

Manual for Microplanning

(A guide for preparation of micro plans for FPC's/ EDC's)



West Bengal Forest and Biodiversity Conservation Project (WBFBCP)

Foreword

The present manual has been prepared by the Project Management Consultant in conjunction with the Project Management Unit of the West Bengal Forestry and Biodiversity Conservation Project (WBFBCP) in order to guide the planning and implementation of forestry development, biodiversity conservation and community development activities in the Project's area of influence to enhance the livelihood opportunities for the members of FPCs and EDCs.

The main objective of these guidelines is to help the Project Staff to understand the purpose and scope of micro plans and further assist to follow some basic steps and processes to enhance the participation of FPC/ EDC in their preparation.

The West Bengal Forest Department (WBFD) has decades of experience in Joint Forest Management (JFM). Shared experiences and insights obtained throughout these decades of interaction with the rural population contributed by the WBFD have had an important influence on the contents of this document.

To create a tool enabling standardization of the microplanning process for the entire State, the present document has been organized in such a manner, that it can be used by any Government Institution or Organization in need of basic micro plans.

Project Management Unit
West Bengal Forest and Biodiversity Conservation Project

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Community Development and SHG Supporting Expert PMC

Abbreviations

BDO	Block Development Officer
BM	Bon Mazdoor
BBSSS	Bon -O- Bhumi Sanskar Sthayee Samity
BPL	Below Poverty Line
BS	Bon Shramik
DFO	Divisional Forest Officer
DMU	Divisional Management Unit
EC	Executive Committee of Forest Protection Committee/ Eco Development Committee
EDC	Eco Development Committee
FG	Forest Guard
FGD	Focus Group Discussion
FMU	Field Management Unit
FPC	Forest Protection Committee
FRA	Forest Rights Act
GB	General Body of FPC/ EDC
GP	Gram Panchayat
HH	Household
IAY	Indira Awas Yojana
ICDS	Integrated Child Development Scheme
IGA	Income Generation Activity
JICA	Japan International Cooperation Agency
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MLA	Member of Legislative Assembly
NGOs	Non-Governmental Organisations
NTFP	Non Timber Forest Produce
OBC	Other Backward Caste
PDS	Public distribution system
PF	Protected Forest
PMU	Project Management Unit
PRA	Participatory Rural Appraisal
PRIs	Panchayati Raj Institutions
PS	Panchayat Samity
RF	Reserve Forest
RO	Range Officer
SC	Schedule Caste
SHG	Self Help Group
ST	Schedule Tribe
SWOT	Strength Weakness Opportunity and Threat
UF	Unclassified Forest
WBFBCP	West Bengal Forest and Biodiversity Conservation Project

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Chapter 1: Introduction to the Manual

1.1 Outline of the Project

The Government of West Bengal has received a loan from the Japan International Cooperation Agency (JICA) through the Government of India for implementation of the West Bengal Forest and Biodiversity Conservation Project. The 8-year Project with an outlay of Rs 406.00 Crores involves taking up activities in the field of Afforestation, Biodiversity Conservation, Community Development and Institutional Capacity Development. The Project is being implemented through the West Bengal Forest and Biodiversity Conservation (WBFBC) Society, a registered society under West Bengal Societies Registration Act, 1961. A Project Management Unit (PMU) has been set up to plan and execute the project activities through Divisional Management Units (DMUs) at the Forest Division level and Field Management Units (FMUs) at the Range level. 550 Forest Protection Committees (FPCs) and 50 Eco-Development Committees (EDCs) shall be targeted by the Project for implementation of forestry development, biodiversity conservation and community development activities. The Project intends to work with 1200 – 3000 SHGs distributed across 600 FPCs and EDCs for enhancement of livelihood opportunities for the members of FPCs and EDCs. All the Project activities at the FPC and EDC level shall be undertaken after preparation of a 5-year micro plan.

1.2 Purpose of the Manual

Micro plan preparation is a very important activity under WBFBCP. This Manual shall help the Project Staff to understand the purpose and scope and further assist them to follow some basic steps and processes to enhance the participation of FPC/ EDC in the preparation of a micro plan.

1.3 Purpose and Scope of Microplanning

The implementation of WBFBC Project activities at the FPC and EDC level, shall be guided by an approved Micro Plan prepared by the respective FPC and EDC. Micro plan preparation shall be the first step of implementation of the field activities.

Micro planning is an empowering process that helps FPC/ EDC to learn more about themselves, their resources, issues and challenges, strengths and weaknesses, and further to plan for their own development and sustainable resource management.

The Micro Plan shall be a comprehensive development plan with a special focus on forest and livelihood development. The micro plan shall cover both forest and non-forest areas managed by the FPC/ EDC. Micro plan shall integrate the needs of FPC/ EDC into comprehensive plan through analysis of current conditions, social assessment and

interaction with the members, and with reference to the prescriptions of the Working Plan of the Forest Division.

Micro Plan should not only focus on forestry activities and it should be comprehensive so as to include all development activities that may be taken up by other Government Departments and Agencies. During the preparation of micro plan the FPC/ EDC shall interact with Officials of other Departments and after preparation of Micro Plan, it should be shared with other Government Departments and Agencies for dovetailing their activities in FPC/ EDC.

The Micro Plan shall be prepared by the FPC/ EDC through a participatory process involving all the members. The Micro Plan shall adequately deal with the gender and equity issues in FPC/ EDC.

The FPC/ EDC shall have consultations with other stakeholders of the Project including Panchayati Raj Institutions and other Government Departments. The Micro Plan shall include many activities which can't be implemented with the resources available under the Project. These activities shall have to be implemented by the FPC/ EDC, accessing financial support from other Projects, schemes etc.

The Micro Plan shall have to be prepared with adequate community mobilisation. Although it would be difficult to have a rigid time frame for each FPC/ EDC to complete the Micro Plan, it is expected that the process might take about 2 months.

Micro Plans shall be prepared with the active participation of Field Management Unit (FMU), local NGOs, communities and other stakeholders.

The FPC/ EDC shall have to own the micro plan. Both the FMU and NGO have to play facilitators' role. The facilitators shall guide the community:

- To understand the purpose, scope, steps and processes of microplanning.
- To carry out all the exercises required to prepare the micro plan.
- To conduct meetings, focus group discussion (FGD), semi structured interviews and group exercises.
- To collect required data in structured format and undertake situational analysis.
- To articulate the vision for change.
- To decide activities to be carried out.
- To prepare cost estimates,
- To write the Plan.

The facilitators should be well conversant in Participatory Rural Appraisal (PRA) and they need to work with FPC/ EDC as a team. They need to have the following skills to help FPC/ EDC in microplanning:

- Facilitation
- Community organising
- Group work and group management
- Consensus building
- Interviewing and Observation
- Data collection, sorting, analysis and presentation
- Planning and budgeting
- Reporting

Micro Plan shall be prepared for each FPC/ EDC in both English and local language.

The Micro Plan shall be prepared for a period of 5 years and this shall be revisited at the end of third year. Although the implementation period of Micro Plan is 5 years it should take in to consideration the long-term views of sustainable resource management. When micro plan is revisited (after 3 years), modifications and / or augmentation, which may be suggested, would be adopted in the same procedures as described in the succeeding paragraph.

Micro Plan of a FPC/ EDC shall be first approved by the general body of FPC/ EDC and then confirmed by the Executive Committee of the FPC/ EDC. Thereafter, the Micro Plan shall be approved finally by the concerned Head of the DMU. If any major changes in the content of the Micro Plan are suggested by DMUs, the changes should be incorporated and approved in the next general body meeting of FPC/ EDC.

Chapter 2: Process of Microplanning

2.1 Steps and processes in Microplanning

A diversity of methods and tools shall be followed and used during microplanning to enhance the participation of FPC and EDC in preparation of their micro plan. It creates opportunities for enhancing their understanding on the scope and opportunities for resource management, development and community development. The following table presents the different steps to be followed for community mobilization and preparation of micro plan.

Steps	Task/ Activities	Output	Approx. Days required
1	Preparatory works for microplanning – regular visits and small group meetings with FPC/ EDC, collection of basic information on the FPC/ EDC from Forest Department, Gram Panchayat and other secondary sources etc.	<ul style="list-style-type: none">• Socio-economic profile of the FPC/ EDC• Identification of leaders/ key informants	3-4 days
2	FPC / EDC meeting – General Body	<ul style="list-style-type: none">• Approval of microplanning process and Schedule• Selection/ nomination of volunteers for microplanning	1 day
3	Social Mapping at the FPC/ EDC level	<ul style="list-style-type: none">• Social Map• Household database• Occupational pattern	2 days
4	Wealth Ranking and Vulnerability Analysis/ Analysis of poverty situation/ Status of Forest Dwellers	<ul style="list-style-type: none">• Identification of poorest of poor• Note on analysis of poverty in the FPC/ EDC	2 days
5	Household Socio-Economic Baseline Survey (Sample survey – 20-30% depending on the membership of FPC/ EDC)	<ul style="list-style-type: none">• Filled in survey formats• Note on socio-economic conditions of the FPC/ EDC	3-4 days
6	Resource Mapping by FPC/ EDC	<ul style="list-style-type: none">• Resource map	1 day
7	Resource mapping - Transect Walk, land use survey and semi structured interviews	<ul style="list-style-type: none">• Results of transect walk• Current Land use map and status• Information on resource condition, use and users	3-4 days

		<ul style="list-style-type: none"> • GPS survey of the area • Note on existing management practices 	
8	Historical Timelines, Trend Analysis, and Seasonality Calendars	<ul style="list-style-type: none"> • Note on analysis of changes in the FPC/ EDC - socio-economic and in the resource use • Seasonality Calendar 	2 days
9	Institutional Analysis	<ul style="list-style-type: none"> • Venn diagram on Institutions • Profile of institutions operating in the FPC/ EDC 	2 days
10	Analysis of secondary data as well as primary data collected	<ul style="list-style-type: none"> • Tables and charts on socio-economic development of the FPC/ EDC 	2 days
11	Focus group Discussions for Ranking of Problems and Problem Analysis	<ul style="list-style-type: none"> • Stakeholders' matrix on problem analysis • Scoring and ranking of problems 	2 days
12	Focus group discussions for collective visioning, objective setting and developing programme strategies	<ul style="list-style-type: none"> • FPC/ EDC's vision for change/ development • Objectives and Strategies 	2 days
13	Meeting with Other Line Departments, PRIs on the problems and opportunities	<ul style="list-style-type: none"> • Proceedings of meeting with different Departments • Note on convergence strategies 	2 days
14	Activity planning and budgeting - focus group discussion, meetings of FPC/ EDC	<ul style="list-style-type: none"> • Activities to be carried out by FPC/ EDC in 5 years • Cost estimates and sources of finance • Annual Action Plan 	3 days
15	Drafting of Micro Plan	<ul style="list-style-type: none"> • Micro plan document 	4 days
16	Approval of Micro Plan by FPC/ EDC	<ul style="list-style-type: none"> • Approved micro plan as well as the annual plan 	1 day
17	Approval of Micro Plan by Head of DMU	<ul style="list-style-type: none"> • Approved micro plan as well as the annual plan 	
18	Submission of Micro Plan to PMU	<ul style="list-style-type: none"> • PMU reviews the micro plan ratifies it for funding 	
19	Return of approved copy of Micro Plan to FPC/ EDC	<ul style="list-style-type: none"> • FPC/ EDC receives an approved copy of microplan 	

2.2 Schedule of Micro-plan Preparation in a FPC/ EDC

A tentative schedule has been suggested below for the preparation of a micro plan. The time required for conducting the different exercises depends on the size of the team engaged in microplanning; size of the FPC/ EDC and more importantly the skill set of the team which would be facilitating the microplanning process.

Steps	Task/ Activities	Tentative Implementation Schedule (Week wise for two months)							
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8
1	Preparatory works	****							
2	FPC/ EDC meeting to plan for preparation of micro plan		**						
3	Social Mapping		**						
4	Wealth Ranking and Vulnerability Analysis/ Analysis of poverty situation/ status of forest dwellers		**						
5	Household Socio-Economic Baseline Survey (Sample survey)			****					
6	Resource Mapping			*					
7	Resource mapping - Transect Walk and land use survey - GPS survey				****				
8	Historical Timelines, Trend Analysis, and Seasonality Calendars				**				
9	Institutional Analysis					**			
10	Analysis of secondary data as well as primary data collected					**			
11	Focus group Discussions for Ranking of Problems and Problem Analysis						**		
12	Focus group discussions for collective visioning, objective setting and developing programme						**		

	strategies								
13	Meeting with Other Line Departments, PRIs on the problems and opportunities						*	*	
14	Activity planning and budgeting - focus group discussion, meetings of FPC/ EDC							***	
15	Drafting of Micro Plan							**	**
16	Approval of Micro Plan by FPC/ EDC - General Body								*
17	Approval of Micro Plan by DFO/ Head of DMU								
18	Submission of Micro Plan to PMU								
19	Return of approved copy of Micro Plan to FPC/ EDC								

Note: *denotes number of days

2.3 Monitoring of Microplanning

The PMU and DMU shall review the progress of microplanning on a monthly basis and accordingly take appropriate action to expedite the process of micro plan preparation. The “Microplanning Progress Monitoring Format” given in the project document (Minutes of Discussion) shall be used for monitoring.

Chapter 3: Participatory Rural Appraisal (PRA)

3.1 Basics of PRA

PRA is essentially a process of learning about a rural setting in an intensive, iterative and expeditious manner using a range of tools and techniques. It is all about learning and sharing of knowledge. PRA is not based on any theory and the learning process is developed only by practice. Usually PRA is carried out by a multidisciplinary team and the local community to tap the local knowledge and combine that knowledge with modern scientific expertise to address local issues and challenges.

Core of good PRA

The team, which is going to conduct PRA, has to stay longer in the FPC/ EDC and spend adequate time with the members of FPC/ EDC. The team has to work very closely with the FPC/ EDC and make them active partners of PRA. The team has to plan for establishing a long term relationship with the FPC/ EDC, which would make the PRA more productive.

Three pillars of PRA

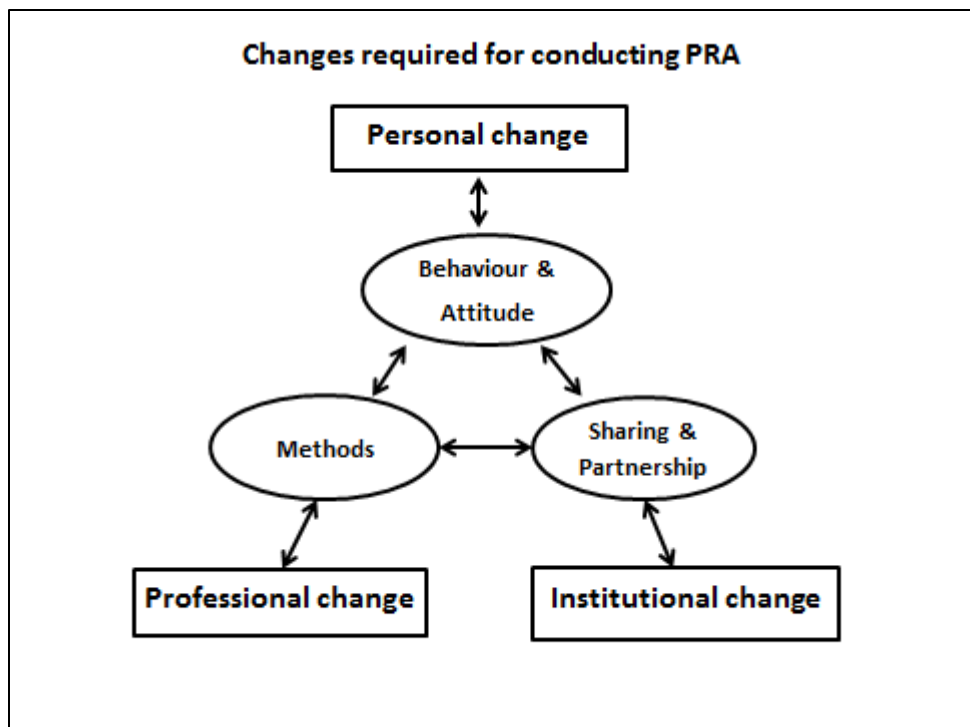
- Behavior and Attitude
- Methods
- Sharing

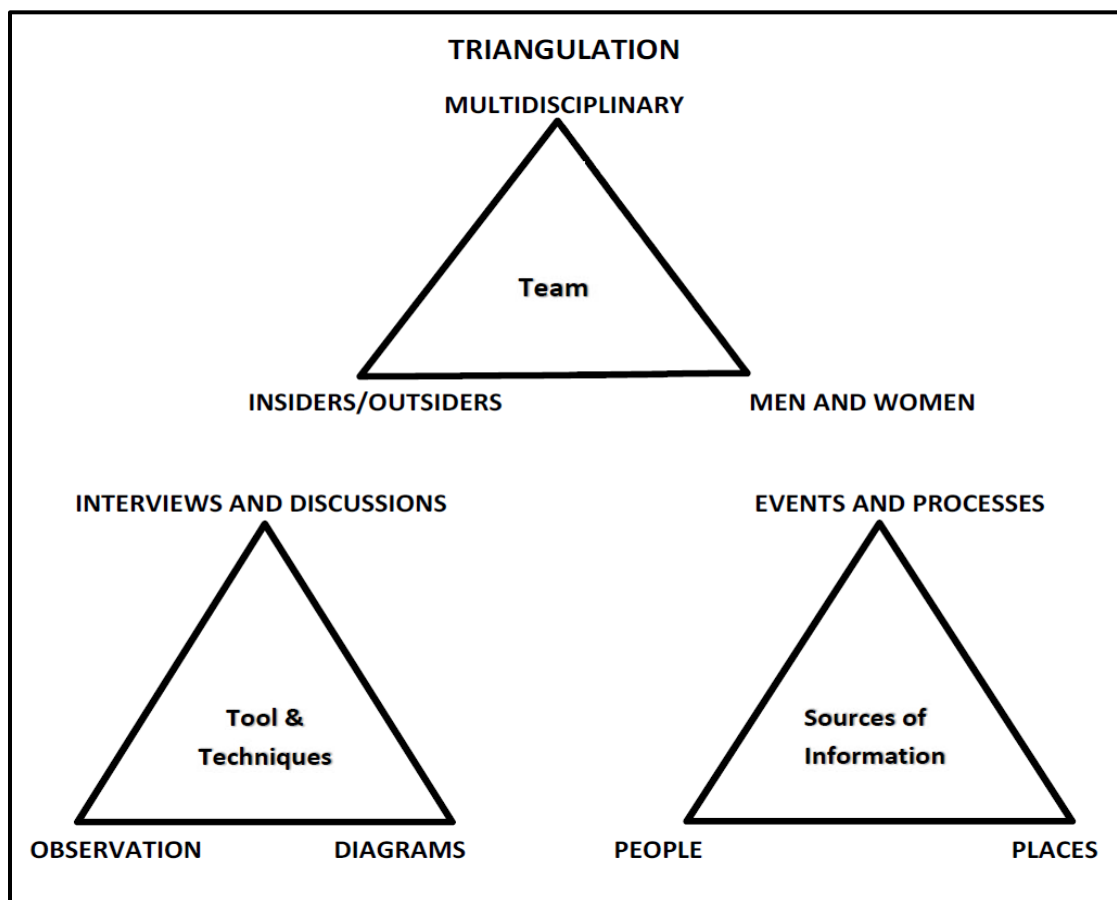
PRA throws up challenges before the facilitators for necessary changes in personal, professional and institutional approaches. The facilitators should be open to learning. They should not impose their ideas on the FPC/ EDC and should not interrupt the FPC/ EDC in carrying out different PRA exercises. The core of good PRA is the behavior and attitudes of the Facilitators. It involves:

- Being self-aware and self-critical
- Accepting error
- Listening and learning
- Improvising, inventing, adapting
- Using one's own best judgment at all times.

PRA requires a shift in emphasis		
From		To
Dominating	⇒	Empowering
Closed		Open
Individual		Group
Verbal		Visual
Measuring		Comparing, scoring and ranking
Extractive		Explorative and empowering
Rigid and highly structured		Flexible and semi-structured

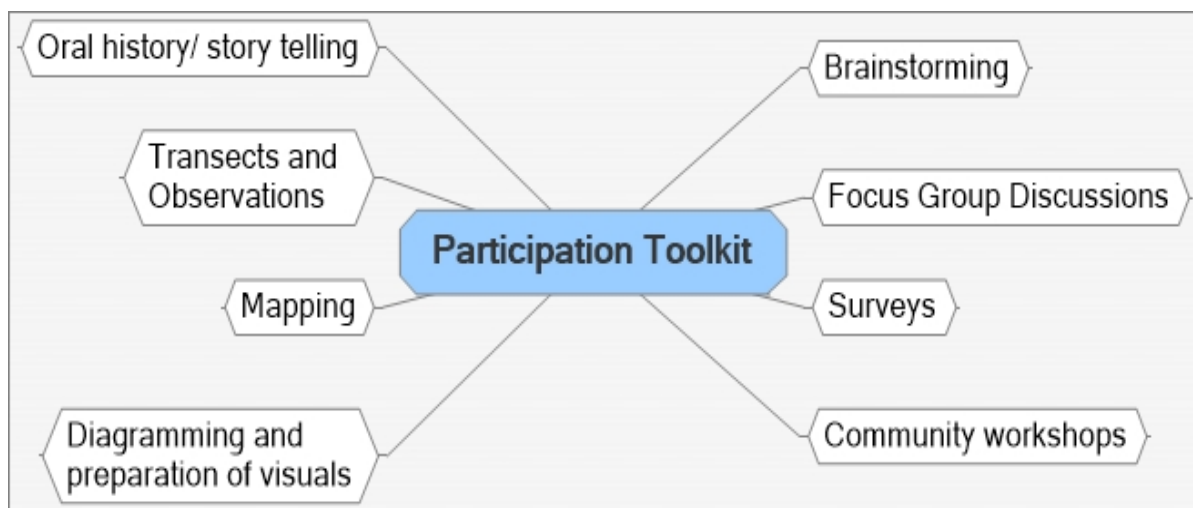
One of the principles of PRA is triangulation. Therefore the PRA is carried out by a multidisciplinary team involving local and external facilitators and conducted by adopting a variety of tools and techniques. PRA emphasizes consultation of multiple sources of information, which makes the outputs more reliable, useful and purposeful.





Participation toolkit

During microplanning efforts shall be made to ensure participation of all the FPC/ EDC members through different activities. A number of tools shall be adopted to ensure participation of different gender and social groups. The following tools may be tried to enhance the participation of members.



3.2 Tools of PRA

3.2.1 Participatory Mapping

In PRA, mapping and diagramming exercises are conducted as visual techniques to help FPC/ EDC as well as the Facilitators to deepen their understanding of the socio-cultural-economic status of the area.

It is an easy and quick method and fun for the FPC/ EDC members.

It is a good tool to begin dialogue with the FPC/ EDC members and it generates a great deal of discussion among the FPC/ EDC members and enhances their participation in the process. A lot of information is generated through mapping and it helps to capture the socio-economic and cultural life of people from the perspective of the FPC/ EDC members. Mapping too helps to capture the collective knowledge of FPC/ EDC members.

Through mapping the FPC/ EDC members find it easy to present information relating to their socio-economic life, and comprehend the current situation.

Mapping is a powerful tool for participatory assessment and is a basis for planning for improved resource management and livelihood enhancements.

Different maps to be prepared:

- Social map
- Resource map

Social Mapping

Social mapping helps the Facilitators and the FPC/EDC members to develop in-depth understanding of socio-economic status of the area through preparation of maps and discussion on different social and economic aspects. Efforts are to be made to present the information on the available community infrastructure, social structure, institutions, occupations etc. through a social map. This map, not only helps to understand the socio-economic status of the FPC/ EDC; it assists the Facilitators to initiate discussion with FPC/ EDC members for analyzing the problems and preparing plan for future.

The process of social mapping has been explained below:

- Identify group of participants – all socio-economic cross sections of people living in the FPC/ EDC area
- Finalise time and venue and inform the people to participate

- Arrange locally available materials for mapping - Sticks, stones/pebbles, tree leaves, coloured sands and soils, rangoli powders, pens and paper, other locally available materials may be used in mapping
- Introduce the purpose to the participants and the processes to be followed
- Ask people to identify 2-3 persons to lead the discussion and draw the social map – roads, habitations, schools and other institutions
- Assist people to draw the habitation/ hamlet boundary and a central/ easily identifiable place and then request people to proceed further (It is suggested that the mapping may be done on the ground)
- Be in the background, facilitate, note the process and record information
- Ask the participants to mark location of all FPC/ EDC Households on the map, if possible
- Collect basic information on the households through discussion (HH database)
- Mark HHs belonging to a particular social and economic category with a common symbol
- Always raise questions to the participants to verify/ cross check the data generated
- Once mapping is over – transfer the map to a large sheet of paper and indicate names of participants and date on map
- The social map shall be used for further discussions with the FPC for bringing in commonality in understanding on the problems and solutions

If the FPC/ EDC is quite large and has many hamlets, then the mapping exercise needs to be repeated in other large hamlets. All these maps can be later merged to produce a final output. Each mapping session may take about 3-4 hours.

Outputs from social mapping

- A social map (This will be used in Section 3.12 of Micro Plan Format as provided in Annexure I of this Manual)
- Household database as per the format given below (This will be used as an attachment to the Micro Plan – Attachment VIII of Micro Plan Format)
- Identification of poorest of poor families as per the format given below (This will be used in Section 3.9 of Micro Plan Format)
- Occupational Pattern Diagram of FPC/ EDC members (This will be used in Section 3.13 of Micro Plan Format)

Social Map

(Information to be presented)

Village infrastructure – school, health centre, roads, community centres, post offices, market (*haat*) etc.

Community institutions – clubs, SHGs etc.

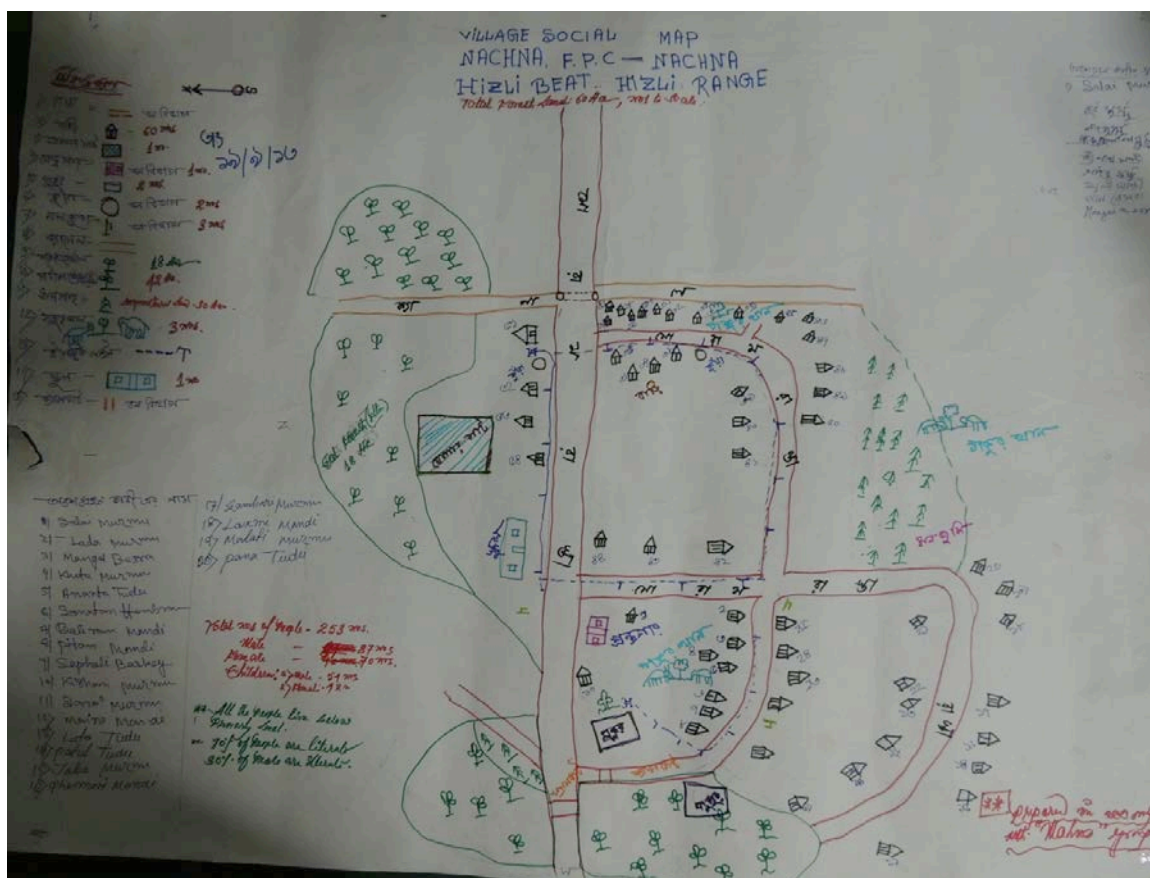
Habitation – location of houses with

- **House numbers**
- **Social category**
- **Economic status (poorest, poor, average, better off)**
- **Type of house**
- **Any other significant information on the**

Location of different hamlets/ paras – number of households, FPC members

Social and Religious organizations – NGOs, Puja committees, Church committees, education and health committees

Example of a Social Map



Household database

Sl.	Name of Head of Household	Sources of livelihood		Wealth ranking
		Primary	Secondary	
1				
2				
3				

Identification of poorest of poor households

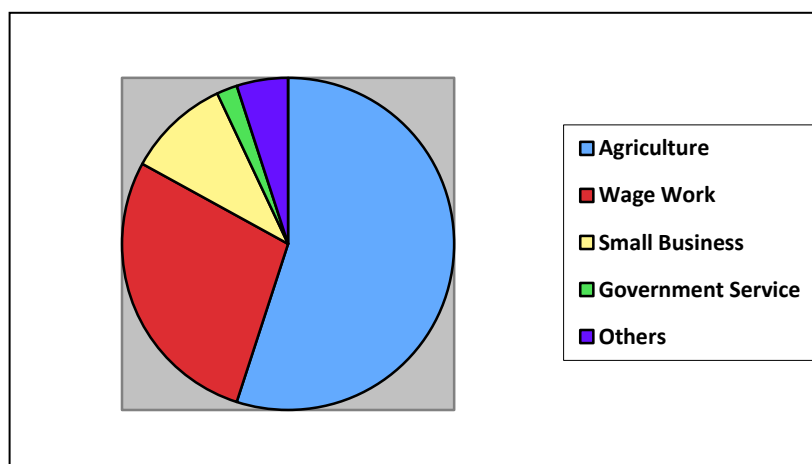
Sl.	Name of head of household	House No. in social map	Main sources of livelihood	Problems	Opportunities

1					
2					

Diagram of occupational Pattern of FPC/ EDC

From the household database the occupation of each and every household shall be found out. The occupational pattern diagram is a visual description of percentage of households of FPC/ EDC dependent on different sources of livelihood such as agriculture, forestry, livestock, service, wage work, business etc. A sample diagram has been presented below.

Example of Occupational Pattern diagram



3.2.2 Wealth Ranking

It is a tool to understand the perception of communities on poverty, wealth, well-being, different economic classes that exist in the FPC/ EDC.

Process of Wealth Ranking

Wealth Ranking can be conducted through community workshops and/ or focus group discussions. The Facilitator should discuss with the FPC/ EDC members and decide upon the method to be adopted for wealth ranking.

One suggested method is to organize a community workshop of 30-40 people representing different social and economic classes.

Alternatively there can be number of focus group discussions with different social, gender, occupational groups to undertake wealth ranking.

In either of the methods the Facilitators and FPC/ EDC members collectively identify different economic categories such as very poor, poor, average, better off, and list a set of criteria for each category and then assign the economic category to each household of FPC/ EDC.

The process of wealth ranking may start with a discussion on

- The purpose and process of wealth ranking
- Perception of FPC/ EDC on poverty
- Parameters of well-being

The Facilitators should take the list of households prepared during the social mapping and write down the household reference number/ name of head of household on a piece of paper/ card (one card for each household) and facilitate a discussion to identify different economic categories (for example - very poor, poor, average and better off).

Multiple indicators should be used for defining each economic category. Indicators such as landholding, monthly earning, household assets, livestock etc. may be used for this purpose.

The group should collectively decide which household belongs to which category.

[Note: The wealth ranking depends on the perception of FPC/ EDC members. The Facilitator has, therefore to play a key role to guide them during wealth ranking exercise.]

The results shall be presented in the micro plan in the following format:

Wealth Ranking

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

Wealth ranking can be a sensitive subject for discussion among the FPC/ EDC members. It should be clarified to the participants that the discussions are based on relative and not actual wealth. The Facilitators should focus on the range of each indicator within which a household falls, instead of asking for absolute figures. The key to wealth ranking is that it does not ask about any individual's wealth, but rather assigns families to different economic categories.

3.2.3 Household level Socio-Economic Baseline Survey

During microplanning, efforts shall be made to conduct a socio-economic baseline survey on a sample basis in order to understand the livelihood pattern, asset base, income and expenditure, dependence on natural resources of different FPC/ EDC members etc. The data generated from a household survey can also be used as a bench mark for the impact assessment of project activities in the future.

Process to be followed

The Facilitators and FPC/ EDC members together shall decide the number of households to be surveyed and they will also identify some Volunteers to help in conducting the survey. The list of households to be surveyed shall be prepared following stratified random sampling.

In case of FPC/ EDC with less than 100 households – a sample of 30 % households shall be selected through stratified random sampling. Wealth ranking shall provide the information on number of households in each wealth class or category. 30 % households shall be selected from each wealth class or category.

In case of FPC/ EDC with more than 100 households – a sample of 20 % households shall be selected through stratified random sampling. 20 % households shall be selected from each wealth class or category.

In case the FPC/ EDC desires to conduct baseline survey for all the households in the FPC/ EDC, the Facilitator shall decide the sample size based on the available resources.

Orientation training shall be organized for all the Volunteers, who will be conducting the survey.

The Volunteers and Facilitators shall conduct interviews of the head of the household and other members to fill the survey format.

The Facilitators shall compile the data collected from baseline survey. A sample survey format has been provided in Annexure II.

3.2.4 Resource Mapping

Resource Mapping is a tool to collectively understand the resources of a habitation/ hamlet, resource use and dependency, management, problems and possibilities for improving the management of the resources. The Resource Map provides information on the water catchment, forest, farms, orchards, water bodies, grazing areas, slopes etc. The Resource

Map needs to be used in the subsequent steps of microplanning to facilitate discussions with the FPC/ EDC.

Process to be followed for resource mapping is similar to that of social mapping.

- Representation of different resource user groups is essential.
- Explain the purpose and process - to learn about the availability and use of natural resources, problems in management, conservation of resources and possibilities for resource development.
- Request the participants to identify different natural and physical resources of the FPC/ EDC.
- Request the participants to locate the resources on the map.
- Facilitate discussion among the participants to understand the current state of these resources: Area and extent, ownership, main users, benefits derived, management of these resources, problems and challenges etc.

Once the mapping is completed it has to be transferred to a large sheet of paper with names of participants and data

Preparation of a resource map may not take much time but the subsequent discussions on resource use, management, problems and challenges and the future directions for resource management shall take quite a lot of time and these discussions need to be repeated with different user groups. This also involves the survey of different resources using GPS.

In case of large FPC/ EDC having representations from many hamlets, the mapping exercise needs to be repeated in other large hamlets. All these maps can be later merged to produce a final output. After the transect walk (as described in the subsequent section) the resource map can be further modified, if necessary. Sticks, stones/pebbles, tree leaves, coloured sands and soils, rangoli powders, pens and paper and other locally available materials may be used in mapping.

Key questions to be raised with the FPC/ EDC members during resource mapping:

- Area and extent of different resources
- Ownership of resources – private, community and Government ownership etc.
- Current use, users and pressures, condition of the resource
- Traditional and current management practices
- Problems associated with resource management and development
- Causes and effects of problems in resource management and possible solution

Resource Map
(Information to be presented)

Natural forest

- Area
- Legal Status
- Species
- Current use
- Information on plantation within the forest – marking of area and year of plantation

Plantation outside the forest

- Area
- Legal Status
- Species planted
- Year of plantation
- Any product collected from the plantation area

**Location of different natural
and physical resources of
the FPC/ EDC**

**Water resources/ water
bodies**

- Type of water body
- Location
- Approximate Area
- Ownership
- Use

Agriculture/ Farm land

- Location of agricultural land
- Approximate Area
- Irrigation infrastructure
- Cropping pattern

Example of a Resource Map



3.2.5 Transect Walk

A Transect Walk is a systematic walk with the resource users of the FPC/ EDC through different land use and available resources which helps the Facilitators and the FPC/ EDC members to collectively observe the status of resources and their management, and discuss resource – past, present and future - management. This is more of a mobile group interview and group discussion on the site, regarding the land use to study the following:

- Type of resource, ownership, vegetation, crops grown, terrain and soil condition
- Use of resource, benefits, management of resource – past, present and future management
- Problems and challenges in resource use, management and conservation
- Possible interventions for improving the resource use, management, conservation and livelihood enhancement

Process of conducting transect walk

During the resource mapping, the purpose and process of the transect walk shall be explained to the FPC/ EDC members, after which they will be requested to identify representatives of different resource user groups, who would participate in the transect walk.

The participants should be selected from different social, occupational and gender groups with a fair knowledge of the management of the local resources.

During the resource mapping the routes for the transect walk shall be chosen in such a manner that it enables the team to traverse through different land use/ resources. A transect walk does not necessarily mean traversing in a straight line, neither does it have to be finished in one go.

Once a route has been decided upon the task has to be explained to the team.

The team has to observe, discuss and record the resource type, land-use, ownership, natural vegetation, cultivated crops and other interventions etc.

The facilitator shall raise some key questions during the transect walk to engage the participants in discussion and the observations for each resource type should be recorded in the format given below. The team has to stop often and discuss the management of each resource, problems and opportunities perceived.

These findings should be presented before the FPC/ EDC members after the walk to get feedback from the participants.

Status of different Resources of FPC/ EDC

Sl.	Type of resource	Approx. Area (ha)	Current use and status	Key problems in resource management
1				
2				
3				
4				
5				
6				
7				

3.2.6 Historical Timeline and Trend Analysis

Historical timeline and trend analysis are participatory techniques to record the key positive and negative events and trends in the history of the FPC/ EDC. These are usually done through organizing a community workshop with the members. It is important to ensure participation of elderly persons in the workshop. Discussion can be extended to understand the changes in the context of management of forest, use of forest produces, pasture/ grazing land, cropping pattern, livelihood profiles etc. The changes need to be described in the Micro Plan and would be reviewed while developing intervention plans.

The following process needs to be followed:

- Explain purpose and process
- Initiate with current year; ask questions related to important events of the past and their effect, impact and influence on the people and their resources. The response of the community, if any, may also be recorded.
- Accuracy is not important – the idea is to enhance understanding about the coping mechanisms of the communities in crisis situations, the decision-making processes and conflict management.

The results from a Historical Timeline and Trend Analysis may be presented as per format below and adopted in Section 4.2 in the Micro Plan Format as provided in Annexure I.

Events and their influence on Resource/ People

Sl.	Decade/ Period	Event	Effect, Influence and Impact on the Resource/ People	Response of community to the situation
1				
2				
3				
4				
5				
6				

3.2.7 Seasonal Calendars

A seasonal calendar enumerates the different socio-economic activities and events carried out in a FPC/ EDC during the different seasons. It also helps to understand timing and duration of different activities, seasonal problems and issues, which again helps the FPC/ EDC to prepare appropriate schedules for the implementation of different activities.

Process for the preparation of a seasonal calendar:

- Brief the participants about the purpose of the discussion.
- Draw a circle on chart paper or the ground and divide it into twelve equal segments, indicating twelve months of the year.
- Initiate a discussion on activities relating to agriculture, forestry, animal husbandry, etc. during the different months.

The Facilitator can start with a topic and ask which related activities are undertaken during which month. Alternatively, he can start with a month and ask what is done during that month.

A Seasonal Calendar may be prepared for the following topics as per the format given below and shall be presented in Section 4.12 – Activity Calendar – Livelihoods of the Micro Plan Format as provided in Annexure I.

- Availability of NTFPs and other forest produces
- Agricultural activities
- Afforestation activities
- Wage related activities

Activity calendar - Livelihoods

Sl.	Month (local)	Main activities carried out during the month		
		Agriculture	Forestry Works	Wage Work
1				
2				
3				
4				

3.2.8 Institutional Analysis

Institutional analysis helps the FPC/ EDC and the Facilitators to understand:

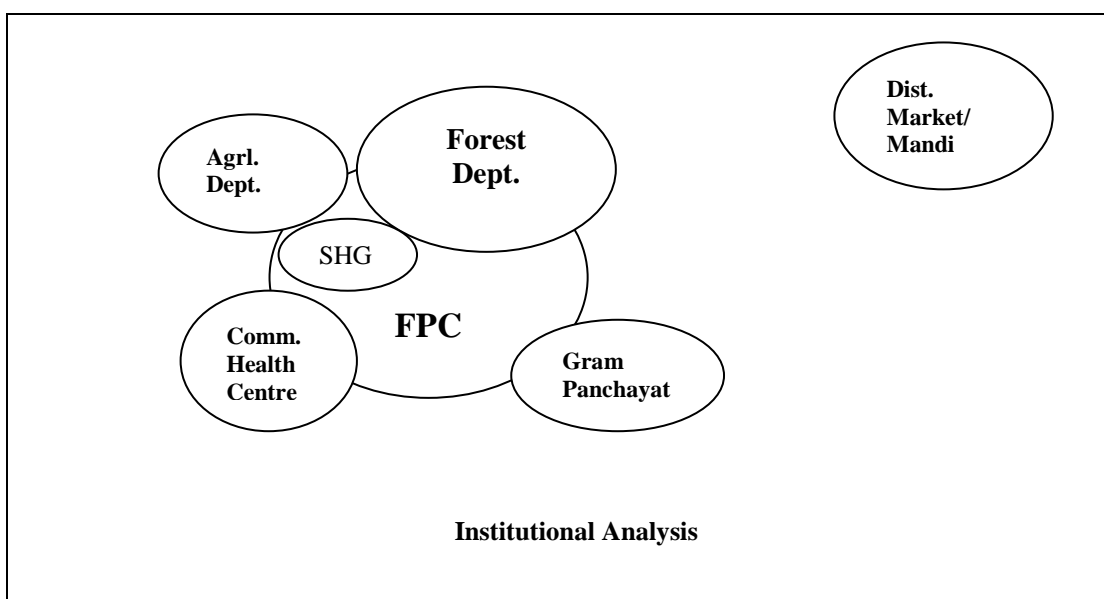
- Local institutions, their membership, services provided and impacts on the lives of people in the FPC/ EDC
- External institutions operating in the FPC/ EDC, their services and beneficiaries, effectiveness and impact of the services
- Relative importance of services provided by different institutions
- Influence of these institutions on the socio-economic-political lives of the FPC/ EDC

- Expected contributions from these institutions for forestry as well as community development in next 5 years

Process of Institutional Analysis

The Facilitators have to explain the purpose of Institutional Analysis to the participants and during this process include the following steps sequentially:

- List organizations, institutions and groups
- Discussion on their structure, functions, effectiveness and impact
- Assist participants to draw the Venn diagram, where:
 - Larger circles are used for important institutions (size of the circle determines the importance of the institution to the people)
 - Widely separate circles mean no or little contacts or cooperation with each other
 - Circles close to each other mean only loose contacts
 - Touching circles mean some cooperation
 - Overlapping circles mean close cooperation



While analyzing the institutions, efforts should be made to find out their relevance to the FPC/ EDC and to organize meetings with the SHGs to understand their activities concerning income generation and livelihood enhancement. At the end of the exercise, the results may be presented as per the format given below and adopted in Section 5.2, 5.3 and 5.4 of the Micro Plan Format as provided in Annexure I.

Local Institutions in FPC/ EDC area and their functions

Type of Institution	No.	Total Members	Functions and benefits to the community

External Institutions operating in FPC/ EDC area

Sl	Name of the Institution	Since when operating in FPC/ EDC	Target group/ beneficiaries	Activities undertaken so far	Problems faced by these Institutions	Plans for the future	What the FPC/ EDC shall do in collaboration with these institutions

Profile of existing SHGs

Sl. No.	Name of the SHG	Members of SHG			Income Generating Activities (IGA) undertaken	Approx. funds invested in IGA	Loan taken from Bank /other agencies	Any support needed from the Project
		Male	Female	Total				

If necessary the Facilitators may have a detailed discussion with some of these institutions later. The Facilitators along with some volunteers can organize FGDs with these institutions or conduct semi-structured interviews as mentioned below in subchapter in 3.2.9 and 3.2.10.

3.2.9 Focus Group Discussion (FGD)

FGD is a discussion on key themes/ subjects with a specially selected group of 8 to 15 people to get an in-depth understanding on the theme/ subject; group's perceptions of the theme/ subject, issues associated with it and possible solutions.

For microplanning FGDs need to be organized with:

- Women
- Farmers
- SHGs
- Wage earners
- Poorest of poor/ vulnerable households
- Forest dwellers

FGDs may be conducted on various issues to underpin:

- Wealth ranking and vulnerability analysis
- Analysis of institutions
- Problem analysis
- Scoring and ranking of problems
- Setting the objectives and activities
- Scoring and ranking of activities
- Activity planning and budgeting

Role of Facilitators in Focus Group Discussions

- Determine the themes/ issues to be discussed in FGD
- Decide on key questions to be raised with each group
- Determine the number of FGDs to be organised
- Select participants for different FGDs
- Prepare schedule for the FGDs
- Prepare charts/maps/materials to be used
- Conduct the FGDs – introduce the subject to be discussed and the expected outcomes
- Ensure proper participation
- Record the observations/ findings of the FGD and present them to the group at the end of the FGD

Do's and don'ts for the Facilitators conducting FGDs

- Get well prepared for the discussion

- Respect the opinions/ views of the participants
- Facilitate in such a way that everyone gets adequate chance to share their opinions/ views
- Don't dominate the discussion and don't be biased
- Don't talk too much
- Be a patient listener
- Be open to learning/ new ideas

Use of Focus Group Discussion for Vulnerability Analysis

FGD should also be organized with the poorest of the poor or the most vulnerable households which need immediate attention under the Project, to identify their individual problems and opportunities. This will be recorded in Section 3.9 of the Micro Plan Format as provided in Annexure I.

Use of Focus Group Discussions for Problem Analysis

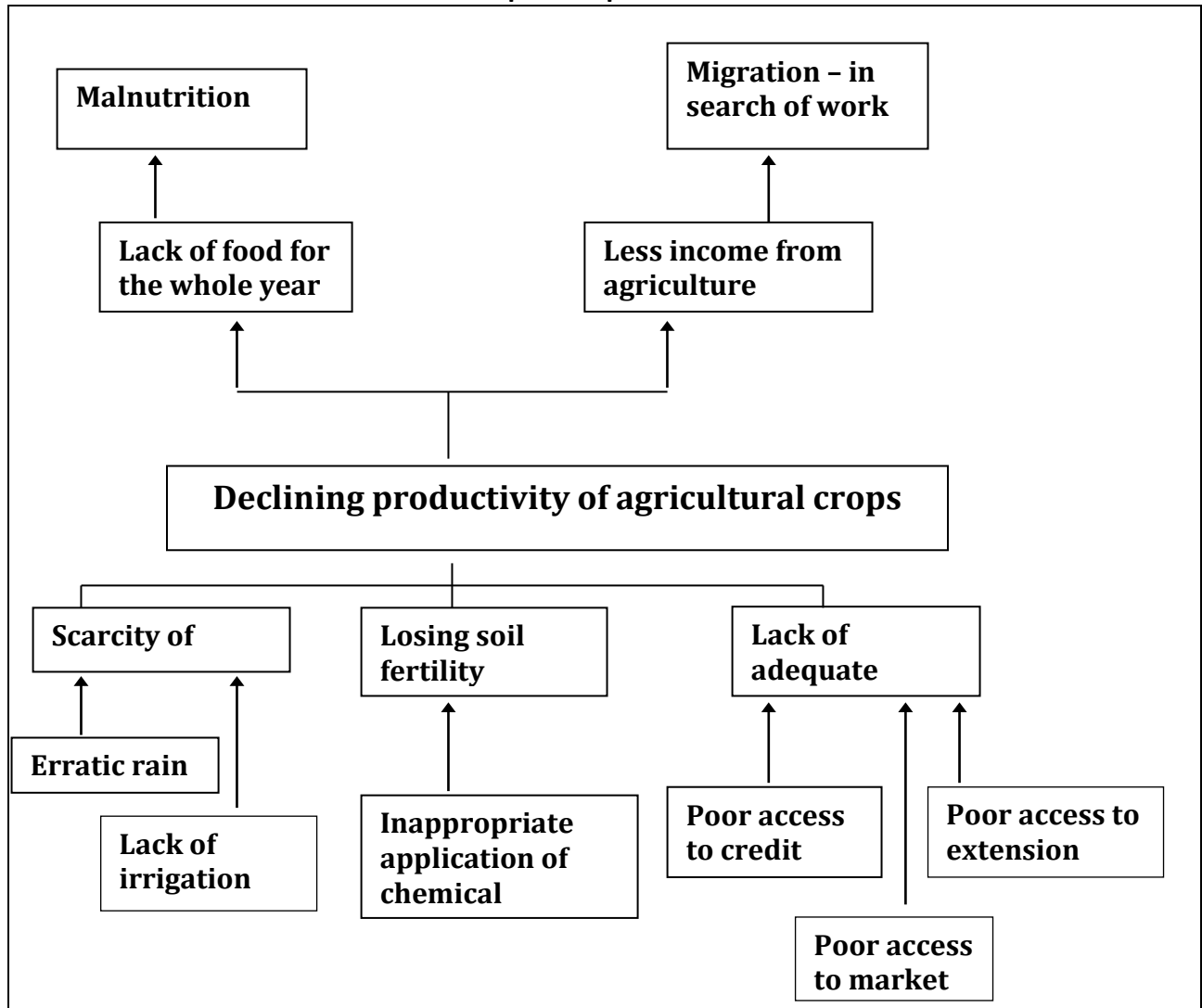
The Problem Analysis is a very important step in microplanning, which should help the Facilitators to identify problems and find solutions. The Facilitators have to organize a number of Focus Group Discussions to complete Problem Analysis.

In Problem Analysis, the process starts with identifying the important stakeholders (Groups and Institutions) who can contribute to the development of a FPC/ EDC. Without their involvement a FPC/ EDC would not be able to finalize the activity plan for the next 5 years. Stakeholder Groups can be identified on the basis of occupations, economic classes, social groups, gender, dependency on the forest, etc. The Forest Department is also a stakeholder of a FPC/ EDC. Once identified, FGDs are held with different Stakeholder groups to assess the following:

- Problems of each Stakeholder Group (Groups and Institutions)
- Different causes of the problem – according to their understanding
- Solutions available to address these problems
- Solutions/ activities to be carried out in next 5 years by the FPC/ EDC

Once a problem is identified, a detailed discussion shall be held with the stakeholders to identify the direct and indirect causes and their direct and indirect effects of the problem. This is an integral part of the Problem Analysis, which would help the Facilitators to formulate a Problem Tree. The formulation of Problem Tree shall help the Facilitators and FPC members to identify the causes of a problem and find solutions to address the problem. The findings from the Problem Tree shall be presented in the Section 6.1 of the Micro Plan Format as provided in Annexure I. An example for the structure of a Problem Tree is given below:

Example of a problem tree



The results from FGDs and Problem Tree formulation with different stakeholders shall be presented in the format below:

Problem identification and analysis

Sl.	Key Stakeholder Groups of FPC / EDC	Key problems identified by each Stakeholder group	Most important causes of each problem	Perceived solutions to each problem	Activities to be carried out by FPC/ EDC to address the problem
1					
2					

Example of Problem identification and analysis with different Stakeholders

Sl.	Key Stakeholder Groups of FPC / EDC	Key problems identified by the Stakeholders	Most important causes of each problem	Perceived solutions to each problem	Activities to be carried out by FPC/ EDC to address the problem
1	Farmers	Decrease in production of different crops. Decline in profitability of farming.	Lack of irrigation Inadequate inputs including improved package of practices Inadequate access to better markets Poor soil management	Proper management of inputs for farming Infrastructure development for farming including irrigation facilities Skill development of farmers Improving soil fertility Enhanced access to market	Training of farmers on improved farming practices Supporting the farmers in better access to credit, seeds, extension services Explore possibilities for creation of new irrigation infrastructure
2	Wage Earners	Inadequate work available in the village and neighbouring areas Inadequate access to credit for consumption purposes	Farming is limited to one season so no work is available in other seasons Inadequate activities are carried out under MGNREGS Poor skills to find other employment opportunities	Provisions of work round the year through proper implementation of MGNREGS Creation of irrigation facilities Skill training and access to credit for small business	Work with Gram Panchayat for proper implementation of MGNREGS Skill development training for wage earners Linkage with other opportunities for income generation

3	Women	Lack of safe drinking water Inadequate employment opportunities	Poor maintenance of existing tube wells and wells Inadequate drinking water facilities Poor skills with women for employment and IGAs Inadequate access to credit and other support for IGA	New tube wells and repair of the existing ones Skill training and financial support	Repair of existing tube wells and wells Installation of new tube wells Formation of SHGs of women and training to them Revolving fund support to SHGs
4	Forest Department	Degradation of the forest area Conflicts with neighbouring FPC	Poor protection by the FPC Illegal felling of trees by outsiders Inadequate staff for forest protection and to work with FPC	Protection of forest Afforestation of degraded areas Motivation and capacity building of FPC Conflict resolution	Protection of forest Plantation in the blank areas Training of FPC Community infrastructure development Meeting with neighbouring villages for conflict resolution
5	Gram Panchayat	Inadequate funds available to satisfy the needs of the villages/ local people Lack of proper	Poor infrastructure and capacity Lack of cooperation of Panchayat Samity and	Preparation of need based plans and proposals Approval of plans by Panchayat Samity and provision of	Preparation of projects/ activities in collaboration with the GP Implementation of different

		planning and implementation of different schemes/ activities	other Departments Inadequate participation of people in Gram Sabhas	adequate funds Proper implementation of schemes	schemes and activities with GP Negotiation with the Panchayat Samity for approval of different proposals
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The Facilitators shall also use FGD for prioritization of solutions/ activities to be carried out by the FPC/ EDC. The following process may be followed:

- Listing of activities from the stakeholders analysis on a large sheet of paper
- Scoring and ranking of these activities by the stakeholder groups - each participant is requested to give a score to each activity (1 – 10 – 1 is lowest and 10 is the highest score). One stakeholder group can't give same score to different activities.

Based on the total score given to an activity its rank shall be determined.

Scoring and Ranking of Problems/Activities

Sl.	Activities identified from the Stakeholders analysis (Section 6.1 of Micro Plan Format)	Scoring of Activities by different stakeholders as identified in Section 6.1 of Micro Plan Format– this has to be done through Focused Group Discussions with identified groups – Score – 1 to 10 (1 being the lowest)				Total Scores	Ranks
		Name of Stakeholder Group	Name of Stakeholder Group	Name of Stakeholder Group	Name of Stakeholder Group		
1							
2							
3							

Some Key Questions have been presented below, which would help the Facilitators to smoothly conduct the Focus Group Discussions with different resource users and stakeholder groups:

<p style="text-align: center;"><u>FGDs with Farmers</u></p> <ul style="list-style-type: none"> – What crops are you cultivating? – What is the cropping pattern commonly followed by the majority of the farmers? – What are the available inputs for cultivation – seeds, manures, fertilizers, extension service etc.? – What agriculture equipment is used by the farmers? – What are the problems in farming and how are the farmers addressing these problems? – Is there any value addition to the agricultural products? – Describe farmer market access. – What changes have the farmers seen during the last 5-10 years in farming? – What are the future plans for improving the conditions of the farm and farmers? – Describe what the FPC/ EDC can do to aid development of farmers? 	<p style="text-align: center;"><u>FGDs with Forest Resource Users</u></p> <ul style="list-style-type: none"> – What is the mechanism for protection of forest and plantations? – What are the problems in protection and conservation of forest resources? – How is the FPC/ EDC addressing the problems in forest protection? – What major changes have been seen in the management and conservation of the forest in the last 5-10 years? – What are the products available from the forest for the members of FPC/ EDC? – What are the other benefits received by the FPC/ EDC? – Is there a conflict management mechanism and if so, how is it followed by the FPC/ EDC? – What are the problems in sourcing and utilization of fuel wood, small timber, bamboo and timber? How is the FPC/ EDC managing the gap in demand and supply? What is plan for future to address the gap in demand and supply? – What are the future plans of FPC/ EDC for forest resource development?
<p style="text-align: center;"><u>FGD with NTFP collectors/ gatherers</u></p> <ul style="list-style-type: none"> – What are the NTFPs and Medicinal Plants products available in the area? – What products are available in the FPC area and what other products are collected from the neighbouring natural forests? 	<p style="text-align: center;"><u>FGD with Wage Earners</u></p> <ul style="list-style-type: none"> – What kind of work is available in the village and when? – Do you get adequate work in the village? – Do you have to go out in search of work? Where do you usually go for

<ul style="list-style-type: none"> – What is approximate volume of different NTFPs collected? – What is sale price for different NTFP? – Do you practice value adding activities for to the NTFPs? – What are the problems in collection, processing and marketing of different NTFP's? – Does the FPC have any future plans to enhance the availability of different NTFP's? – Do you have future plans for processing and marketing of different NTFP's? 	<p>work? What is the kind of work do you get there?</p> <ul style="list-style-type: none"> – What is daily wage rate in the village for men and women? What is the wage you get while you go outside the village? – What problems do you face in finding work? – What should the FPC/ EDC do to create more employment opportunities in the village?
<p style="text-align: center;"><u>FGD with SHGs</u></p> <ul style="list-style-type: none"> – Why have you formed a SHG? When is it formed? – What is the kind of savings and credit activities done by your SHG? – What are the income generation activities done by the members of your SHG? – Have you received any skill training and on what subject? – Have you received any support from the Government or a NGO? – Have you taken any loan from a Bank or other agency and for what purpose? Have you repaid it? – What are the problems faced by your SHG? – What business / income generation activities does your SHG intend to do? – What are the locally available raw materials? – What products have a high demand in the local market? – What support is needed by your SHG? 	<p style="text-align: center;"><u>FGD with Women</u></p> <ul style="list-style-type: none"> – What do you know about your FPC/ EDC? – Which activities are undertaken by the FPC/ EDC? – What is the role of women in the FPC/ EDC? – What are the problems of the FPC/ EDC? – What are the problems faced by women in the village? – What do the women think about <ul style="list-style-type: none"> ➤ Their own development? ➤ Development of the FPC/ EDC?

3.2.10 Semi Structured Interview

During microplanning, semi structured interviews may be conducted with key leaders of the FPC/ EDC, Panchayats and other institutions to get their views on the problems and challenges faced and their solutions. A “Semi Structured Interview” is a guided interview and listening technique, which starts with some predetermined key questions. The Facilitator prepares the key questions or a check-list, with the help of which, s/he poses open-ended questions and probes topics as they arise. New avenues of questioning are pursued as the interview develops. The interview should appear informal and conversational but is carefully controlled and structured.

3.2.11 SWOT Analysis

SWOT analysis is a strategic analysis of an organization/ institution to understand its strengths, weaknesses, opportunities and threats. During the process of microplanning, SWOT analysis should be done for the FPC/ EDC to identify strategies and various activities to be taken up for the institutional capacity building of the FPC/ EDC. SWOT analysis should also be done for other external institutions operating in the FPC/ EDC, in order to find possibilities of collaboration between the FPC/ EDC and these external institutions.

For the SWOT analysis of a FPC/ EDC a meeting with key leaders and members of the FPC/ EDC will be organized where key questions as mentioned below may be raised with them. The results/ findings from this discussion shall be presented in the Section 6.3 of the Micro Plan format as provided in Annexure I.

Strengths (Internal)

- What are your strengths?
- What are your achievements?
- How is your FPC/ EDC different from other FPCs/ EDCs?
- What unique capacities and resources do you have?
- What do others think about your strengths?

Weaknesses (Internal)

- What are your weaknesses?
- What do others think about your weaknesses?
- What are other FPCs/ EDCs doing, you are unable to do and why?
- What are the areas of improvement for your FPC/ EDC?

Opportunities (in the external environment)

- What are the opportunities available for you for the development of the FPC/ EDC?
- What trends, policies, programmes etc. in the external environment may positively impact the FPC/ EDC?

Threats (in the external environment)

- What trends, policies, programmes and practices may negatively impact the FPC/ EDC?
- What threats do you perceive from neighbouring villages, institutions, market etc.?

Example of SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none">– Unity and solidarity among the members– Strong leadership– Active involvement of women in the activities of FPC/ EDC– Well established forest protection mechanism	<ul style="list-style-type: none">– Inadequate skill for record maintenance and documentation– Poor coordination with Gram Panchayat and other Departments for mobilization of support for various activities of the FPC/ EDC– Inadequate interaction with the Forest Department– Unavailability of Member Secretary for various activities of FPC/ EDC
<u>Opportunities</u>	<u>Threats</u>
<ul style="list-style-type: none">– Growing demand of timber, firewood and poles– Market for NTFPs and Medicinal Plants– Availability of funds for development of FPC/ EDC under different Projects and Programmes of the Government	<ul style="list-style-type: none">– External pressure on the forest resources– There are a number of programmes and projects but the FPC/ EDC does not get adequate priority

Chapter 4: Presentation of Micro Plan – Activity Planning with the FPC/ EDC

Once Facilitators are in the position to identify the problems, a number of focus group discussions and community workshops shall be organized to prioritize problems, analyze and work out the possible solutions collectively with the FPC/ EDC and other stakeholders. Some steps for activity planning have been suggested below for the Facilitators.

Steps	Activities
1	<p><u>Presentation of results of PRA</u></p> <p>The Facilitators shall compile all the information generated from PRA exercises including the Maps and Diagrams.</p> <p>The Facilitators in consultation with leaders of FPC/ EDC fix up a time for workshop/ meeting with FPC/ EDC members and other Stakeholders for presentation of results of PRA exercises. At least 30-40 people should participate in this workshop/ meeting. Community leaders, farmers, forest dependents, livestock owners, wage earners, Gram Panchayat, FMU staff, women, SHGs and representatives of institutions operating in the FPC/ EDC should be invited to this workshop/ meeting. The workshop/ meeting shall be facilitated preferably by the Head of FMU/Range Officer.</p> <p>The Facilitators present the following findings to the FPC/ EDC</p> <ul style="list-style-type: none">– Socio-economic status of FPC/ EDC– Status of management of resources (land, water and forests) of FPC/ EDC– Status of Institutions operating in FPC/ EDC and their role in development <p>The Facilitators shall use the Social Map, Resource Map, Venn Diagram, Occupational Pattern Diagram etc. for initiating discussions among the participants of the workshop/ meeting.</p> <p>After presentation of the results, the Facilitators shall steer the discussion on important problems of FPC/ EDC and the changes the FPC/ EDC want to see in 5 years.</p> <p>From this workshop/ meeting the Facilitators shall identify the following:</p> <ul style="list-style-type: none">– Stakeholder Groups of FPC/ EDC who need to be further consulted for problem analysis, finding solutions, activity planning and preparation of budget.– Important problems of the FPC/ EDC– Broad changes the FPC/ EDC wants to see in 5 years (this shall help in

	<ul style="list-style-type: none"> – setting the objectives of FPC/ EDC for development)
2	<p><u>Problem Analysis and Finding out Possible Solutions</u></p> <p>From the previous step the Facilitators shall find a list of stakeholder groups who should be consulted for problem analysis and for finding solutions. Details of the process to be followed for problem analysis have been given section 3.2.9 of Chapter 3 of the Manual.</p> <p>From Problem Analysis, the Facilitators shall get the following (This will be used in Section 6.1 and 6.2 of Micro Plan Format as provided in Annexure I):</p> <ul style="list-style-type: none"> – Key problems identified by different stakeholder groups – Root causes of these problems – Possible solutions to address these problems – Activities to be taken up by the FPC/ EDC in 5 years
3	<p><u>Objective Setting</u></p> <p>The Facilitators shall conduct Focus Group Discussion with the leaders of FPC/ EDC to find out their objectives of development for 5 years. The discussion should start with the broad changes they want to see in 5 years (as identified from the workshop/ meeting with FPC/ EDC – Step 1) and then the discussion can focus on specific changes they want to see in the FPC/ EDC. The Facilitators may raise the following questions to generate debates and discussions.</p> <ul style="list-style-type: none"> – What would your ideal FPC/ EDC look like? – What is good about your FPC/ EDC that you would like to strengthen further? – The Facilitator shall also refer to the problems and activities, which were discussed in the previous step. This will help both the Facilitators and leaders of FPC/ EDC to formulate objectives of development, which the FPC/ EDC shall try to achieve in the next 5 years. <p>From the Objective Setting, the Facilitators shall get objectives for development of FPC/ EDC to be achieved in 5 years (This will be used in Section 7.1 of Micro Plan format as provided in Annexure I).</p>
4	<p><u>Activity Planning</u></p> <p>The Facilitators have already identified which activities should be carried out by the FPC/ EDC in 5 years (from Step 2 – Problem Analysis).</p>

	<p>These activities may include aspects of development of a FPC/ EDC such as:</p> <ul style="list-style-type: none"> – Basic services – Education, Health and Nutrition, Housing, Drinking Water etc. – Community Infrastructure Development – Road, Culvert, Community Centre, Community Ponds, Irrigation Infrastructure etc. – Different Livelihood Enhancement activities – Agriculture, Livestock, NTFP, Non-farm activities including services – Resource development – Afforestation, Forest Protection and Management, Biodiversity Conservation, Land and Water Management etc. – Capacity building of FPC/ EDC, SHGs and other beneficiary organisations – Training Programmes, Exposure/ Exchange Visits, Workshops etc. <p>The Facilitators shall organize a number of Focus Group Discussions with FPC/ EDC leaders to prepare the activity plan. This plan should include:</p> <ul style="list-style-type: none"> – What activity is to be done? – When is it to be done (Year and Month)? – Who is going to be the Target group or beneficiaries? – How much funds/ resources are required for the implementation? – What are the possible sources for funding to be approached? <p>The Facilitators and FPC/ EDC leaders shall jointly prepare a Proposed Land-use map. The Proposed Land-use Map is a visual description of what changes are to be made in the existing land-use in 5 years. The Facilitators shall use the Resource Map as a reference for discussion, with the proposed activities to be carried out for afforestation, water resource management, agriculture development, community infrastructure developments etc. to be marked on the Resource Map. The Proposed Land-use Map shall present the information on the type of activity to be carried out, per area and per year.</p> <p>The Facilitators should organize meetings of leaders of the FPC/ EDC with Gram Panchayat, Panchayat Samity/ Block and Other Departments. Both Facilitators and FPC/ EDC leaders shall discuss the problems and activities identified during microplanning with these Institutions, and explore the possibilities of collaboration.</p> <p>As part of Activity Planning the Facilitators shall conduct Focus Group Discussions with the existing SHGs and/ or potential members of new SHGs to be formed, to find out their interests, skills and the income generation/ livelihood development activities undertaken by them (in case of existing SHGs). The Facilitators should initiate debates and discussions on the possibility of having new income</p>
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	<p>generation activities and/ or strengthening the existing activities. The Facilitators should help the SHGs to understand the availability of raw materials, skills and demands in the market before suggesting any Income Generation/Livelihood Improvement Activity.</p> <p>The process of Activity Planning shall provide the following (This will be used in Section 9.1 and 9.2 of Micro Plan Format as provided in Annexure I):</p> <ul style="list-style-type: none"> – FPC/ EDC Development and Perspective Plan for 5 years – Proposed Land-use Map
5	<p><u>Forest Dwellers’ Development Plan</u></p> <p>The Facilitators shall identify the forest dwellers in the FPC/ EDC. The Facilitators shall have to collect information on the forestland titles given to different FPC/ EDC members under the Forest Rights Act.</p> <ul style="list-style-type: none"> – No. of households submitted their applications/ claims – No. of households already given the title – Amount of Forestland already given to them – Amount of financial support received from different schemes for land development and/ or other activities. <p>The Facilitators with the help of FPC/ EDC members shall carry out a detailed social assessment regarding:</p> <ul style="list-style-type: none"> – Socio-economic status of the forest dwellers – Livelihood pattern of the forest dwellers – Resource used and managed by them <p>The Facilitators shall organise separate meetings with these forest dwellers to find out the following:</p> <ul style="list-style-type: none"> – Problems of these forest dwellers – Possible solutions to these problems – Any specific activities for proper use and management of the forestland given to them under the Forest Rights Act – Activities proposed in the Micro Plan and potential positive and negative impact on the forest dwellers – Measures to be taken up for mitigation of potential negative impact on the forest dwellers – Cost estimate and financing of activities for the forest dwellers <p>The information obtained from this step shall be used in Attachment I - “Forest dwellers’ development plan” of the Micro Plan Format as provided in Annexure I of this Manual.</p>

6	<p><u>Approval of the Micro Plan by the FPC/ EDC</u></p> <p>The Facilitators shall organise the meeting of the FPC/ EDC to present the Micro Plan and seek their approval.</p>
7	<p><u>Preparation of Annual Action Plan</u></p> <p>Based on the Micro Plan the Head of FMU shall prepare the Annual Action Plan of the FPC/ EDC, which shall be given as Part II of the Micro Plan (Attachment A – “Annual Action Plan of FPC/ EDC for _____Year” of the Micro Plan format). While preparing the Annual Action Plan the Head of FMU shall collect information on implementation of different development schemes in the FPC/ EDC area from the Office of the BDO as per the format given in Attachment B – “Information Received from Office of BDO on various Development Schemes proposed to be implemented in FPC/ EDC area” of the Micro Plan Format as provided in the Annexure I of this Manual. One set of Attachment A and B has to be prepared every year before the beginning of the Financial Year.</p>

Chapter 5: Writing-down the Micro Plan

The Facilitators have the prime responsibility to write down the Micro Plan as per the Micro Plan Format provided in the Annexure I of this Manual. The following table shall guide them to effectively write down the Micro Plan.

Section of Micro Plan	Subject	Tools/ Steps from which the Information to be obtained	Maps, Diagrams, documents etc. to be enclosed	Reference to the Manual
1	Basic Information Sheet – Name of FPC/ EDC, GP, FMU, DMU, Date of Approval of Micro Plan etc.	Records of the Forest Department Records of FPC/ EDC	Resolution of FPC/ EDC to be given in Attachment IV	Chapter 2 - Subchapter 2.1
2	General Profile of FPC/ EDC – Information about FPC/ EDC registration, members, bank accounts etc.	Meeting with FPC/ EDC Records of the Forest Department Survey of the FPC/ EDC area using GPS	Location Map and Map generated from GPS survey	Chapter 2 - Subchapter 2.1 Chapter 3 - Subchapter 3.2.4
3	Socio-Economic Profile of FPC/ EDC	Meeting with FPC/ EDC Social Mapping Wealth Ranking Focused Group Discussion Household Baseline Survey Consultation of records of Forest Department, Gram Panchayat etc.	Social Map, Occupational Diagram	Chapter 3 - Subchapter 3.2.1, 3.2.2, 3.2.3, and 3.2.9
3.1	General Description	Meeting with FPC/ EDC Social Mapping		Chapter 3 - Subchapter 3.2.1
3.2	Population	Social Mapping Records of Gram Panchayat/ secondary sources		Chapter 3 - Subchapter 3.2.1
3.3	Educational Status	Social Mapping Household Baseline Survey		Chapter 3 - Subchapter 3.2.1 and 3.2.3

3.4	Enrolment of Children in School	Household Baseline Survey Secondary sources (Records of the school)		Chapter 3 - Subchapter 3.2.3
3.5	Landholding details	Social Mapping Household Baseline Survey		Chapter 3 - Subchapter 3.2.1 and 3.2.3
3.6	Livestock population	Social Mapping Household Baseline Survey		Chapter 3 - Subchapter 3.2.1 and 3.2.3
3.7	Status of Access to Basic Services/ Amenities	Social Mapping		Chapter 3 - Subchapter 3.2.1
3.8	Dependence of households on different livelihood sources	Social Mapping		Chapter 3 - Subchapter 3.2.1
3.9	Identification of households, who need immediate attention	Social Mapping Focused Group Discussion with these households		Chapter 3 - Subchapter 3.2.1 and 3.2.9
3.10	Wealth ranking	Wealth Ranking/ Focused Group Discussion		Chapter 3 - Subchapter 3.2.2
3.11	Different Programmes/Schemes implemented in FPC/ EDC	Consultation of records of Forest Department, Gram Panchayat etc. Social Mapping		Chapter 2 - Subchapter 2.1
3.12	Presentation of Social Map	Social Mapping	Social Map	Chapter 3 - Subchapter 3.2.1
3.13	Presentation of Occupational Pattern Diagram	Social Mapping	Occupational Diagram	Chapter 3 - Subchapter 3.2.1
4	Participatory Resource Assessment	Resource Mapping Transect Walk Historical Timeline and Trend Analysis Seasonality Calendar	Resource Map Seasonality Calendar	Chapter 3 - Subchapter 3.2

		Household Baseline Survey Focused Group Discussion Semi-structured Interview Consultation of records of Forest Department and Gram Panchayat		
4.1	Describe different Resources available to FPC/ EDC	Resource Mapping Historical Timeline and Trend Analysis		Chapter 3 - Subchapter 3.2.4 and 3.2.6
4.2	Different events of the past and their influence on the resource management and people	Historical Timeline and Trend Analysis		Chapter 3 - Subchapter 3.2.6
4.3	Describe efforts for Biodiversity Conservation (In case of EDC)	Historical Timeline and Trend Analysis Resource Mapping Focus Group Discussion		Chapter 3 - Subchapter 3.2.4, 3.2.6 and 3.2.9
4.4 (a)	Status of different Resources	Resource Mapping Transect Walk Focused Group Discussion		Chapter 3 - Subchapter 3.2.4, 3.2.5 and 3.2.9
4.4 (b)	Presentation of Resource Map	Resource Mapping	Resource Map	Chapter 3 - Subchapter 3.2.4
4.5 (a)	Forest Resources	Transect Walk Focused Group Discussion		Chapter 3 - Subchapter 3.2.5 and 3.2.9
4.5 (b)	Describe the faunal resources available in the area	Historical Timeline and Trend Analysis Focus Group Discussion		Chapter 3 - Subchapter 3.2.6 and 3.2.9

4.6 (a)	Collection and Management of NTFPs	Household Baseline Survey Focus Group Discussion		Chapter 3 - Subchapter 3.2.3 and 3.2.9
4.6 (b)	Describe if FPC is engaged in processing/ value addition of NTFPs	Focus Group Discussion		Chapter 3 - Subchapter 3.2.9
4.7 (a)	Collection of fuel wood and dry leaves	Household Baseline Survey		Chapter 3 - Subchapter 3.2.3
4.7 (b)	Describe how the FPC/ EDC is managing the gap in demand and supply of fuel wood	FGD with Resource Users and FPC/ EDC leaders		Chapter 3 - Subchapter 3.2.9
4.8 (a)	Utilization of Timber, Small Timber, Bamboo	Household Baseline Survey		Chapter 3 - Subchapter 3.2.3
4.8 (b)	Describe how the FPC/ EDC is managing the gap in demand and supply of timber, small timber and bamboo	FGD with Resource Users and FPC/ EDC leaders		Chapter 3 - Subchapter 3.2.9
4.9	Agriculture resources	Household Baseline Survey Focused Group Discussions with Farmers		Chapter 3 - Subchapter 3.2.3 and 3.2.9
4.10	Water Resources	Focused Group Discussion with FPC/ EDC leaders		Chapter 3 - Subchapter 3.2.9
4.11	Utilization of fodder	Household Baseline Survey		Chapter 3 - Subchapter 3.2.3
4.12	Activity calendar – Livelihoods	Seasonality Calendar		Chapter 3 - Subchapter 3.2.7
5	Assessment of Local and External Institutions	Institutional Mapping/ Venn Diagram SWOT Analysis of some of these institutions Semi-structured Interview	Venn Diagram	Chapter 3 - Subchapter 3.2.8

5.1	Venn Diagram	Institutional Analysis/ Meeting with FPC/ EDC		Chapter 3 - Subchapter 3.2.8
5.2	Local Institutions in FPC/ EDC	Meeting with FPC/ EDC		Chapter 3 - Subchapter 3.2.8
5.3	External Institutions operating in FPC/ EDC	Institutional Analysis Semi-structured Interviews SWOT Analysis		Chapter 3 - Subchapter 3.2.8, 3.2.10 and 3.2.11
5.4	Profile of SHGs	Meeting with SHGs		Chapter 3 - Subchapter 3.2.8
6	Problem Analysis and Problem Prioritization	Community Workshop/ Meeting with FPC/ EDC Focus Group Discussion		Chapter 3 - Subchapter 3.2.9 and Chapter 4 – Step 1 & 2
6.1	Problem Identification and Analysis	Focus Group Discussions with different Stakeholder Groups		Chapter 3 - Subchapter 3.2.9
6.2	Scoring and Ranking of Activities	Focus Group Discussions with different Stakeholder Groups		Chapter 3 - Subchapter 3.2.9
6.3	SWOT Analysis	Meeting with FPC/ EDC leaders		Chapter 3 - Subchapter 3.2.11
7	Setting the Objectives	Community Workshop/ Meeting with FPC/ EDC		Chapter 4 – Step 1 & 3
8	Activities for Institution Development (Capacity Building) of FPC/ EDC and SHGs	Focus Group Discussions with Leaders of FPC/ EDC, and with SHGs Results of SWOT Analysis (Training and Capacity Building activities for FPC/ EDC shall be formulated based on the strengths and weaknesses of the FPC/ EDC)		Chapter 3 - Subchapter 3.2.9, 3.2.11 and Chapter 4 – Step 4
8.1	Details of Proposed Training Programmes	Meeting with FPC/ EDC leaders		Chapter 4 – Step 4

		Meeting with SHGs		
8.2	Formation of working groups	Meeting with FPC/ EDC leaders		Chapter 4 – Step 4
8.3	Records to be maintained by FPC/ EDC	Meeting with FPC/ EDC leaders		Chapter 4 – Step 4
8.4	Fund management by FPC/ EDC	Meeting with FPC/ EDC leaders		Chapter 4 – Step 4
8.5	Social Audit	Meeting with FPC/ EDC leaders		Chapter 4 – Step 4
8.6	Monitoring Mechanism	Meeting with FPC/ EDC leaders		Chapter 4 – Step 4
9	FPC/ EDC Development and Perspective Plan for 5 years	Focus Group Discussion Meeting with different Departments/ Institutions	Proposed Land-use Map	Chapter 3 – Subchapter 3.2.9 and Chapter 4 – Step 4
9.1	Activities to be carried out for overall development of FPC/ EDC for 5 years (consolidated)	Focused Group Discussions (FPC/ EDC members, SHGs etc.) Meeting with Forest Department		Chapter 4 – Step 4
9.2	Year-wise break of different activities to be carried out by FPC/ EDC for 5 years	Meeting with Gram Panchayat and other Departments/ Institutions Focus Group Discussion		Chapter 4 – Step 4
Attachments to the Micro Plan				
Part I of the Micro Plan				
I	Forest Dwellers' Development Plan	Consultation of Records of Forest Department and Forest Rights Committee Social Assessment Focus Group Discussion with the Forest Dwellers		Chapter 4 – Step 5
II	Copy of Resolution of FPC/ EDC for approval of Micro Plan	Meeting of FPC/ EDC for approval of the Micro Plan		Chapter 4 – Step 6
III	Photographs of microplanning process			
IV	FPC/ EDC Map	GPS Survey		Chapter 3 –

				Subchapter 3.2.4
V	Proposed Land-use Map	Activity Planning		Chapter 4 – Step 4
VI	Household database	Social Mapping Wealth Ranking		Chapter 3 – Subchapter 3.2.1 and 3.2.2
Part II of the Micro Plan				
A	Annual Action Plan	Compilation of information from Sections 8 & 9 of the Micro Plan to be done at the FMU level		Chapter 4 – Step 7
B	Information received from BDO on various Development Schemes proposed to be implemented in FPC/ EDC area	Information to be collected from Office of BDO as per the format		Chapter 4 – Step 7

Annexure-I

Micro Plan Format

Micro Plan

(Prepared Under WBFBC Project)

_____ FPC/ EDC

Month/Year _____

Address of FPC/ EDC

Revenue Village/ Villages _____

Post Office _____

Police Station _____

District _____

Pin _____

Location Map of FPC/ EDC

Table of Contents

Section	Subject	Pages
1	Basic Information Sheet	
2	General Profile of FPC/ EDC	
3	Socio-Economic Profile of FPC/ EDC	
4	Participatory Resource Assessment	
5	Assessment of Local and External Institutions	
6	Problem Analysis and Problem Prioritization	
7	Setting the Objectives for Development of FPC/ EDC for 5 years	
8	Activities for Institution Development of FPC/ EDC and SHGs	
9	FPC/ EDC Development and Perspective Plan for 5 years	
	Attachments to the Micro Plan	
I	Part I Forest Dwellers' Development Plan	
II	Resolution of FPC/ EDC for approval of Micro Plan	
III	Photographs of Microplanning Process in FPC/ EDC	
IV	GPS Survey Map of FPC/ EDC	
V	Proposed Land-use Map	
VI	Household database	
	Part II	
A	Annual Action Plan of FPC/EDC	
B	Information received from Office of BDO on various Development Schemes proposed to be implemented in FPC/ EDC area	

1. Basic Information sheet

1.	Name of the FPC / EDC	
2.	Reference No./ID of FPC/ EDC (To be provided by PMU)	
3.	Name of Gram Panchayat	
4.	Name of the FMU/ Range	
5.	Name of the DMU/Forest Division	
6.	Name of the Panchayat Samity	
7.	Name of the District	
8.	Period of Micro Plan	From Month: Year: To Month: Year:
9.	Date of approval of Micro Plan by FPC/ EDC (Executive Committee)	(The copy of the resolution of Executive Committee to be attached)
10.	Date of approval of Micro Plan by Head of DMU/ DFO	
11.	Key team members engaged in Preparation of Micro Plan	

2. General Profile of FPC/ EDC

2.1 Date & No. of registration of FPC/ EDC

2.2 Land availability in the FPC / EDC

Sl.	Description	Area (in ha.)
1	Forest area	
	Reserved Forest (RF):	
	Protected Forest (PF):	
	Unclassed Forest (UF):	
2	Agriculture land	
3	Fallow land/ waste land	
4	Water bodies	
5	Habitation/ homestead area	
6	Any other category of land	

2.3 No. of Revenue/ Forest Villages covered

2.4 Bank Account details

- a) Name of the Bank:
- b) Date of A/c opened:
- c) Bank A/c Number:

2.5 No. of Households in the Village and households represented in FPC/ EDC

Category	Village (s)	FPC / EDC
Total HH		
ST		
SC		
OBC		
Others		

2.6 Details of Executive Committee Members of FPC/ EDC

Sl.	Designation	Name	M/F
1	Karmadhakhya/ Nominee (BOBSSS) and member		
2	Pradhan/ Nominee (Gram Panchayat) and member		
3	Member Secretary		
4	Member		
5	Member		
6	Member (SC/ST)		
7	FG/BM/BS and member		
8	MLA/ Representative and Member		

3. Socio-Economic Profile of FPC/ EDC

3.1 General description of the FPC/ EDC

3.2 Population (FPC/EDC)

Social category	Population					
	Male Adults	Female Adults	Total Adults	Male Children	Female Children	Total Children
Scheduled Tribes						
Scheduled Castes						
OBC						
Others						
Total						

3.3 Educational Status (Adults) – FPC/ EDC

Level	Nos.		
	Male	Female	Total
Literate without formal education			
Primary education			
Middle education (10th)			
Higher Secondary (12th)			

Graduates and above			
Total literates (a+b+c+d+e)			
Percentage of total literates	%	%	%

3.4 Enrolment of Children (5-16 years) – FPC/EDC

Place	Total children (5-16 yrs)		Enrolled		Percentage of enrolment	
	M	F	M	F	M	F
Schools/ Colleges						

3.5 Landholding details of FPC/ EDC

Category	No. of Households (HH)
Landless households	
Marginal land holding households (0.1 to 2.5 Acre)	

3.6 Livestock population (FPC/ EDC)

Type	No. of animals – approx.
Cows	
Buffaloes	
Bullocks	
Goats	
Sheep	
Poultry	
Others –specify	
Others –specify	

3.7 Status of access to basic services/ amenities

Sl.	Type of service/ amenities	Whether available within FPC/ EDC area (Yes/No)	If No, where available and distance	Functional (Yes/No)
1	Drinking water			
2	Electricity			
3	Sanitation			
4	School			

5	Health services for people			
6	Health services for livestock			
7	Telecommunication			
8	Transport and communication			
9	Postal and Banking services			
10	Market services			
11	Public Distribution System/ Ration			
12	Others - specify			
13	Others - specify			
14	Others - specify			
15	Others - specify			

3.8 Dependence of households on different livelihood sources

Sl.	Source of livelihood	Number of Households	Problems and opportunities
1	Agriculture		
2	Forestry		
3	Livestock/ Animal Husbandry		
4	Wage labour		
5	Small business		
6	Service/Job		
7	Any other – specify		

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

Sl.	Name of head of household	HH No. in social map	Main sources of livelihood	Problems	Opportunities
1					

2					
3					
4					
5					

3.10 Wealth ranking

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

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

3.11 Different Programmes/ Schemes implemented by different Departments/ Agencies in FPC/ EDC during last 5 years

Sl.	Name of the Project/ Scheme/ Activity	Year	Achievements			Implementing Department/ Agency
			Specify Unit	Physical	Financial (Rs.)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

3.12 Social Map prepared by the FPC/ EDC

3.13 Occupational pattern diagram

4. Participatory Resource Assessment

4.1 Describe different resources available to FPC/ EDC

4.2 Different events of the past and their influence on the resource management and people

Sl.	Decade/ Period	Event	Effect, Influence and Impact on the Resource/ People	Response of community to the situation
1				
2				
3				
4				
5				

4.3 Describe the efforts for Biodiversity Conservation (especially in case of EDCs)

4.4 (a) Status of different resources available to FPC/ EDC

Sl.	Type of resource	Area (ha)	Current status	Key problems in resource management
1	Reserve Forest			
1.1	High forest			
1.2	Harvestable Plantation			
1.3	Other Plantation			
1.4	Degraded forest			
1.5	Open/ Blank			
2	Protected Forest			
2.1	High/Coppice Forest			
2.2	Harvestable Plantation			
2.3	Other Plantation			
2.4	Degraded forest			
2.5	Open/ Blank			
2.6	Degraded Sal area fit for Coppicing			
3	Plantations on the community land			
4	Any other plantations outside the forest			
5	Agriculture land			

6	Water resources			
7	Any other resource – Specify			

4.4 (b) Resource Map prepared by FPC/ EDC

4.5 (a) Forest resources

Sl.	Plant (local name)	Main uses	Relative abundance	Perceived value of plant (scale of 1-10, 1 being lowest)	
				Men	Women
1					
2					
3					
4					
5					

4.5 (b) Describe the faunal resources available in the area and issues in habitat management and conservation

4.6 (a) Collection and Management of NTFPs

Sl.	Name NTFP	Collection time – Months	No. of HHs engaged - approx.	Unit	Quantum collected in a season/ year	Quantum consumed by the FPC/ EDC	Quantum sold in a season/ year	Sale value in Rs.	From FPC Area - yes/no	Any problem

4.6 (b) Describe if the FPC is engaged in some processing/ value addition activities of NTFPs

4.7 (a) Consumption of fuel wood and dry leaves

Sl.	Type of fuel used	Approx. No. of HHs	Approx. Annual Consumption (Specify unit) by the FPC	Sources	Problems
1					
2					
3					
4					

4.7 (b) Describe how the FPC/ EDC is managing the gap in demand and supply of fuel wood

4.8 (a) Utilization of timber, small timber/poles, bamboo

Sl.	Product	Approx. Annual utilization by the FPC/ EDC	Current source of collection/ purchase	Problems
1	Timber			
2	Poles			
3	Bamboo			

4.8 (b) Describe how the FPC/ EDC is managing the gap in demand and supply of timber, small timber and bamboo

4.9 Agriculture resources

Sl.	Crop	No of farmers engaged	Yield – approx.	Problems	Opportunities
1					
2					
3					
4					
5					
6					

4.10 Water resources

Sl.	Type	Nos.	Availability of water (Months)	Uses	Problems	Opportunities
1						
2						
3						
4						
5						

4.11 Utilization of fodder in FPC/ EDC

Sl.	Type of Fodder used	Approx. No. of HHs using it	Sources	Problems
1				
2				
3				
4				

4.12 Activity calendar -Livelihoods

Sl.	Month (local)	Main activities carried out during the month		
		Agriculture	Forestry Works	Wage Work
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

5. Assessment of Local and External Institutions

5.1 Venn diagram

5.2 Local Institutions in FPC/ EDC area and their functions

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

5.3 Institutional Analysis – External Institutions operating in the FPC/ EDC

Sl.	Name of the Institution/ Organisation	Since when operating in the FPC/ EDC	Target group/ beneficiary	Activities undertaken so far	Problems faced by these Institutions/ Organisation	Plans for the future	What the FPC/ EDC shall do in collaboration with these institutions

5.4 Profile of existing SHGs

Sl. No.	Name of the SHG	Members of SHG			Income Generating Activities (IGA) undertaken	Approx. funds invested in IGA	Loan taken from Bank /other agencies	Any support needed from the Project
		Male	Female	Total				

6. Problem analysis and problem prioritization

6.1 Problem identification and analysis

Sl.	Key Stakeholder groups of FPC / EDC	Key problems identified by each stakeholder group	Most important causes of each problem	Perceived solutions to each problem	Activities to be carried out by FPC/ EDC to address the problem
1					
2					
3					
4					
5					
6					

6.2 Scoring and Ranking of Problems/ Activities

[illegible]

6.3 SWOT Analysis of the FPC/ EDC

Strength	Weakness
Opportunity	Threat

7. Setting the objectives for Development of FPC/ EDC for 5 years

7.1 Objectives for Development

1.

2.

3.

4.

8. Activities for Institution Development (Capacity Building) of FPC/ EDC and SHGs

8.1 Details of Proposed Training Programmes, awareness camps, exposure visits to be conducted (FPC/ EDC and SHGs)

Sl.	Subject/ Theme	Target group	No of Participants	Duration	Tentative Month and Year

8.2 Formation of various working groups for smooth implementation of activities mentioned in the Micro Plan

Name of the working group	Name of the Leader	Members	Responsibility

8.3 Records to be maintained by the FPC/ EDC and SHGs

Sl.	Name of the record/ register to be maintained	To be maintained by whom	To be verified by whom

8.4 Fund management by FPC/ EDC

Describe how the FPC/ EDC is managing their funds/ financial resources received from different sources

8.5 Social audit

Describe how the FPC/ EDC is planning to conduct social audit as part of their efforts to maintain transparency and accountability

8.6 Monitoring mechanism

Describe the monitoring mechanism for different activities prescribed in the micro plan

9. FPC/ EDC Development and Perspective Plan for 5 years

9.1 Activities to be carried out for overall development of FPC/ EDC for 5 years (Consolidated)

Sl.	Activities	Physical Target	Financial Target	Indicative list of Departments/ Agencies for support
	Basic services			
	Community Infrastructure Development			
	Livelihood Enhancement			
	Resource development			
	Capacity Building			

9.2 Year-wise break up of different activities to be carried out by FPC/ EDC for 5 years

Proposed Activity	Year 1		Year 2		Year 3		Year 4		Year 5	
	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial
Basic services										
Community Infrastructure Development										
Livelihood Enhancement										
Resource Development										
Capacity Building										

Signature of Member Secretary of FPC/ EDC:

Approval by Head of DMU:

Attachment I

Forest dwellers' development plan

1. Total number of forest dwellers in the FPC/ EDC:

Category	Total Families	Total population	Total claimants under FRA	Total families got patta under FRA	Total forest areas given under FRA	Any other information on the forest dwellers
ST						
Other Forest Dwellers						
Total						

2. Potential social and environmental impact of interventions by the FPC/ EDC on the forest dwellers and suggested mitigation measures

Activities to be carried out by FPC/ EDC	Positive environmental and social impact on the forest dwellers	Negative environmental and social impact on the forest dwellers	Suggested Measures for mitigation of negative impact
Basic services			
Community infrastructure development			
Livelihood enhancement			

Resource development			
Capacity building			

3. Activities suggested for the Forest Dwellers and estimated costs

Year	Activities	Physical target	Financial target in Rs.

Signature of Member Secretary of FPC/ EDC:

Attachment II

Resolution of FPC/ EDC for approval of Micro Plan

Attachment III

Photographs of Microplanning Process in FPC/ EDC

Attachment IV

GPS Survey Map of FPC/ EDC

Attachment V

Proposed Land-use Map of FPC/ EDC

Attachment VI

Household database (for all households in the FPC/EDC)

Sl.	Name of Head of Household	Sources of livelihood		Wealth* ranking
		Primary	Secondary	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Note: * For category code refer table 3.10 of Micro Plan (Wealth Ranking)

Part II of Micro Plan

Attachment A

Annual Action Plans of FPC/ EDC for _____(Year)

Sl.	Project Packages/ Activities	Units	Total target-Micro Plan	Target and Achievement of the Previous Year _____				Physical target for the Current Year_____	Total Funds required in Rs.	Sources of finance and anticipated amount			
				Physical		Financial				WBFB CP	FPC / EDC	Others specify	Others specify
				Target	Achieved	Target	Achieved						
1	Basic services												
1.1													
1.2													
1.3													
1.4													
2.	Community Infra structure Development												
2.1													
2.2													
2.3													
2.4													
3.	Livelihood Enhancement												
3.1													
3.2													
3.3													

3.3													
4.	Resource Development												
4.1													
4.2													
4.3													
4.4													
5	Capacity Building												
5.1													
5.2													
5.3													
5.4													
6	Administration												
6.1													
6.2													
6.3													
6.4													

Signature of Member Secretary of FPC/ EDC:

Attachment B

Information received from Office of Block Development Officer on various Development Schemes proposed to be implemented in FPC/ EDC area

**Name of the FPC/ EDC:
Panchayat Samity:**

**Gram Panchayat:
District:**

Sl.	Name of the Scheme	Name of the Implementation Agency/ Dept.	Activities implemented in FPC/ EDC area during the Previous Year _____ along with quantity of work	Funds utilized during the Previous Year _____ (In Rs.)	Activities proposed to be implemented in FPC/ EDC area during Current Year _____ along with quantity of work	Financial Target for the Current Year _____ (In Rs.)

Signature of BDO:

Date:

Annexure-II
(Format)

Household Socio-Economic Baseline Survey

1.1 Basic information:

Name of the FPC				Gram Panchayat			
Panchayat Samiti				FMU			
1	Name of the Head of Household (HoH)			Sex		Age	
2	Name of Respondent			Sex		Age	
3	Households economic status as Per record	APL	BPL	Any other card, specify-			No card
4	Whether family has "job card" under MGNREGA?	Yes/ No					

1.2 Type of House (Tick mark)

Wall Type	Roof Type	Floor Type

1.3 Family profile

Sl. No.	Name of person	Sex	Relation with Head of Family	Age	Literacy Level	Primary Occupation	Any other information
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

1.4 Facilities in House

a)	Electricity in house	Yes/No				
b)	Drinking water	In house	Near House		Away from house	
c)	Sanitation - toilets	Yes/No				
d)	Homestead plot	Yes/No	If yes, then what is the use			
e)	Cattle shed	Yes/No	If yes, type of shed:			
f)	Fuel used	Fuel wood*	Dry leaves	LPG (Gas)	Electricity	Kerosene (stove)
	If fuel wood and / or dry leaves used (Specify unit)	Fuel wood (annual consumption)				
		Dry leaves (annual consumption)				

1.5 Household assets

a)	House items	:	Bed etc.	Television	Radio/Tape etc.
			Stove (LPG)	Table /Chair	Others – specify
			Cell phone		
b)	Vehicles	:	Cycle	Moped/Scooter/Motor cycle	
			Car/Jeep	Others specify	
c)	Agricultural equipment	:			

1.6 Land holding status (Local term 1 bigha =hectare)

a)	Total land holdingbigha a	Fallowbigha
b)	Total cultivable landbigha a	Irrigatedbigha
c)	Homestead & habitation areabigha a		
d)	Land given on rent for cultivationbigha		

e)	Land taken on rent for cultivationbigha				
f)	Source of Irrigation (If available)	Dug well	Bore well	From stream	Canal	Any other, specify-

1.7 Livestock details

Sl.	Animal	No.
a)	Cow	
b)	Bullock	
c)	Buffalo	
d)	Poultry	
e)	Goat	
f)	Sheep	
g)	Duck	
h)	Pig	
i)	Others, specify	

1.8 Fodder requirement

(a) If free grazing

a)	Forest	Months:	Specify months:
b)	Agricultural fields	Months:	Specify months:
c)	Other specify	Months:	Specify months:

(b) If stall fed then annual requirement of fodder (to be calculated on the basis of weekly requirement):

1.9 Requirement of timber, small timber/poles

(a) What is the annual requirement of timber and small timber?

(b) Where from you are getting it?

1.10 Saving and Debt related details

- (a) Do you or your family members have a bank account? Yes /No
 (b) Are you or other family members associated with any SHGs? Yes/ No

1.11 Annual Income from Agriculture

Sl.	Crops	Total area cultivated (bigha)	Total Production (Qntls.)	Total Consumptions (Qntls.)	Total Sold (Qntls.)	Sale value in Rs.
1						
2						
3						
4						
5						
6						

1.12 Problems of the family in carrying out different agricultural activities:

1.13 Annual Income from livestock

Sl.		Quantity	Unit Rate	Total Income	Problems, if any
1	Sale of Livestock				
2	Dairy – milk and other products				
3	Others, specify				
4	Others, specify				

1.14 Annual Income from wage employment

Sl.	Type of work	No. of days	Place of work	Wage rate	Total Income	Problems, if any
1						
2						

1.15 Annual Income from NTFP collection

Sl.	Item	Months when available	Total days spent	Total Collection (specify the unit)	Total Consumed	Total Sold	Sale value in Rs.	Problems, if any
1								
2								

1.16 Annual Income from other sources

Sl.	Source of income	Nature / Quantity	Unit Rate	Total Income
1	Service /Salary			
2	Skill based work/ handicraft			
3	Trading / vending (shop)			
4	Remittances			
5	Others. Specify			

Name of Surveyor :
Signature :
Place :
Date :
Signature of Respondent :