
		Within 300 m	4
		Within 100 m	6
	Total Score	(Sum of all scores)	

Ref: Modified and adopted from CRPARP Project

Affirmation of list of selected households at the village meeting of the Forest Conservation Village (FCV).

The list of the selected beneficiaries will include number of people required for the SUFAL Project in that locality. However, in between 36-40 households who will score

highest in the weighing system and affirmed by village meeting of FCV will be selected for SUFAL project beneficiary entitled for AIGAs fund.

Identification of beneficiaries will be facilitated by NGO using PRA methods applicable to each situation and locality. However, list of selected beneficiaries should be affirmed by community in each location at the village meetings and finally approved by FCV.

3.3. Criteria for Village Selection for SUFAL Project:

The 600 villages will be selected based on several criteria such as proximity to proposed afforestation/reforestation site in SSP, proximity to natural forest, level of current and potential impacts of climate change, size of area to be afforested/reforested, and level of poverty. The villages within 1 km distance and nearest of the selected afforestation/reforestation site shall be ranked based on the scoring system presented in Table 2 and the top scoring 600 villages shall be selected for the SUFAL component.

Table: 2. Village Selection Criteria for SUFAL

	Criteria	**Definition**	**Score**
1	Proximity to proposed afforestation/reforestation site	0-1 km	3
		1-2 km	2
		2-3 km	1
2	Proximity to natural forest (important indicator for defining forest dependent communities)	0-1 km	3
		1-2 km	2
		2-3 km	1
3	Level of current and potential impacts of climate change (soil erosion/landslide, water retention, probability of tidal surges, salinity)	Very high	4
		High	3
		Medium	2
		Low	1
4	Size of area to be reforested/afforested	more than 50 ha	3
		20-40 ha	2
		10-20 ha	1
		less than 10 ha	0

	Criteria	Definition	Score
5	Level of poverty (based on the most updated statistical data such as poverty map of Bangladesh of 2009 and Union Parishad data on village poverty)	Very high	4
		High	3
		Medium	2
		Low	1
	Total score	(sum of all scores)	

These criteria will be quantified, and each village included in SUFAL Project will be scored against the criteria to have a list of all villages in priority order. At first 600 villages will be selected for the SUFAL Project intervention. In case, if some villages will drop from the Project due to some unforeseeable reasons, next village in the prioritized list will be selected. Small ethnic community people will be included on a priority basis.

3.4 Community Identification of Poor (CIP) Forest Dependent Participant

The Community Identification of Poor (CIP) Forest Dependent Beneficiary household is a careful and step-by-step methodology that will help to identify targeted beneficiaries and enlist them as extreme poor and poor, small ethnic groups, disabled, women, youths and disaster vulnerable in the village. The CIP has the following characteristics:

- Will make a village map on a chart paper showing the households and resources of the village.
- Based on the map prepared, make a list of the households falling in the village.
- Then write the name of each household head on a separate paper card and assign each card in a separate cardinal number.
- Now distribute these cards into three different economic groups according to various measures of wealth such as poor, not so poor, and well off. This need a consensus in the group which means, before putting a particular household under a specific group, all of the villagers need to agree for that. This may call for a lot of discussion among the villagers.
- Prior to making different economic groups such poor, not so poor, and well off, they may also need to know who is poor, who is not so poor, and who is well off- that is, what makes people poor, or not so poor, or well off.
- NGO will conduct CIP for every Para/Mouza that falls under the village. CIP will be done for the entire village at once.
- The CIP uses various simple participatory techniques which allow all the villagers to get involved in the CIP activities;

- BFD, NGO facilitators and other CP members who are trained on CIP will help in the exercise of CIP;
- The method will allow to hear complaints and correct mistakes; and
- At the end of the CIP, villagers will get the final list of vulnerable, disabled, extreme poor, ethnic, youth and disaster vulnerable forest dependent household agreed by everyone in the village.

3.4.1 Justification for Conducting CIP: Compared to other pro-people participatory methods, the CIP (community identification of poor) methodology has the following advantages:

- It gives an opportunity to work together and show potential in undertaking project activities with communities;
- It gives an opportunity to understand the village situation like how many extreme poor and poor forest dependent people live in the village;
- It also gives opportunity to think about what can be done to reduce poverty in the village;
- It is less costly and takes less time to complete;
- Since it is done by involving everyone and using simple activities, everyone in the village knows about it and agrees with the final list; and
- The CIP helps to document village situation before the formal launching of the project – and this is called Village Baseline Household Data.

3.5 CIP Steps in the Village:

Use various steps for CIP exercise that will undertake in the village. These steps are facilitated by experienced NGO facilitator and BFD staff (ACF/RO/BO etc) and trained community professional (CP). The key activities will undertake to complete the CIP exercises are listed below in sequence. The following table shows few steps of CIP:

3.5.1 Step-1: Village Meeting: The purpose of the meeting is to inform everyone of the village about the following messages:

- Before beginning the identification process, prepare the village for the CIP exercise and generate awareness about CIP and the role of the village through street plays, cultural programs, posters, pamphlets, etc.
- At the given day and time, the members of the village will gather at a common place i.e accessible to all communities for the exercise. NGO will ensure that one female/male representatives from the Union Parishad (UP) and representatives from all communities are present for the exercise. Further, also invite FD officers, representatives of local organizations and CP to participate in the process. The NGO staffs observe the process, documents it and guides the process when required.

- Inviting all villagers, including extreme and poor, vulnerable, women and youths (Youths of extreme & poor HHs) forest dependent households of the village to attend the various CIP steps.

Figure 12: Village meeting for CIP exercise

The key activities to be carried out under the step:

Hang or Past posters at prominent places (at road junction/in front of village mosque/shop place) of the village and distribute the handbills/leaflets among villagers. Make announcement using public address systems. Using anyone or all of these – household visits, small group discussions, cultural programs etc.

The facilitators for the step are the NGO field facilitator, BFD officials, and some community professional/leaders. The key results will be achieved at the end of the exercise is that the majority of the extreme poor, poor and vulnerable are aware that Forest Department (FD) is going to launch the alternative livelihood activities (AIGA) of SUFAL Project in this village for reducing forest resource dependency, conserve and restoration of degraded forest/land and improve their lives & well-being.

3.5.2 Step 2: Team for Conducting CIP

Figure 13: CIP team visiting village for project target beneciairy identification

The purpose of this step is to form a volunteer team with 7 to 9 members from the forest dependent community who will facilitate the CIP steps and coordinate with BFD officials and NGO field facilitator. This team thus unanimously selected (5 members from the forest dependent community and FD officials like ACF/RO/BO/CMO (2 members), NGO field facilitator (1) & UP member-(1) by the forest dependent community of a village, will comprise called the CIP team.

The key activities to be carried out under the step are:

- Facilitating the selection of a Chairperson from the forest dependent community members to chair the meeting. Informing the community about the aims and objectives of the project. Briefing the community in detail about the CIP, the need for conducting it, its advantages and the overview of different steps;
- Informing the meeting that they have to select 5 community members for forming a CIP team from their village; and

The facilitators for the step are the trained NGO facilitator, BFD officials and the community professional (CP) from other village.

3.5.3 Step-3: Training of CIP Team: The main purpose of the task is to train the CIP team. The CIP team will be trained on the following topics:

- To make an overview on the Project Institutional Arrangement, Social Accountability and the 'Core Values'. Make them understand various steps and activities in the CIP methodology. How to conduct the main participatory tools of Transect Walk, Social Mapping and Wealth Ranking; and
- Make them understand the importance of active participation of all the forest dependent community members for the success of the project.

Figure 14: CIP training facilitation by NGO trainer at village level

The **key activities** to be carried out under the CIP training:

- Day 1: The Programme
  - The session shall cover the basic Project Principles, Institutional Arrangement, Core Value and Social Accountability aspects;
  - The next session shall focus on the importance of targeting the extreme poor, poor and vulnerable forest dependent household, the significance and importance of undertaking CIP exercise;
  - This session shall cover how to do the Transect Walk, Social Mapping and Wealth Ranking;
  - The session shall focus on quality assurance, display of CIP list, rectifying complaints on the list, finalization and approval of the list by Collaborative Forest Management Committee (CFMC); and
  - The session will also cover how to document the CIP exercises as well as help the participants on tips and techniques to involve the community members during the actual exercise.
- Day 2: The field programme will cover the following:

- Doing a trail/demo exercise of Transect Walk, Social Mapping and Wealth Ranking in the field to learn the CIP exercise. After the field exercise, the participants need to reassemble to share their observations and learning from the exercise;
- The facilitators and resource persons will highlight the various field-level issues which can come up during the actual exercise and discuss the possible solutions to tackle the issues; and
- At the end of the CIP training, a detailed field programme for conducting the CIP exercise in the village covering all the households will be drawn up.

The participants for the step are all the CIP team members and the Facilitators are the Resource Persons (RF) from other villages, NGO field staff and FD officials.

3.5.4 Step-4: Transect Walk: The Transect Walk is one of the well-known PRA tools which will apply to suit the purpose of right participant selection. As the CIP team members who are going to conduct the CIP exercise are from the same village, Forest Department (FD), NGO staff and they walk through the village, observe the key aspects about the village and interact informally with the villagers they meet on their way.

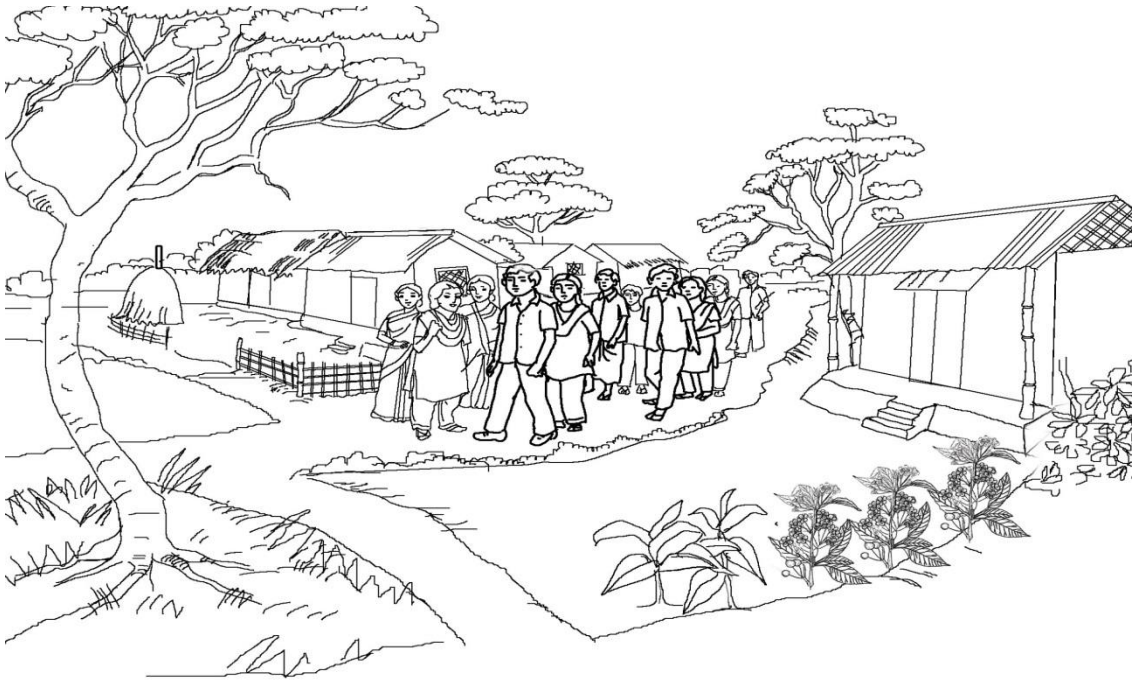


Figure 15: CIP team visiting village and observe socioeconomic aspects of households

The Purpose of Transect Walk-

To help the CIP team refresh and re-perceive the acquaintances of the village through observations and informal interactions with the villagers. Observe the village situation, its surroundings and overall conditions of the villagers. Collect the preliminary information about the key landmarks and institutions of the village; and

The key activities to be carried out during Transect Walk

- The CIP team will map out a route for doing a Transect Walk of the village so as to get a reasonable impression of the whole village. The CIP team along with some of the forest dependent community members, and community professionals from other villages will walk through the village. At important places or landmarks of the village, the group will stop and discuss the key characteristics; and
- At the end of the Transect Walk, the group will get together, discuss the key observations like general village conditions, forest resource dependencies, house types, livelihoods of villagers, resources available, key problems facing by the community etc and prepare a brief report, including a draft sketch of the village showing all the important features of the village.

3.5.5. Step-5: Social Mapping: The purpose of Social Mapping is to prepare a map of the village involving other forest dependent community members led by the CIP team at a common place on the floor using locally available materials like chalk, colour powder, stones, pebbles etc. The Social Map will help the CIP team and other community members mark their houses, other important infrastructures, forest resources, and arrangement for communications etc. on the map and make sure that nobody from the village is left out of the CIP activities.

Figure 16: Social Mapping in the village by community members

A spacious suitable venue is needed to draw the Social Map, while other community members observe and make suggestions. Informing and inviting all members of forest

dependent households for whom the Social Map is drawn. A register to record details; and other stationeries like paper, pens etc.

Annexure-4: Format for Household Information Card

Name of Forest Division	Name of Upazila	Name of Union	Name of Village/mouza/para

Para (Locality) name:		House No:		Types of House:	

Name of family head	
Name of father/husband/wife	
Present Occupation of family head	
Number and occupation of other earning members	
Number of male members above 18	
Number of female members above 18	
Number of unemployed youths in the family	Male: Female:
Number of children	
Number of school-going children	

Nature of assets owned							
Land ownership		Livestock		Vehicles		Other Assets	
Type	Extent	Type	Extent	Type	Extent	Type	Extent

Name of disabled person	Age	Male/Female	Relationship	Type of Disability
Name of vulnerable person	Age	Male/Female	Relationship	Type of

				Vulnerability
Name of small ethnic community				
Forest resources dependency & what kind of resources usually collect	High: Medium: Low:			
Nature of disaster vulnerability		Extend of Risk Status		
		High	Medium	Low

The key activities we will carry out during the Social Mapping

- The CIP team will be divided into small groups like:
  - Facilitation team to draw the map and mark details. Documentation team to draw the map on a flipchart, help the facilitation team complete information cards and other registers;
  - Gate-keeping team to prevent too much of interference by others and maintain discipline during the social mapping; and organizing a team to make all arrangements and invite the community, assist the facilitation team when field verification will be needed etc.
- The facilitation team will explain to the community the purpose of the social mapping, the arrangements made as well as the support and role of the community in helping them complete the exercise;
- The facilitation team will first draw the outline of the village using chalk. Some of the very knowledgeable elderly members will also be invited by the facilitation team to help them draw the map;
- Then the main roads and pathways are marked on the map followed by important landmarks like schools, ponds, health/nutrition centres, public tube-wells, water canals, agricultural fields, forests etc;
- Once the forest dependent community agrees on the accuracy of the map, then drawing the houses in the village will start. In order to draw the houses on the village agreed with the village community, the symbols or colours used to demarcate different types of houses like bamboo, tin, semi pucca and brick walls with tin-roofed concrete houses etc; and
- One of the CIP team members will ask randomly the villager to locate their houses in the map. All the community members must be asked to verify the map and pinpoint the mistakes. The CIP team will also ask the community showing some of the houses and name whose house is that.
- Once the community agrees that all the houses have been drawn, give numbers to the houses. While giving numbers, the following rules have to be followed.
  - The houses are serially numbered irrespective of the type of house. If one family has more than one house, either in the same habitation or in another habitation, the same serial number is given to all of them;
  - When a house is occupied by a tenant, the villagers have to decide whether the tenant is a permanent resident of the village or a temporary renter of it. If the tenant is a permanent resident of the village, then a separate number has to be given to it;
  - If a person or family lives in a common place like mosque, mandir (temple) etc, and if the person is a permanent resident of the village and not a temporary visitor or a migrant, a separate number is given;

- Some category of ethnic community who are permanent residents of the village but who migrate to other villages during some parts of the year also need to be identified and given numbers;
- The very aged persons even though they have separate kitchens but supported by their children living nearby need not to be given a separate number. However, the destitute old persons living separately without support from anyone also need to be given separate numbers;
- In case of a dispute or confusion, the organizing team with the help of some more community volunteers will visit their houses and report back their findings immediately. The community will decide based on their recommendations whether to give a separate number or not; and
- After serially numbering all the houses, if some are seen left out, those will also be drawn and the number of the houses to be marked with an alphabet a, b, or c to the serial numbers of the immediate nearby houses.

- Once all the houses are numbered and all the community members present agree with the map, the facilitation team will fill in the information card with the house number and name of the head of the family. These cards are placed on the diagram of each house.
- A copy of the map on the floor will then be drawn on a big thick chart paper. This should be displayed nearby and the community will be asked to point out any deviation from the map drawn on the floor.
- Then the CIP team will fill in the details of the information card by asking the community members present.
- The documentation team will prepare the total list of the houses in the village as identified during the Social Mapping in a temporary register.

The format for the register is as follows:

Sl. No	House Number	Name of the Family Head	Type of House	Remarks

The participants for the step are representatives from all the families for which the social mapping is done.

The NGO facilitators for the step are the trained CIP team members. The FD staff and community professionals from other villages observe and provide guidance.

The key results achieve at the end of the social mapping

- A social map reflecting the village situation and showing all the houses in the village with the serial numbers and the types of houses marked;
- A set of information cards complete with basic details of all the households in the habitation; and
- All the households, including forest dependent most vulnerable, the disabled, ethnic and disaster vulnerable households are also identified. With the data collected during the social mapping, vulnerable families are identified alongside making it clear their wealth ranking. The key result from the identification is the list of forest dependent household in the village.

3.5.6 Step-6: Wealth Ranking:

The wealth and vulnerability ranking is another crucial step done immediately following the social mapping. The wealth and vulnerability ranking is about identifying families, whose houses have been marked and numbered in the social map and who suffer from lack of income and resources. The exercise should be carried out in presence of all the community members.

Figure 17: Sharing meeting with forest dependent community members wealth ranking exercise

The purpose of wealth ranking

To decide the village specific criteria for identifying and classifying the forest dependent families in the village into extreme poor, poor, middle class and rich ones. Classify the families in the extreme poor, poor, middle class and rich, by the CIP team in consultation with community members.

The key activities to be carried out for wealth and vulnerability ranking

- The CIP team meets together and refreshes their learning on wealth ranking what they obtained during CIP training;
- The CIP team members then discuss together and agree on different criteria for identifying the extreme poor, poor, middle class and rich people. While deciding the criteria, the following points shall be taken into account.
  - The criteria shall be specific and verifiable during visiting field houses;
  - The criteria shall be applicable to the village situation;
  - When apply the criteria that shall clearly indicate that a family is extreme poor, poor or otherwise;
  - The criteria shall be acceptable to the community; and
  - The criteria shall not create any controversy or dispute in the village.

The criteria finally agreed are clearly written on separate flipcharts for extreme poor, poor, middle class and rich people. For each category, separate coloured flipcharts can

be used. A set of criteria developed by one CIP team for use in their village is given below.

Example of Criteria for Wealth Ranking in a Village

CATAGORY	CRITERIA
Extreme Poor	• Houses are small • Collecting forest products (fuel wood, bamboo, medicinal plant, wood, NTFPs etc • Cannot get proper medical treatment because of poverty • Get job for six months and remain jobless for the other six months • Some live on other's land while some may have small pieces of land • Female headed households with some of the above issues • Any other issues related to forest resource collection activities which create financial vulnerability
Poor	• Manage livelihood through different forest resource collection • Have 10-50 decimals of land, including homesteads • Collecting few forest products (fuel wood, bamboo, medicinal plant, wood, NTFPs etc • Have one cow or two goats • Do small business with own fund or borrowing loans from NGOs • Get job for 9-10 months but remain jobless for the rest of 1-2 months • Live in a medium tin/thatched house • Any other issues related to forest resource activities which create financial vulnerability
Middle class	• Have more than 50 decimals of land and less than 100 decimals • Have at least 3-4 cows • Able to send children to school • Have tin-shed/brick-made houses • Do not face starvation • Able to meet family expenditure with own income • Have a TV set at home? • Engaged in services/ business

Rich	• Have more than 100 decimals of land • Engaged in government/non-government job • Able to manage quality education for children • Some may have brick-made houses • Own water pump and tractor or other vehicle • Do a big business • Employ 10-12 day-labourers in their own lands

- After finalization of the criteria, three separate focus group discussions with forest dependent community members at three different locations on social mapping will be conducted.
- Focus Group Discussion – 1 (FGD – 1): 9 to 12 representatives will participate in the first focus group discussion. Then the following activities will be carried out:
  - The CIP team members will explain to the focus group members about the overall CIP process, the importance of Wealth Ranking and explain the criteria for identifying the forest dependent extreme poor, poor, middle class and rich people. The criteria written on flipcharts and copies of the social map are also displayed;
  - The CIP team members will take out the information cards one by one and ask the focus group members whether the family referred in the card belongs to extreme poor, poor middle-class or rich categories as per the criteria. Based on a consensus on focus group members, the information cards are segregated and categorized into extreme poor, poor, middle-class and rich categories. Each category of the cards is placed in front of the focus group separately;

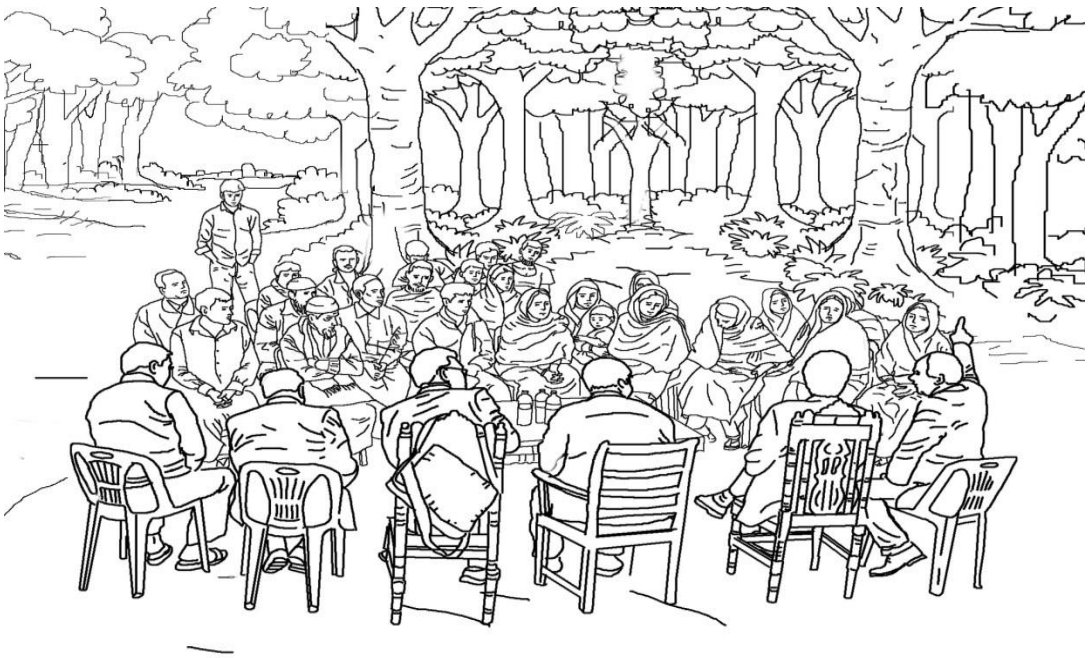


Figure 18: Conducting FGD with forest dependent community people

- The focus group will discuss the economic condition of the house, locate it in the social map and then reach a decision on which category the family belongs to;
- When there is a dispute as to which category a person belongs to, a sub-group of the CIP team goes to the house, physically verifies and reports back their findings. Based on this, the card is placed in the category to which it belongs;
- Each category of the information cards is separately packed, and the list of each category prepared on a blank sheet.

The final list of the forest dependent extreme poor, poor, middle-class and rich households will be prepared, and the information cards will be packed separately for each category.

The facilitators for the wealth ranking are the CIP team supported by FD, NGO staff and CP persons.

The key results we achieve at the end of wealth ranking are:

A well-validated and triangulated list of extreme poor, poor, middle-class and rich families in the village, verified by focus groups and all disputes settled anonymously through physical verification.

Figure 19: Physical verification by CIP Team

Documentation:

- During documentation of the data, the CIP list is prepared habitation- wise and combined to form one CIP list for the village.
- This list is called draft CIP list. The format for the draft CIP list is as follows:

Annexure-5: Format for the Draft CIP List & Permanent Register

Sl.No	House Number (as given in Social Map)	Name of Head of the Household	Name of Father/Husband/ Wife	Type of House	Category [Extreme Poor/Poor/Middle/Rich (as finalized from the Wealth Ranking)]

This list is put into a register along with the following details from the information card:

Format for Permanent Register

Sl.No	House No	Name of Head of Household	No of Adult Members (above 18 years old)		No of Children	Total Family Members	Type of House	Type of Permanent Asset Ownership	
			Male	Female				Type and quantity of land	Other assets
1	2	3	4	5	6	7	8	9	10

Asset Holding		Occupation (wood/fuel wood collector)	Number of Earning Members	Disability/Vulnerability			Disaster Vulnerability (Risk Status)	Loans Taken	Remarks
Number of Cattle	Vehicle			Name	Age	Type			
11	12	13	14	15	16	17	18	19	20

- Separate folios are used to enter each category from the wealth ranking like extreme poor, poor, middle class and rich
- The documentation is done by the CIP team with assistance from RFs
- During documentation, those have to ensure

The main results of documentation are-

- The social map;
- The CIP list consisting of extreme poor, poor, middle class and rich; and
- The CIP register.

3.5.7 Step-7: Display the participant list of poor forest dependent households:

Once draft the CIP list, this has to be prominently displayed in the village so that every one of the village gets a chance to see whether his/her names are there in the list and in the correct category.

The key activities for displaying the draft CIP list

- The draft list is prepared with the heading, "The following is the tentative list of extreme poor, poor, middle class and rich of village prepared through the CIP of Poor. If anybody has any complaint for correction of the list or suggestion, they may contact the CIP team members whose names are given below the list, before -------- [*date*].This list will be approved in the village meeting of FVC scheduled for ---------- [*date*]. All the community members from the village are invited to attend the village meeting. The names and mobile numbers of CPs and other officers concerned are also prominently written in the list.
- Display boards are erected in common places and the list pasted to that. The list is also displayed in other public places like nutrition/health centre, mosque, mandir (temple) and other prominent places etc. The list is displayed for at least one week. The information that the draft CIP list is displayed needs to be disseminated among all the households by the CIP team.

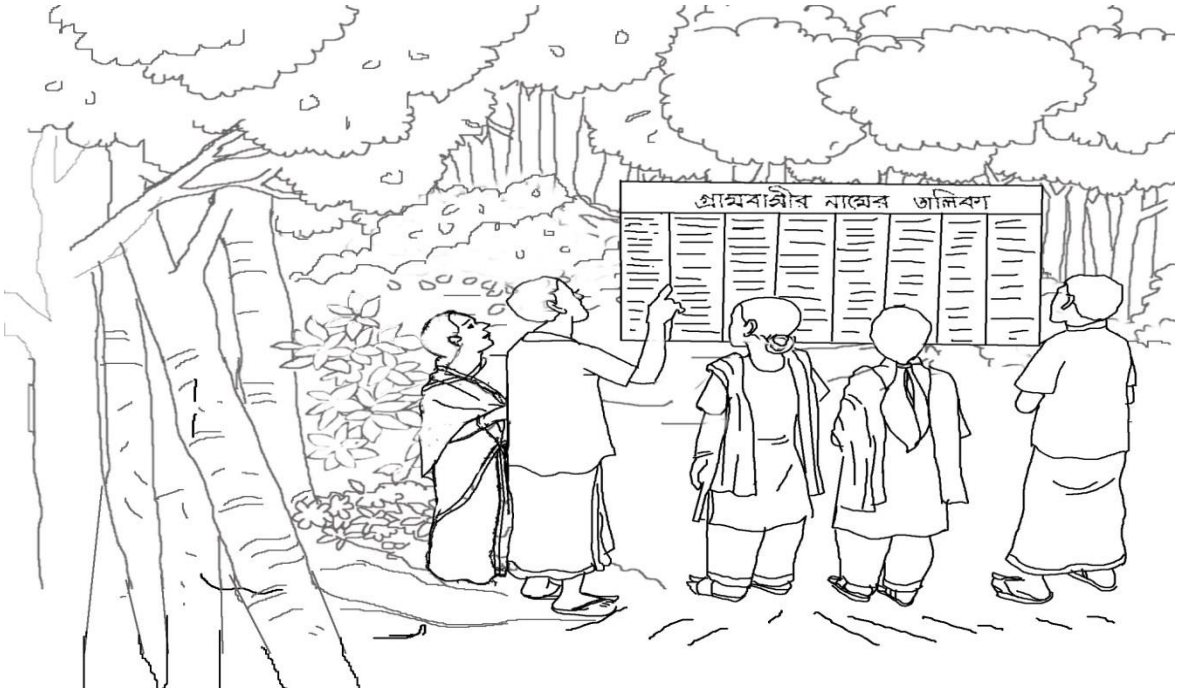


Figure 20: Displaying List of forest dependent household in notice board

3.5.8 Step- 8: Resolve Complaints-

All the complaints and suggestions by the village community are recorded in the register.

- Community can use the following format to record the complaints:

Format for Recording the Complaints on CIP List

Sl. No	Name of the Complainant	Reference to Sl. No, House No in the CIP List	Description of Complaint	Suggested Solution	Signature of CIP Team Member

- After display in the draft CIP list, the CIP team will meet, discuss all the complaints, make field visits to verify the facts given in the complaints and interact with the complainant and other neighbouring villagers. CIP team will sit together with all collected information and work out a solution to resolve the complaint and write it in the register.
- The facts collected, explanation and suggestions/solution to the complaint are then raised at the village meeting, FCV.
- A village meeting with the participation of majority representatives of the enlisted HHs through CIP exercise will be held at a prefixed date, time and venue to

address the dispute and finalize the draft CIP list which will be formally approved by the FVC later on.

The key activities to be carried out:

- Through a consensus, the CIP team will decide and confirm the date for the meeting as mentioned in the display board;
- When all the community members will arrive at the venue, one of them will be selected to preside over the meeting;
- One of the CIP team members will summarize all the steps worked out for the CIP exercise. Then the complaints will be taken one by one and the solutions will be described;
- The chairperson will then request the members to approve the draft CIP list;
- The Forest Conservation Village (FCV) will decide to preserve the social map, information cards, the registers and other records which shall be handed over to the Collaborative Forest Management Committee (CFMC).
- The names of all the participants in the meeting will be written in a register and be signed;
- The chairperson will invite one community members to thank the CIP team for the work they have done for the village; and
- The chairperson will end up the meeting with his concluding remarks.

Figure 21: CIP team visiting the village and exchange views with forest dependent community

3.5.9 Step-9 Approval of SUFAL Project beneficiary household list in FCV:

This is the most important step in community identification of forest dependent household in a village. The draft list of the CIP must be approved by the forest dependent community on completion of all the steps and the prepared list needs to be approved by the FCV later on and it will then become the official project beneficiary list.

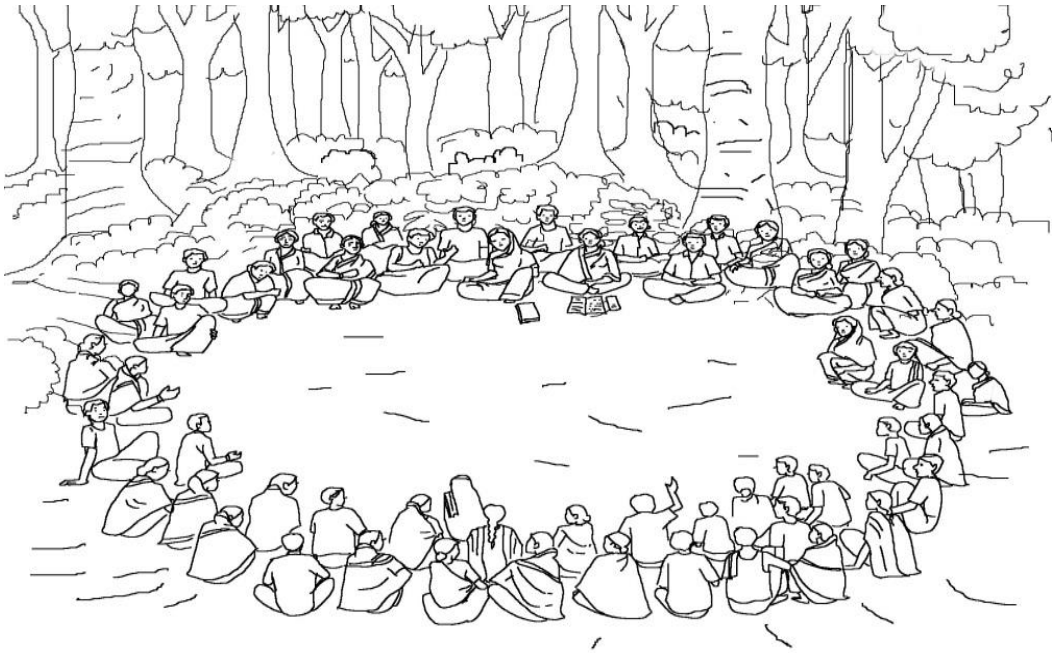


Figure 22: FCV general meeting at village landscape with forest dependent community

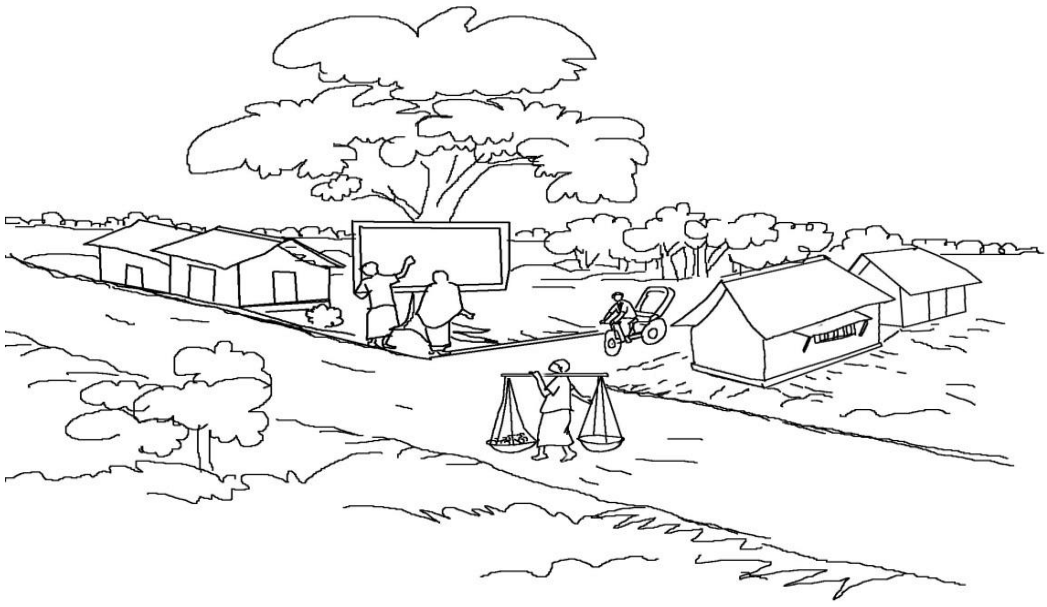


Figure 23: Information display at notice board near junction of roads

3.6. Budget for CIP

Community will incur expenses while conducting the CIP steps. It is, therefore, important to do it in a very cost- effective manner. They will use whatever materials and resources available within their village to reduce the cost.

The project will provide the essential materials and other resources.

The materials and resources required for the CIP are:

- Banners, posters, billboards on project and CIP;
- Plain paper, writing pad, pen, flipcharts, printed information cards, register;
- Chalk of different colours, colour powder;
- Pebbles, seeds, flowers;
- Transect walk, wealth ranking, data documentation, field verification of complaints;
- Public address system, lighting arrangement for social mapping; and
- Taking photographs of all the steps.

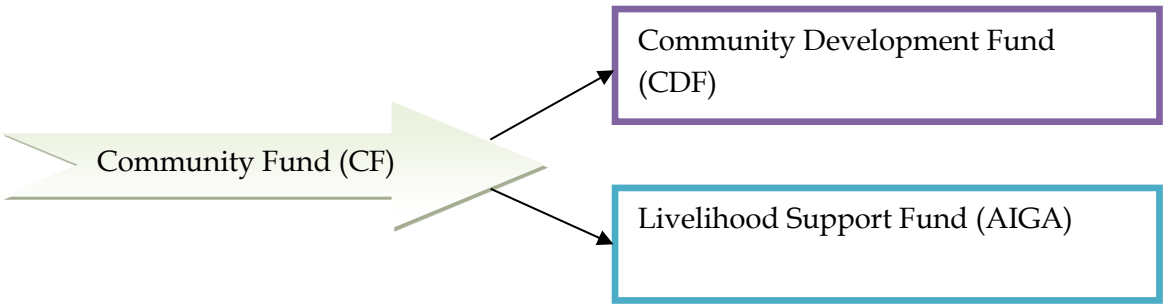
Chapter 4: Community Development Fund (CDF) & Livelihood Development Fund (AIGA)

4.1 Guidelines for the use of Community Development Fund

This chapter will tell about the Community Development Fund's eligible activities, the key rules and implementation steps which have to follow. Compared to many other projects, cost centre of Sustainable Forests and Livelihood (SUFAL) Project will directly transfer funds to community accounts. The funds which can receive from the Bangladesh Forest Department (BFD) for the community development work is called Community Development Fund (CDF). To be entitled to get this fund, community have to carry out some of the activities as per the COM.

4.2. Community Fund (CF)

Community Fund (CF) is mainly categorized into two main sub-funds, which are shown below:



Categories of Community Fund (CF)

Forest dependent community knows that the villagers will receives different categories of these funds for the community development, livelihood development activities and supporting collaborative forest management and conservation activities. This will be based on needs, priorities and development of the community institutions for receiving funds for poor forest dependent households, ethnic community and their socio-economic wellbeing.

4.2.1 Community Development Fund (CDF)

Purpose

Forest dependent village community needs to develop infrastructures to improve their living condition, connectivity and ensure the basic services for the community people. This fund is to be used for the construction of physical infrastructures which will improve the quality of life and facilitate smooth communication and marketing of the produces to nearby market and growth centers.

Eligibility Activities:

- Water supply, treatment plant and sanitation system
- Retaining wall

- Road, culvert etc.
- Electricity or biogas installation for community
- School repairing/renovation
- Tube well for community

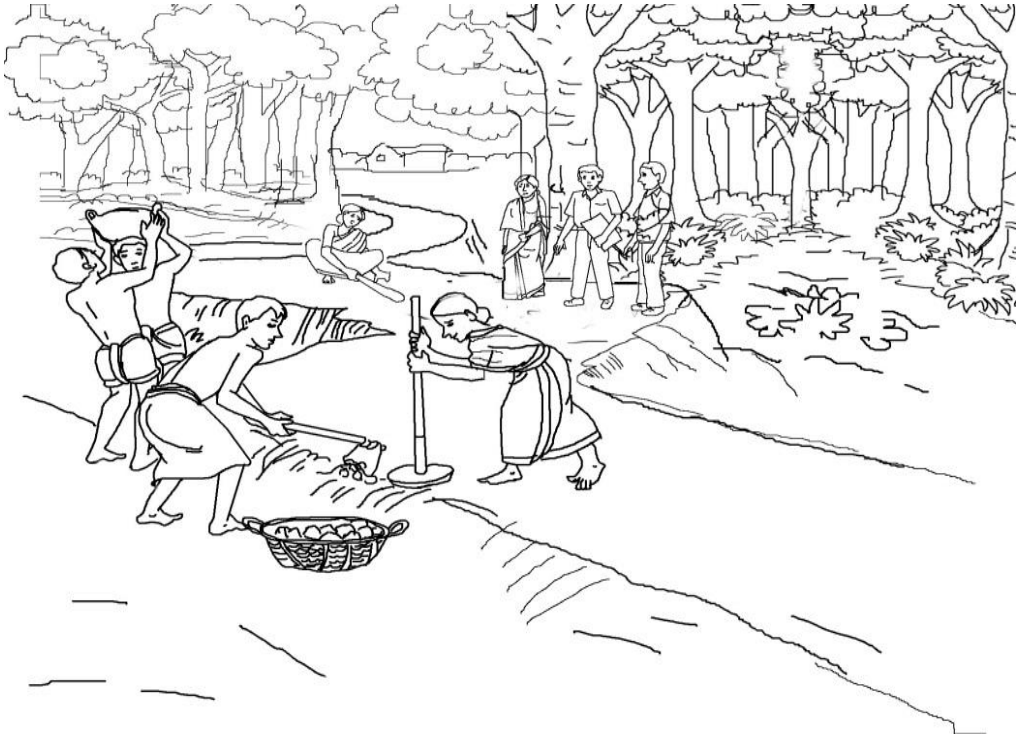


Figure 24: Community development work in the village

Key Rules

- Identification and prioritization of sub-projects to be included for funding under Community Development Fund.
- Forest dependent community plan and implement the infrastructure for the benefit of large number of the community, especially for the extreme poor and poor in the village.
- The operation and maintenance of sub-projects will be the responsibility of the Finance & Accounts Committee (FAC), and the FAC will execute these activities through forming an Operation and maintenance Committee assigned for this job.
- Each sub-project will be appraised and funded individually.
- All estimates should be as per local market rates, and
- Social Audit Committee (SAC) will oversee and certify all the activities for accountability and transparency of the work.

Implementation Steps:

Step-1: Preparing Sub-project Proposal

- Participatory risk assessment of the village

- Participatory Identification, prioritization and environmental screening of sub-project proposal and rehabilitating the damaged infrastructure, new basic infrastructures and services for the community.

Step-2: Appraisal

- Desk and field appraisals of proposals by CFMC
- Recommending application and giving approval by CFMC.

Step-3: Accessing Fund

- Signing Addendum-III Financing Agreement between BFD and CFMC. The Addendum-III is given in the. Annexure-8
- Releasing fund from cost centre/DFO.

Step-4: Implementation of CDF

- Implementation of CDF Fund activities. The detailed implementation steps are described below.
- Implementation completion report, approval of CFMC and display of all activities.

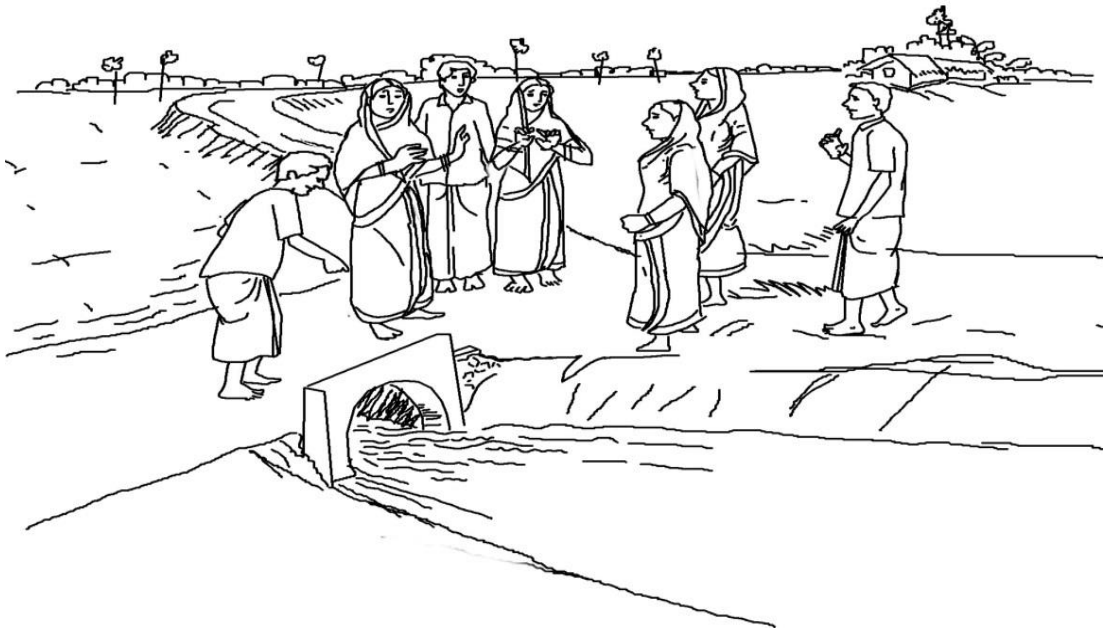


Figure 25: Community Development Work in progress

Implementation Steps-

Step-1: Participatory vulnerability analysis for identifying infrastructure and other sub-projects

Purpose

By the participatory vulnerability analysis, community will be able to know about the vulnerable areas of the village which suffer from disasters, shocks and hamper physical movement of the community.

Vulnerability Analysis

Community can conduct the vulnerability analysis using the following table:

Vulnerability	Severity	No of target people	Need for Infrastructure/repair of community place etc	Availability of Fund

Results

Community are concerned about vulnerabilities and will be able to identify infrastructure sub-projects for improving the lives and livelihoods by reducing the vulnerabilities and increasing resilience.

STEP-2: Prioritization of Sub-projects

Purpose

As per the need and the benefit for the poor forest dependent households and extreme poor, community prioritize and identify sub-projects for implementation within the budget of CDF.

Activities

For prioritization, community shall consider the following:

- Will measure severity of the proposed sub project/infrastructures
- No of households to be benefited from the interventions/activities
- FAC should prepare a Budget for the sub projects
- A plan for tentative utilization of local resources.

Results

The prioritized sub-projects are identified for improving the lives and livelihoods by reducing vulnerabilities and risk minimization.

STEP-3: Approval of prioritized sub-projects by Collaborative Forest Management Committee (CFMC)

Purpose

Community gets approval of the proposed budget for sub-projects from CFMC. Also community can search for other organizations which help them by funding for implementation of the infrastructures.

Activities

Community will prepare a rough estimate for each scheme of sub-projects for different vulnerable areas in the village. Then prioritize the list of schemes for sub-projects in a table given as below:

Table-3 Prioritization list of schemes for sub-projects

Vulnerability	Priority	Name of Scheme of sub-project	Rough estimate	Allocation for Community Development Fund-CDF

Result

CFMC will approve and prioritization list of schemes for sub-project.

STEP-4: Sub-project Preparation & formation of Sub-project Committee

Community will prepare 2-3 members a sub-project committee (SPC) from finance & accounts members for preparation and implementation of Sub-projects.

Purposes

For preparing and implementing a sub-project as per approved plan of CFMC and guidelines, a SPC is formed. Awareness at the sub-project stage, estimates, rates of items and materials and, environmental issues are necessary.

Activities

a) Will form a sub-project committee (SPC) and
b) Prepare the sub-project proposal.

A. Preparation of Sub-project Proposal

After having the approval of prioritization list of schemes for a sub-project proposal from CFMC and engage engineers concerned to visit the locations, assess/analyze the suitability of sites, and make design recommendations. If the site warrants soil testing, they will properly advise. Accordingly, the Sub-project Committee (SPC) will initiate the preparation of a detailed sub-project proposal by taking technical support from technical

teams (engage a technical team). Special assistance and advice will be provided by the CFMC to carry out damage assessments and recovery.

Key Features of a Sub-project Proposal

i. Name of the Sub-project
   - The objectives of the Sub-project: describe the main solutions community are trying to bring in and anticipated outputs with quantitative details on the number of people to be covered, extent of benefits, time period etc.
   - Estimated Cost- The detailed costing for material, labour, transportation, administration and should include capital cost as well as the management and maintenance ones.
   - Work Plan- A work plan will be included in the sub-project proposal containing labour mobilization, material mobilization, and procurement plan.

B. Labour Mobilization plan

Type of SP/activity	Types of Labourer		Total No of Labourer	Timeline
	Skilled	Ordinary		
Only improvement of earthen road				
Improvement of earthen road with culvert				
Water security sub-project with different options				
Culvert				
Others				

C. Material Mobilization Plan

The material mobilization plan is described in the sub-project proposal format of

Type of SP/activity	Type of Materials	Quantity	Timeline
Only improvement of earthen road			
Improvement of earthen road with culvert			
Water security sub-project with different options			
Others			

D. Procurement plan

Sl. no	Item	Unit Price	Timeline	Procurement Method	Remarks

- **Environmental and Social Safeguard:** All the sub-projects will be implemented taking the environment into proper consideration, while social safeguards policy will be ensured through a social screening process.
- **Environmental Screening:** Environmental screening is a process consisting of an examination of possible environmental impacts and proper mitigation arrangement for the possible sub-projects/schemes that will be applicable in terms of funding eligibility.
- **Social Screening:** Social screening is a process of examination that measures the social, cultural, ethical and religious values, resettlement and loan acquisition issues, indigenous people and their traditional cultural issues. The social screening of the schemes/sub-project will be done along with the environmental assessment, and it is integrated in the environmental screening forms (Annexure-Purpose of Environmental and Social Screening).

The purposes include:

1. To make sure the infrastructure development sub-projects to be undertaken under CDF project are environmentally and socially sound and sustainable.
2. To make sure the projects/sub-project investments are commonly benefiting the community people living in the village;
3. To find out the environmental negative impacts due to the implementation of sub-projects and mitigate those through implementation of Environmental Management Plan (EMP).
4. Have a provision for operational and maintenance regularly and adequately.

General Rules

Community with the help of NGO/BFD will conduct Environmental Screening (ES) of all proposed sub-projects though it is not expected to lead any negative environmental impacts. And would abide by the following rules during the planning and implementation of the sub-projects;

Rules

- CFMC would assign the Sub-Project Committee (SPC) for ES and monitoring as per the screening forms and monitoring guidelines.

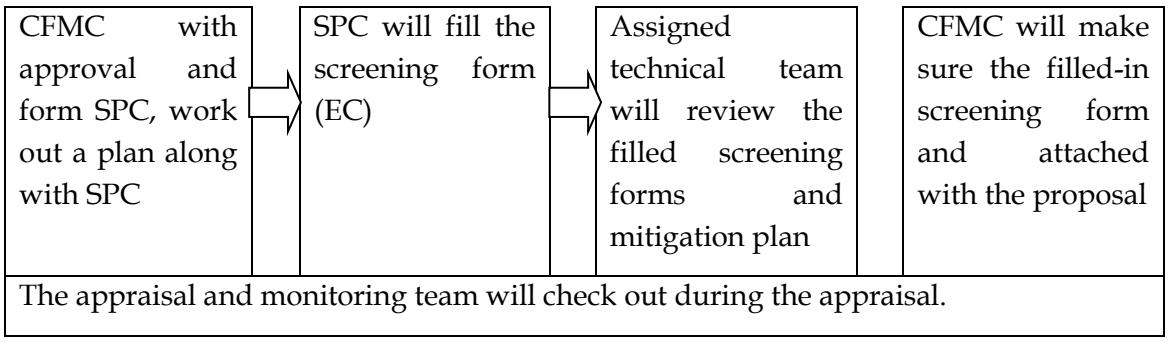
- SPC will share their findings and issues in regular meetings of CFMC.
- The CFMC will be responsible for managing the social conflict and other risk and compliance;
- All types of sub-projects will be screened through a prescribed form, and a report will be attached with the proposal;
- No project activities will be carried out on disputed lands or land restricted for development or Environmentally Sensitive Areas (ESA).
- Village community will always avoid implementing sub-projects, where land acquisition and involuntary resettlement arrangement will be required.

Process of Environmental and Social Screening: Environmental and social screening consists of a few possible steps. The steps are shown by flowchart with categories of the sub-projects in the following section.

Action required for environmental assessment before implementation:

- The SPC will fill in the screening form (ES) in consultation with CFMC member.
- Community Professional (CP) Technical team will review the filled screening forms and mitigation plan (where applicable); CFMC will approve the same for field implementation.
- The CFMC will make sure the filled up screening form is attached with the proposal.
- The appraisal and monitoring team will check out during the appraisal.

The Steps are shown by flowchart:



4.2.2 Livelihood Support Fund-AIGA: Livelihood is another category of Revolving Fund for the community livelihood improvement and security. This category of LSF use for improving the income of extreme poor, poor forest dependent community and Revolving this Fund for continuous outmost of forest dependent community members.

Purpose:

The purpose of this fund is to support the poor forest dependent community, including encroacher, wood & fuel wood collector, to support them to migrate and provide alternative Livelihood activities to improve their living standard through livelihood activities out of the forest vicinity.

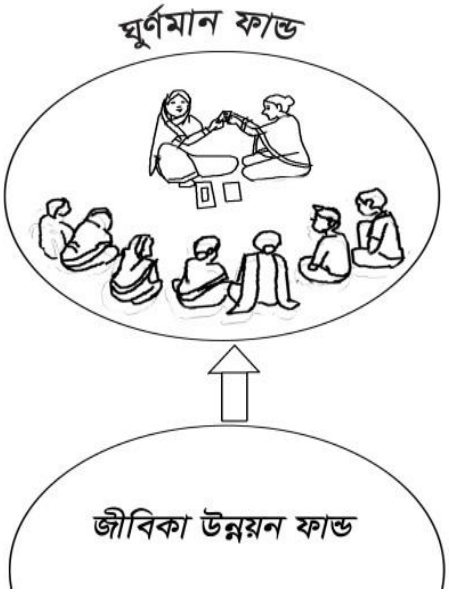


Figure 26: Revolving loan fund (RLF) for AIGs

Eligibility Activities

Providing this Revolving Fund for the support of Forests dependent community members of the community to start up income-generating activities for diversified income and livelihood security of the household instead of forest destruction and degradation.

Key Rules

- Livelihood Revolving Fund will be used for providing loans to Forest dependent community members (extreme poor, poor & ethnic minority who will be selected through CIP process as direct project beneficiary).
- CFMC decides allocation of Livelihood fund for using as Revolving fund.
- The rules for savings and credit activities, including amount of savings, amount of service charge, repayment rate etc. will be prepared by Village Credit & Savings Committee (VCSC), approved by the CFMC.
- VCSC, the specialized credit arm of CFMC, will be responsible for managing the Revolving Fund like collecting of loan application, disbursing loan, maintaining books and loan tracking.

- All the operational expenses shall be at the minimum required level and gradually generate own funds as CFMC needs funds to function even after the project period for sustainable functioning of village institution in the long run.

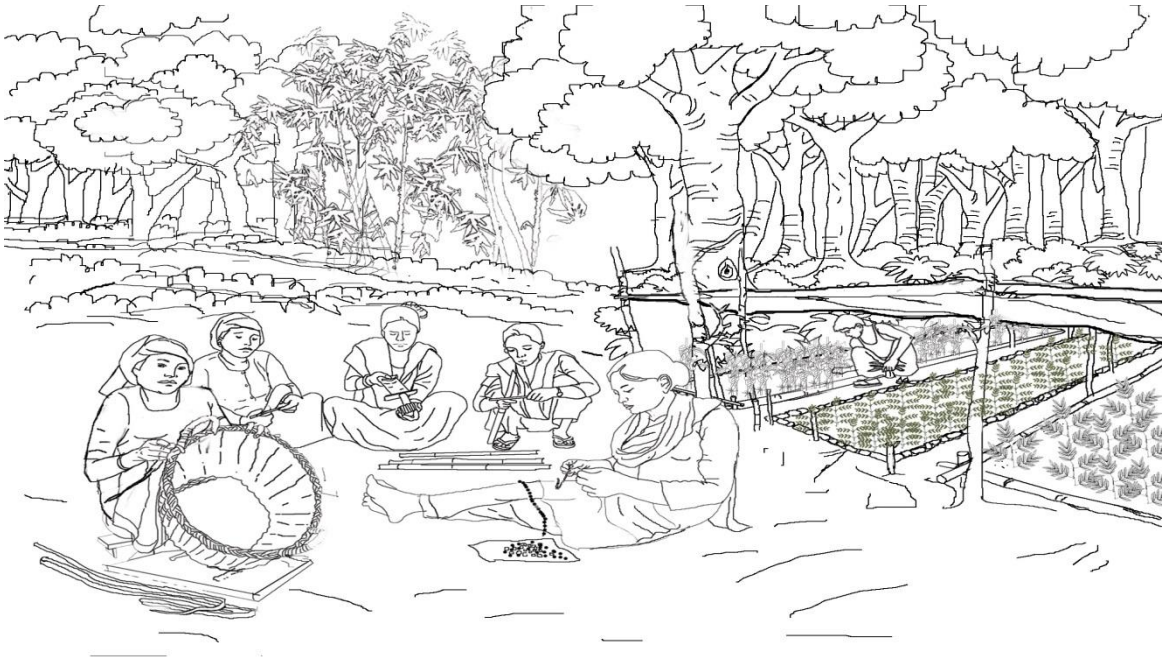


Figure 27: AIGA activities (Handicraft & Nursery) for forest dependent ethnic community

While granting loans, priority will be given to the most deserving members, households of the extreme poor, and then to the poor & ethnic forest dependent household who have almost no access to other sources.

- CFMC will sign a MoU with BFD, and the Revolving Fund will be released to VCSC bank account. Social Audit Committee (SAC) will audit the activities of VCSC.

Implementation Steps

Step-1: Preparing Sub-project proposal

- Preparing the Revolving Fund proposal. The formats for sub-project proposals are described in the **Annexure-4**
    - Certifying the proposal by SAC and approved by CFMC
    - Pre-appraisal done by SAC

Step-2: Accessing Fund

- Signing Addendum-II Financing Agreement between BFD and CFMC. The Addendum-II is given in the **Annexure.**
- Releasing fund.

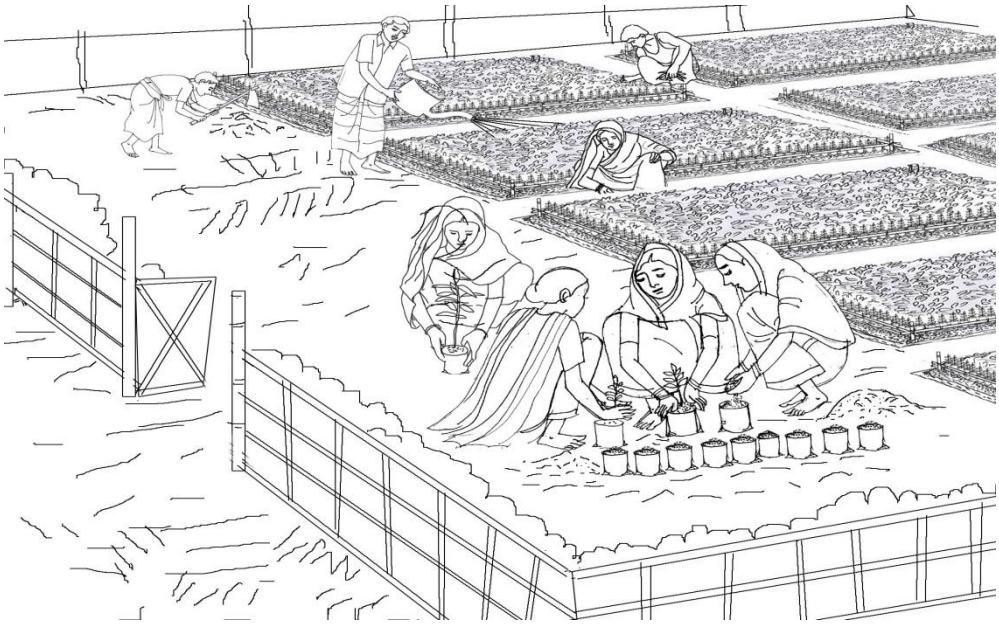


Figure 28: Nursery Establishment, a kind of forest based AIGA for Project beneficiary

Step-3: Implementation of Livelihood Support Fund

- With the approval of CFMC, Village credit & Saving Committee (VCSC) will start providing Revolving Fund loans to the extreme poor and poor Forests dependent household members.
- Loan receiving and repayment; and
- Maintaining records.

There are some other funds like Community Patrolling and watching and capacity building funds for forest dependent community members. The purpose of the fund is to support and strengthen the community institutions of Forest Conservation and Protection Committee and provide training for skill development and livelihood support for regular income of the committee members. They will directly involve in collaborative forest management, conservation and restoration activities and serve as a watcher and protector against illegal forest produce extraction. They will also aim at generating employments, capacity- building, and providing subsistence support for forest conservation ultimately ensuring ecosystem services for the community. The purpose of capacity building fund is to help the communities set up and strengthen Community institutions, disseminate information, and build the capacity through training to function as an accountable and efficient organization.

4.3 Fund Release

As discussed earlier, the two sub-funds from BFD cost centres will be released to the village committee in various instalments. For releasing each instalment, community have to complete a set of activities and be ready to receive that, and those are called landmarks. For each sub-fund and amount of instalment, there will be a separate landmark.

Landmark for Community Development Fund (CDF)

The landmark and amount of instalment for Community Development Fund are described in following table.

Table- 4: Landmark for release of CDF instalment

Instalment Number and Percentage	Landmarks
First Instalment 60%	• Formation of village level institutions like FCV, CFMC, FPCC, FAC, PC, SAC, VCSC, etc have been formed as per the COM. • The first instalment of Community Development Fund (CDF) proposal has been approved by Collaboration Forest Management Committee (CFMC) with the certification of Social Audit Committee (SAC). • At least 70% marks obtained in appraisal conducted by CFMC and CFMCC. • Collaboration Forest Management Coordination Committee (CFMCC) concerned approved the signing of Umbrella Financing Agreement between Collaborative Forest Management Committee (CFMC) and BFD. • 60% of the targeted beneficiaries are mobilized into committee, started savings and holding regular meetings as decided by the CFMC and internal lending started with their own savings. • Orientation on COM booklets by NGO has been completed and a plan taken to impart training on financial management, procurement and social accountability, auditing and functioning properly with the regular meetings and recording of minutes. • To provide one-time grant, a list of selected vulnerable and a list of beneficiaries for skill development training has been prepared and approved in the Collaboration Forest Management Committee (CFMC) meeting. And the meeting minutes have been prepared accordingly. • CDF plan has been approved by CFMC. • Monthly progress reports updated, displayed and shared with CFMC on a quarterly basis.
Second	• The application for the second instalment of CDF certified by

Instalment Number and Percentage	Landmarks
instalment 40%	the Collaboration Forest Management Coordination Committee (CFMCC) has been approved by the Collaboration Forest Management Committee (CFMC). • 70% of the listed beneficiaries are mobilized into AIGA, while regular savings, meetings and internal lending are going on, and providing loans from the Revolving Fund started. • All the committees received training on COM and are functioning properly with holding regular meetings and recording minutes. • At least 70% of the funds received as the first instalment have been utilized, books of accounts maintained till date and the fund utilization as certified by the SAC approved by CFMC. All the listed project beneficiary of the CIP list in the village – destitute, ethnic, disabled and elderly people without income etc., have been prepared for AIGA support. • At least 30% of extreme poor, ethnic community and poor identified for skill development training received assistance from Revolving Fund, including those who received training through direct linkages; and have been linked to employment or self-employed. • Monthly progress reports updated, displayed and shared with Collaboration Forest Management Committee (CFMC) on a quarterly basis.

Landmark for Livelihood Development Fund:

The landmark and amount of instalment for Revolving Fund are described in Table 5.

Table-5. Landmark for release of Livelihood Development/SUPPORT Fund instalment

Instalment Number and Percentage	Landmark
First Instalment 60%	• The first instalment of Livelihood Development Fund (LDF) proposal certified by Social Audit Committee (SAC) which has been approved by CFMC. • At least 60% of different committee members are meeting regularly, mobilizing savings as decided by CFMC and continuing internal lending from their own savings. • CFMC, SAC, FPCC, VCSC, FAC, PC members have been trained on savings and credit activities booklet. • Separate bank account for VCSC opened and operated jointly by Convener/Secretary and Cashier. • The rules and guidelines of RLF have been approved by Collaboration Forest Management Committee (CFMC) for distribution-- at least 70% marks have been obtained during fund proposal appraisal conduction by CFMCC. • Collaboration Forest Management Coordination Committee (CFMCC) concerned approved the signing of Memorandum of Understanding between VCSC and CFMC; and Umbrella Financing Agreement (Addendum-II) between Collaboration Forest Management Committee (CFMC) and BFD.
Second Instalment 40%	• At least 70% forest dependent members are meeting regularly and maintaining the records updated as per decision of CFMC. VCSC is operating finance and savings activities as per the LDF policy and the list approved by CFMC. • CFMC approved to transfer 100% of Revolving Fund to VCSC and mobilized extreme poor and poor households of Forests dependent and they are benefit from Revolving Fund. • OTR should be less than 5% while CRR at least 90% (at least three months). • VCSC are regularly conducting meetings, keeping records and maintaining books of accounts. • The utilization of 1st instalment of LDF should be at least 70%. The books of accounts are up to date, while fund utilization, as certified by the SAC, has been approved by CFMC. The VCSC

Instalment Number and Percentage	Landmark
	prepares the monthly progress reports regularly on LDF fund, saving, disbursement and submit to CFMC. The CFMC presents the reports to Collaboration Forest Management Coordination Committee (CFMCC) on quarterly basis.

Annexure-6: Checklist of Non-negotiable Project Core Values

i. Inclusion

- Inclusion of extreme poor and poor Forests dependent households in the village, including vulnerable ones -- disabled, destitute, elderly, ethnic etc, shall be ensured in all the project activities.
- At least 50% of the extreme poor and poor identified in the village shall directly receive benefits from assistance.

ii. Equity

- Extreme poor, poor and ethnic community occupy majority of the decision-making positions in the Collaborative Forest Management Committee (CFMC), VCSC, FPCC, SAC and other committees of the Forest Conservation Village (FCV).

iii. Participation

- All the project activities and decision making shall follow the participatory process with at least 60% extreme poor and the poor in the village.

iv. Transparency

- All the project decisions are taken in Collaboration Forest Management Committee (CFMC) in an open and transparent manner
- All the project information are displayed prominently
- All the records and books, including the minutes' books, have to be maintained and made available to the village community.

v. Accountability

- At least 80% of selected project direct beneficiary get satisfactory ratings from CFMC during community assessment process.

vi. Self-help

Planning, implementation and continued management of community development activities are the collective responsibility of the village community.

Annexure-7: Umbrella Financing Agreement

for

Community Development Fund (CDF)

1. This Umbrella Financing Agreement signed on this …… (date) at ..... (place) between:

a) **Bangladesh Forest Department (BFD)** (hereinafter called the first party) and

b) CFMC (hereinafter called the second party)

Represented by

Name:

Designation:

Beat and Division:

Forest Department

Represented by

1.Mr./Mrs.……..…….
Convener [include address]

2.Mr./Mrs.……..…….
[Secretary include address]

3.Mr./Mrs.……..…….
[Cashier include address]

2. The government of Bangladesh, through the Forest Department, is implementing Sustainable Forests and Livelihood (SUFAL) Project with the objective of improving public sector management of forest resources and reducing direct dependency and unplanned extraction of forest resources offering AIGA for forest dependent communities. The second party has certified that it has complied with all the prerequisite steps needed for signing the Umbrella Financing Agreement. This certification is given in Appendix-1 of this agreement.
3. The first party – Bangladesh Forest Department - is Government Department and entrusted with the responsibility of implementing SUFAL project. The second party represents the …….Village, in…….Union, …….Upazila and ……..District, a SUFAL project participating village further details of which are given in Appendix-

THEREFORE, this Umbrella Financing Agreement is entered into between the representatives of the parties specified above.

4. Scope and Extension of this Agreement
   The Second Party is eligible to receive a fixed budget envelope up to a maximum of Tk. -------- (Taka ----------) as Community Development Fund (hereinafter called the CDF) for implementing different development activities in the village mainly for the benefit of the extreme poor and poor in the approved list by the second party.

This Umbrella Financing Agreement outlines general terms and conditions for funding and implementing Community Development Fund if the second party is eligible.

5. The provisions of this Umbrella Financing Agreement shall be extended to the following separate addenda to this Financing Agreement, subsequently to be entered into by both the parties-
    - Addendum I for accessing the Community Development Fund
    - Addendum II for accessing the Livelihood Support Fund
6. All the activities as agreed in this Umbrella Financing Agreement and subsequent addenda, without exception shall be performed as under:
    - In accordance with the SUFAL rules and guidelines as contained in Community Operational Manual and subsequent revisions agreed with the first party.
    - All the activities under the project shall be undertaken without violating the principles of 'Core Values' by all parties involve with the project.
7. The general obligations of all the parties are outlined in Appendix-
    - If any misappropriation/mismanagement of funds happens in a village/the funds not being used and deposited in the accounts of FPCC, CFMC, FAC, PC and VCSC etc. violating the terms and conditions, the first party reserves the right to withdraw the fund/CDF.
8. Any dispute arising out of this agreement shall be settled through mutual discussions between the two parties. Those disputes, which could not be settled through discussions, will be referred to the sole arbitration of the Chief Conservator of Forest (CCF) of BFD. The decision of arbitrator shall be final and binding by both the parties.
9. The following documents are attached to this agreement and shall be deemed as part of this agreement:

i.	Appendix III Second Party	:The prerequisite steps satisfactorily completed by the
ii.	Appendix II	: Key information on second party
iii.	Appendix III Principles	: The checklist of Non-negotiable core values Project
iv.	Appendix IV	: General obligations of all parties

Signature

…….……....,

Name:

Designation:

Beat & Division:

1. Signature

Mr./Mrs.……..…….
Convener [including address]

2. Signature

Mr./Mrs.……..…….

Forest Department

[Secretary including address]

3. Signature

Mr./Mrs.……..…….
[Cashier including address]

Witness 1 ----------

2 ----------

Witness 1 ----------

2 ----------

Appendix-I

Certification by the Second Party having complied with the prerequisite steps as needed for signing the Umbrella Financing Agreement

i. Completed the formation of Village Credit & Saving Committee (hereinafter called the VCSC), Collaboration Forest Management Committee (CFMC), Forest Protection & Conservation Committee (FPCC), Finance & Accounts Committee (FAC), Procurement Committee (PC), Social Audit Committee (SAC) and all the members were trained on Community Operational Manual (COM) booklet, and all the committees have started maintaining book and records.

ii. The Collaboration Forest Management Committee (CFMC), attended by 60% of its members, approved the list of extreme poor and poor Forest dependent households, lists of poor, extreme poor, ethnic community for community & livelihood development fund and recorded the decisions in the minutes.

iii. Organised at least 60% of the extreme poor and poor Forests dependent households and have started saving and internal lending.

iv. Appointed Finance & Accounts Committee (FAC) (hereinafter called the FAC) and trained on different aspects;

v. Completed all the sub project works of community infrastructure sub-projects and arrangements for operation and maintenance are in place.

vi. Opened the bank account No……..in the ……branch of …….bank.

vii. The Collaboration Forest Management Committee (CFMC) has approved the draft Community Development Fund application in principle and obtained at least 70% marks in the appraisal carried out by the first party.

viii. The above particulars and the decision to sign the Umbrella Financing Agreement have been discussed, agreed and minutes recorded in the meeting of Collaborative Forest Management Committee (CFMC) dated …….. And FAC dated …….

Signature :	Certification by:
Name :	Signature :
Collaborative Forest Management Committee (CFMC), Convener	Name : Village Credit & Savings Committee (VCSC), Convener

Appendix 1I

Key Information on Second Party

i. Name of the village :……..
ii. Name of Union :……..
iii. Name of Upazila :……..
iv. Name of District :……..
v. Names of the Collaborative Forest Management Committee (CFMC) members

Sl. No.	Name	Designation
1		Convener
2		Secretary
3		Cashier
4		Member
5		Member
6		Member
7		Member
8		Member
9		Member

vi. Total population of the village :……
vii. Total number of households :……
viii. Total number of poor Forest dependent households listed in CIP:……

Appendix III

General Obligations of the Parties and Other General Obligations

1. General Obligations of the Second Party

1.1 To disseminate and make available to all the target forest dependent beneficiaries all the project-related information.

1.2 Comply with SUFAL Non-Negotiable core values Checklist in implementing all the activities of Community Development Fund as given in Appendix-III.

1.3 Prepare the Community Development Fund application through a consultative participatory process by involving all the beneficiaries and target poor and shall seek prior approval on all important aspects of project implementation from Collaboration Forest Management Committee (CFMC) attended by at least 60% of the extreme poor and poor in the village.

1.4 Open and maintain a separate bank account with Finance & Accounts Committee (FAC) exclusively to be used for project-related financial transactions which shall be operated jointly by the Convener/Secretary and Cashier of the Second Party.

1.5 Constitute the Social Audit Committee (SAC) and entrust with them powers of monitoring, auditing and verifying project implementation. The Collaboration Forest Management Committee (CFMC) shall take appropriate corrective actions proposed by the Social Audit Committee (SAC).

1.6 Apply for the release of each instalment of the Community Development Fund along with details of completed Landmark as certified by the Social Audit Committee (SAC).

1.7 Release Fund to Finance & Accounts Committee (FAC) after entering into a MoU detailing the terms and conditions.

1.8 Submit monthly reports of progress of project implementation and details of financial transactions to the First Party, including the final receipts and payments account of the Community Fund within three months of release of final instalment.

1.9 Maintain all the books and records, including books of accounts, other financial records and minutes of the meetings of Second Party and all other committees as outlined in the COM.

1.10 Procure all the goods, materials, labour, transport and other inputs required for the implementation of the Community Development Fund as per the procurement guidelines given in the COM Part 3.

1.11 Immediately after completion of all the activities under this agreement, a completion report, along with to the First Party, will have to be submitted after its approval in the Collaboration Forest Management Committee (CFMC).

2. General Obligations of the First Party

2.1 Make available Community Operational Manuals (COM) and its various updates for Project implementation

2.2 Provide facilitation support to the Second Party and other committees

2.3 Monitor the progress of project implementation by the first Party, including field visit, to offer guidance and advice

2.4 Appraise and suggest improvements for the Community Development Fund Application in the presence and in consultation with the Second Party and other committee members and give clearances in time.

2.5 Verify the Landmark for the release of each instalment of Community Development Fund. Release funds as per the agreed payment terms and service standards.

3. Other General Obligations

All the payments under this agreement will be in pre-defined instalments linked to attainment of Landmark of verifiable physical achievements and are subject to actual expenditure.

The Second Party shall produce a Collaboration Forest Management Committee (CFMC) resolution, indicating successful completion of the activities before the release of the final instalment of funds by the First Party. The First Party may verify the completion of the Landmark by an independent team, which will be carried in consultation with and in the presence of the representatives of the Second Party.

3.1 The First Party can stop and suspend the activities under this agreement if it is convinced that the Second Party or any of its committees is not performing its duties and obligations satisfactorily as per this agreement or in the case of financial irregularities, misappropriation of funds, delay in physical progress without genuine reasons, Collaboration Forest Management Committee (CFMC) requesting the First Party, or serious environmental concerns. Any unutilized amount of the Community Development Fund shall be refunded to the First Party and the exit policy of the SUFAL will be initiated.

3.2 This agreement may be amended or cancelled with the mutual consent of the two parties in writing.

3.3 The second party shall produce a Collaboration Forest Management Committee (CFMC) resolution indicating successful completion of the activities before release of the final instalment of funds by the First Party. The First Party may verify the completion of the Landmark by an independent team, which will be carried in consultation with and the presence of the representatives of the Second Party.

3.4 No cost overruns will be normally permitted under this agreement.

3.5 Any dispute between the two parties arising out of this agreement shall first attempt to be settled through mutual and amicable consultation. If the dispute is not settled through such consultations, the matter will be referred to the sole arbitration of a committee constituted for the purpose by the CCF of the First Party.

3.6 This Agreement shall be governed by the law of the Government of Bangladesh.

Annexure–8: Application format for Community Development Fund (CDF)/Livelihood Support Fund

Date of Application:

Village: Union:

Upazila: Region:

A. Description of Extreme Poor and Poor in the Village:

Date of List approval i.e. by Collaboration Forest Management Committee (CFMC)	No. of Extreme poor	No. of Poor	No. of ethnic & Vulnerable	No. of unemployed Youth		No. of Disable & elderly	
				Extreme poor	Poor	Extreme poor	Poor

B. Description of CFMC Formation:

Sl No.	Name	Designation	Put (√) in appropriate place				Signature
			Extreme Poor	Poor	Female	Others	
1.							
2.							
3.							
4.							
5.							

6.							
7.							
8							
9							

C. Description of Various Committees:

Sl. No.	Name of Committee	No of Members				
		Total	Extreme Poor	Poor	Female	Ethnic
1.	Village Credit and Saving Committee (VCSC)					
2.	Forest Protection and Conservation Committee (FPCC)					
3.	Finance and Accounts Committee (FAC)					
4	Procurement Committee (PC)					
5	Social Audit Committee (SAC)					

D. Details of Collaboration Forest Management Committee (CFMC) meetings held so far

Date of Meeting	Number of Persons Attended					Key decisions taken
	Total	Extreme Poor	Poor/ethnic	Women (Total)	Others	

E. Details of FAC Formation:

No. of Group	Date Constituted	Number of members				Name of Office bearers		Details of Savings	
		Extreme Poor	Poor		Total	Leader	Cashier	No. of Savings Members	Total Amount Deposited

F. Description of Bank Account Opening:

Institution	Name of Bank	Name of Branch	Account Number	Name of operators of bank account
1. For FAC				1
				2
				3

G. Proposed Community Development Fund Eligibility activities of CDF

Description of Activity	Physical Quantity with Units	Timeframe for Implementation				Estimated Amount			Number of Beneficiaries				
		Stage – I		Stage – II									
		Start Date	End Date	Start Date	End Date	Stage I	Stage II	Total	Total	Extreme Poor	Poor	Women	Youth
1	2	3	4	5	6	7	8	9	10	11	12	13	14
A. Technical assistance and other service requirements													

To

Project Director

SUFAL

Bangladesh Forest Department

Room No. 504 (4th Floor)

Ban Bhaban, Agargaon

Dhaka- 1207

Subject: Application for Community Development Fund (CDF)/Livelihood Support Fund

Sir,

We are …… Collaborative Forest Management Committee (CFMC) and would like to inform you with due respect that the village is one of those of selected for Bangladesh Sustainable Forests and Livelihood (SUFAL) Project. We have submitted Community Development Fund sub-project proposal for development activities. The relevant papers, including the estimated cost, are attached herewith. The estimated cost of the community development fund is Tk. …… which was approved dated on ..... in the CFMC meeting.

We assure you that the transparency and accountability will be ensured in spending the money released by the BFD and all the accounts will be maintained properly.

We, therefore, request you to appraise the submitted proposal and release the fund accordingly.

With thanks and best regards

Signature:

Convener, Collaborative Forest Management Committee (CFMC)

Signature:

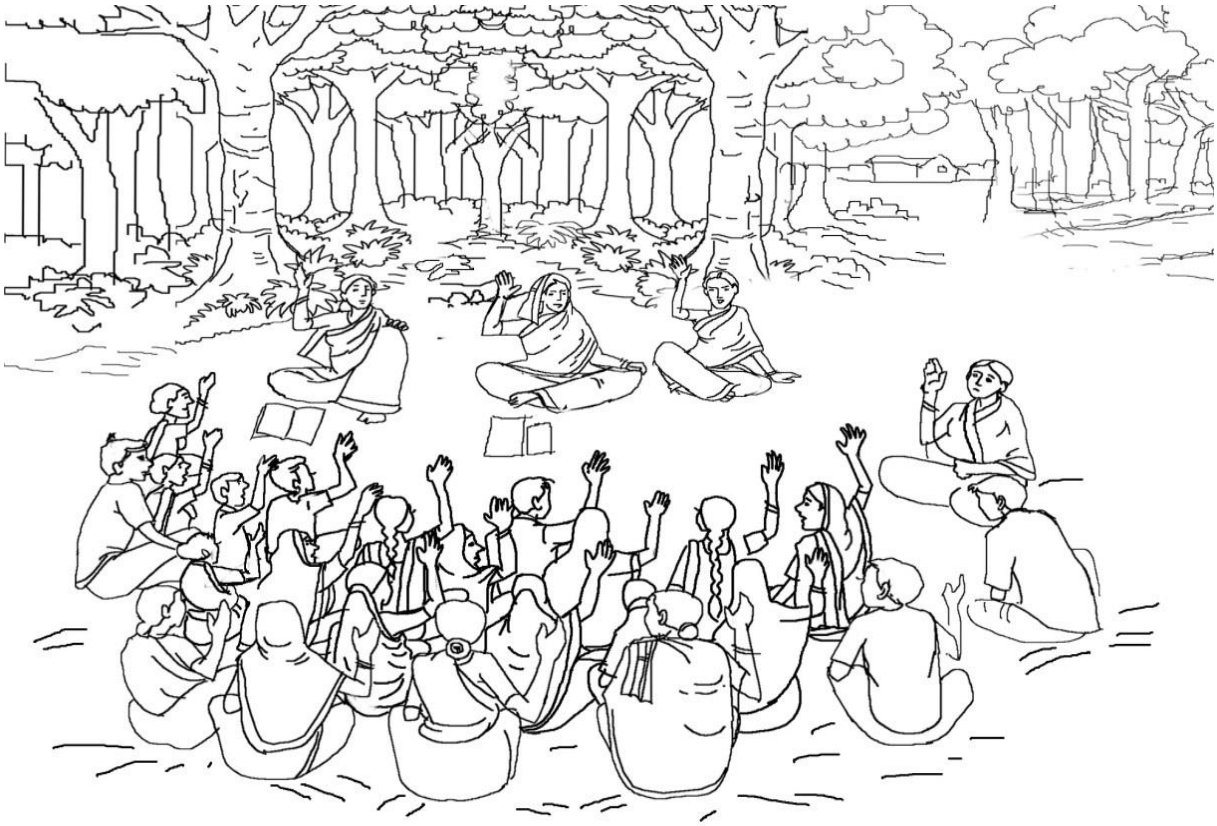
Secretary, Collaborative Forest Management Committee (CFMC)

Appendix-IV

Breakdown of Cost and Financing of Community development Fund (CDF)

Sl. No.	Description of Activity/Investment	Expected Expenses in Each Stage (Tk)			Total Cost (Tk)
		Stage – I (Date From --- to ----)	Stage – II (Date From --- to ----)	Stage – III (Date From --- to ---)	
I	Cost				
A	Physical Infrastructure Activities				
i	Earthen road construction, embankment- cum-road				
ii	Deep tube-well, PSF, Rainwater harvesting etc.				
iii	Single and twin pit latrine				
B	Maintenance				
i	Village road, playground, excavation of pond.				
ii	School ground raising and maintenance				
ii	Renovation of existing damages structures				
II	Financing				
I					
Ii	Community Development Fund				
Iii	Other Sources (Specify)				
Total					

Chapter 5: Participatory Appraisal of Fund (Appraisal Guidline)



5.1 What is fund appraisal and why it is needed?

Village community will receive funds from SUFAL for community development, livelihood support and community patrolling and which will be evaluated by Fund Appraisal and Monitoring Team (FAMT). The team members of FATM will sit with the community to verify the necessary documents which include books of records on institutional development viz, minutes of meetings, reports submitted by Social Audit Committee (SAC) and implementation plans. Besides, they will verify savings and bank passbooks, bank statements, deposition and withdrawals from the bank, issuance of loans and realization of instalments and other books of account maintained by the Finance & Accounts Committee (FAC) and Village Credit & Savings Committee (VCSC).

By addressing FAMT's queries and showing books of records and accounts satisfactorily and if it scores at least 70 out of 100 (7 out of 10 in each indicator) then the FAMT will recommend to the cost centres/DFO office for disbursement of the fund.

When the community will be eligible for subsequent instalments of the fund, then community will again have to apply in a similar manner and the FAMT will come to the villages to discuss the progress and check landmarks set for releasing the instalment, sitting in meeting with the community. If forest dependent community can prove preparedness and show achievements in terms of landmark, then the FAMT will again recommend to the cost centres/DFO to release fund.

5.2 Steps of Appraisal Process

Step 1: Preparing Applications for Fund Proposal

- Finance & Accounts Committee (FAC) will prepare the Community Development Fund (CDF) proposal as per COM guidelines. It will be prepared in a participatory process through discussions in a meeting with other committee members so that everybody could know how they are proceeding for the fund.
- Community Professional (CP) and CFMC will help to prepare the application and proposal.
- CFMC will allocate the total budget for different activities to be undertaken by them through a discussion meeting according to the priority of the Village and support needed for AIGA livelihood improvement activities.

Step 2: Steps of approval of Proposals

- Social Audit Committee (SAC) will verify the proposal as per the checklist and recommend to approve the proposal.
- After approval of the proposal in CFMC meeting, Finance & Accounts Committee will submit the Community Development Fund (CDF) proposal and Village Credit & Savings Committee (VCSC) will submit Livelihood Support Fund proposal along with other required papers to cost centres/DFO Office.

- They will have an acknowledgement receipt on their copy of the proposal from the cost centres/DFO Office.
- The Financing Agreement will be prepared in two sets -- one is original (stamped copy) and another is duplicate one but signed in. The CFMC will execute the agreement after receiving sanction letter from the cost centres. The stamped copy will be sent to DFO office.

Step 3: Receiving Application and Pre-verification by CFMC

- The CFMC will receive the proposals approved by FAC/VCSC and acknowledge it by putting signature along with date on the copy of proposal.
- This will be treated as the first day of counting service standard.
- The CFMC Team will verify the proposal whether it has been prepared according to COM guideline or not. If it is okay, CFMC will recommend it to send the DFO office within maximum three working days.
- The CFMC Team will return the proposal to FAC/VCSC within three working days with the advice of correcting the proposal if anything found inconsistent in the proposal while verifying it.
- The CFMC Team will advice to send correct proposals to DFO Office with their recommendations.

Step 4: Receiving Proposals by Regional Office and Verification

- The CFMC will register the proposal in a format with signature and date on the proposal received.
- CFMC Team will verify 100% proposals on the desk and at least 90% proposals will be crossed-checked randomly through by discussions with the community.
- If any inconsistency is found during the verification, the CFMC will return the proposal to concern for necessary corrections as suggested. The Cost centres/DFO Office will get maximum ten working days to accomplish all these activities and send the correct proposals to the Fund Appraisal and Monitoring Team or send back the incorrect ones to the CFMC.

Figure 29: Verification of fund proposal by FAMT members

Step 5: Verification of Application by Fund Appraisal and Monitoring Team

- The Fund Appraisal and Monitoring Team will receive applications and proposals from the Cost centre/DFO Office.
- The FAMT will register all the proposals with date and serial numbers in a format.

Step 6: Desk Appraisal by Fund Appraisal and Monitoring Team (FAMT)

- The FAMT will verify all the proposals on the desk whether there is any inconsistency or any missing information in the proposal or not.
- Incorrect/ incomplete proposals will be sent back to the FAC or VCSC for making necessary correction and resubmission.

Step 7: Scheduling of Appraisal and Informing to CFMC.

- The FAMT will prepare a field appraisal schedule on the basis of type of proposal in a designed format.
- The FAMT will inform the CFMC at least five days prior to field appraisal.

Step 8: Field Appraisal of Proposals by Appraisal and Monitoring Team

- The FAMT will verify all the information and books of accounts/minute records on the basis of checklist during their field visit and through discussions with community.
- The FAMT will come to the village and discuss with committee members about proposals and sitting in a meeting with the members of CFMC.

- The FAMT will include Community Professionals (CP) from other villages as members of the appraisal team.
- The FAMT members representing the community from other villages will verify whether any extreme poor, poor or vulnerable member of the village is excluded or not by visiting different areas of the village randomly.
- They will also make sure whether the community abides by the 'Core Values' of the project and also verify whether there is any problem or conflict in the village or not.
- If any gross irregularities are noticed during checking of records and interaction with the community, the FAMT will make specific recommendations in the Inspection/Log Register areas of shortcomings that need further development and return the application for making necessary corrections.
- Community will implement the recommendations made by the FAMT and resubmit the application after making necessary corrections.
- The FAMT will disclose the appraisal results before leaving the village.

Step 9: Submission of Appraisal Reports to Project Director

The FAMT will submit appraisal reports along with its recommendations of proposals.

- The FAMT will report in a specific format along with a summary of the village's basic data as per village matrix along with appraisal minutes and recommendation made to the community signed by all the members of the FAMT and the proposal submitted by the FAC or VCSC.
- Upon receipt of the appraisal reports, the DFO will assign Range Officer (RO) to scrutinize the papers submitted by the FAMT and send a sanction letter to the CFMC mentioning the amount of fund to be released in favour of the concern committee i.e CDF fund to FAC accounts and LDF fund to VCSC account.

Step 10: Concluding Signing of Financing Agreement between BFD and CFMC

- The authorized representative DFO Office, as the First Party, will sign in the Umbrella Financing Agreement/Addendum-I which was earlier prepared and signed by the CFMC as the Second Party.
- CFMC will keep the stamped copy of the Financing Agreement in their custody and its photocopy will be sent to the project office for releasing fund and one duplicate copy but signed in original of the agreement will be sent back to the CFMC office.

Step 11: Fund Sanction and Release

- The DFO will release the instalments of CDF or LDF as soon as agreement between the DFO and CFMC is signed.
- The funds will directly be transferred to the FAC or VCSC bank account telegraphically or through Pay Order or Bank Draft.

- Issuing the sanction order. The transfer of fund to FAC or VCSC bank account is done within 10 working days from the date of receipt of the appraisal report from the FAMT.
- CFMC will hold a meeting immediately after receiving fund and inform all of the community members about the amount and future course of action according to COM.

Step 12: Receiving Applications Certified by Social Audit Committee for Subsequent Instalments

- Concern committee will submit a proposal seeking the release of the second instalment of the fund after utilizing 75% money of the first instalment which will be certified by the Social Audit Committee.
- This proposal will also be sent to the FAMT through the CFMC as was done in the case of previous instalment.
- The proposal for subsequent instalments will be desk-appraised primarily by the FAMT.

Step 13: Verification of Milestones by Appraisal and Monitoring Team

- The FAMT will again come to the village to check the records and physically verify the progress and appraise whether they have achieved or not the set landmarks for the subsequent instalments.

Step 14: Releasing Subsequent Instalments

- If the FAMT is convinced that community have achieved the set landmarks for the release of subsequent instalments, then they will recommend for fund release by the Cost centres/DFO office and PD, SUFAL, Bangladesh Forest Department.

5.3 Key Rules for Appraisal

- The FAMT is to inform the CFMC about the exact date and time of appraisal five days ahead of the schedule.
- The appraisal will be held in a friendly and cordial atmosphere in a meeting, and all committee members will be present there.
- Concern Committee will reply to all questions asked by the FAMT.
- The FAMT will use a checklist to verify the achievement and give marks for each question.
- If community do not get seven out of 10 for any question and at least 70 marks in total out of 100, then they will be disqualified to receive the first instalment of CDF.
- If community fail to qualify at all, then they will try to improve the proposal by implementing the recommendations and suggestions made by the FAMT in the Inspection Book.
- The FAMT will submit appraisal results to the Project Director, SUFAL with specific recommendations.

5.4 Composition and Role of FAMT

Each Fund Appraisal and Monitoring Team (FAMT) is comprised of a Team Leader and appraisers. The Team Leader moderates CFMC meetings where fund proposals are discussed with the community in a participatory manner. The appraisers look into the respective books of accounts/records and advise the community for rectification if any irregularities/shortcomings are found. Usually PD/Conservator of Forests (CF)/DFO concern will select appraisal team members.

5.4.1 Community Appraisers:

Community Professionals (CP) can engage to work as members of the Fund Appraisal Team as she/he had better understanding about the forest dependent communities. They can easily interact with other communities in their colloquial, discussing the issues and their probable solutions. It helps the FAMT in many ways; especially the visits of the community professionals in the village can bring out the actual scenario of the village and helps the FAMT understand whether any hidden conflicts are there among the community members in implementing the project according to the rules and guidelines.

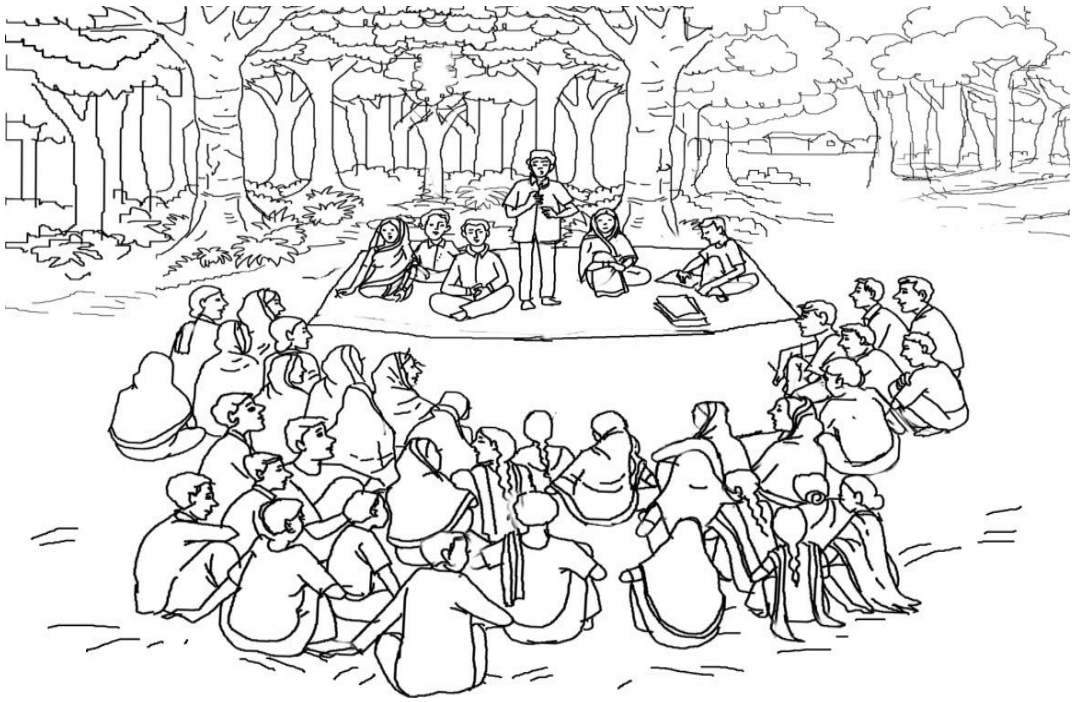


Figure 30: FAMT team sharing their views in a community meeting

Capacity-Building for Appraisal

NGO facilitator and Forest range officer/beat officers along with community professionals will train the members of the FPCC, SAC, VCSC and FAC about this booklet. The NGO staff will facilitate these trainings.

5.5 Certifying Landmark for Fund Installment

Appraisal is carried out on the basis of a checklist in which 10 major points are judged, and then marks are awarded. The subsequent fund instalments are released on the basis of achievements of the set landmarks for which the Appraisal Team again visits the village. If all the achievements are met, the FAMT recommends the release of the desired instalment of fund.

5.6 Service Standard

Once FAC or VCSC submit the proposal to the DFO Office, community will receive the first instalment of CDF within 40 working days if the proposal is qualified for fund.