

SCATFORM Manual and Guideline Series 4



# Facilitator's Hand Book For Micro-Planning (Part: I)





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**PREFACE**

Project for Sustainable Catchment Forest Management in Tripura (SCATFORM) launched in 2019 with Japanese assistance made available through Govt. of India aims at improving the quality of forests in the targeted river catchment of Tripura by sustainable forest management, soil & moisture conservation and livelihood development thereby contributing to development of forest ecosystem service and livelihood improvement of forest dependent communities in the state. The project will mainly implement through 450 JFMCs and EDCs at the village level. Each JFMC/EDC implementing the project will have a microplan for its project area, which will be a holistic document that will act as a reference for implementation of all activities undertaken in the project area in JFM mode.

Tripura has an wealth of experience in implementing JFM as a means for sustainable forest management with participation of local community. Microplanning has served as an effective tool for planning and implementation of activities in JFM mode. Drawing from the past experience and keeping in mind the SCATFORM requirements as agreed in the MoD. Expert in PMC have formulated a Handbook for microplanning. Best practices established elsewhere have also been incorporated in preparing the document.

This Handbook has been divided into two parts. Part I explains the basics of Microplanning giving details of PRA tools to be used while Part II elaborates different tables to be filled up during the micro planning process.

The elaborate framework, methodology and roles and responsibility indicates in the Handbook will be useful for field functionaries in planning the activities in the field keeping mind the sustainability consideration and in consonance with Beat Forest Basic Plan (BFBP) of the Beat rooted scientific prescription given in the working plan of the area.

(Angshuman Dey)



## List of Abbreviations

ANR	Assisted Natural Regeneration
AR	Assisted Regeneration
BFBP	Beat Forest Basic Plan
BPL	Below Poverty Line
CO	Community Organiser
DPN	Decentralized Peoples Nursery
DFO	Divisional Forest Officer
DLT	Drainage Line Treatment
DMU	Divisional Forest Management Unit
EDC	Eco Development Committee
EPA	Entry Point Activity
FG	Forest Guard
FGD	Focus Group Discussion
FI	Financial Institution
FF	Field Facilitator
GB	General Body of Joint Forest Management Committee Samiti or Eco Development Committee
GC	General Caste
Govt	Government of Tripura
GIS	Geographic Information System
GP	Gram Panchayat
HH	Household
IEC	Information Education and Communication

M&E	Monitoring and Evaluation
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MIS	Management Information System
NRLM	National Rural Livelihood Mission
NRM	Natural Resource Management
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 Samiti
RMU	Range Management Unit
RF	Reserve Forest
RO	Range Officer
SCATFORM	Project for Sustainable Catchment Forest Management
SC	Scheduled Caste
SHG	Self Help Group
SMC	Soil and Moisture Conservation
ST	Scheduled Tribe
WL	Wild Life

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## Section: I

# **FACILITATOR'S HANDBOOK FOR MICRO PLANNING: PROCESS, METHODS AND TOOLS**

### 1. Introduction

Many people living in the rural areas in Tripura derive their livelihoods from forest and other natural resources. Although Tripura is rich in natural resources, the pressure on these resources is immense, resulting in degradation/erosion of these resources. Many rural people in the State are below poverty line, for which livelihood opportunities need to be created. SCATFORM aims to strengthen catchment protection, biodiversity conservation activities and forest management capacity and simultaneously improve livelihood of the local people who are dependent on forests and are living in forest fringe areas by ensuring active participation from community. Participation of community and other stakeholders will be done through a process called Microplanning.

A village level Micro-Plan is a blueprint of village development plan and forest development plan, which is need based and site specific, commensurate to available resources. As the unit of the plan is small, it is called a micro plan. In contrast, the macro plan covers larger units like district or state.

It is a holistic plan which tries to identify all the developmental issues and management strategies, which are much beyond the agenda of any single project. Thus funding in a micro plan must be proposed by converging available resources in different developmental schemes running at the micro level.

Micro Plan activities are planned at the village level utilizing available village resources for the fulfilment of the requirements of the rural population. It outlines the strategy for meeting the requirements of people after prioritization of needs and defines the target for development. It contains a description of problems being faced by the villagers along with their feasible solutions, assessment of need and capacity of resources in addition to the list of activities to be conducted in the JFMC/EDC area.

Micro Plans are generally developed through Participatory Rural Appraisal keeping in view the availability of resources in the Scheme under which they are to be implemented. Micro Plans are to be understood by both the communities as well as by the front line staff from this perspective. Hence, a Micro-plan aims at keeping a holistic view on availability of resources and the sustainable use of these resources by the communities on which they depend upon. This aspect needs to be understood properly by all stakeholders including the JFMC/EDC members.

Having understood the difference in perceptions of various stakeholders, it is important to make people feel at ease with the task of Micro plan preparation. People tend to stay away from the process under the notion that it is a very technical task and requires specialized skills. However, as we all plan collectively for various activities even in our day-to-day lives, micro-planning too can be interesting and an effective exercise in planning for the development of a village.

This document will help the Community Organisers, Livelihood Coordinators, Field Facilitators and other stakeholders in the project to understand how the Microplan can be prepared with active participation from the community. This Document has two sections, Part I deals with the process of Microplan preparation and Part II specifies format to be used in Microplan.

## Facilitator's Hand Book For Microplanning (Part I)

### 2. What is microplan?

Realistic and achievable plan made for socio-economic development, development and management of local resources, considering village/hamlet as smallest planning unit is called "Microplan".

### 3. Why microplan?

It is difficult to organize local people/community, assess their needs, plan and implement activities at large unit level such as at the level of state or district. It is convenient and easier to involve community and plan activities at small unit level such as at the level of village. Therefore, microplan becomes one of the essential and effective instruments for better planning and implementation of developmental activities.

### 4. Participatory microplaning

Joint Forest Management program derives its strength from the involvement of people and therefore, its success depends on the degree of people's participation. People participation is central to microplanning. People's involvement is envisaged in holistic understanding and analysis of problems/issues and their potential solutions at community level. If people are involved from concept to commissioning of the plan, they own it. Local people get opportunity to express their views, take decisions for combining sectoral activities in such a way that synergetic effects are achieved. Participatory planning empowers the community to take proactive role in planning and implementation process of the plan. Participatory micro planning provides scope for fundamental shift in approach and process of planning from top-down to bottom-up, from sectoral development to integrated development, from centralized to decentralized planning and so on.

### 5. Objectives of microplan

Some of the objectives of Micro plan for a JFMC/ EDC are:

- Ensure participation of the villagers for the preparation of JFMC/EDC specific comprehensive development plan.
- Assess the dependence of communities on the forest resources.
- Assess the quantity, quality and present utilization of forest resources by the villagers.
- Identify the importance of existing forest resources.
- Identify the challenges encountered by the villagers in utilizing the services of the forest and find solutions therein.
- Prioritize the schemes to be undertaken according to the social, cultural, political and economic situation of the villagers and the availability of natural resources.
- Ensure that the benefits of the project reaches all stakeholders.
- Identify the importance of existing forestresources.
- Identifythechallengesencounteredbythevillagers inutilizingtheservicesoftheforestandfindsolutions therein.
- Prioritize the schemes to be undertaken accordingto the social, cultural, political and economic situation of the villagers and the availability of natural resources.
- Ensure that the benefits of the project reaches all stakeholders.

### 6. Approaches for microplan

Microplan preparation should focus on following approaches to make it more realistic, adoptive and implementable.



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### Flexibility

Microplan should be flexible in nature and should not be a sacrosanct document at all. It means there will be scope of improving the plan based on the implementation, learning and experience. The flexibility includes inter-allocation of financial resources, alteration of intervention, rescheduling implementation timeline and any other such activities which are beneficial to both community and effective management of forest resources. Moreover, the micro plan shall be revisited after four years to make the plan comprehensive and need-based.

### Inclusiveness

Microplan should include all sections of villagers in spite of caste, creed and religion. Each individual household in the target area will be included in the process of planning directly or indirectly. There will be no socio-economic divide while facilitating the micro planning process following the principles of inclusion. Socio-economic vulnerability like caste, women, destitute, disabled etc. will be duly considered during the planning process.

### Equity Vs Equality

A balance between equity and equality is necessary to prepare a good Microplan. Both are important and to be taken under consideration while preparing Microplan. The principle of equity and equality are to be ensured during the planning process. Under equality dimension, holistic and perspective plan is to be prepared for the entire village keeping in mind the overall development of all households of the village. Under equity perspective, specific interventions are to be planned for the poorest of poor households, destitute & physically challenged households, women-headed households etc. Most importantly, while formulating the annual plan on different thematic areas, the interventions on equity perspective are to be prioritized.

### Participation

People's participation in all the stages of Microplanning process is an essential. Microplan is a plan which is to be conceived by the community, prepared by the community and implemented by the community with the help of Govt. The micro plan will be prepared by the FMC/EDC with the help of LC, CO and FMU Personnel with active participation of FF in the field. Participation of Primary Stakeholders in planning process is to be ensured at all stages of planning processes. Working Group (JFMC Leaders, TFD Staff, LC, CO, FF, GP Representative, and representative from User Groups within JFMC/EDC) will steer the process of micro planning. Furthermore, as envisaged under the project, a special initiative from beginning of the planning process to capture concerns and issues related to Women will be ensured. While preparing the Micro Plan coordination with the Line Departments are to be ensured to explore the possibilities of Inter-sectoral convergence.

### Gender Mainstreaming

The principle of gender mainstreaming in both planning and implementation has to be integrated in the processes by involving the women members of the community from beginning of the project implementation. These include focused interventions which suits the need of women particularly in reducing drudgery and increasing their participation in community institutions and governance. The Women Group (Women JFMC members, SHG Leaders, Other Women Members, Women Extension Workers from Health department & Teacher) of the JFMC/EDC will be associated from beginning of the planning process to capture their concerns and issues and this will be reflected as gender action plan of the JFMC/EDC.



## 7. Pre-requisites of microplanning

Before taking up the Micro-planning exercise, the following activities must have been completed:

- In case of JFMC , BFBP Map has been prepared
- Based on BFBP Map PPA has been identified.
- JFMC/EDC Formation process is complete.
- Survey Demarcation of JFMC/EDC has been completed
- Training of LC, CO and FF are completed

## 8. Roles and responsibilities

Roles and responsibilities of important stake holders are well defined in MOD and can be summarised in following tables

*Table 1: Responsibility Matrix*

Institution	Responsibility	Accountability
JFMC	<ul style="list-style-type: none"> <li>• To Help in preparing BFBP and identifying PPA</li> <li>• To take active part in preparation of Microplan ( Both Community Development plan and Forest Development plan.</li> <li>• To formulate annual plan, convergence plan and get it approved by DMU</li> <li>• Re-visit the micro plan and made necessary changes.</li> </ul>	To Community and Project (RMU/SDMU)
EDC	<ul style="list-style-type: none"> <li>• To take active participation in developing the micro plan for Bio-diversity Management in Protected Areas`</li> </ul>	To Community and Project (RMU/SDMU)
Micro planning working group	<ul style="list-style-type: none"> <li>• To steer the process of preparing Micro Plan and Annual Plan.</li> <li>• May require to consult the representatives of lined departments for preparation of convergence plan.</li> </ul>	To JFMC/EDC, RMU.
Livelihood Coordinator	<ul style="list-style-type: none"> <li>• Shall ensure maximum participation of women in microplanning process.</li> <li>• Shall explore livelihood options to be taken up in Micro Planning</li> <li>• Shall ensure active participation of SHGs during Microplanning process.</li> <li>• Undertake FGD with on different thematic areas specially on livelihood options and facilitate to identify best feasible activities to be integrated in the micro plan.</li> </ul>	To JFMC/EDC, RMU.

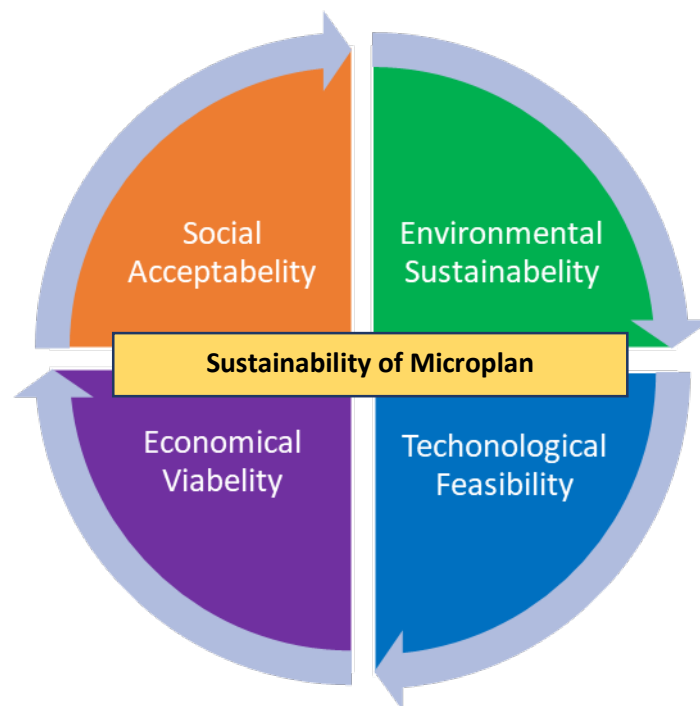
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Community Organiser	<ul style="list-style-type: none"> <li>• Sensitize the JFMC/EDC on microplanning processes and to take active part in designing the micro plan.</li> <li>• Facilitate collection of secondary information for preparation of micro plan.</li> <li>• Facilitate the JFMC/EDC in preparing baseline survey of the village.</li> <li>• Shall be responsible for compilation of findings from different PRA exercise and document them for preparation of micro plan.</li> <li>• To facilitate the micro planning process at the ground. Assist to synthesize the data and put up micro plan</li> <li>• Facilitate preparation of Annual Plan at JFMC/EDC level.</li> <li>• Shall assist the JFMC/EDC for involvement of line department representatives at block level in micro planning process in ensuring inter-sectoral convergence.</li> </ul>	RMU & DMU
Field Facilitator	<ul style="list-style-type: none"> <li>• To ensure community mobilization for MicroPlan</li> <li>To assist conducting FGD in villages</li> <li>• To assist dissemination of information in the field</li> <li>• To keep all necessary records .</li> </ul>	RMU
RMU	<ul style="list-style-type: none"> <li>• Ensure BFBP are prepared and PPA identified</li> <li>• Ensure formation of JFMC/EDC before Microplan starts</li> <li>• Ensure the Working Groups are formed.</li> <li>• Ensure that JFMC/EDC members and other groups are sensitized on preparation micro plan, convergence plan &amp; Annual plan.</li> <li>• Facilitate collection of secondary data for preparation of microplan.</li> <li>• Ensure networking with the line department for their involvement in Micro Planning process and to prepare Convergence Plan.</li> <li>• Facilitate in finalising the micro plan and forward to SDMU for its approval.</li> <li>• Put up proposal to SDMU for release of funds to undertake different planned activities based on work progress</li> </ul>	SDMU / DMU

## 9. When will a microplan become sustainable?

Microplan is prepared with villager's participation where their choices and aspirations are given priority. Facilitator, while conducting micro planning using PRA in villages should ensure the followings:

- a) Microplan activities should reflect aspiration of local people and seek their involvement to make it sustainable over the times.
- b) Microplan should be socially acceptable. Microplan activities should not only be accepted by landless, marginal farmers, women, weaker sections but also the richer/well off section of the village.
- c) Plan proposed in Microplan should be economically viable, means it should benefit locals, and the output (economic benefit) must be on higher side compared to input (cost).
- d) Only those activities which can be handled and operated/maintained by local people with locally available technical knowledge should be considered.
- e) Microplan activities should in no way harm local environment and it should comply the prescribed safe guard policy.



*Figure :2 Sustainability of Microplan*

### 10. Forest management related issues to be taken up during microplan

Forest conservation and its benefit to the villagers is one of the important goals of the micro planning. Therefore, some institutional mechanisms need to be developed while conducting PRA/Focus Group Discussion in the villages. Therefore, Field Facilitator/CO is advised to sensitize villagers on the issues/problems and seek their commitment. Below are the few points which should be covered during micro planning in villages:

- i) Forest protection mechanism penalty/action for breach of the informal protection rules set by the JFMC/EDC.
- ii) The relationship of the JFM/EDC and other villages with the surrounding forest, primary and secondary user groups, formal and informal rights and concessions prevalent in village;
- iii) Mechanism of compensating those who are severely and negatively impacted by Protected Area.
- iv) The dependence of the villagers on forests for various activities such as domestication of NTFP, traditional medicine, aesthetic, environmental, grazing, firewood, timber and green manure. Extent and frequency of forest produce extraction.
- v) Forestry based needs among the village community and short-term and long-term plans for meeting the needs.
- vi) Soil and water conservation measures in the forest area and their maintenance.
- vii) Farm forestry/agro forestry activities in Patta land.
- viii) The involvement of the JFMC/EDC in various activities undertaken, either voluntarily or paid, such as afforestation, preventing forest fires, protecting forests from encroachment, illicit felling, poaching etc.

### 11. Enhancing income to JFMC/EDC members through alternate livelihood options

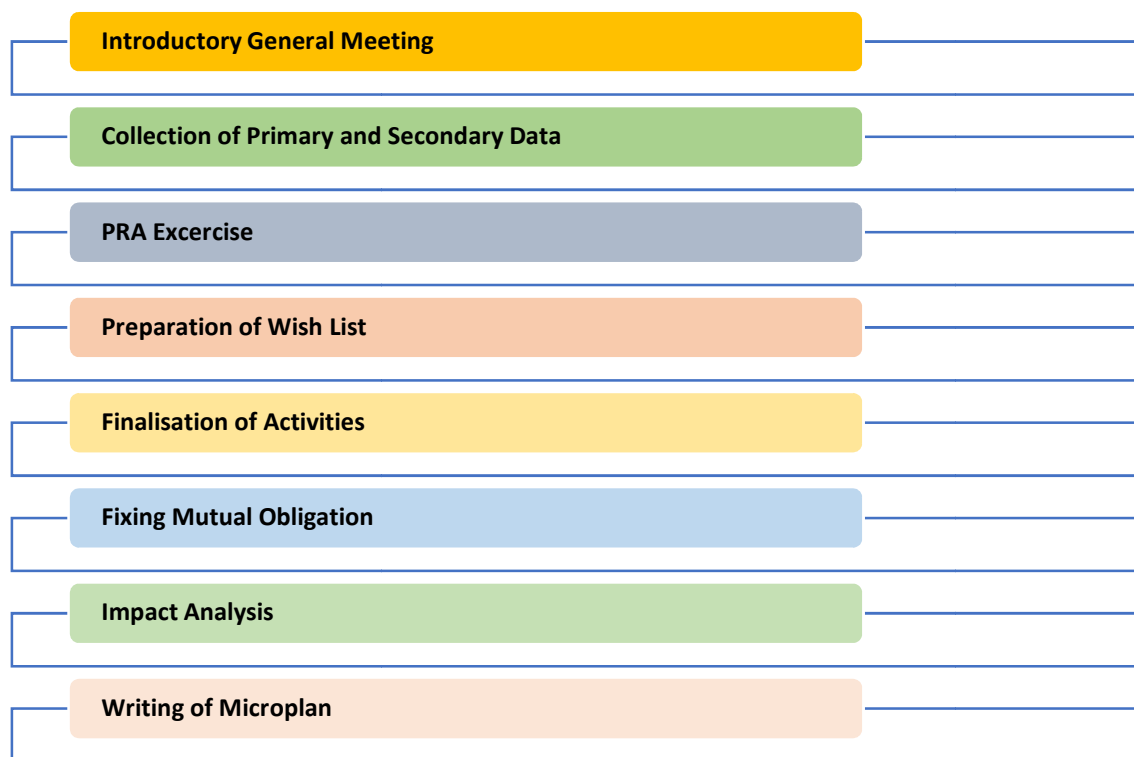
Most of the members of EDCs/JFMCs are poor and marginalized. There are also limited opportunities of employment and income generation for the people residing in remote villages. The micro planning gives an opportunity to LC/CO and Field Facilitator for identifying various forest and non forest based income generation activities for EDC/JFMC members and SHGs. Some of the items are listed below which are to be taken care during PRA.

- i. Promoting sustainable harvesting protocols, value addition and marketing of forest produce, NTFPs, handicrafts, agriculture and Agroforestry based products for income generation.
- ii. Formation of new SHGs, revamping and promotion of existing SHGs and ensuring their support in the functioning of JFMC/EDC.
- iii. Identifying Entry Point Activities (EPA), livelihood options and their prioritizing.
- iv. Ensuring rights of access on certain forest resources to individual beneficiaries, especially poor, women, landless, SHGs involved in forest based IGA, etc.

V. Creation of Village Development Fund (VDF).

### 12. Steps for Conducting Microplan

Microplan can be prepared by following steps as indicated in the attached figure . A detail procedure for each step has been elaborated in this chapter



#### 12.1 Introductory General Meeting :

Introductory General Meeting will be conducted following indicated steps.

- Step1.** Prior to taking up micro-planning exercise; one General Body meeting will be held to apprise the JFMC/EDC members about the Project goals, objectives and components, and solicit their active participation at all the stages of project implementation including micro planning.
- Step2.** Appreciate the traditional heritage of the place, strength of the people to raise their self esteem and social status.
- Step3.** Make aware/sensitise villagers about the importance of natural resource conservation in their life and development.
- Step4.** Discuss the problems of forest/nature conservation; identify the gaps between Knowledge, Attitude and Practice so that they (villagers) can take appropriate action.
- Step5.** Fix date, time and place for PRA. In case of a big village, conduct Panchayat Wards wise PRA with the help of EC.
- Step6.** EC members should be sensitized to think about the activities and interventions that would be suitable for village. In turn they would discuss with their fellow villagers, the common problems that they are facing.

#### 12.2 Collection of Primary and Secondary Data

Data can be collected from secondary as well as primary sources using following steps:

- Step 1.** Involve Community Organiser, Field Facilitators Forest Guard, Executive Committee members of

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EDC/JFMC, literate youth, and teachers in data collection.

**Step 2.** Community Organisers/ Field Facilitators will take lead in collecting data involving EC members.

The Member Secretary of JFMC/EDC will provide all secondary data and maps of forests will be supplied by PMU. The Community Organiser/ Field Facilitator will assist in consulting other line department concerning the village resources; provide detail of other relevant schemes implemented in the village etc. The Member Secretary and the Community Organiser/ Field Facilitator would also collect relevant information on land use, irrigation facility etc. Records or information of implementation of activities by FDA/Other departments/Other schemes in the village be collected and scope for convergence would be examined in consultation with RMU Chief and Local line department officials or higher officials.

**Step 3.** Group discussions also be held to collect data such as data on employment (no. of persons employed in government and private sector, self employed etc), technical skills available in the village (no. of skilled persons having particular skills, training need to enhance skills etc), IGAs (no. of persons engaged in different IGAs, problem faced in running IGA effectively, if any, possibility of taking up new IGAs etc.). These data can be used for microplanning.

**The data will include the following elements:**

**Site description:** The identified JFMC/EDC forest area, community lands need to be visited and prioritized by the villagers for its suitability for treatment under forest development plan, EPA or IGA. Following prioritization of the sites, each site needs to be described in detail such as area, land use history, current status of the land use, existing and past vegetation, soil quality, geographical locations etc. It is advisable to record the GPS locations for various forestry activities are included in microplan.

**Biophysical survey:** Biophysical resources survey in respect of each identified site in the forest area, village common land, water bodies, etc. shall be taken up. Maps showing the boundary of the site should be drawn before the field visit. With the maps having boundaries of the proposed project site, the micro-plan Working Group shall take transect walk across the project area for detailed mapping of various biophysical resources such as soil, topography, vegetation, species composition, land use etc.

**Socio-economic survey:** A baseline socio-economic profile of the village shall be made. The data collected from the PRA should form the base of the micro planning exercise. If required, for more authenticity and for verification, sample household survey should be conducted to obtain the information required as per the format of the Micro Plan. The sample households should be selected on stratified random sampling basis. The household survey should be kept at minimum. Through the survey, householder's economic activity, physical assets, poverty level, consumption level of forest produce etc., would be mapped.

### 12.3 Participatory Rural Appraisal (PRA) for Microplanning

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### 12.3.1 What is PRA?

Participatory rural appraisal (PRA) is a tool in which the local community (JFMC/EDC members) is involved to extract and collect data and information on various aspects, as well as to understand the actual situation or status of the village/forest by using various communication tools while developing the village and forest development plan. This method facilitates the easy flow of information, and sharing experiences and views by all individuals.

Participatory Rural Appraisal (PRA) is considered one of the popular and effective approaches to gather information in rural areas. This approach contributes in paradigm shift from top-down to bottom-up approach, and from blueprint to the learning process. Outcome of the PRA exercise facilitates the community to understand the resources, skills, abilities etc. available and to take appropriate decisions to manage the resources effectively.

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

PRA consists of a number of tools and each tool has a specified purpose to be used to gather information. During Preparation of Microplan total 8 different types of tools are to be proposed to use during preparation of microplan which are explained in detail.

### 12.3.2 Things to be remembered by Facilitator while conducting PRA

- ◆ Organise people at a common place.
- ◆ Organise separate meeting and group discussion for the women.
- ◆ Divide a group in different sub groups and make a person group leader for each group for conducting different PRA exercises/use specific PRA tools at a time.
- ◆ Try to perceive the needs of the villagers during the PRA.
- ◆ Try to involve villagers in initiating some voluntary activities for solving immediate problems (for example, initiating forest protection, maintaining common assets).
- ◆ Once all PRA tools are finished, ask group leaders to present the experiences/chart prepared/information collected while using specific PRA tools before the villagers.
- ◆ Identify like-minded people to form SHGs of men and women and develop some plan of action through voluntary activities e.g., money deposit, adult education etc.).



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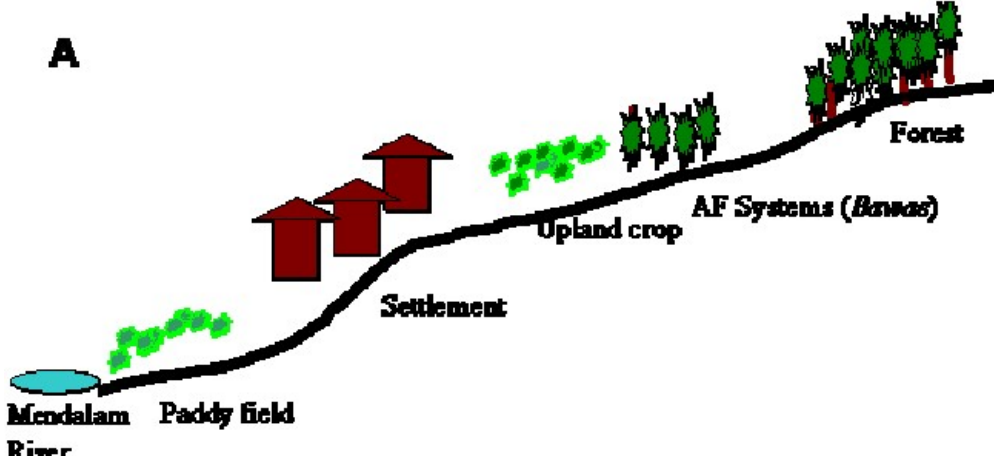
### 12.3.4 Key PRA tools for use in Microplan

For preparation of Microplan following PRA tools are recommended to use .A detail of each tool (Why? How? What?) are also explained in this chapter

- Transect Walk
- Focus Group Discussion
- Social Map
- Resource Map
- Wealth Ranking
- Seasonal Calendar
- Venn Diagram
- Historical Time Line and Trend Analysis

A. Tool Name: Transect Walk	
<b>Description</b>	<ul style="list-style-type: none"><li>• A transect walk is a tool for describing and showing the location and distribution of resources, features, landscape, main land uses along a given transect. It tells about natural resources, present land use, vegetation, changes in the physical features and cropping systems, and so on in villages</li></ul>
<b>Objective</b>	<ul style="list-style-type: none"><li>• To develop rapport with Villagers</li><li>• To get the first hand information about the resources available in and near the village/territory.</li><li>• To identify the interaction of the inhabitants with the local resourcebase.</li><li>• To identify the existing status, diversity of the resources and conflict around the resources along with the reasons behindthese.</li></ul>
<b>Key Questions to be Asked</b>	<ul style="list-style-type: none"><li>• What is the general topography of thevillage?</li><li>• What are the types of plants found in different parts of thevillage?</li><li>• What are the uses of different parts of the landzones?</li><li>• How important are these zones separately for men andwomen?</li><li>• Anyconflictaroundinaccessingtheresources?</li><li>• Anyspecificspeciesdecreasing/increasinginanyparticularpatch/geography of thevillage?</li><li>• What types of dependence are on different zones like for food/ fodder/ fuel woodetc?</li></ul>

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<b>How to do it?</b>	<ul style="list-style-type: none"> <li>• Gather few people who have clear understanding on the topography as well as resource base of the village.</li> <li>• Divide the team into small teams which comprises of at least one member of the PRA team and few members from the community.</li> <li>• Team may divide the village into different zones like valley zone (village), Foot hill zone, Hill zone for better understanding of the resources. This should be done in consultation with the villagers.</li> <li>• Walk along a path from centre of the village to the ridge/outer boundary and some distance beyond that till the points up to which the villagers usually walk for their daily needs.</li> <li>• While walking ask different questions &amp; cross-questions as mentioned above and take a note of these discussions.</li> <li>• Arrange the findings in tabular formats differentiated by zones of the village.</li> </ul>
<b>Materials Required</b>	<ul style="list-style-type: none"> <li>• Drawingsheet</li> <li>• Notebook</li> <li>• Pencil with eraser and sharpener</li> <li>• Pen</li> </ul>
<b>Time to complete</b>	2 to 3 hours
<b>Sample Map</b>	<p><b>A</b></p> 


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B. Tool Name: Focus Group Discussion	
<b>Description</b>	<ul style="list-style-type: none"> <li>• 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 micro planning FGDs need to be organized with: women, farmers, SHGs, wage earners, poorest of poor/ vulnerable households and forest dwellers</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To get in-depth idea about resource and problem associated with</li> <li>• To get the first hand information about the resources available and its status along with associated problems</li> <li>• To obtain primary information on Specific groups like Women/Farmer etc.</li> <li>• To identify the existing status, diversity of the resources and conflict around the resources along with the reasons behind these.</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• Select PRA tools to be used</li> <li>• Get to know the subject of discussion</li> <li>• Select FGD participants</li> <li>• Arrange logistics</li> <li>• Prepare discussion guide</li> <li>• Pre-test discussion guide</li> <li>• Run FGD</li> <li>• Analyse data/results</li> <li>• Prepare a report and presentation</li> </ul>
<b>Special point to remember</b>	<ul style="list-style-type: none"> <li>• Avoid rushing the course of discussion.</li> <li>• Avoid allowing some person to dominate over the meeting.</li> <li>• Making judgments on the responses given by participants that would give a negative signal.</li> <li>• Never ask participants to give evidence in support of their statements nor attempt to prove that the information provided is false.</li> </ul>

## Facilitator's Hand Book For Microplanning (Part I)

C. Tool Name: Social Map	
<b>Description</b>	<ul style="list-style-type: none"> <li>• Social Map is prepared to identify the spatial distribution of household in the village and also to understand the distribution of other Institutions and infrastructure available in the village . It also helps in understanding social and economic differences between the households.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To learn about social structure, relative location of households and their distribution based on wealth, ethnicity and religion etc.</li> <li>• To learn about various institutions available in the village.</li> </ul>
<b>Key Questions to be Asked</b>	<ul style="list-style-type: none"> <li>• What are the approximate boundaries of the village?</li> <li>• How many households are found in the village and where are they located?</li> <li>• Is the number of households growing or shrinking?</li> <li>• What are the social institutions found in the village?</li> <li>• What religious groups are found in the village?</li> <li>• What are the approximate locations of the different religious groups?</li> <li>• Which are the pucca/ kuchha households?</li> <li>• Which are the female Headed Households and where are they located?</li> </ul>
<b>How to do it?</b>	<ul style="list-style-type: none"> <li>• Mark the north direction to maintain the orientation of the map.</li> <li>• Ask the participants to draw a map of the village showing the major features like hills/mountains, major road etc. This will help in fixing the boundary of the village.</li> <li>• Locate all the households of the village. Keep an eye on the relative locations and number of the households with reference to the key features. For example the number of household on one side of the road should be exact as the real situation of the village.</li> <li>• Use common symbols for common types of houses. For example houses of one religion should have common symbol and similarly for pucca &amp; kuchha house etc.</li> <li>• Mark the places of popular spots like temples, mosques, churches, schools, Panchayat offices, post offices etc.</li> <li>• Mark the female headed households.</li> <li>• Discuss whether the total number of households has increased or shrunk during recent years, reasons and effects of such changes.</li> </ul>

## Facilitator's Hand Book For Microplanning (Part I)


<b>Materials Required</b>	<ul style="list-style-type: none"><li>• Chart Paper</li><li>• Sketch Pen</li><li>• Note book</li><li>• It can be done by using different colour Gulal (ABIR) to make it more attractive and enjoyable</li></ul>
<b>Time Required</b>	<ul style="list-style-type: none"><li>• 1.5 to 2.5 Hrs</li></ul>
<b>Sample Map</b>	

## Facilitator's Hand Book For Microplanning (Part I)

D. Tool Name: Resource Map	
<b>Description</b>	<ul style="list-style-type: none"> <li>• Village Resource Map is a tool that helps us to learn about a community and its resource base. The primary concern is not to develop an accurate map but to get useful information about local perceptions of resources. Resource mapping exercise is conducted to find out immovable assets, resources, availability, status, problems and solutions related with resources like natural, human and animal.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To learn the villagers' perception of what natural resources are found in the community/village and how they are being used along with problems associated and opportunities available to improve the same</li> </ul>
<b>Key Questions to be asked</b>	<ul style="list-style-type: none"> <li>• Which resources are abundant?</li> <li>• Which resources are scarce?</li> <li>• Does everyone have equal access to land?</li> <li>• Do women have access to land?</li> <li>• Do the poor have access to land?</li> <li>• Who makes decision on land allocation?</li> <li>• Where do people go to collect water?</li> <li>• Who collects water?</li> <li>• Where do people go to collect firewood?</li> <li>• Who collects firewood?</li> <li>• Where do people go graze livestock?</li> <li>• What kind of development activities do you carry out as a whole community? Where?</li> <li>• Which resource do you have the most problem with?</li> </ul>
<b>How to do it?</b>	<ul style="list-style-type: none"> <li>• Find a large open place to work.</li> <li>• Start by placing a rock or leaf to represent a central and important landmark.</li> <li>• Ask the participants to draw the boundaries of the village.</li> <li>• Ask the participants to draw other things on the map that are important. Don't interrupt the participants unless they stop drawing.</li> <li>• Once they stop, ask whether there is anything else of importance that should be added.</li> <li>• When the map is completed, facilitators should ask the participants to describe it. Ask questions about anything that is unclear.</li> <li>• Use the key questions to guide a discussion about resources in the village. One or more facilitators should ask the questions, another should take notes on what is said.</li> <li>• Be sure to draw a picture of the map on a piece of paper. Be sure that the final map includes direction indicators (North, South, East, and West).</li> </ul>



## Facilitator's Hand Book For Microplanning (Part I)

<b>Materials required</b>	<ul style="list-style-type: none"> <li>• Chart Paper</li> <li>• Sketch pen</li> <li>• Can use coloured powder (Abir) to make it more interactive</li> </ul>
<b>Time Required</b>	<ul style="list-style-type: none"> <li>• 1.5 to 2 Hours</li> </ul>
<b>Sample Map</b>	

E. Tool Name: Wealth Ranking	
<b>Description</b>	<ul style="list-style-type: none"> <li>• Wealth ranking is based on the assumption that community members have a good sense of who among them is more or less well off. The main idea is that villager's uses their own knowledge and criteria to do the ranking and outsiders learn to understand the way the villagers interpret the economic status of each family living in the village. It also helps in identifying the poorest of the poor and vulnerable groups in village</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To investigate perceptions of wealth differences and inequalities in a community</li> <li>• To identify and understand local indicators and criteria of wealth and well-being.</li> <li>• To map the relative position of households in a community</li> </ul>



## Facilitator's Hand Book For Microplanning (Part I)

<b>Key Questions to be asked</b>	<ul style="list-style-type: none"> <li>• What are local perceptions of wealth, well-being and inequality?</li> <li>• What socio-economic groupings are there in the community and who belongs to what group?</li> </ul>
<b>How to do it?</b>	<ul style="list-style-type: none"> <li>• Begin the discussion with the villagers. Ask the villagers to rank the families in the village according to their wealth in any manner they like. Perhaps it may be easy to begin the exercise by asking villagers to mark the richest family in the village on the village social map.</li> <li>• Then ask the villagers to mark the second richest, third richest and the fourth and so on, on the social map. Ask the villagers to explain why those households are categorised as rich by them and record their criteria. Criteria could be for example types of roofs, landholding size, ownership of resources, access to resources, etc.</li> <li>• Then in the same manner start from the poorest, which household is the poorest person's house, then little better off and so on.</li> <li>• Ask the villagers to prepare a list of households starting with the richest household at the top of the list and the poorest household appearing at the bottom. Once the list is completed, start with well-being grouping.</li> <li>• Request the participants to group the households in accordance with their wealth or well-being.</li> </ul>
<b>Materials required</b>	<ul style="list-style-type: none"> <li>• Village Social Map</li> <li>• Sketch Pen</li> <li>• Pad and Pen</li> </ul>
<b>Time Required</b>	<ul style="list-style-type: none"> <li>• 2 to 3 Hours</li> </ul>

## Facilitator's Hand Book For Microplanning (Part I)

Sample Map

Chart C. Wealth Ranking

Sl. no.	Category	Parameters of wealth	Number of HH
1	Rich	Land More than 6 Kani, Pucca House, Tractor, Bike, TV	05
2	Middle class	Land (3-5 Kani), Pucca House, Bike,	25
3	Poor	Land (1-2 Kani), Mud house, cycle	45
4	Poorest	No Land, No Home	15

F. Tool Name: Seasonal Calendar	
<i>Description</i>	<ul style="list-style-type: none"> <li>A seasonal calendar is a participatory tool to explore seasonal changes (e.g. work, employment, income etc.)</li> </ul>
<i>Objective</i>	<ul style="list-style-type: none"> <li>To learn about changes in livelihoods over the year and to show the seasonality of agricultural and non agricultural work, employment, gender-specific activities etc.</li> </ul>
<i>Key Questions to be asked</i>	<ul style="list-style-type: none"> <li>What are the busiest months of the year?</li> <li>At what time of the year is food scarce?</li> <li>How does income vary over the year for men and women?</li> <li>How does expenditure vary over the year for men and women?</li> <li>How does rainfall vary over the year?</li> <li>How does water availability for human consumption vary over the year?</li> <li>How does livestock forage availability vary over the year?</li> <li>How does credit availability vary over the year?</li> <li>When are most agricultural works carried out by women?</li> <li>When are most agricultural works carried out by men?</li> <li>When is most non-agricultural work carried out by women?</li> <li>When is most non-agricultural work carried out by men?</li> <li>Which could be the most appropriate season for additional activities for men and women? What time constraints do exist and for what reason?</li> </ul>

## Facilitator's Hand Book For Microplanning (Part I)

<p><b>How to do it?</b></p>	<ul style="list-style-type: none"> <li>• Find a large open space for the group. The calendar can be drawn on the ground or very big sheets of paper.</li> <li>• Ask the participants to draw a matrix, indicating each month along one axis by a symbol.</li> <li>• It is usually easiest to start the calendar by asking about different activities. Choose a symbol for each activity.</li> <li>• Move to the next topic and ask people during which month the food is usually scarce. Discuss the reasons why it is scarce and make sure that the different kind of food donations that people receive are discussed and that this information is shown in the map.</li> <li>• Go on involving villagers like this, topic by topic as suggested below:</li> </ul> <p>Villagers first divide a year into 12 local months on the chart paper and discuss on the activities carried out by the men and women throughout the year. The exercise focuses on the following:</p> <ol style="list-style-type: none"> <li>i. Activities carried out by each sub group (women, men and children) separately in all the 12 months of a year.</li> <li>ii. Activities which give employment to men and women in village (agriculture labour/wage labour in other schemes)) and outside village (construction labour, road work, etc.)</li> <li>iii. Months in which Major Non Timber Forest Products) collected from forest for sale.</li> <li>iv. Months in which fuel wood is collected.</li> <li>v. Who (men or women or both) is engaged in what economic activity in a particular month.</li> <li>vi. Lean periods (months) in a year when there are no opportunities for employment for men and women.</li> <li>vii. Periods (months) when villagers have no work either in agriculture field or outside village.</li> </ol>
<p><b>Materials required</b></p>	<ul style="list-style-type: none"> <li>• Village Social Map</li> <li>• Sketch Pen</li> <li>• Pad and Pen</li> </ul>
<p><b>Time Required</b></p>	<p>1.5 Hours</p>

## Facilitator's Hand Book For Microplanning (Part I)

<b>Sample Map</b>	<b>Items</b>	<b>Jan-Feb</b>	<b>Mar-Apr</b>	<b>May-Jun</b>	<b>Jul-Aug</b>	<b>Sep-Oct</b>	<b>Nov-Dec</b>
	Light meals	■ ■ ■	■	-	-	-	■
	Begging	■ ■ ■	■	-	-	-	■
	Migration	■ ■ ■ ■ ■ ■	■ ■	■ ■	■	-	-
	Unemployment	■ ■ ■ ■ ■ ■	■	-	■ ■	■ ■	■
	Income	-	-	■ ■ ■	■ ■ ■	■ ■ ■ ■ ■ ■	■ ■ ■ ■ ■
	Disease	-	■ ■ ■	■ ■ ■ ■	■ ■ ■	■	-
	Rainfall	-	■ ■ ■ ■	-	-	■ ■	■ ■ ■

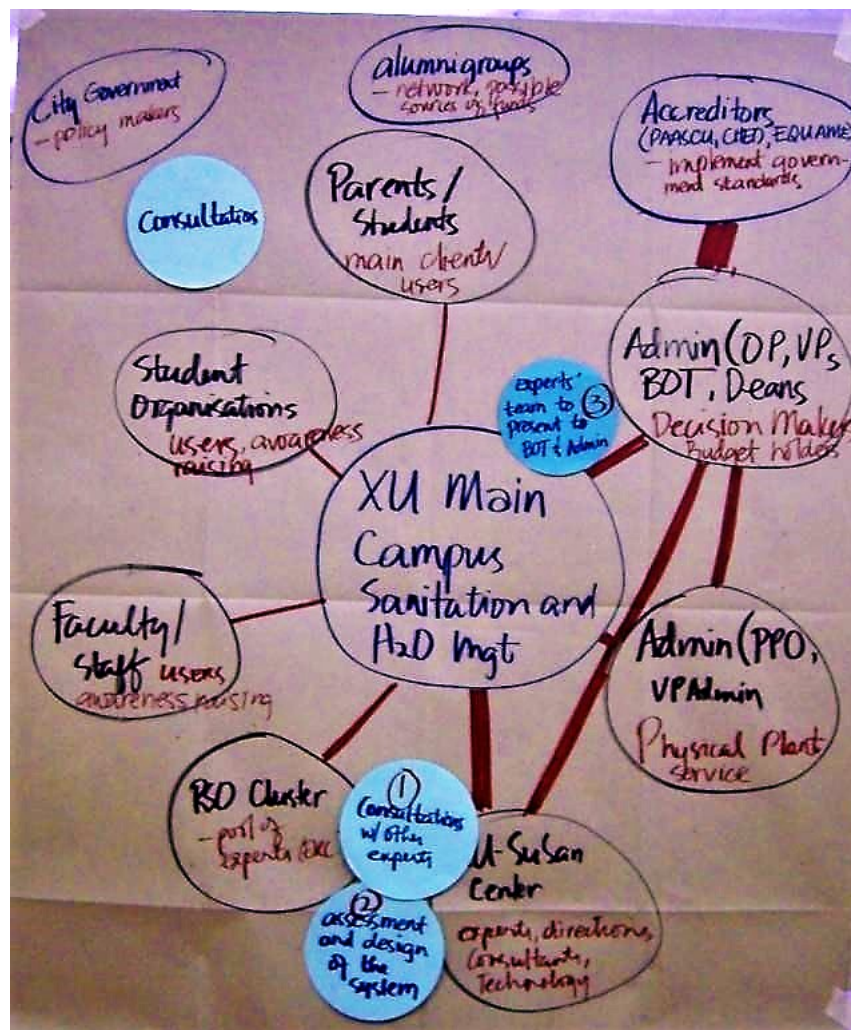
<b>G. Tool Name: Venn Diagram</b>	
<b>Description</b>	<ul style="list-style-type: none"> <li>The Venn diagram on Institutions shows institutions, organisations, groups and important individuals found in the village, as well as the villagers view of their importance in the community. The Institutional Relationship Diagram also indicates how close the contact and cooperation between those organisations and groups is</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>To identify external and internal organisations/groups/important persons active in the community.</li> <li>To identify who participates in local organisations/institutions by gender and wealth.</li> <li>To find out how the different organisations and groups relate to each other in terms of contact, co-operation, flow of information and provision of services.</li> </ul>
<b>Key Questions to be asked</b>	<ul style="list-style-type: none"> <li>Which organisations/institutions/groups are working in or with the community?</li> <li>Which institutions/groups do the villagers regard as most important, and why?</li> <li>Which groups are addressing household food security and nutrition issues?</li> <li>Which organisations work together?</li> <li>Are there groups which are meant for women or men only?</li> </ul>

## Facilitator's Hand Book For Microplanning (Part I)

	<ul style="list-style-type: none"> <li>• Are some particular groups or kind of people excluded from being members of or receiving services from certain institutions?</li> </ul>
<b>How to do it?</b>	<ul style="list-style-type: none"> <li>• Make sure that the poorest and most disadvantaged group of people are present.</li> <li>• Make sure that you have all material that is needed.</li> <li>• Explain to the participants the three objectives of the Venn Diagram on institutions.</li> <li>• Ask the participants which organisations/institutions/groups are found in the village and which other ones even outside the village are working with them.</li> <li>• Facilitate to explore all the possible institutions like SHGs, farmers' group etc.</li> <li>• Are their political groups? Who makes important decisions in the village?</li> <li>• Ask one of the villagers to write down all the institutions that are mentioned and to give each organisation a symbol which everybody can understand.</li> <li>• Ask the participants to draw a big circle in the centre of the paper or on the ground that represents themselves.</li> <li>• Ask them to discuss for each organisation and how important it is for them. (The most important ones are then drawn as a big circle and the less important ones as smaller circles).</li> <li>• Ask the participants to compare the sizes of the circles and to adjust them so that the sizes of the circles represent the importance of the institution, organisation or group.</li> <li>• Every organisation/group should be marked with the name or symbol.</li> <li>• Ask them to discuss in which way they benefit from the different organisations.</li> <li>• The facilitator and note-taker have to listen very carefully and the note-taker writes down, why the different organisations are considered important or less important.</li> <li>• Ask them to show the degree of contact/co-operation between themselves and those institutions by distance between the circles.</li> <li>• Institutions which they do not have much contact with should be far away from their own big circle.</li> </ul>
<b>Materials required</b>	<ul style="list-style-type: none"> <li>• Drawingsheet</li> <li>• Pencils</li> <li>• Markers</li> </ul>
<b>Time Required</b>	<ul style="list-style-type: none"> <li>• 1.5 to 2 hours</li> </ul>

## Facilitator's Hand Book For Microplanning (Part I)

Sample Map



### H. Tool Name: Historical Time Line & Trend Analysis

#### Description

- This tool helps us in understanding causes of changes in natural resources over a certain period of time. The exercise make villagers realize that they needed to protect and conserve forest for their survival and livelihoods. Actions such as protection of natural forest and increase vegetation outside forest through nursery rising, controlled grazing and plantation and creation of alternative employment opportunities for the men and women are suggested. The information collected through PRA should be verified with the information from secondary sources and interviews.

#### Objective

- To make realize villagers that resource availability is changing (decreasing and increasing) and its impact on their lives.
- To sensitize villagers to take plan of action/come forward to save or protect degrading natural resources.










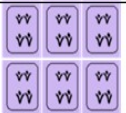
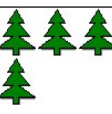



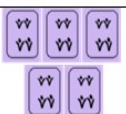
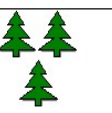
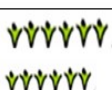


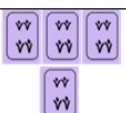


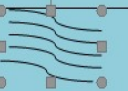


## Facilitator's Hand Book For Microplanning (Part I)

<p><b><i>Key Questions to be asked</i></b></p>	<ul style="list-style-type: none"> <li>• What are the different resources you have in your village?</li> <li>• Explain the status of each resource with the time ( say 1990 then 2000, then 2019 )</li> <li>• If this continues like this what will be the situation after 20 years?</li> <li>• What do you want? should it continue like this? Or we can do something to bring changes?</li> <li>• What we can do?</li> </ul>
<p><b><i>How to do it?</i></b></p>	<ul style="list-style-type: none"> <li>• Use chart paper or other materials.</li> <li>• Involve villagers in elaborate discussion about the condition of forest and causes of degradation/ improvement, change in crop, livestock and water during last 30 to 50 years</li> <li>• Ask villagers to draw their own time trend diagrams.</li> <li>• Try to obtain data on conditions/availability/causes of decrease and increase of resources/ impact of changes on forest conditions, agriculture productivity, wildlife population and livelihood etc.</li> <li>• Plot the interaction of two or more variables on the same sheet.</li> <li>• Where numbers are not available, show trends qualitatively.</li> </ul>
<p><b><i>Materials required</i></b></p>	<ul style="list-style-type: none"> <li>• Drawingsheet</li> <li>• Pencils</li> <li>• Markers</li> </ul>
<p><b><i>Time Required</i></b></p>	<ul style="list-style-type: none"> <li>• 1-2 hours</li> </ul>



## Facilitator's Hand Book For Microplanning (Part I)

*Sample Map*

Year	Forest	Agriculture	Water	Livestock	Yield
1970					
1980					
1990					
2000					
2019					
2040	??	??	??	??	??

## Facilitator's Hand Book For Microplanning (Part I)

### 12.4 Preparation of Wish List

During PRA and group discussion, a wish list should be prepared involving people. If the village is big, then Hamlet wise wish list should be prepared. Following steps are appropriate:

**Step 1.** Request villagers to tell the names of activities which they want to be implemented in the village.

**Step 2.** List all the activities on a chart paper at the same time.

Facilitators should keep in mind that the wish list may contain some activities which may not be possible to implement through Microplan. But he should not omit those activities, that is why it is called **wish list**. A final list of achievable activities will be prepared by the villages in the next stage of planning.

### 12.5 Finalisation of Activities

Once the microplan activities are filtered the list of activities are presented and discussed in Final General meeting of the villagers. The final microplan activities are agreed in this meeting. The basis of final activities listed should be based on following points

- In consultation with resource map and Social map the constraints and immediate need identified.
- In consultation with Livelihood opportunities , the constraints identified and opportunities listed.
- Based on scope of funds available through SCATFORM.
- Based on possible scope of convergence with other on going projects.
- Forest development activities will be in line with working plan prescription

### 12.6 Mutual obligations

Mutual obligations of villagers, forest department, Panchayat and others relating to implementation of the microplan are discussed in the general meeting following the steps given below:

**Step 1.** List all the activities in front of all the stakeholders

**Step 2.** Decide monitoring mechanism, indicators of success and roles and responsibilities of stakeholders against each activity.

### 12.7 Impact Analysis

Microplan activities will have impact on local ecology, society and economy. Therefore, it is suggested to discuss impact of each activity with villagers so that they are aware of the advantages and benefits of microplan activities. Following steps can be followed:

**Step 1.** List all the activities on a chart paper and display in front of villagers.

## Facilitator's Hand Book For Microplanning (Part I)

**Step 2.** Ask them to tell impact of these activities on local ecological conditions (like on forest, water, air, soil etc), society (like social status, social recognition) and on economy (like improvement in household economy, living condition)

### 12.8 Writing of Microplan

Microplan should preferably be written in local language and cover description of village, forest protected by people and other resources, village and forest development plan, mutual obligations of people and forest department in implementing microplan activities and impacts of the activities on society, economy and ecology and other aspects relevant to particular EDC/JFMC.

### 13. Timeline for preparation of Microplan

Microplan preparation will combine number of activities in sequence. Microplan should be prepared within 10 days and completed within 18 days. A time schedule is proposed for completing the assignment

Sl. No.	Activity	Time Period
1	Orientation of Community Organisers/EC members/ Field Facilitators/Forest staff involved in microplanning (including field orientation for hands on training )	2 days
2	Meeting with RMU Chief/RO/BO	1 day
3	Conducting microplanning (PRA) including interaction with line departments, Panchayat, and other relevant agencies	5 days
4	Development of draft microplan	2 days
4	Circulating draft microplan and receiving comments from RMU/DMU and others	4 days
5	Finalisation/Revision of microplan	2 days
6	Approval of microplan	2 days

### 14. Approval Of Microplan

- The draft micro plan approved by the EC and signed by the President shall be submitted by Member Secretary to the RMU who shall examine the microplan from all angles including technical, social, financial and legal angle (Community Organiser of SCATFORM project will coordinate with RMU chief and also with DMU to get the Microplan approved . The RMU/DMU may refer back to the EC any suggested modifications for consideration and necessary amendment of the draft micro plan. The EC will discuss the suggested changes, incorporate the same in the draft micro plan and resubmit the same to RMU.
- The District level Committee at DMU level would see that microplan is in harmony with Forest Working Plan.
- Microplan shall be forwarded to CF (T) or CF (WL) by DFO (T) or DFO (WL) as the case may be Committee for their information and a copy of approved Microplan to be send to CEO &PD SCATFORM for keeping as record.
- 5 copies of the approved microplan will be made, one each for the JFMC/EDC, the JFMC/EDC Member Secretary, Range Office cum RMU ,One for DMU and one for PMU SCATFORM.

### 15. Validity of Microplan

A microplan is valid for a 5 years period. Proposed activities in Microplan should not extend 5 years period. While planning and choosing activities under microplan, emphasis should be given on selecting activities which may extend from short period to long period. Say for example, processing and value addition of NTFP based item for income generation may take 1 to 2 years whereas restoration of community hall under EPA may take 1 month.

### 16. Revision/revisiting Microplan

Microplan is a dynamic document which may be changed as per requirement. Therefore, each microplan should be revised on 3rd year of project for corrections and modifications. Moreover, progress of each year should also be recorded in the microplan, which would facilitate monitoring of the project activities under other schemes through convergence.