

# **Monitoring and Evaluation Guidelines (PART I)**

## **cum**

# **Monitoring and Evaluation Plan (PART II)**



Indo-German Development Cooperation

Climate Change Adaptation Programme in the Himalaya,  
Component II: Tripura – Climate Resilience of Forest  
Ecosystems, Biodiversity & Adaptive Capacities of Forest  
Dependent Communities

BMZ No.: 2015 67 650 (Grant) & 2015 67 643 (Loan)

Tripura Forest Department  
Government of Tripura

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## Acronyms

ADC	Autonomous District Council
ANR	Assisted Natural regeneration
APD	Assistant Project Director
APO	Annual Plan of Operations
APR	Annual Progress Report
AWPB	Annual Work Plan Budget
BG/BoG	Board of Governors
BMC	Biodiversity Management Committee
BO	Beat Officer
BPL	Below Poverty Line
CEPF	Community Empowerment and Planning Framework
CBCA	Community Based Conservation Area
CBD	Convention of Biodiversity
CD	Check Dams
CEO	Chief Executive Officer
CIG	Community Implementation Group
CIM	Community Implementation
CMC	Collection and Marketing Centre
CTA	Chief Technical Advisor
DAC	Development Aid Criteria
DCTA	Deputy Chief Technical Advisor
DDP	Drawing and Disbursing
DPD	District Project Director
DPMA	Divisional Project Management Authority
DWS	Drinking Water and Sanitation Department
EPA	Entry Point Activity
ESFM	Environment and Social Monitoring Framework
ESS	Environment and Social Safeguards
FFARC	Farmers Field Activities Record Book
FFPC	Farm and Forest Products Centre
FFPO	Farm and Forest
FMP	Forest Management Plan

FPIC	Free Prior Informed Consent
FRO	Forest Range Officer
GAP	Gender Action Plan
GESI	Gender Empowerment and Social Inclusion
GIS	Geographical Information System
GMIS	Geographic Management Information System
GOPA	Gesellschaft für Organisation, Planung und Ausbildung GmbH
GoT	Government of Tripura
GPS	Global Positioning System
HDB	High Density Bamboo
HH	Household
HYR	Half Yearly Report
IA	Intervention Area
ICR	Implementation Completion Report
ICT	Information, Communication, Technology
IGA	Income Generating Activity
IP	Impact Pathways
IPCC	Inter Governmental Climate Panel
JFMC	Joint Forest Management Committee
JLG	Joint Liability Group
KfW	Kreditanstalt für Wiederaufbau, KfW Development Bank
KM	Knowledge Management
LRP	Livelihood Resource Plan
M&E	Monitoring and Evaluation
MIS	Management Information System
MPR	Monthly Progress Report
MoU	Memorandum of Understanding
MPT	Multipurpose Trees
MTR	Mid Term Report
NGO	Non-Government Organisation
NO	No Objection
NTFP	Non-Timber Forest Product
NRMST	Natural resource Management Society Tripura
PAP	Project Affected People

PBR	Peoples Biodiversity Register
PEA	Project Executive Agency
PES	Payment for Environmental Services
PFM	Participatory Forest Management
PIO	Project Implementation Officer
PMA	Project Management Authority
PMC	Project Management Consultants
PMIS	Project Management Information System
PoP	Poorest of Poor
PPISM	Participatory Planning
PRA	Participatory Rural Appraisal
PWD	Public Works Department
QPR	Quarterly Progress Report
RD	Rural Development
RF	Revolving Fund
RO	Range Officer
PMA	Project Management Authority
SDFO	Sub Divisional Forest Officer
SHG	Self Help Groups
SSCB	Social Safeguards and Capacity Building
STO	Senior Technical Officer
SWSE	Social Welfare and Social education Directorate
TA	Technical Assistant
TAC	Technical Advisory Committee
TFD	Tripura Forest Department
TO	Technical Officer
ToC	Theory of Change
TOR	Terms of Reference
TSECL	Tripura State Electricity Corporation Ltd.
VCW	Village Community Worker
VDPIC	Village Development Planning and Implementation Committee
VCW	Village Community Worker

## **MONITORING AND EVALUATION GUIDELINES (PART I)**

### **1 MONITORING AND EVALUATION OF IGDC CREFLAT PROJECT**

#### **1.1 Background Relating to Monitoring in Project Document**

The Project Feasibility Study (updated on 20 December 2018) describes Project Monitoring at four levels, viz. Impact Monitoring, Inputs & Results Monitoring, Financial Monitoring, and Safeguards Monitoring. These levels of monitoring are reflected in the Separate Agreement with slight re-orientation.

As per the Separate Agreement (see under Section 4.2 Monitoring), the project monitoring will consist of Progress Monitoring (Physical Implementation, Financial Progress & Auditing); Impact Monitoring; and Project Reviews. The Separate Agreement specifically indicates that the PMA, with support from PMC, will develop the necessary guidelines for monitoring and agree with KfW (that is, No Objection from KfW on the Monitoring Guidelines). The constituents of different monitoring features are reflected in the Separate Agreement as given below. However, this section may be read with section 3.2 below which describes in tabular form the various M&E architectures as per Separate Agreement.

- a) Financial Monitoring: The project, with support from PMC, has already developed financial guidelines, which includes financial monitoring and supervision system as well as auditing. The guidelines also include a check-list of documents required or to be verified/validated as part of the reimbursement process. The financial guidelines are not included under the present M&E document; the present M&E guideline is for tracking implementation results (inputs, outputs and outcomes).
- b) Implementation Monitoring: This includes (i) Progress Monitoring (which is quality and quantity checks for Inputs & Results Monitoring, and Impacts Monitoring), (ii) Safeguards Monitoring based on Environmental & Social Management Framework (ESMF) of the project including monitoring of ecological and socio-economic impacts. The present M&E document is predominantly focused on these aspects of the project.
- c) Progress Reviews: An integral part of Implementation Monitoring would be the Progress Reviews. The Separate Agreement envisages that the PMA will conduct and prepare project reviews every two years as part of its regular internal monitoring system to gather information on actual implementation and expenditure as compared to planned over the concerned year including the environmental and social safeguards. Such internal progress reviews, jointly by PMA & PMC, will lead to preparation of Annual Performance Report (APR) to be presented to Project Governing Body (with copy to GoT & KfW). While the PMA will undertake its own internal Progress Reviews, there will also be annual external progress reviews by external agencies.
- d) Participatory Monitoring and Evaluation (PME): A PME framework will be designed as part of the M&E to track the performance of the communities, focusing on the sustainability of the community institutions and their activities. Overall, this will also be part of the Implementation Monitoring.
- e) Mid-Term Review: Mid-Term Review (MTR) of the project will be undertaken by independent external agency as independent external evaluation after 3-4 years of full project implementation. The MTR will critically review project achievements on outputs/outcomes, recommend expedient measures, if required, for ensuring project sustainability, and propose adjustments to the project concept, approaches, and strategies.

#### **1.2 Introduction and Overview of M&E in CREFLAT**

Practical guidance for monitoring and evaluation (M&E) in projects that aims to increase resilience to climate change-related fall-outs and long-term climatic changes have become important. Hence operations that are themselves vulnerable to climate and disaster risks, and are consequently screened and made more “climate-resilient” need to be observed. M&E in the projects is directed as a framework for determining whether our efforts are effective and worth the time and resources involved. Thus,



effective M&E system entails demanding responses from the project management. The title of CREFLAT Project has embedded climate resilience with the design that 5 outputs of the project (see Section 3) aim to achieve outcome of resilience-building as target. CREFLAT falls under financial cooperation projects and is aligned with more of a “safeguards type” approach, whereby application of environmental and social safeguards plays a pivotal role for contributing to resilience building vis-à-vis its strengthening. The relevant activities that are planned in each output, if delivered efficiently and effectively, are expected to bring outcomes and impacts contributing to resilience building of forest ecosystems and people dependent on forests at the scale of landscape, and thus reducing vulnerability while welfare of local communities and ecosystems is secured.

Sustainable management of forests and improvement of livelihoods could be the very visible outcome for above preservation and restoration of essential basic structures and functions i.e., that of forests in the case of CREFLAT. However, since project is a response to forest ecosystem degradation that has affected the ecosystem functions and services forests of Tripura provide, the prime definition on resilience given by IPCC (2014)<sup>1</sup> also applies (5th Assessment Report): “The capacity of social, economic, and environmental systems to cope with a hazardous event or disturbance, responding or reorganizing in ways that maintain its essential function, identity, and structure, while also maintaining the capacity for adaptation, learning, and transformation”.

These M&E Guidelines vis-a-vis M&E Plan elaborated henceforth are part of multi-level framework consisting of monitoring, evaluation and learning as integral and interdependent pillars to measure progress and processes, changes, and use learning to do corrective actions as well as improving scope of innovations and improvisation whenever needed. As a simple definition, Monitoring is the continuous process of data collection on the performance of our interventions. Evaluation provides systematic ex-post assessment of the merit, worth or significance of an intervention. Learning should be integrated into all processes to reflect upon the information generated and to continuously improve interventions based on the evidences gathered.

Apart from above, it is the key concern for KfW to capture the contribution of its co-financed customers and partner activities to sustainable development even more systematically, make it measurable and present it transparently. For this reason, KfW has introduced a group-wide ‘impact management’ system within the framework of the strategic KfW projects ‘Roadmap Sustainable Finance’ and ‘transform’ since 2020. Hence a systematic approach to designing a monitoring and evaluation system enables project team to:

- Define the desired outcome/impact of the project's outputs/activities planned to reach project purpose.
- Justify the need and budget for project activities or any changes that may need to bring in based on M&E findings.
- Increase the rigor of project activity observations, including the potential need to change our strategy and action planning.
- Establish accountability with the stakeholders, which can range between local communities, project planning and implementation mechanism, state government (e.g. TFD) and partners etc.

### **1.3 How this M&E Document is Organised**

This M&E document is organised into two sections:

Section I: This section largely focuses on the broad features of ‘what to do and why’ aspects in M&E along with various contours and context of M&E system or framework. It also reflects some necessary conceptual aspects of M&E in CREFLAT.

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<sup>1</sup> IPCC, 2014: Climate Change 2014: Synthesis Report. Contribution of Working Groups I, II and III to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, R.K. Pachauri and L.A. Meyer (eds.)]. IPCC, Geneva, Switzerland, 151 pp.

Section II: This section called in this document as 'M&E Plan' is about 'how to do and when' along with various expected results based on project goals, objectives, activities, outputs, outcomes, and impacts, as well as learning for project improvement. In other words, M&E Plan is 'procedures' for executing M&E tasks. Emanating from M&E Plan is the M&E Work Plan, which is a timetable for M&E activities (usually over a calendar year), outlining when and how each task will be executed or implemented along with calendar of schedules, responsibility, and resource allocation.

## **2. CHARTING CREFLAT'S THEORY OF CHANGE (TOC)**

Theory of Change in Monitoring and Evaluation outlines a systematic process for assessing how planned actions lead to desired outcomes, crucial in program effectiveness. It serves as a roadmap, delineating the necessary steps to bring about positive change in communities and organizations, and ultimately in the landscape or the environment in which the communities are living.

In CREFLAT's project management and development, the Theory of Change (ToC) is considered as the powerful tool, guiding initiatives toward achieving their intended outcomes. To generate the overall understanding of implementers of the project, as guideline it is facilitative to demonstrate the project logic by indicating intended connections between inputs, activities, outputs, outcomes and development objective. It is imperative to track the results and learning from CREFLAT. Essentially project human resources must be orientated on what is expected to be achieved from planning and implementation. Moreover, project needs to provide improved evidence for the way it works with different stakeholders to deliver outcome. In practice these connections are generally identified through formation of a relevant Theory of Change (ToC) and through mapping the Impact Pathways (IPs). For CREFLAT-ToC, it would mean that we capture the entire change processes from the outset of the project in-terms of an organized framework against which to explore and better understand complexity during implementation. Therefore, ToC and IP do not only show simple intervention logics but also are expected to make us understand not only what changes have happened due to achieving of results of CREFLAT Project, but also the underlying dynamics and assumption around how and why change has happened. This has been attempted in the Figure 1.

As elaborated selectively, Theory of Change is essentially a comprehensive description and illustration of how and why a desired change is expected to happen in a particular context. The six stages of ToC are given as:

- Identifying long-term goals (Where we want to Summit?)
- Connecting the preconditions or requirements necessary to achieve that goal and explaining why these preconditions are important (How?)
- Identifying our basic assumptions about the context (Caution).
- Identifying the interventions that our initiative will perform to create our desired change (Which nuts and bolts?).
- Developing indicators to measure our outcomes to assess the performance of our initiative (Are we progressing?).
- Writing a narrative to explain the logic of our initiative (Details!)

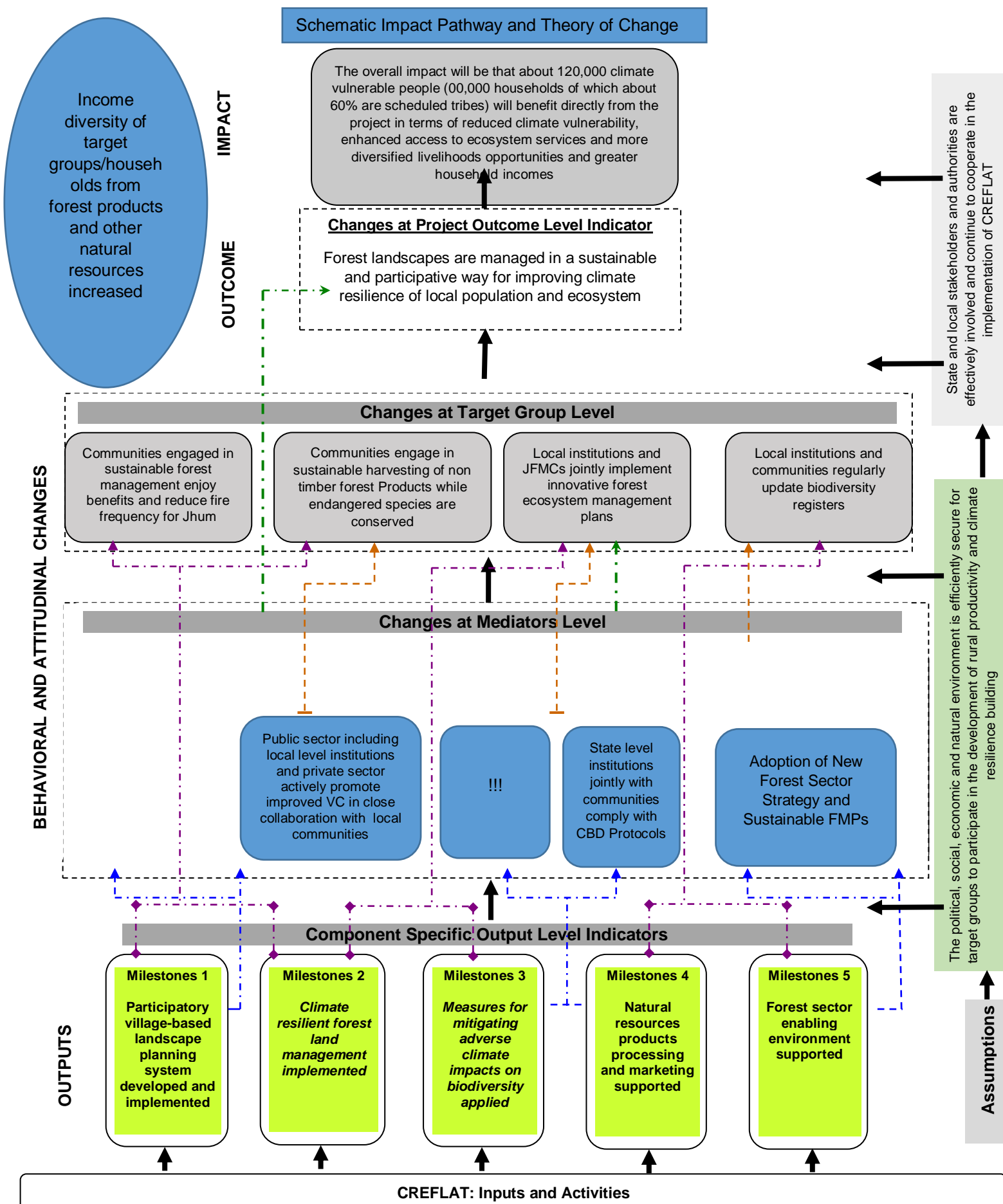


Figure 1. Schematic Theory of Change CREFLAT Project.

At its core, the Theory of Change in CREFLAT is a comprehensive and logical representation of how and why a particular change is expected to occur. By identifying the cause-and-effect relationships between activities and results, the ToC enables stakeholders to grasp the bigger picture and align their efforts accordingly. In CREFLAT, the “Theory of Change” encompasses several vital components, including the inputs or resources invested in the project, the activities undertaken to create change, the outputs or direct products of these activities, and the outcomes that emerge from these outputs. Furthermore, it considers the assumptions underlying the process and addresses potential risks that might impede progress.

Effective monitoring and evaluation built on the project TOC will allow the project to track its trajectory, detect deviations from the planned course, and make informed decisions to keep it on track. It provides an opportunity to gauge whether the theory's assumptions hold true in practice and whether the anticipated results are being achieved.

### 3 CREFLAT’S PROJECT M&E SYSTEM

#### 3.1 Main Elements and Purpose of M&E system

Project M&E system covers all the works carried out by the project to define, select, collect, analyse, and use information to manage and measure the results. The summary of major components of CREFLAT’s M&E system will cover all the typical components as reflected in Figure 2. The project will adopt a simple definition of monitoring and evaluation. Thus, monitoring would mean “routine assessment of ongoing activities and progress”, while ‘evaluation’ would mean “the intermittent assessment of overall achievements”. Monitoring will look at what is being done, whereas evaluation will examine what has been achieved or what impact has been made. The distinguishing features of monitoring and evaluation is given in Figure 3.

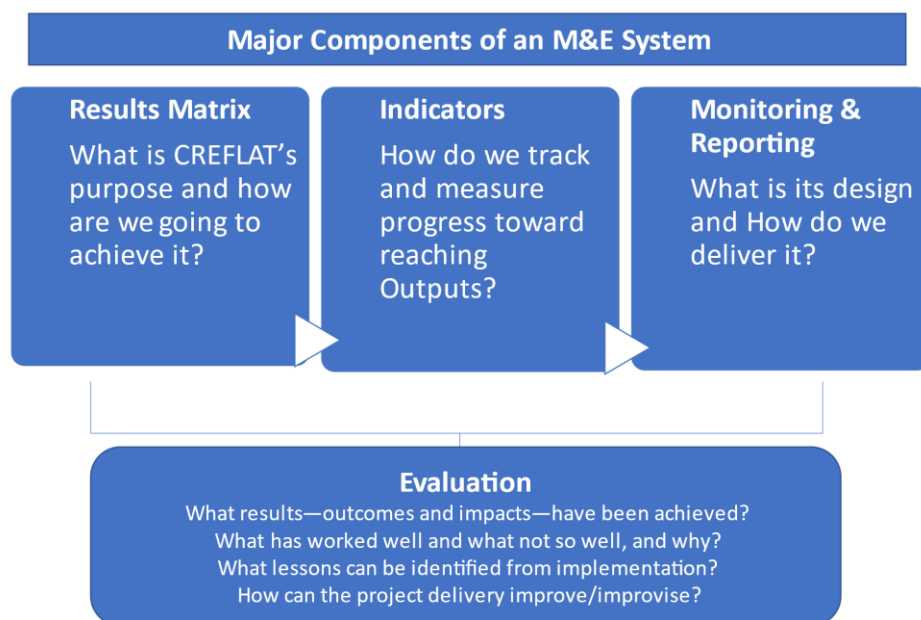


Figure 2. Broad components of M&E System (Adapted after World Bank)

The main purpose of an M&E system is to provide comprehensive, periodic, or frequent, and reliable data and information for informed and sound result-based management and decision-making to the project management at various levels. At the core of M&E system is ‘managing impacts’, which means the need to respond to changing circumstances following increased understanding for managing adaptively so that the project more likely to achieve its intended objectives and impacts. M&E system

is designed to inform project management and other key stakeholders, whether the implementation is going as planned, investments are logical, or corrective actions are needed.

Monitoring	Evaluation
<ul style="list-style-type: none"> <li>➤ is ongoing task</li> <li>➤ is carried out by (internal) project management / monitoring staff</li> <li>➤ is result oriented (activities, financial) regular observation of project progress,</li> <li>➤ supports steering, accountability (reporting) learning</li> <li>➤ results are regularly used by management and evaluators</li> <li>➤ will observe whether evaluation results are implemented</li> </ul>	<ul style="list-style-type: none"> <li>➤ is time oriented: ex ante - interim – final - ex-post</li> <li>➤ is carried out by external experts</li> <li>➤ assesses DAC criteria: relevance, impact, effectiveness, efficiency, sustainability</li> <li>➤ reviews project status: results, activities and outputs, management, organization</li> <li>➤ supports participatory discussion of preliminary evaluation results and general strategic decisions</li> </ul>

Figure 3. Distinguishing features between Monitoring and Evaluation.

M&E system provides the required data on timely basis on the progress of a project, and whether it is meeting the set objectives and planned targets. The M&E system is also designed to contribute to the learning processes of the project, aiming to capture relevant knowledge and disseminate lessons learned in a targeted and strategic manner to facilitate the achievement of the project objectives and ensure long-term sustainability of the benefits. M&E system is both a source of information on project performance and a management tool for the implementing agencies.

Additionally, regular progress and impact monitoring assist project management in appropriate decision-making so that the pathway to achieve project objectives is maintained. This involves taking timely corrective measures to address the shortcomings and deviations. Hence the M&E system must be realistic, real-time, adequately summarized and provide easily interpretable information on various aspects of the project which will support and guide its proper implementation. Its data is equally an integral part of Management Information System and knowledge management so that their use is the basis for constant project learning as well. The overall significance of M&E system for and within a project is summed up as follows:

- **If you do not measure results, you cannot tell success from failure.**
- **If you cannot see success, you cannot reward it.**
- **If you cannot reward success, you are probably rewarding failure.**
- **If you cannot see success, you cannot learn from it.**
- **If you cannot recognize failure, you cannot correct it.**
- **If you can demonstrate results, you can win public support.**

*(Source: Adapted from Osborne & Gaebler, 1992)*

Figure 4. The overall significance of M&E system for and within a project is summed up.

### 3.2 Key Audience for the M&E System

The M&E system will be used by different entities of the project stakeholders that will benefit from the information and data collected through the M&E system. The following project stakeholders will form the core audience of the project (Table 2) that will benefit from the M&E system, and have expectations from the M&E system:

Table 1. Various stakeholders that will form the key audience for the project M&E system along with their areas of interest in relation to the M&E system.

SI No	Stakeholders	Key areas of interest in relation to M&E system and M&E outputs
1	KfW	Will be primarily concerned in the overall direction and successful implementation of the project program, outcomes and impacts together with efficient financial management & auditing (also 3 <sup>rd</sup> Party), reimbursement, procurement, and standards & safeguards compliances (social, environment & health).
2	Govt of Tripura	Use project information for any policy formulation and uptake; use the project good practices for replication, scaling up, and designing of new project.
3	Forest Department & NRMST & BG	Efficient project management with timely achievements of intended objectives and results with credible verifiable field evidences; M&E reports for evidences and references.
4	PMA	Use the M&E information for any strategic and operational adjustment to the project planning and implementation, or take decisions, and track the progress.
5	DPMA	Use the M&E information for any adjustment at the field level and track the progress under their respective jurisdiction.
6	PMC	Use the M&E information for strategic guidance to the PMA, DPMA and other stakeholders of the project.
7	VDPIC & sub-committees; JFMC	Understand and be informed on the project implementation progress in their respective villages; help in tracking progress; use the information for adjustment in the field implementation and activities.

### 3.2 Roles, Responsibility, and Accountability in Project M&E system

Different project entities or stakeholders in CREFLAT will have diverse roles, responsibilities, and accountabilities with respect to the implementation and management of the project M&E system as briefly outlined below (Table 2):

Table 2. Stakeholders with respective key roles and responsibilities in project M&E system.

SI No	Stakeholders	Roles, Responsibilities & Accountability
1	PMA	Coordination; review of aggregate data from Districts/Blocks/or DPMA; accountable for the overall strategy and leadership for the project; undertake periodic reviews, field validations, case studies including good practices, success stories, photo-documentation, etc.; responsible for all project reports including monthly/ quarterly/ annual/ AWPB or APO, etc. and their open accessibility. Finally, linkage with project MIS.
2	PMC	Facilitates and guides the M&E process at different levels to ensure the outputs and efficient & timely data collection, analysis, and reporting. Facilitates in MTR and 3rd Party Evaluations.

3	DPMA	Responsible for implementation of project activities under their jurisdiction; review the inputs/outputs of different stakeholders under their jurisdiction; aggregation of data/information/report from VDPICs/JFMCs/FFPOs/SGHs etc. for monthly/quarterly/annual reports and send over to PMA on timely basis.
4	VDPICs/JFMCs/FFPCs	Implement activities in their respective jurisdiction; collect information/data on input/output regularly on monthly basis; aggregate and share with DPMA; undertake convergence; report success and failure. Work closely with Village based Monitoring Sub-Committees.
6	Third Party	Responsible for baseline, mid-term and end-term evaluation and reports including bio-physical and socio-economic surveys and reports; GIS customization; various research studies and documentation including video documentation; etc.

## 4 CREFLAT'S RESULTS FRAMEWORK

The M&E design of CREFLAT will build on the experiences of IGDCP-I but also as outlined in the Project Feasibility Study and Separate Agreement. The project will rely on several data collection methods. To monitor implementation progress, uniform data collection tools and protocols pertaining to each indicator in the results framework will be developed and introduced. Project monitoring shall be coordinated by the PMA with input from DPMA and implementing partners at community levels, viz. VDPICs and JFMCs, besides the SHGs and FFPCs as required.

Responsibilities for M&E activities will be coordinated by the STO (CIM) at PMA with support from DPMA by the TO & TA. At the village level, the VCWs and the Monitoring Sub-Committee of VDPICs and JFMC will undertake the M&E tasks. Capacity building will be undertaken at all levels. Reporting will be optimized to meet the different needs of different stakeholders.

The project, through the Board of Governors (BG), will maintain a knowledge sharing ecosystem that increases learning, networking and interaction internally and among key stakeholders, partners, and clients; and improves the dissemination of information and advice. Overall, the project's knowledge management plan will support a goal of providing project stakeholders and beneficiaries useful knowledge, when they need it, to support their implementation work and maximize impact.

The project result indicators will be based on the Result Matrix of the Separate Agreement, as well as Minutes of Meeting of Progress Review Missions of KfW as applicable as described briefly in the following sections.

### 4.1 Project Results: Output and Outcome Indicators

Project Indicators to measure the project outcome will include the Outcome indicators and Output Indicators as per the Separate Agreement. The Project Indicators would be supplemented with the Baseline Survey.

The Output and Outcome Indicators in the form of quantitative indicators (values) with activities are taken from the Result Matrix of the Separate Agreement, revised or modified from updated documents of the project such as the Project Budget (approved by KfW). Following the Baseline Survey, the PMA and PMC will review the target values of the outcome indicators with "No Objection" from KfW.

The summary of the Result Matrix of the project as outlined in the Separate Agreement is presented in Table 3.

Climate Change Adaptation Programme in the Himalaya, Component II: Tripura  
Climate Resilience of Forest Ecosystems, Biodiversity & Adaptive Capacities of Forest Dependent Communities  
BMZ No.: 2015 67 650 (Grant) & 2015 67 643 (Loan)

Table 3. Result matrix of CREFLAT with key activities and targets.

DC-Programme objective			
Reduced forest degradation and increased incomes of people in Northeast region.			
Project outcome			
Climate resilient forest landscapes in Tripura			
Outputs			
Output 1: Participatory village-based landscape planning system developed and implemented			
Output 2: Climate resilient forestland management implemented			
Output 3: Measures for mitigating adverse climate impacts on biodiversity applied			
Output 4: Natural resources products processing and marketing supported			
Output 5: Forest sector enabling environment supported			
Output 6: Project Management			
Activities	Quantitative Targets	Quantity	Intervention number (Sub-activity) as per budget sheet
<u>Activities under Output 1</u> 1. Building capacities on Planning. 2. Preparing planning guidelines and tools. 3. Preparing landscape-level participatory village plans. 4. Implementing entry-point activities	Technical capacity building for project staff	240	Intervention A-1.1.1-K
	ToT on communications skills for project staff	240	A-1.1.2-K
	Capacity building for leaders and other members of VDPIs on VDP (1 program/batch for 2 adjacent VDPIs @ 30 members from each VDPI thus 65 batches each for 2 days to be conducted along with VDP Preparation	3870	A-1.1.4-K
	Capacity development for monitoring sub-committees of VDPIs on ESMF/ESS (Total No. of Members from Monitoring sub-committee of 129 VDPIs @ 5 members	645	A-1.1.5-K
	Study tour/Exposure visits for villagers & VCW ( 5 villagers + 1 VCW from each of the 129 villages of 5 days duration including 3 days travel periods	774	A-1.1.6-K
	Study tour/Exposure visits for project staff (for 110 project staff for 5 days including 3 days field visit	110	A-1.1.7-K
	Overseas visit for project officers (10 officers for 9 days including 7 days field visit	10	A-1.1.8-K
	Specialized advance trainings on "Silviculture and Nursery Management", and "Participatory/social engagement process" (+1 Follow Up Training for 120 persons)	240	A-1.1.9-K
	Specialized advance training on GIS.	30	A-1.1.10-K



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	Travel cost for field work for 7 years	7	A-1.1.11-K
	Handbook preparation, translation into Kokborak & Bengali, and publication (30 publications)	30	A-1.2.1-K
	Publishing, dissemination and translation of model VDP (Langauge-3- English, Bengali, Kokborak)	3	A-1.2.3-K
	129 Participatory Landscape based village Development Plan	129	A-1.3.1-K
	129 ESMF CEPF, FPIC & constitution of VDPIC meetings at village level including those at para level VDPIC Formation.	129	A-1.3.2-K
	Entry Point activities of 129 villages.	129	A-1.4.1-K
<u>Activities under Output 2</u> 1. Conserving soil and water resources 2. Enriching natural forests 3. Establishing and managing plantations 4. Producing quality seedlings. 5. Developing Local capacities on NR Management. 6. Local Level Monitoring. 7. Reducing Climate Vulnerability of Forest Dependent Population through livelihood restoration.	645 nos. Mechanical & vegetative SWC measures in plantation/adjoining plots as per need (Brushwood check dam 5/Villages)	645	B-2.1.1-K/T
	645 nos. Earthen check dam (5/village for 129 Villages)	645	B-2.1.3-K/T
	258 nos. Seasonal water bodies (Repair, Renovation and Restoration of Seasonal Water Bodies (129 Villages x 2 old water bodies per village)	258	B-2.1.4-K/T
	600 ha. SWC in AR plantation plots (Staggered Contour trenching/bonding, contour trenching, water absorption trenches, gully plugging and grass ways) as per the need (30% of AR 1800 ha above 30 degree slope, and width reduced to 50% than proposed in SWC guidelines, thus rate reduce to 50%)	600	B-2.1.5-K/T
	1000 ha of Forest treated with ANR	1000	B-2.2.2-K/T
	1500 ha of Forest area treated with Enrichment Planting	1500	B-2.2.3-K/T
	1200 ha High density Kanak kaich/Bambusa Tulda/Dolu (S. Dulloa) plantation	1200	B-2.3.1-K/T
	Four tier plantation-Model with ginger 700 ha	700	B-2.3.4-K/T
	Four tier plantation-Model with turmeric 900 ha	900	B-2.3.13-K/T
	Four tier plantation-Model with pineapple 900 ha	900	B-2.3.14-K/T
	Energy Plantation 400 ha	400	B-2.3.5-K/T
	Wild Edible Fruit Tree Plantation 800 ha	800	B-2.3.9-K/T
	600 ha area of Mixed Plantation	600	B-2.3.10-K/T
	200 ha area of Gandaki Plantation	200	B-2.3.11-K/T
	400 ha area of Broom grass Plantation	400	B-2.3.12-K/T
	750000 nos. seedlings for Mixed Plantation	750000	B-2.5.1-K/T
	977600 nos. seedlings for Wild Edible Fruit Tree Plantation	977600	B-2.5.2-K/T
	275000 nos. seedlings for Assisted Natural Regeneration (ANR) for regenerating degraded forest	275000	B-2.5.4-K/T
	412500 nos. seedlings for Enrichment planting	412500	B-2.5.5-K/T
	488800 seedlings for Energy Plantation	488800	B-2.5.6-K/T
	3300000 seedlings for High density Kanak kaich plantation	3300000	B-2.5.7-K/T
	Training on Soil and Water conservation techniques(240 person)	240	B-2.6.1-K

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	Training on Plantation establishment, maintenance & management (240 person)	240	B-2.6.1-K
	Training on Invasive species control (240 person)	240	B-2.6.1-K
	Training on Forest protection and fire management (240 person)	240	B-2.6.1-K
	Training on Advances in Nursery & Plantation Technologies (240 Person)	240	B-2.6.1-K
	Equipment Kit GPS (1 GPS per 2 Villages) LS 60 nos.	60	B-2.6.1-K
	Training on Monitoring and Evaluation (240 Person)	240	B-2.6.1-K
	Training on Livelihood Analysis & Interventions for climate vulnerable Populations (240 Person)	240	B-2.6.1-K
	Training on Climate change Adaptation (240 Person)	240	B-2.6.1-K
	Field level monitoring of activities by VDPIC/Monitoring Committee (2 monitoring per year x 3 years x 129 villages)	774	B-2.7.1-K
	Seed money (Revolving) to SHG (5 SHG per Village x 129 Villages)	645	B-2.8.1-K
	Revolving fund to VDPIC (129 VDPICs)	129	B-2.8.2-K
	Vocational Training 1st phase for SHG members under LRP (No of Training themes 10 X No of Person 6/Villages x 129 Villages)	6450	B-2.8.3-K
	Vocational Training advance for SHG members under LRP	6450	B-2.8.4-K
	Vocational Training for VDPIC members under LRP	1290	B-2.8.5-K
	Skill Development Training for VDPIC/Villagers (Set of Skill)	1	B-2.8.6-K
	Printing Stationary for SHG Book Keeping (5 SHG/Villages x129 villages)	645	B-2.8.7-K
	Documentation (65 documents)	65	B-2.8.10-K
	Activities under Output 3		
1. Strengthening Community Based Biodiversity Conservation. 2. Climate adaptation and PES: Enhancing Eco System services through Biodiversity. 3. Conservation of threatened and endemic plants. 4. Establishing ecological corridors. 5. Piloting agro biodiversity stewardship programmes in farmed landscapes.	Creation and management of Community Based Conservation Areas (CBCAs) 1 CBCA X 11 Blocks	11	C-3.1.1-K
	Supporting Biodiversity Management Committees (BMCs) through training to undertake priority conservation actions emerging from PBRs of 129 villages.	129	C-3.1.2-K
	3 nos. Eco-tourism initiatives	3	C-3.1.3-T
	Building capacity of village BMCs for biodiversity conservation and monitoring (129 villages)	129	C-3.1.4-K
	1300 ha. Catchment area plantation and protection for ecosystem services	1300	C-3.2.1-K/T
	412500 no.s seedling for Catchment area Plantation	412500	C-3.2.2-K/T
	355 ha. Area for Spring rejuvenation and piloting of Payment of Ecosystem Services	355	C-3.2.3-K/T
	Studies on the status and distribution of wild pollinators in Dhalai and North Tripura Districts	1	C-3.2.4-K
	175 ha of 7 sites for Piloting measures to enhance pollinator diversity and other ecosystems services: planting of Pollinator host plants (7 sites x 25 ha/site ANR model)	175	C-3.2.5-K Old Code:C-3.3.3-K
	48125 no.s Seedling cost for pollinator host plants (275 seedlings /ha x 175)	48125	C-3.2.6-K

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6. Controlling invasion of invasive alien species for biodiversity conservations. 7. Capacity building of Project Staff on Biodiversity & Eco System services.	Mapping and Monitoring of ecosystem services by quantifying baseline & post 5 year project implementation in pilot 7 PES sites (four ecosystem services: local hydrology, pollinator, carbon sequestration, biodiversity), and	2	C-3.2.7-K
	Survey of population status and distribution of threatened and endemic plant and animal species in Tripura	1	C-3.3.1-K
	1000 ha. Of Biodiversity Conservation by planting Threatened and endemic plants in 11 CBCAs (91 ha x 11 CBCAs ANR Model)	1000	C-3.3.2-K
	275000 no.s seedlings for Threatened and endemic species Plantation	275000	C-3.3.3-K/T
	75 ha. Area for Protection of threatened and endemic mother trees patches outside CBCAs and their conservation (identification, labeling, fencing and maintenance of mother trees)	75	C-3.3.4-K/T
	350 ha area for Identification and mapping of landscape level corridors and activities to establish (ANR plus mapping) 7 blocks x 50 ha each corridor)	350	C-3.4.1-K
	96250 no.s Seedling for corridor connecting (275 seedlings/ha x 7 blocks x 50 ha )	96250	C-3.4.2-K
	7 no.s Establishment and Eco-restoration of riverine corridors for aquatic species (Mapping, Rehabilitation & development of rules regulations) (7 blocks X 1 Waterscape)	7	C-3.4.3-K
	Conserving crop germ plasm in-situ, mainly on jhum land	7	C-3.5.1-K
	Survey of wild crop relatives and neglected and under-utilized species	1	C-3.5.2-K
	Conserving and propagating wild crop relatives	7	
	Mapping and developing strategy for control of invasive species in Tripura	1	C-3.6.1-K
	Training on Biodiversity conservation & ecosystem services	1	C-3.7.1-K
	Establishment of Farm and Forest Products Centres (FFPCs) (Bamboo-Manu, Gandaki+Other Forest/Farm Products-Ambassa & North)	3	D-4.1.1-K
Activities under Output 4 1. Provision of technical services. 2. Establishment and strengthening of market linkages 3. Value chain metrics and marketing information system 4. Certification of business entities for selected farm and forest products 5. Sector specific capacity building	GoT support for FFPCs (provision of building & running costs) for 3 FFPCs	3	D-4.1.2-T
	Equipment for post harvesting treatment	6	D-4.1.3-K
	Equipment for advanced processing	3	D-4.1.4-K
	Establishment of Broom Farm and Forest Products Centres (FFPCs) (Manu, Ambassa & North)	3	D-4.1.5-K
	Organisation of buyer and seller meet/on portal	6	D-4.2.1-K
	Establishment of Collection and Marketing Centers under 8 Co-operative Societies: (i) Manu for bamboo (11 CMCs), (ii) North for Gandaki+Other Forest/Farm products (3 CMCs), (iii) Ambassa for Gandaki and other Forest/Farm products (8 CMCs), (iv) Manu for broom (2 CMCs), (v) North for broom (3 CMCs), (vi) Ambassa for broom (4 CMCs), (vii) Gandacherra (2 CMCs), and (viii) Ambassa for other agri & forest products (11 CMCs).	44	D-4.2.2-K
	Participation in state (6) /regional level fairs (3)	9	D-4.2.3-K

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	Establishment and operation of Farm and forest product marketing and information systems	1	D-4.3.4-K
	ISO 9001 certification of 6 production units (FFPCs)	6	D-4.4.1-K
	Capacity building for technical skills (Bamboo-11 CMCs x 2=22, Gandaki-11CMCs x 2=22, Other Forest/Farm Product- 11CMCs x 3) =33 Total-75.	75	D-4.5.1-K
	Capacity building for technical skills Broom-11 CMCs x 5 persons= 55	55	D-4.5.3-K
	Capacity building for management skills (4 product categories x 11 CMCs each x 2 persons from each CMCs x 2 days duration training) + 1 Day Follow Up Training (4x11x1=44)	44	D-4.5.2-K
	Study & analysis of project financial and economic benefits	2	D-4.5.4-K
Activities under Output 5  1. Developing and implementing Tripura forest sector strategy  2. Developing capacity for TTAADC  3. Developing capacity for key sector stakeholders  4. Providing information and raising awareness  5. Supporting forest sector IC & T & GIS Lab  6. Supporting the technical advisory committee	Sectoral studies & reviews	5	E-5.1.1-K
	Support for drafting committee	2	E-5.1.2-K
	Consultation workshops	8	E-5.1.3-K
	Document production & translation	1	E-5.1.4-K
	State level coordination	6	E-5.1.5-K
	Logistic support for forestry at TTAADC HQ	7	E-5.2.2-K
	Workshop for Forest sector consultation workshops (ADC)	5	E-5.2.3-K
	Field visits to IGDC project by decision-makers (in Tripura Districts)	3	E-5.3.1-K
	Communications skills training (TFD staff)	4	E-5.3.2-K
	Advance Technical training for TFD staff (various)	5	E-5.3.3-K
	Capacity needs assessment of TFD & TTAADC	2	E-5.3.5-K
	Workshop for Promoting private sector participation	3	E-5.3.6-K
	Regional Exposure Trip of TAC Members	1	E-5.3.7-K
	Production/Publications, printing of project and forest sector related documents etc.	3	E-5.4.1-K
	Awareness raising through local media & social media	7	E-5.4.2-K
	Video production	2	E-5.4.3-K
	Forest Map production on various aspects and printing	6	E-5.5.1-K
	Forestry sector Database/MIS system/M&E	1	E-5.5.2-K
	Project website & social media development	1	E-5.5.3-K
	IC & T equipment including laptop, computer, printer, scanner	1	E-5.5.4-K
Activities under Output 6  1. Meetings & workshop  2. Project Management Authority (Agartala) – staff	Meeting costs @10 persons for supporting the technical advisory team	16	E-5.6.1-K
	Field visits by TAC committee members	16	E-5.6.2-K
	Society Meeting	14	F-6.1.1-K
	Project Planning & review Workshop	7	F-6.1.2-K
	Project Launch & closing workshops	2	F-6.1.3-K/T
	Establishment of project directorate	1	F-6.2.1-T
	District Governance Board meeting,	14	F-6.4.1-T

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3. Project Management Authority (Agartala) - Office expenses	Joint District Sanctioning Committee Meeting	14	F-6.4.2-T
	Office provision for TAs at block level	11	F-6.7.1-K
	Annual stakeholder workshop	14	F-6.9.1-K
4. District level meetings	Baseline study (social & ecological)	1	F-6.9.2-K
5. DPMA Offices (Dhalai & North) – Staff	Final impact study (social & ecological)	1	F-6.9.4-K
	External Project Review	3	F-6.9.5-K
6. DPMA (Dhalai & North) - Office expenses	Annual Financial Audit	7	F-6.9.6-K
	External Financial Audit	1	F-6.9.7-K
7. Support for TA's Offices			
8. Reviews, Monitoring & Evaluation, Overheads	Mid-term review (MTR), final inspection, final audit (including ESMF audit)	2	F-6.9.8-K

## **4.2 Baseline Survey & Endline Survey**

**Baseline Survey:** The Project has completed the Baseline Survey by an independent external agency. The Result Matrix of the project is updated accordingly by inserting the baseline target values as discussed and now agreed by KfW after endorsing the Baseline Survey Report. The baseline value now will be used as project M&E indicators.

**Endline Survey:** At the completion of CREFLAT project implementation period, both Endline survey and Implementation Completion Reports (ICR) will be carried out. The project will hire independent consultants/agency, and will be required to conduct surveys to enhance validity. The Endline survey design will use varied quantitative and qualitative data collection methods and sources of information (multiple lines of evidence) and the M&E system for the project will ensure the collection of “high quality” data. Apart from this a strong focus will be on people’s perception of change in project area and compared with non-project area situation.

## **5. DATA COLLECTION**

### **5.1 Data Collection and Information Needs**

The M&E unit of the PMA in consultation with the PMC will work out the data and information need under each of the output and outcome indicator. Baseline survey has contributed to the data and information needs of the Project to great extent. However, after reduction of project village number from 191 to 129 data needs and types may have to be adjusted as some new activities have been added (e.g., Agroforestry Plantation Models on patta land which may need fresh baseline prior to interventions). The Annual Plan of Operation (APO) indicating physical and financial targets with activities will also reflect the data and information needs of the project. Once the data and information needs are settled, the Project will start to monitor and collect the relevant data to analyze the results of the project as planned. The Project will focus to collect the data and information at different level of its direct target beneficiaries such as at individual/HH level of farmers, and their groups at the level of VDPICs, JFMCs, SHGs, FFPCs, etc. Similarly, the population groups for whom LRP was prepared or any other disadvantaged group that may emerge from VDP data will find direct attention to collect data.

### **5.2 Developing Formats for Data Collection**

Formats for data collection based on data and information needs as per the APO and/or other impacts to measure the result of the project will be developed by the PMA in association with PMC. The formats will be translated into local languages of Bengali and Kokborak with explanation on how to fill the formats, who will be involved in data and information collection, etc. The current set of data/information or report sheets/formats are put as Annex organized under respected output (1-5).

### **5.3 Data Collection Methods and Tools**

The Project Implementing entities such as the VDPICs, JFMCs, FFPCs, and SHGs will all be responsible for data collection at their respective village and/or activity levels. Here sub committees for M&E will be the key body. They will collect and provide the data and information regularly in the prescribed formats (as would be developed by the PMA and PMC). The VCW in each village under the supervision of the respective Technical Assistant will anchor the M&E tasks of all the village-level and/or group level activities. All the M&E data and information will be collated by the M&E unit of the DPMA for the district level, and thereafter send over to the PMA. The data collection tools to be used in CREFLAT are summarized below in their simplified framework (Table 5). However, the M&E Unit of the PMA in association with the PMC would require to expand the same in due course. After establishment of MIS, all M&E data will be contributed to it online.

Table 4. Quantative and qualitative data collection tools in CREFLAT M&E system.

Level	Quantitative Data	Qualitative Data
Groups (VDPIC, JFMC, FFPC, SHG)	Focus group, key informants, surveys, physical measurement (use of formats), Spider web and direct observations.	Questionnaire, Spider web, key informants, direct observations, Focus Group Discussions.
Individual HH	Questionnaire, interviews, physical measurement (formats), well-being ranking, direct observation.	Survey, interview, questionnaire, direct observations.
Remote Sensing Tools	The physical impacts of SWC, plantations, CBCA's etc. can be assessed in terms of changes that will occur based on baseline GIS data/remote sensing data (Landscape/village land use maps). Especially forest cover changes, biomass increase, soil erosion, improvement of wetlands etc. can be linked to data needed for Result Matrix outcome indicators.	Remote sensing data can easily be used also to assess qualitative change across landscapes of cluster of villages where VDPs have been fully implemented.
Baseline Survey Plot/Households	As complement set of data, forest plots and households surveyed for baseline can be part of systematic sampling on quantitative changes being assessed during mid/end line survey	Surveys, focus group discussion and interviews/case studies of best practices with direct observations.
Plantation Journal & Nursery Journal	There is scope of noting quantitative data in Plantation journal with JFMCs (e.g., how much bamboo, fuelwood or herbs etc. are harvested) and seasonal data from Nurseries on plant production and supply etc.	JFMC based focus group discussion, surveys in plantations/nurseries, interviews/case studies of best practices with direct observations.

## 5.4 Data Storage and Analysis

The collected data and information of the Project will be stored in a dedicated computerized database at the DPMA (district-level data) and PMA (project level data or aggregate of all project districts) for regular and future use. The Management Information System (MIS) and Geographical Management Information System (GMIS) will be developed which will manage the data and information of individual HHs and/or groups and other investments made under different outputs. The M&E Unit of the PMA will verify the project results and then share/make available to all the stakeholders including generating and customizing required reports of the Project. The following two tools will be developed to collect, aggregate, store and analyse the Project data and information, finally sharing it in open domain.

### 5.4.1 Management Information System (MIS)

Development of an effective and efficient MIS is critical to facilitate the management of information required to track and assess project performance against objectives and to assist in meeting the reporting requirements of various stakeholders. The data sheets (e.g., individual HHs/groups, plantations, springs etc., inputs/outputs/outcomes) will be developed based on the data collection formats to store and analyse the project results and/or achievements.

### **5.4.2 Geographical Management Information System (GMIS)**

The project will develop software of GMIS. The GMIS will enable the Project to capture, store, analyze and present all types of geographical data/information relating to the project activities and location of activities across the state. It will especially provide a spatial view of plantations, check dams, entry point activities (EPA), FFPCs, etc. and their distance from the road corridors and markets in details. The information could be shown in maps before and after scenario of project interventions; it may also be shown online Google Map.

### **5.5 Use of M&E Data and Related Information**

In CREFLAT, the M&E data and related information will be used primarily for producing or generating various reports as per Project requirements. Thus, the Project will periodically produce progress reports (semi-annual & annual), training reports, workshop reports, field visit reports, case studies, success stories, quarterly & annual progress report, impact study reports, mid-term evaluation report, project completion report, and final evaluation report to capture and disseminate the results of the project to concern authorities and stakeholders. Overall, M&E data once analysed and interpreted will provide the real-time status of the project and basis for corrective course, if needed.

## **6. RESULTS MANAGEMENT PLAN**

The results management plan entails primarily the monitoring plan and evaluation plan as briefly described below.

### **6.1 Monitoring Plan**

The project monitoring plan which is performance monitoring of project activities as per approved APO, largely emanating from the approved VDPs as well as approved APO (or AWPB) of the VDPICs and JFMCs combinedly. The project performance monitoring plan will have four levels, viz. Process Monitoring, Output Monitoring, Outcome Monitoring, and Financial Monitoring as further described below. In general, it must contain:

- Project results and major risks and unintended results that are monitored
- Indicators at all levels
- Methods of data collection for each indicator
- Responsible individuals for key monitoring activities
- Schedule for monitoring activities
- Needed resources
- Actual monitoring activities, results and follow-up decisions.

#### **6.1.1 Processes and Process Monitoring**

Processes are instrumental to achieve the intended objectives and results. They are systematic sequences of activities, with clear responsibilities at the interface of strategy and implementation. Processes can be distinguished in core processes (producing outputs, cooperation, learning), steering processes and support processes.

Processes should

- be planned carefully to increase efficiency and effectiveness, especially if they are regular and repetitive;
- have defined responsibilities and procedures;
- be clearly structured and optimized for quality, stability, flow logic, reliability and controllability; and should have the
- provide potential for transfer opportunities and learning processes.



Definitions and descriptions of processes are possible for all areas of projects. These are support and management processes and core processes. Examples for CREFLAT can be found in all outputs, such as:

- Developing and implementing village resources management plans with LRPs
- Identifying and documenting of traditional knowledge systems on biodiversity resources
- Developing a process of benefit sharing from biological resources
- Strengthening institutional capacities
- Value addition to selective inclusive value chains
- Operationalizing and Strengthening CBCAs
- Developing and implementing biodiversity monitoring systems
- Keeping policy forums and regional platforms functional

Often projects identify at least one core process for each output and describe important elements, steps, responsibilities and possible problems. In addition to that, also procedures and necessities of convergence/intersectoral cooperation as well as learning and knowledge management strategies can be reflected, described and implemented as processes. Figure 3 shows the overall process landscape and the interactions between the various types of processes

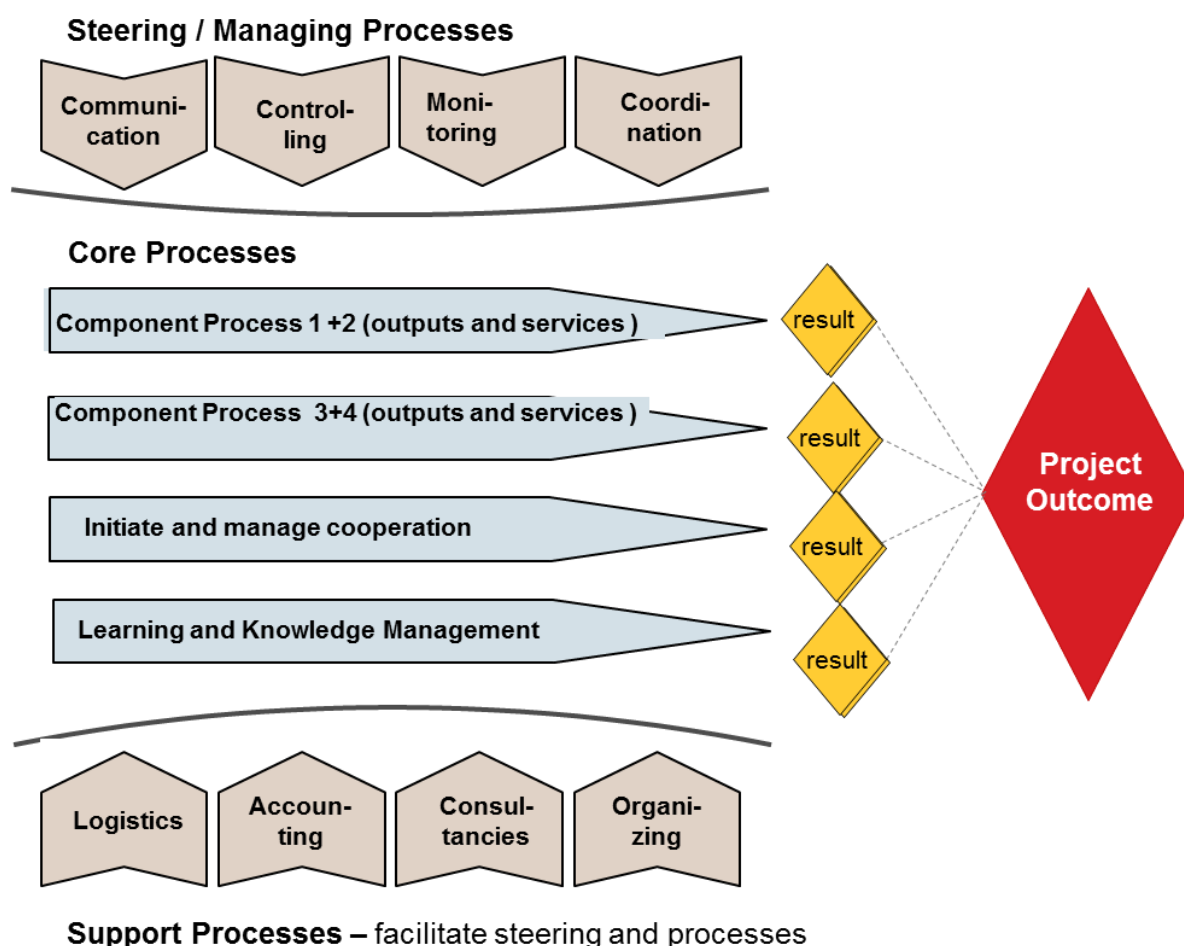


Figure 5. Process Landscape - Types of Processes (Adapted after Koch, 2013).

- Steering processes are necessary to manage the project and include planning, negotiating quality assurance, information and project guidelines, supervision and monitoring processes.
- Core processes provide direct contributions to the achievement of results and outcome and mainly include the production of outputs (e.g., establishment of plantations), the provision of concepts (e.g., Revolving Fund to SHGs) and trainings.

- Support processes facilitate or enable core and steering processes and have a more "general character", such as finance management and project management logistics.

Figure 5 is a possible worksheet that can be used to describe the major aspects of identified processes.

The process monitoring checks if the implementations of activities are as per the prescribed participatory planning and implementation process or as per the designated guidelines. The process monitoring shows the trail of the activities carried out during the implementation and provides the necessary support to achieve the desired outputs.

Process monitoring will be carried out for each of the approved VDPs and underlying activities therein. A checklist for process monitoring will be developed.

### **6.1.2 Output Monitoring**

Output monitoring is a continuous process which allows project management and stakeholders to analyse current situation, trends, and patterns in project implementation, and to make sure that activities are implemented as planned, to identify and monitor risks, and to assist in decision making. The output monitoring format and checklist of implementation steps will be developed particularly at the VDPIC and JFMCs levels.

### **6.1.3 Outcome Monitoring**

Outcome monitoring reflects intended changes taking place in the 'behaviour' of the target groups (often referred to as the 'beneficiaries') together with improved performance and sustainability of the groups, institutions, and socio-economic infrastructures. The project may conduct internally its own Annual Outcome Survey. Additionally, the outcome results will also be monitored by the funding agency (KfW), and the Govt of Tripura in the Forest Department.

### **6.1.4 Financial monitoring**

Financial monitoring as part of project performance would be undertaken by the Finance Unit of the project. This will be done based on the Financial Management Guideline of the project. The Finance and M&E Units of the project will work closely to monitor the financial performance of the project particularly in relation to the Annual Work Plan & Budget (AWPB) to track the expenditure as per the Finance Manual or Rules of the project. Apart from these regular annual audits and whenever needed third party audits will accompany the generic financial monitoring of the project.

## **6.2 Compliance, Safeguards, and Social Monitoring**

The project will actively monitor and report the compliances as per Separate Agreement including environmental and social safeguards, and gender/women participation and changes. The PMA and PMC will develop the necessary monitoring formats for compliances, safeguards, and gender. The project will undertake the following compliance, safeguards, and gender monitoring:

### **6.2.1 Compliance monitoring**

Compliance with covenants as reflected in the Separate Agreement will be monitored through KfW's project administration missions—including project inception mission to discuss and confirm the timetable for compliance with the grant covenants; project review missions to assess the government's compliance with particular covenants and, where there is any noncompliance or delay, discuss proposed remedial measures with the government; and mid-term review mission, if necessary, to assess whether the covenants are still relevant or need to be changed, or waived due to changing circumstances.

### **6.2.2 Safeguards monitoring**

Safeguards are the measures aimed at helping to prevent, minimise or mitigate adverse impacts of project activities. The environmental and social safeguards are indicated in the ESMF framework. The project will monitor the compliances of the environmental and social safeguards, and report annually.

### **6.2.3 Gender equality and social inclusion (GESI) monitoring**

The GESI activities as integrated in the VDPs will be monitored by the project and report accordingly. KfW will assess the progress of these activities during review missions. In practice, Gender Action Plans

are also part of VDPs, so that these could also be basis of monitoring at village level apart from gender related monitoring in outputs 2-5).

## 6.3 Summary of Monitoring Plan

### 6.3.1 Monthly monitoring format

Monthly monitoring format for input and outputs based on activities would be developed by the project.

### 6.3.2 Monitoring Plan

The summary of the Monitoring Plan of the project may be presented as below (Table 6) which is to be updated by PMA & PMC from time to time:

Table 5. Summary of monitoring plan in CREFLAT.

SI No	Agency	Frequency of Monitoring	Types of Monitoring	Responsibility
1	KfW mission	Annual	Progress review mission / monitoring of outputs/outcomes including process monitoring.	PMA, PMC & M&E unit
2	PMA	Annual/Bi-annual	Input/output/process/outcome monitoring	PMA/DPMA/ M&E unit/VDPIC/JFMC/SHG
		Annual	Internal Annual Outcome Survey/specific outcome monitoring	PMA/DPMA/M&E unit (or outsourced agency)
3	External Audit Agency	Annual	Financial/audit & accounts monitoring.	PMA/DPMA/VDPIC/JFMC
4	VDPIC / JFMC / SHG / FFPC	Quarterly/ Annually	Input/output/process / outcomes monitoring on activities	PMA/DPMA

## 6.4 Evaluation

The results of the project will be observed and evaluated every year based on the various project indicators. The evaluation would be mainly on the project effectiveness, efficiency, relevance, impact, and sustainability of the project interventions. The project will undertake both Internal Evaluation and External Evaluation as described below, for which specific Terms of References (ToRs) are to be developed by PMA & PMC.

### 6.4.1 Internal Evaluation

Internal Evaluation by the Project: The PMA/DPMA will undertake internal evaluation of the project outcomes every year. This may be part of the internal project Annual Outcome Survey.

Participatory evaluation by the communities (VDPIC & JFMC): The communities at the group levels (VDPIC, JFMC, SHGs) would be encouraged to undertake participatory evaluation of their activities implemented under the project. A brief guideline (process) may be prepared by the PMA & PMC on the processes to be followed in participatory evaluation (which may also include monitoring of the activities at the individual and/or group levels).

However, project submits a Half Yearly Report to KfW which consists of activities, achievements and any impacts project may have to convey. In this report, virtually all monitoring types from process to financial (including physical performance) are captured and interpreted. Hence monitoring data needs regular updating apart from annual consolidation. Moreover, in each HYR, project has to report on achievements made on indicators of Results Matrix so that monitoring of quantitative and qualitative changes effected by project investment need to be updated on monthly based.

## 6.4.2 External Evaluation

External evaluation: It has to be by external agencies that would be mainly the mid-term evaluation and end-term evaluation. For both the evaluations, the PMA and PMC will need to prepare appropriate ToR with No Objection from KfW.

Mid-term evaluation: Mid-term evaluation (also called as Mid-Term Review) will be carried out by external agency to be outsourced by the project as per project procurement plan/guidelines. The mid-term evaluation will generally consist of criteria aligned with DAC so that the project effectiveness, efficiency, relevance, impact, and sustainability aspects are assessed. The impact could be limited to short-term or immediate impacts at mid-term of the project implementation. At this stage, the project will review the performance of each activity under VDPICs and JFMCs, besides those of FFPCs, Revolving Funds, and SHGs. The mid-term evaluation could also provide directions for the project Exit Strategy (also referred to as Exit-cum-Sustainability Strategy) that the PMA and PMC could expand and adopt apart from any changes that may have to be undertaken keeping in view situational enabling conditions (e.g., higher inflation rate, low budget consumption rate, or any activity that may have shown no potential on the ground, etc.).

End-term evaluation: End-term evaluation (also referred to as End of the Project Evaluation or Project Completion Evaluation) will be done through external agency. Besides the emphasis on project effectiveness, efficiency, relevance, impact, and sustainability, the focus would be on the impacts and sustainability. Lately, also cohesion aspects are being assessed under DAC. The impacts would be evaluated based on “Before and After Project of CREFLAT Support” situations. Evaluation could also be done against controlled villages (adjoining villages without CREFLAT's interventions).

Summary of evaluation activities of the project is summarised in the following table (Table 7), which would be updated by the PMA and PMC following the full implementation of the project based on the Village Development Plan (VDP).

Table 6. Summary of evaluation plan.

Sl. No	Activities	When	How	Who are involved
1	Project baseline survey (completed) & value chain studies for FFPC	Before the project intervention, or at the Inception phase of the project.	PMA & PMC develop ToRs with “No Objection [NO]” by KfW; hire external agency/consultancy firm /individual expert with ‘NO’ by KfW; carry out the survey.	KfW/PMA/DPMA/PMC/project stakeholders, consultancy firm and/or individual expert.
2	Internal Project Bi-Annual/Annual Outcomes Results Survey	Each year end/FY end after the first-year completion of project intervention following VDP implementation.	PMA & PMC develop the ToR/guidelines and questionnaire; internally carry out the survey after adequate capacity building (can also be done through external agency).	PMA/DPMA/PMC/target groups/VDPIC & JFMCs/SHGs
3	Participatory Evaluation	Every year after one year of project intervention or VDP implementation	PMA/PMC develop the guidelines; build the capacity of VDPIC, JFMCs, etc.	VDPIC/ JFMC / SHG / FFPC/PMA/DPMA/PMC
4	Mid-Term Evaluation	At mid-term of the project	PMA & PMC develop ToRs with ‘NO’ from	PMA/DPMA/PMC/VDPICs/JFMCs/SHGs/

			KfW; hire external agency/consultancy firm with 'NO' by KfW; carry out the evaluation.	Consultancy firm/GoT/KfW.
5	End-Term Evaluation / Project Completion Evaluation / End of the Project Evaluation	At the end of the project implementation cycle / project completion.	PMA & PMC develop ToRs with 'NO' from KfW; hire external agency/consultancy firm with 'NO' by KfW; carry out the evaluation.	PMA/DPMA/PMC/ target groups/SHGs / NGOs/Consultancy firm/GoT/KfW.

## 7 SHARING EVENTS AND PROCESSES

The result of the project will be shared with all the stakeholders regularly by organizing different sharing events as summarised in the following table (Table 8), which may be revised/updated by the PMA and PMC following the full implementation of the project interventions following completion of the VDPs. Formats of different sharing events in CREFLAT would be various types and purposes of meetings, workshops, seminars & conferences, and could be both physical and online mode. In this context, the project website will need to be updated and customised whereas MIS must be fully established.

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Table 7. Result sharing events and processes in CREFLAT.

SI No	Formats of Sharing Events	Purpose	Participants	Cycle/ Timing	Duration
1	PMA-PMC meeting	Updates on status of project processes & interventions; project results; updates on guidelines; Overall APO Implementation, Any exigencies, etc.	PMA (CEO & PD; APD & DDP; PIO & STO) ; occasionally DPDs ; PMC (mostly CTA & DCTA & PPISM)	Monthly / Quarterly or as and when needed.	Half day
2	Regular project staff meeting	Updates on status of annual project planning & implementation; sharing of key project results; preparation & reviews of progress reports; budgeting & planning; troubleshooting, etc.	Staff at PMA (CEO & PD; APD & DDP; PIO & STO; DPMA (DPD, SDFO, TO & TA); FROs may be invited if required.	Quarterly & Annual	One full day
3	Project BoG Meeting	To discuss on issues and problems; to provide policy and strategic directions, and guidance, Approval APO.	BoG members, invitees, selected PMA/ DPMA staff; PMC.	Annual / (Half-yearly if required)	Half day
4	DPMA-level Annual Project Staff & Convergence Partners/Line Departments Review & Planning Meeting	To share project results; to assess planned versus achievements; to share success/failure stories; to demonstrate evidences of successes; to discuss problems and agree on solutions; to plan for convergence.	DPMA staff; selected VDPIC; line department representatives.	Annual	One day.
5	Crop/commodity specific value chains & FFPCs	To share results; share success/failure stories with evidences; discuss problems, agree on solutions.	Project staff at PMA & DPMA, PMC, selected line departments, selected VDPICs & JFMCs leaders, selected SHGs.	Half yearly/Annual	Half day or one day
6	Targeted thematic knowledge sharing workshop/event	To share the impacts of the project interventions based on thematic value chain.	KfW, project staff at PMA & DPMA, PMC, selected line departments, selected VDPICs & JFMCs leaders.	Annual	One day

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7	Mid-term review meeting	To review and share the mid-term evaluation results; assess results---planned vs achievements; discern success evidences; discuss problems & ways forward; adjust M&E system if required.	KfW, BoG, PMA/DPMA, PMC, selected VDPIC, JFMC, SHGs.	At mid-term	One day
8	End of Project final review meeting	To assess and share project effectiveness, efficiency, impact and sustainability; to share and roll out the project exit strategies; share evidences of success stories; to find and evaluate any unintended results; to draw lessons learnt for similar future project/s.	KfW, BoG, PMA/DPMA, PMC, selected VDPIC, JFMC, SHGs.	At completion of the project	One day

## 8 COMMUNICATION, REPORTING & KNOWLEDGE MANAGEMENT

### 8.1 Communication

Communication / sharing of the project results (eg. Quarterly report, bi-annual report, annual report) on timely basis is one of the important tasks of the M&E (to be anchored by STO-CIM under the overall supervision & direction of the CEO&PD). The vertical (to higher management) and horizontal (across project staff in the districts and VDPIC/JFMC) flow of information on regular basis would be crucial as project communication practice. Good and timely communication across the stakeholders will ensure clarity and contribute to project efficiency. The project will communicate the project results to all stakeholders including the funding agency (KfW), government, DPMAs, and the Community groups (VDPIC/JFMC). Both the offline and online techniques will be applied to communicate M&E findings and results of the projects to all stakeholders.

### 8.2 Reporting

#### 8.2.1 Reporting level

There are four levels of reporting, namely, implementation progress (implementation results as per APO on quarterly/half-yearly/annual basis both physical and financial progress), results monitoring (overall inputs, outputs & outcome results as per result matrix, including project management), environmental and social monitoring (ESMF implementation), and project completion reporting (end of project). Each of these levels of reporting will have specific sets of contents to be reported as indicated in the results framework and performance indicators.

#### 8.2.2 Reporting audience

The reporting audience and information needs are summarised in the following table (Table 8), which may be updated/revised by PMA and PMC following the full implementation of the project based on the VDPs; also, as per the emerging needs.

Table 8. Showing the reporting audience of CREFLAT project.

SI No	Audience	Information needs	Frequency
1	KfW	Results; lessons learnt; success stories; safeguards compliances; financial information/audits; reimbursement	Semi-Annual & Annual
2	GoT, BoG, PEA/TFD	Results; lessons learnt; success stories; problems and issues; financial; scaling-up.	Quarterly /Annual
3	PMA & DPMAs, PEA & TFD	Results; lessons learnt; success stories; problems and issues; financial; scaling-up; photo documentation	Monthly/Quarterly /Annual
4	VDPIC & JFMC	Results; best practices.	Periodically

#### 8.2.3 Reporting cycle & responsibilities

Project will prepare reports based on the needs of KfW, GoT/BoG, project target groups or beneficiaries. Reporting needs, reporting cycle, and responsibilities are summarised in the table below, which may need periodic updating by PMA & PMC team (Table 9).



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Table 9. Summary of reporting cycle, timeline, responsibility, reporting to, and reports shared with in CREFLAT.

SI No	Types of Reports	Main Responsibility	Reporting to	Timeline	Focus	Source of data	Reports shared with
1	Monthly Progress Report (MPR)	PIO & STO (CIM)	CEO & PD, APD & DPD	Within 10 days of reporting month	Plan vs achieved, fund flow, expenditure, outputs	MIS / monitoring report / field visit report	PMC & specific line department, if any (convergence).
2	Quarterly Progress Report	PIO & STO (CIM)	CEO & PD, APD & DPD	Within 15 days of reporting month	Plan vs achieved, cumulative physical & financial, fund flow, expenditure, lessons learnt, success stories, outputs, outcomes	MIS / monthly monitoring report / field visit report	GoT, PMC & specific line department (convergence).
3	Semi-Annual Progress Report	PMA & PMC	KfW	Within 30 days of reporting month	Plan vs achieved, cumulative physical & financial, fund flow, expenditure, lessons learnt, success stories, outputs, outcomes, Risks and Future recommendations	MIS/QPR/ monitoring reports, field visit reports	GoT/PEA
4	Annual Progress Report (APR)	PMA (PIO & STO-CIM)	CEO & PD / APD / DPD / BoG / TFP	Within 30 days of reporting month	Plan vs achieved, cumulative physical & financial, fund flow, expenditure, lessons learnt, success stories, issues, outputs, outcomes	MIS/QPR/ Semi-Annual Report/ monitoring reports, field visits reports	All stakeholders including PMC, GoT, BoG
5	Baseline Survey Report	PMA & PMC	KfW, GoT	Within 30 days of Draft submission	Primary field data; compare with secondary data in some cases.	Primary field data; some secondary data	All stakeholders
6	Mid-Term Evaluation Report	PMA & PMC & Evaluation Agency	KfW, GoT, BoG	Within 30 days of Draft submission	Plan vs achieved, cumulative physical & financial, fund flow, expenditure, lessons learnt, success stories, issues, outputs, outcomes	Primary field data; project reports	All stakeholders

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7	End-Term Evaluation /Project Completion Report	PMA & PMC & Evaluation Agency	KfW, GoT, BoG	Within 30 days of Draft submission	Plan vs achieved, cumulative physical & financial, project reports; lessons learnt, success stories, issues, outputs, outcomes, impacts, sustainability, exit strategy.	Primary field data; project reports	All stakeholders
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#### 8.4.4 Reporting formats

The project (PMA & PMC) will develop the following reporting formats for use by the project. For example, Quarterly Progress Report could be used for joint internal review by PMA-PMC.

- a. Quarterly Progress Report Format.
- b. Field Visit Report Format.
- c. Workshop/Seminar/Conference/Training Participation Report Format.
- d. Semi-Annual Report Format for KfW (given in the Separate Agreement at Annexure 6 on Content and Form of Reporting to KfW)
- e. Annual Progress Report Format (keeping in mind the information needs of Govt, and all stakeholders, modified format would be designed or developed by PMA & PMC).

#### 8.2.5 Sharing Materials

Sharing of project materials and documents with funding agency, government, and project stakeholders are the various reports on project results that are compiled/prepared regularly by different entities of the project. Following table gives an idea of different dissemination materials of the project, which may be updated by PMA & PMC (Table 10).

Table 10. Showing sharing materials, frequency of produce for sharing, and target audience.

SI No	Sharing Materials	Frequency of Produce	Target Audience
1	Annual Plan of Operation (APO) or Annual Work Plan & Budget (AWPB)	Every year	KfW/PMA/DPMA & BoG
2	Monthly Progress Report	Every month	CEO & PD / APD
3	Quarterly Progress Report	Every quarter	PMA/DPMA & PMC
4	Semi-Annual Report / Half-Yearly Report	Every six monthly	KfW/PMA/DPMA & PMC
5	Annual Report	Every year	KfW/PMA/DPMA/BoG/Project staff/Partners/all stakeholders
6	Manuals/guidelines/training materials/booklets	As and when produced & approved	KfW/PMA/DPMA/Project staff/Partners/all stakeholders
7	Success Stories/Case Studies	At least 10 per year on plantations, VDPIC, JFMC, CBCA, etc.	KfW/PMA/DPMA/BoG/Project staff/all stakeholders
8	Video documentation	On success stories of plantations, VDPIC formation, VDP preparation; KfW mission visits; overall project results and changes happening for the target groups at mid-term and completion.	KfW/PMA/DPMA/BoG/Project staff/all stakeholders
9	Technical Papers written / presented in national/ international conference by project staff/partners	As and when carried out	KfW/PMA/DPMA/Project staff/all stakeholders

#### 8.2.6 Sharing Tools

The sharing tools for the project materials such as the progress reports, case studies, documentation of good practices, best practice cases/videos, etc. will be disseminated through different online and offline communication tools like the emails, web page, blog, flicker, social network, radio/TV/FM, newspaper, conferences/seminar, meetings, etc. To reduce the carbon footprint, hard copies will be minimized. Apart from this any best practice will be profiled and customized to the display in project website as well as that of TFD.

It may be mentioned here that the Project Management Information System (PMIS) will be useful tool for sharing project information. The PMIS can help PMA monitor and evaluate the project results. PMIS can help PMA manage multiple activities of the project for data analysis, and keep track of each project's progress, schedule, resource usage, and corresponding results. In short, the PMIS or MIS, after proper data analysis, can be useful sharing tool for enabling improved performance, identifying problems and

opportunities, tracking project performances and results, fostering collaboration, identifying potential issues in the project, provide insights for strategic planning, improved reporting, and so on.

## **9. KNOWLEDGE MANAGEMENT (KM)**

Knowledge management is a concept in which a project like CREFLAT consciously and comprehensively gathers, organizes, shares, and analyzes its knowledge in terms of resources, documents, and people skills.” (adapted as per Domino, 2006). KM enables organizations to capture and distribute knowledge. Hence project management requires a programmatic approach that combines people, processes, tools, and, of course, information, to satisfy project managers’ needs for knowledge and dissemination of this knowledge within (For project’s improvement) and outside the project arena (e.g., any policy related learning that must reach policy decisionmakers). knowledge management involves blending people, process, and tools into a self-sustaining system. Archiving, document management, the development and ongoing maintenance of methodologies, standards and procedures, training and competency development, knowledge types, search approaches, collaboration tools, communities of practice, and social computing are all part of KM.

To address KM requirements, the project will have a Knowledge Management (KM) focal person. Ideally, the project will develop project level KM Strategy in line with KfW’s policy on KM. The process will be led by the KM focal person. The KM strategy will set out a plan to build a robust KM system for the project. This system will enable the project to generate, capture, share and disseminate relevant information and knowledge to various stakeholders in a timely manner. The KM system will also support in the appropriate designing and packaging of the knowledge products as intended to specific target audience.

The project website will primarily be used as a knowledge sharing tool and platform, which will be linked to Forest Department’s website for wider dissemination. The quarterly/annual review meetings will be used as potential knowledge sharing venues for capturing lessons learned and best practices leading to development of relevant knowledge products. Key information from M&E data and studies, reviews, and exposure visits, lessons and best practices will be disseminated through knowledge products such as newsletters, project briefs, technical manuals, working papers, and case studies. Examples of innovative and good practices could be posted on the website of the project.

To create a robust KM system, the project will address the following:

- The project will nurture a culture of learning and sharing across implementing partner agencies and across local groups.
- Reporting lines and channels of communication need to be established clearly for each level of staff.
- The ToRs of all professional staff will have KM as a cross-cutting deliverables.
- The project will also develop a KM plan of action as part of the KM Strategy as per the knowledge needs of various stakeholders, for which a KM Needs Assessment exercise may be undertaken.
- The KM plan should have simple deliverables including by all professional staff, spread out over the period of project life.
- The knowledge sharing plan will include identification of various knowledge sharing tools relevant locally, such as story-telling (farmers to farmers), communities of practice (group to group, community to community, value chain to value chain, etc.), besides those already mentioned earlier (web-based sharing, meetings, reviews, workshops, etc.).
- The KM Strategy and Plan may also include simple incentives for those who pursue KM as part of their work as KM is very often individual-oriented. Such provisions of incentives will build a culture of knowledge sharing among the staff. Incentives could be recognition and simple award given during the annual review meeting of the project.

## **10. NECESSARY CONDITIONS AND CAPACITY BUILDING**

Monitoring and Evaluation is a crucial task of the project. The project will provide and arrange necessary conditions such as creating a separate M&E cell or unit under the leadership of a senior project manager having required knowledge and competency on M&E with adequate supporting staff. Capacity building and provision of logistic supports are other essential conditions. The project will provide necessary budget for effective and efficient implementation of M&E system and KM system. The M&E and KM systems will be improved periodically (by PMA & PMC) based on the practical field experiences requiring changing adaptation. The following training will be organized to build the capacity of the M&E related staff in PMA, DPMA, JFMCs, VDPICs & sub-committees.

- Participatory Planning Monitoring & Evaluation.
- Project M&E systems and formats.
- Managing results.
- Case study and success story writing.
- Report writing and presentation.
- MIS.
- Data management and analysis.
- Knowledge Management including video documentation, etc.
- Exposure visits.

# **PART II**

# **M&E PLAN**

## MONITORING AND EVALUATION PLAN (PART II)

### 1 Recap of M&E Steps

It is appropriate that the M&E Plan is addressed with re-emphasis on the importance of understanding of the M&E steps to be followed in CREFLAT, which is summarised below (Table 11):

Table 11. Summary M&E steps in CREFLAT.

Step 1	<b>M&amp;E capacity building</b> <ul style="list-style-type: none"> <li>• <b>M&amp;E Unit of PMA with PMC conduct a training on M&amp;E Guideline and plan for project staff at DPMA particularly for TA &amp; VCWs. It can be combined with ToT event also.</b></li> <li>• <b>VCWs will be responsible for M&amp;E under their respective village, while Technical Assistants will be responsible for their respective Range or Block.</b></li> <li>• <b>Technical Assistants will train the Monitoring Sub-Committees of the VDPICs &amp; VCWs under their respective Range or Block.</b></li> <li>• <b>Focus areas of training may include what data to collect and how to collect using the data collection formats as per APO physical &amp; financial targets. Apart from this, staff will be made aware of Results Matrix specifically and why and how data related to outcome indicators need to be qualitative harnessed.</b></li> </ul>
Step 2	Activity planning and implementation <ul style="list-style-type: none"> <li>• Following the activity planning (such as Annual Work Plan &amp; Budget or AWPB or APO based on the preparation and approval of VDP), the DPMA staff (TAs &amp; VCWs under the overarching guidance of TOs) collect data using standardised data collection sheets or forms based on deliverable or specific activity, on monthly/quarterly basis.</li> </ul>
Step 3	Data organization and submission <ul style="list-style-type: none"> <li>• VCWs will compile data collected from the VDPICs, JFMCs, individual beneficiaries;</li> <li>• After due compilation and/or due diligence, VCWs will submit the M&amp;E data to their respective Technical Assistants;</li> <li>• Technical Assistants will organise the data (in the form of format or data sheet) and check for any errors before submitting the deliverables to the Technical Officer/s at DPMA.</li> </ul>
Step 4	Data quality <ul style="list-style-type: none"> <li>• If there are errors or issues in the data, proceed to Step 5.</li> <li>• If there are no errors or issues in the data, proceed to Step 7.</li> </ul>
Step 5	Data validation <ul style="list-style-type: none"> <li>• Prior to submission of the data to DPMA (or to concerned Technical Officer at DPMA), the Technical Assistants will validate by reviewing the data presentation and data sources and carefully review what caused the data errors, if any, and proceed to Step 6.</li> </ul>
Step 6	Data verification <ul style="list-style-type: none"> <li>• Prior to submission of the data to DPMA (or TO at DPMA), the Technical Assistants will carefully record the errors after due diligence and make necessary corrections and then proceed to Step 7.</li> </ul>
Step 7	M&E data management <ul style="list-style-type: none"> <li>• Technical Officers at DPMA will compile and review the M&amp;E data from all the Ranges/Blocks under their respective District, and submit to the PMA after approval by the DPD/SDFO.</li> </ul>
Step 8	M&E data verification by PMA <ul style="list-style-type: none"> <li>• DPMA will submit data online to MIS, from which it is accessible for PMA</li> </ul>

	<p>and especially STO (CIM).</p> <ul style="list-style-type: none"> <li>• STO (CIM) will compile and verify all the submitted data by the TOs from DPMA; if there are errors or issues based on the current AWPB, the data is sent back to Step 5 for necessary verification and corrections.</li> <li>• Data corrections made in Step 5 will be sent to Step 6.</li> <li>• If the data received at PMA (sent by DPMA) are error free or have no issues, proceed to Step 9.</li> </ul>
Step 9	<p>Data input, storage, and management at PMA</p> <ul style="list-style-type: none"> <li>• Data will be directly fed to MIS from DPMA level and then is at disposal for analysis, validation, actions needed for correction or finalization by STO (CIM).</li> <li>• STO (CIM) will capture all the verified data and store for project use in MIS.</li> <li>• STO (CIM) will update the project M&amp;E data on monthly/quarterly basis.</li> </ul>
Step 10	<p>Data Reporting</p> <ul style="list-style-type: none"> <li>• STO (CIM) will provide progress of M&amp;E data on a quarterly basis in coordination with PIO.</li> <li>• In coordination with PIO, STO (CIM) will provide any M&amp;E data required for compilation of the Quarterly/Semi-Annual/Annual Reports.</li> <li>• Coordinate with all the STOs &amp; TOs of the project to analyze and distil data/ information into knowledge products &amp; disseminate.</li> </ul>
Step 11	<p>Reviews and Revision of M&amp;E Plan</p> <ul style="list-style-type: none"> <li>• STO (CIM) will facilitate annual reviews and updates of the M&amp;E Plan if required in coordination with all the STOs, TOs &amp; Tas and under stewardship of PD-CEO, and if required through guidance of PMC</li> </ul>

## 2 Output Results Monitoring: M&E Matrix for Output Results as per Result Matrix (for Activities) and Project Budget for 7 years (for Indicators & Targets)

### 2.1 Output Results Monitoring

The M&E Matrix based on Result Matrix for Activities, and Indicators & Targets as per Approved Budget for 7 years period (K=KfW financing; T=Tripura Govt financing) are shown in Table 13 that will be used for Output results monitoring. It may be mentioned that while all the Outputs (1-6) with corresponding activities and targets are important in terms of regular monitoring, however, PMA may do well to particularly monitor carefully the output results of Outputs 1-4 as these results will optimally contribute to the achievement of the Outcomes.

### 2.2 Methodology for Output Results Monitoring

Each Financial Year, the PMA will prepare the APO or AWPB with physical & financial targets to be achieved. Monthly/Quarterly/Annual monitoring will be done against the targets set in the APO, which in itself have to be in alignment with the 7 Year Plan of Operation targets. Progress reporting will be done accordingly on monthly / quarterly or annual basis.

PMA and PMC will undertake quarterly progress review meeting based on the quarterly monitoring data (compiled from monthly monitoring data), and progress would be reviewed against the targets set in the approved APO/AWPB. Ideally, it would be prudent to sub-divide the APO into Quarterly physical and financial targets.



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Table 12. M&E matrix for Output Result Monitoring based on result Matrix for Activities, and Indicators & Targets as per Approved Budget for 7 years period (K=KfW financing; T=Tripura Govt. financing)

SI No	Activities	Intervention Code	Indicators	Explanation	Indicator type	Means of verification	Baseline	Units	Targets	Timeline	Frequency of Monitoring	Responsibility
Output 1: Participatory village-based landscape planning system developed and implemented												
1.1	Building capacities on planning	A-1.1.1-K	No. of technical capacity building for project staff & No of participants	Training, exposure visits, workshops, etc.	Output	Training Report	0	No. of participants	240	Mar 2026	Quarterly	STO (SSCB)
		A-1.1.2-K	No. of ToTs on communication skills for project staff & No of participants	Training	Output	Training Report	0	No. of participants	240	Mar 2027	Quarterly	STO (SSCB) & STO (CIM)
		A-1.1.4-K	No. of capacity building for VDPIC leaders & members; and No. of participants	Training, Exposure visits, etc.	Output	Training Report	0	No. of participants	3870	Dec 2027	Quarterly	STO (SSCB)
		A-1.1.5-K	No. of Capacity building for Monitoring Sub-Committee members on ESMF & No. of participants	Training	Output	Training Report	0	No. of participants	645	Mar 2026	Quarterly	STO (SSCB)
		A-1.1.6-K	No. of Exposure visits for VCWs & VDPICs & No. of participants	Exposure visits	Output	Report	0	No. of participants	774	Dec 2027	Quarterly	STO (SSCB)

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		A-1.1.7-K	No. of study tour/ exposure visits for project staff & no of participants	Study tour / exposure visit	Output	Report	0	No of participants	110	Dec 2027	Quarterly	STO (SSCB)
		A-1.1.8-K	No. of overseas study tour/ exposure visits by project officers & No. of participants	Overseas study tours	Output	Report	0	No. of participants	10	Dec 2027	Half-yearly / Annual	PIO / STO (SSCB)
		A-1.1.9-K	No. of specialized advance training on silviculture & nursery management and participatory social engagement, and No. of participants	Training	Output	Report	0	No. of participants	240	Dec 2027	Quarterly	STO (SSCB)
		A-1.1.10-K	No. of advanced training on GIS & No. of participants	Training	Output	Report	0	No. of participants	30	Dec 2026	Quarterly	STO (SSCB) & STO (GIS)
		A-1.1.11-K	Travel cost for field works by project staff			TA format		Cost per year		Mar 2028	Quarterly	DDO / AO
1.2	Preparing planning guidelines & tools	A-1.2.1-K	No. of handbook prepared & translated in Kokborok & Bengali	Handbook prepared & translated in Kokborok & Bengali	Output	Quarterly / Semi-Annual /	0	No. of handbook prepared & translated	30	Dec 2027	Quarterly	STO (SSCB)

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						Annual Report						
		A-1.2.3-K	No. of model VDP published, translated & distributed	Model VDP translated in Kokborok/ Bengali & distributed	Output	Quarterly / Semi-Annual / Annual Report	0	No. of model VDP published, translated & distributed	3	Dec 2025	Quarterly	STO (SSCB)
1.3	Preparing landscape level participatory village plans	A-1.3.1-K	No. of landscape-based village development plan (VDP) prepared	Village Development Plan prepared	Output	Quarterly / Semi-Annual / Annual Report	0	No. of VDP prepared	129	Jun 2025	Quarterly	STO (ESMF), STO (GIS)
		A-1.3.2-K	No. of VDPIC constituted with ESMF & FPIC established	VDPIC formed & ESMF & FPIC established	Output	Quarterly / Semi-Annual / Annual Report	0	No. of VDPIC formed	129	Mar 2025	Quarterly	STO (ESMF), STO (GIS)
		A-1.3.3-K	No. of Beat Officer supporting VDP preparation	Beat Officers participate in VDP preparation	Output	Quarterly / Semi-Annual / Annual Report	0	No. of Beat Officers participating	129	Mar 2028	Quarterly	STO (ESMF), STO (GIS), STO (CIM)
		A-1.3.4-K	No. of laptops, tablets, etc. purchased for VDP preparation	Laptop, tablets, etc. procured	Outputs	Quarterly / Semi-Annual / Annual Report	0	No. of laptops, tablets made available	Set	Mar 2028	Quarterly	DDO & PIO and STO (CIM)

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						Annual Report						
1.4	Entry Point Activities (EPA)	A-1.4.1-K	No. of EPA implemented	EPA as per VDP	Outputs	Quarterly/ Semi-Annual / Annual Report	0	EPA per village / VDP	129	Mar 2026	Quarterly	PIO & STO (CIM)
Output 2: Climate resilient forest land management implemented												
2.1	Conserving soil & water resources	B-2.1.1-K/T	No. of mechanical & vegetative SWC undertaken & area covered	Mechanical structures made & area under vegetative SWC	Output	Quarterly/ Semi-Annual / Annual Report	0	No. & Area (in ha) per village	645	Dec 2027	Quarterly	PIO & STO (CIM)
	Earthen check dam construction	B-2.1.3-K/T	No. of check dam constructed	Check dam constructed for SWC	Output	Quarterly/ Semi-Annual / Annual Report	0	No. per village	645	Dec 2026	Quarterly	PIO & STO (CIM)
	Repair, renovation & restoration of seasonal water bodies	B-2.1.4-K/T	No. of seasonal water bodies restored / renovated by VDPICs	Restoration / renovation of common water bodies by VDPICs	Output	Quarterly/ Semi-Annual / Annual Report	0	No. per village	258	Jun 2026	Quarterly	PIO & STO (CIM)
	SWC in AR plantation plots	B-2.1.5-K/T	Area covered by construction of contour trenches, gully plugging, grass ways in AR plantation plots	Construction of contour trenches, gully plugging, grass ways in AR plantation plots	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	600	Sep 2026	Quarterly	PIO & STO (CIM)

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			over 30 degree slope.	over 30 degree slope.								
2.2	Enriching natural forests	B-2.2.2-K/T	Area and number of villages covered under ANR plantation.	Assisted natural regeneration for regenerating degraded forests	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	1000	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.2.3-K/T	Area and number of villages covered under enrichment plantation.	Ecological restoration through plantations to increase the population of existing species, add new species, or restore lost species	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	1500	Sep 2026	Quarterly	PIO & STO (CIM)
2.3	Establishing & managing plantations	B-2.3.1-K/T	Area and number of villages covered under high density bamboo plantation.	HDB with Kanak Kaich/ Bambusa tulda / Dolu	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	1200	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.3.4-K/T	Area and number of villages covered under 4-tier agroforestry (ginger) plantation.	4-tier agroforestry plantation with ginger over <i>patta land</i>	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	700	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.3.5-K/T	Area and number of villages	Fuelwood plantations	Output	Quarterly/ Semi-	0	Area per village (in ha)	400	Sep 2026	Quarterly	PIO & STO (CIM)

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			covered under energy plantations			Annual / Annual Report						
		B-2.3.9-K/T	Area and number of villages covered under wild fruit trees plantations	Plantation of popular wild edible fruits such as Bael, Kamranga, Amlaki, Jamun, Fig (Ficus), Chalta (Dillenia), Jambura, etc.	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	800	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.3.10-K/T	Area and number of villages covered under mixed plantations	Mixed species of timber, wild edible fruits, etc.	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	600	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.3.11-K/T	Area and Number of villages covered under 4-tier agroforestry with Gandaki	4-tier agroforestry plantations with Gandaki on <i>patta land</i>	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	200	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.3.12-K/T	Area & number of villages cover under Broom grass plantations	Broom grass plantations over degraded forest land	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (in ha)	400	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.3.13-K/T	Area & number of villages covered under	4-tier agroforestry plantations with	Output	Quarterly/ Semi-	0	Area per village (in ha)	900	Sep 2026	Quarterly	PIO & STO (CIM)

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			4-tier agroforestry with turmeric	turmeric over <i>patta land</i>		Annual / Annual Report						
		B-2.3.14-K/T	Area & number of villages covered under 4-tier agroforestry with Pineapple	4-tier agroforestry plantations with pineapple over <i>patta land</i>	Output	Quarterly / Semi-Annual / Annual Report	0	Area per village (in ha)	900	Sep 2026	Quarterly	PIO & STO (CIM)
2.4	Producing quality seedlings	B-2.5.1-K/T	No. of seedlings raised for mixed plantations		Output	Quarterly / Semi-Annual / Annual Report	0	Number per species	750000	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.5.2-K/T	No. of seedlings raised for Wild edible fruits	Seedlings of Bael, Kamranga, Amlaki, Jamun, Fig (Ficus), Chalta (Dillenia), Jambura, etc. raised	Output	Quarterly / Semi-Annual / Annual Report	0	Number per species	977600	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.5.4-K/T	No. of seedlings raised for ANR		Output	Quarterly / Semi-Annual / Annual Report	0	Number per species	275000	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.5.5-K/T	No. of seedlings raised for		Output	Quarterly / Semi-Annual	0	Number per species	412500	Sep 2026	Quarterly	PIO & STO (CIM)

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			Enrichment plantations			/ Annual Report						
		B-2.5.6-K/T	No. of seedlings raised for Energy plantations		Output	Quarterly/ Semi-Annual / Annual Report	0	Number per species	488800	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.5.7-K/T	No. of seedlings raised for HDB plantations	Seedlings of Kanak Kaich/ Bambusa tulda / Dolu raised	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per species	3300000	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.5.8-K/T	No. of planting materials raised for Gandaki plantations	Gandaki rhizomes prepared for planting	Output	Quarterly/ Semi-Annual / Annual Report	0	Number	60000	Sep 2026	Quarterly	PIO & STO (CIM)
2.5	Developing local capacities on NR management	B-2.6.1-K	Training on SWC techniques	Training on construction of check dams, contour trenches, gully plugging, grass ways in AR, etc.	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	600	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.6.1-K	Training on plantation establishment, maintenance & management	Training on plantations, maintenance and management	Output	Quarterly/ Semi-Annual /	0	Number of participants	600	Sep 2026	Quarterly	PIO & STO (CIM)



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		B-2.6.1-K	Training on invasive species control	Training on identification & control of invasive species.	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	480	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.6.1-K	Training on forest protection and fire management	Training on forest protection & management.	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	480	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.6.1-K	Advanced training on nursery & plantation techniques	Training on nursery & plantation techniques	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	480	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.6.1-K	Provision of equipment kit GPS	Training on use of GPS.	Output	Quarterly/ Semi-Annual / Annual Report	0	Number	60	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.6.1-K	Training on Monitoring & Evaluation	Training on M&E and various reporting	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	480	Sep 2026	Quarterly	PIO & STO (CIM)

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		B-2.6.1-K	Training on Livelihood Analysis & Interventions for climate vulnerable populations	Training on various farm & non-farm-based livelihoods	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	600	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.6.1-K	Training on climate change adaptation	Training on climate change adaptation.	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of participants	600	Sep 2026	Quarterly	PIO & STO (CIM)
2.6	Local level monitoring	B-2.7.1-K	Monitoring by VDPIC / Monitoring Committee		Output	Quarterly/ Semi-Annual / Annual Report	0	Unit/No per month	774	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.7.1-K	Technical support provided by forest guards/beat officers for monitoring		Output	Quarterly/ Semi-Annual / Annual Report	0	Unit/No per Month	550	Sep 2026	Quarterly	PIO & STO (CIM)
		B-2.7.1-K	Monitoring by Panchayat Secretary		Output	Quarterly/ Semi-Annual / Annual Report	0	Unit/No per Month	2300	Sep 2026	Quarterly	PIO & STO (CIM)
2.7	Reducing climate vulnerability	B-2.8.1-K	No. of SHGs per village	Seed money @Rs 1.0 lakh per SHG as RF	Output	Quarterly/ Semi-	0	Number of villages	129	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)

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	y of forest dependent population through livelihood restoration		given seed money	within the group members.		Annual / Annual Report						
		B-2.8.2-K	No. of VDPIC per village given Revolving Fund	RF money @Rs 5.0 lakhs per VDPIC	Output	Quarterly/ Semi-Annual / Annual Report	0	Number of villages	129	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		B-2.8.3-K	No. of SHGs members per village trained under Vocational training.	SHGs members from LRP HHs given vocational training	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per village	6450	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		B-2.8.4-K	No. of SHGs members per village given advanced vocational training	SHGs members from LRP HHs given advanced vocational training	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per village	6450	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		B-2.8.5-K	No. of VDPIC members per village given vocational training	VDPIC members from LRP HHs given vocational training	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per village	1290	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		B-2.8.6-K	No. of VDPIC members per village given skill development training	VDPIC members given various skill development training	Output	Quarterly/ Semi-Annual /	0	Number per village per skill set	129	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)

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						Annual Report						
		B-2.8.7-K	No. of SHGs Book Keeping printed <sup>2</sup>	SHGs book keeping book printed & distributed per SHG	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per village per skill set	1645	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		B-2.8.8-K	No. of plantation journal per village	Plantation journal per plantation site/plot per village	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per village	129	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		B-2.8.9-K	No. of TA for project officials (TOs & TAs)	TA for project officials (TOs & TAs)	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per month	84	Mar 2028	Quarterly	PIO & DDO
		B-2.8.10-K	No. of documentation / case studies on project success stories	Case studies & video documentation of success stories	Output	Quarterly/ Semi-Annual / Annual Report	0	Number per month	65	Mar 2028	Quarterly	PIO & STO (CIM); STO (SSCB)
Output 3: Measures for mitigating adverse climate impacts on biodiversity applied												
3.1	Strengthening community-based biodiversity	C-3.1.1-K	No. & area of CBCA per Block	No & area (ha) of CBCA created per Block	Output	Quarterly/ Semi-Annual /	0	No & area (ha) per Block	11	Mar 2028	Quarterly	PIO & STO (CIM); STO (SSCB)

<sup>2</sup> If CREFLAT is working with existing groups, assuming that they would already be having such book keeping, should book keeping be printed?

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	conservation					Annual Report						
		C-3.1.2-K	No. of BMCs per village/VDPIC supported & No of BMC members trained on biodiversity conservation	BMCs per VDPIC supported & No of BMC members trained to undertake conservation action emerging from PBRs	Output	Quarterly/ Semi-Annual / Annual Report	0	No per village / VDPIC	129	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.1.3-T	No. of eco-tourism sites created / developed	No. of eco-tourism sites developed	Output	Quarterly/ Semi-Annual / Annual Report	0	Lump sum	3	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.1.4-K	No. of BMC members trained for monitoring biodiversity conservation	BMC members per village trained to monitor conservation activities	Output	Quarterly/ Semi-Annual / Annual Report	0	No per village / VDPIC	129	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
3.2	Climate adaptation & PES: Enhancing Ecosystem Services through Biodiversity	C-3.2.1-K/T	Area (in ha) per village under catchment area plantations	Catchment area planted with miscellaneous species for ecosystem services	Output	Quarterly/ Semi-Annual / Annual Report	0	Area per village (ha)	1300	Sep 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.2.2-K/T	Cost & No. of seedlings of miscellaneous species for	Cost & no of seedlings of miscellaneous species for	Output	Quarterly/ Semi-Annual	0	Area (ha) & No per village	1500 ha; 412500	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)

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			catchment plantations	catchment plantations		/ Annual Report			seedlings			
		C-3.2.3-K/T	No. of springs rejuvenation undertaken & area (Ha) planted for spring rejuvenation	Spring rejuvenation through plantations of miscellaneous forest species	Output	Quarterly/ Semi-Annual / Annual Report	0	No & Area (ha) per village	355	Dec 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.2.4-K	Studies on status of wild pollinators in Dhalai & N. Tripura districts	Studies/survey by expert agency with appropriate ToR covering diverse landscapes/ habitats both in project and non-project villages.	Output	Report	0	No	1	April 2025	Quarterly progress review of the study/ survey	PIO & STO (CIM); STO (SSCB)
		C-3.2.5-K (Old code: C-3.3.3-K)	No. of sites & area (ha) planted with pollinator host plants for piloting measures to enhance pollinator diversity	Specific sites selected for planting of pollinator host plants to enhance pollinator diversity.	Output	Quarterly/ Semi-Annual / Annual Report	0	No & area (ha)	7 sites with 25 ha per site	Sep 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.2.6-K	No. of seedlings & cost for pollinator host plants	No. of seedlings of pollinator host plants & cost	Output	Quarterly/ Semi-Annual / Annual Report	0	No (@275 seedling/ ha & area (ha)	7 sites with 25 ha per site	Sep 2026	Quarterly	PIO & STO (CIM); STO (SSCB)

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		C-3.2.7-K	Mapping & monitoring of 7 sites for piloting ecosystem services per district	Four ecosystem services per district: local hydrology, pollinator species/population, carbon sequestration & biodiversity	Output	Quarterly/ Semi-Annual / Annual Report	0	No	2	Sep 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
3.3	Conservation of threatened and endemic plants	C-3.3.1-K	Survey of population status & distribution of threatened & endemic plant & animal species in Tripura	Survey by expert agency with appropriate ToR	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.3.2-K	Area (ha) & No. of threatened & endemic plant species planted in CBCA	Threatened & endemic plant species planted in CBCA @90 ha per CBCA/village	Output	Quarterly/ Semi-Annual / Annual Report	0	Area (ha) & No	1000	Sep 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.3.3-K/T	Cost & No. of seedlings & area planted with threatened & endemic species	275 no of seedlings per ha	Output	Quarterly/ Semi-Annual / Annual Report	0	Area (ha) & No	1000 ha; seedling 275,000	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.3.4-K/T	Area (ha) per village protection of threatened endemic	Threatened & endemic mother trees patches	Output	Quarterly/ Semi-Annual /	0	Area (ha) per village	75	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)

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			mother trees patches	identified & protected		Annual Report						
3.4	Establishing ecological corridors	C-3.4.1-K	Area (ha) per village identified & mapped for landscape level corridors	Identification and mapping of landscape level corridors for ANR	Output	Quarterly/ Semi-Annual / Annual Report	0	Area (ha) per village	350	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.4.2-K	Area (ha) & no. of seedlings planted per village corridor	ANR plantations in identified corridors	Output	Quarterly/ Semi-Annual / Annual Report	0	No of seedlings planted per unit area (ha) per village	96250	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.4.3-K	No. per village eco-restoration riverine corridor established	Eco-restoration riverine corridors identified & established	Output	Quarterly/ Semi-Annual / Annual Report	0	No	7	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
3.5	Piloting agro biodiversity stewardship programme in farmed landscapes	C-3.5.1-K	Area (ha) & No. per village jhum land conserved for crop germplasm	Crop germ plasm of jhum land conserved	Output	Quarterly/ Semi-Annual / Annual Report	0	Area (ha) per village	7	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		C-3.5.2-K	Survey of wild crop relatives and neglected and under utilised species.	Survey undertaken by reputed agency with appropriate ToR	Output	Quarterly/ Semi-Annual / Annual Report	0	Survey / Studies Report	1	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)



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		C-3.5.3-K	Conservation & propagation of wild crop relatives	Survey undertaken by reputed agency with ToR	Output	Quarterly/ Semi-Annual / Annual Report	0	No	7	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
3.6	Controlling invasion of invasive alien species for biodiversity conservation	C-3.6.1-K	Mapping & developing strategy for controlling invasive plant species	Mapping & strategy done by expert agency with appropriate ToR	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
3.7	Capacity building of project staff on biodiversity & ecosystem services	C-3.7.1-K	No. of training & no. of participants in training on biodiversity conservation and ecosystem services	Project staff trained in biodiversity conservation & ecosystem services	Output	Quarterly/ Semi-Annual / Annual Report	0	No	300	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
Output 4: Natural resources products processing and marketing supported												
4.1	Provision of technical services	D-4.1.1-K	No. of FFPC established for Bamboo at Manu & for Gandaki+others at Ambassa & Kanchanpur.	Farm & Forest Product Centres established (Manu, Ambassa & Kanchanpur)	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		D-4.1.2-T	Support to FFPCs by GoT	Provision of building & working capital for FFPC	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Sep 2025 & Mar 2028	Quarterly	PIO & STO (CIM); STO (SSCB)

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		D-4.1.3-K	No. of post-harvest treatment equipment procured per FFPC	Equipment for post-harvesting equipment	Output	Quarterly/ Semi-Annual / Annual Report	0	No	6	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		D-4.1.4-K	No. (Set) of equipment for advanced processing procured	Advanced processing equipment procured	Output	Quarterly/ Semi-Annual / Annual Report	0	No/Set	3	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		D-4.1.5-K	No. of FFPCs for Broom established	Broom based FFPC established at Manu, Ambassa & Kanchanpur	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
4.2	Establishment & strengthening of market linkages	D-4.2.1-K	No. of events organized for meeting of sellers & buyers	Buyers and sellers meet organized periodically	Output	Quarterly/ Semi-Annual / Annual Report	0	No	6	Sep 2026	Quarterly	PIO & STO (CIM); STO (SSCB)
		D-4.2.2-K	No. of Collection & Marketing Centres (CMC) & No. of	8 cooperatives & 44 CMCs established <sup>3</sup>	Output	Quarterly/ Semi-Annual /	0	No of units	44	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)

<sup>3</sup> Establishment of Collection and Marketing Centres under 8 Co-operative Societies: (i) Manu for bamboo (11 CMCs), (ii) North for Gandaki+Other Forest/Farm products (3 CMCs), (iii) Ambassa for Gandaki and other Forest/Farm products (8 CMCs), (iv) Manu for broom (2 CMCs), (v) North for broom (3 CMCs), (vi) Ambassa for broom (4 CMCs), (vii) Gandacherra (2 CMCs), and (viii) Ambassa for other Agri & forest products (11 CMCs).

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			cooperatives established			Annual Report						
		D-4.2.3-K	No. of events FFPC staff participating in state & regional events	FFPC staff participating in 6 state & 3 regional events	Output	Quarterly/ Semi-Annual / Annual Report	0	No of events	9	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
4.3	Value chain matrix & market information system	D-4.3.4-K	FFPC marketing and information systems established & operationalized	MIS based FFPC marketing & information system established & operationalized	Output	Quarterly/ Semi-Annual / Annual Report	0	MIS	1	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
4.4	Certification of business entities for selected farm & forest products	D-4.4.1-K	No. of FFPC production units having ISO 9001 certification	FFPCs production units receive ISO 9001 certification for quality, etc.	Output	Quarterly/ Semi-Annual / Annual Report	0	Certificate	6	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
4.5	Sector specific capacity building	D-4.5.1-K	No. of persons for technical capacity building in Bamboo	Skill development for bamboo production & value addition	Output	Quarterly/ Semi-Annual / Annual Report	0	No	225	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		D-4.5.3-K	No. of persons for technical capacity building in Broom	Skill development for broom production & value addition	Output	Quarterly/ Semi-Annual / Annual Report	0	No	165	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)

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		D-4.5.2-K	No. of persons trained (capacity building) in management skills	FFPC leaders and beneficiaries trained in management skills	Output	Quarterly/ Semi-Annual / Annual Report	0	No	220	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		D-4.5.4-K	Study/analysis of FFPC performance (social, economic, financial benefits)	Outsource expert consultant / agency for the analysis with appropriate ToR	Output	Quarterly/ Semi-Annual / Annual Report	0	No	2	Sep 2026 & Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
Output 5: Forest sector enabling environment supported												
5.1	Developing & implementing Tripura forest sector strategy	E-5.1.1-K	No. of Sectoral studies and reviews undertaken	Sectoral studies & reviews undertaken by project staff / outsourced experts or agencies with required ToRs	Output	Quarterly/ Semi-Annual / Annual Report	0	No	5	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.1.2-K	No. of supports provided to drafting committee	Support providing to drafting committee on forest sector enabling strategy	Output	Quarterly/ Semi-Annual / Annual Report	0	No	2	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.1.3-K	No. of consultation workshops organised	Consultation workshops organised with key stakeholders; report prepared.	Output	Quarterly/ Semi-Annual / Annual Report	0	No	8	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)

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		E-5.1.4-K	No. of documents produced & translated	Documents on forest sector enabling strategies produced & translated into local language (Bengali & Kokborok)	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.1.5-K	No. of state level coordination meetings organized	State level coordination meetings organized periodically & reports prepared	Output	Quarterly/ Semi-Annual / Annual Report	0	No	6	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
5.2	Developing capacity for TTAADC	E-5.2.2-K	Logistics support provided for forestry at TTAADC Hq	Logistics support to Forestry Sector at TTAADC Hq	Output	Quarterly/ Semi-Annual / Annual Report	0	No	7	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.2.3-K	No. of forest sector consultation workshops at TTAADC Hq or any other location	Forest sector consultation workshops organised for TTAADC; report prepared.	Output	Quarterly/ Semi-Annual / Annual Report	0	No	5	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
5.3	Developing capacity for key sector stakeholders	E-5.3.1-K	No. of field visits to IGDC project sites organised for the decision makers of the state/districts	Successful IGDC project activities/sites visited by the local & state level decision makers	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)

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		E-5.3.2-K	No. of communication skills training for TFD staff organized	Communication skills training organised & report submitted	Output	Quarterly/ Semi-Annual / Annual Report	0	No	4	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.3.3-K	No. of advanced technical training organized for TFD staff	Advanced technical training on various subjects organized for the TFD staff & report prepared	Output	Quarterly/ Semi-Annual / Annual Report	0	No	5	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.3.5-K	No. of capacity needs assessment conducted for TFD & TTAADC forest staff	Capacity building needs assessment conducted for the forest staff at TTAADC & TFD	Output	Quarterly/ Semi-Annual / Annual Report	0	No	2	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.3.6-K	No. of workshops organized to promote private sector participation	Workshops organized for private sector stakeholders to solicit their participation in forest sector strategy	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.3.7-K	No. of regional exposure visits organize for the Technical Advisory Committee (TAC) members	Exposure visits organized within NE India for TTAAC forest & other staff	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)

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5.4	Providing information & raising awareness	E-5.4.1-K	No. of documents produced & published on forest sector related topics	Documents produced on forest sector strategy around the project experiences	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.4.2-K	No. of awareness raising through local media & social media organized	Awareness raised through local media & social media on forest sector strategy of Tripura	Output	Quarterly/ Semi-Annual / Annual Report	0	No	7	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.4.3-K	No. of video produced on relating to forest sector strategy of the state	Video produced in local languages on forest sector strategy of the state	Output	Quarterly/ Semi-Annual / Annual Report	0	No	2	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
5.5	Supporting forest sector ICT & GIS lab	E-5.5.1-K	No. of forest map on various aspects prepared & printed	Forest map of the state prepared on various aspects & printed & distributed	Output	Quarterly/ Semi-Annual / Annual Report	0	No	6	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.5.2-K	MIS/M&E system developed for forest sector database	MIS system developed to capture & store various aspects of forest sector of the state	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)

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		E-5.5.3-K	Project website & social media strategy developed	Project website content developed & updated regularly; social media strategy developed for communicating on forest sector strategy	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Sep 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.5.4-K	Types & No. of ICT equipment procured	ICT equipment such as computer, printer-scanner procured	Output	Quarterly/ Semi-Annual / Annual Report	0	Lump sum	1	Dec 2025	Quarterly	PIO & STO (CIM); STO (SSCB)
5.6		E-5.6.1-K	No. of meetings held & cost	Meeting cost @ Rs x per person (as per budget)	Output	Quarterly/ Semi-Annual / Annual Report	0	No	16	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		E-5.6.2-K	No. of field visits organized for TAC members	Field visits within the state organized for the TAC members; reports prepared	Output	Quarterly/ Semi-Annual / Annual Report	0	No	16	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
Output 6: Project Management												
6.1	Meetings & Workshop	F-6.1.1-K										
		F-6.1.2-K/T										
		F-6.1.3-K/T										



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6.2	Project Management Authority (Agartala) staff	F-6.2.4-K										
		F-6.2.5-K										
		F-6.2.6-K										
		F-6.2.7-K										
		F-6.2.8-K										
		F-6.2.9-K										
		F-6.2.10-T										
		F-6.2.11-T										
		F-6.2.12-T										
		F-6.2.13-T										
		F-6.2.14-T										
		F-6.2.15-T										
		F-6.2.16-T										
		F-6.2.17-T										
		F-6.2.18-T										
6.3	Project Management Authority (Agartala) – Office Expenses	F-6.3.1-K										
		F-6.3.2-T										
		F-6.3.3-K										
		F-6.3.4-K										
		F-6.3.5-K/T										
		F-6.3.6-K/T										
		F-6.3.7-K										
		F-6.3.8-K										
		F-6.3.9-K										
		F-6.3.10-K										
		F-6.3.11-K										
		F-6.3.12-K										
		F-6.3.13-K										
6.4	District level meetings	F-6.4.1-T										
		F-6.4.2-T										
6.5	DPMA Offices	F-6.5.1-T										

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	(Dhalai & North Tripura) - Staff	F-6.5.2-T										
		F-6.5.3-T										
		F-6.5.4-T										
		F-6.5.5-T										
		F-6.5.6-T										
		F-6.5.7-K										
		F-6.5.8-K										
		F-6.5.9-K										
		F-6.5.10-K										
		F-6.5.11-K										
		F-6.5.12-K										
		F-6.5.13-T										
		F-6.5.14-T										
		F-6.5.15-T										
		F-6.5.16-T										
		F-6.5.17-T										
		F-6.5.18-T										
		F-6.5.19-T										
6.6	DPMA Offices (Dhalai & North Tripura) – Office expenses	F-6.6.1-T										
		F-6.6.2-K										
		F-6.6.3-K										
		F-6.6.4-K										
		F-6.6.5-T										
		F-6.6.6-K										
		F-6.6.7-K										
		F-6.6.8-K										
		F-6.6.9-K										
		F-6.6.10-K										
		F-6.6.11-T										
		F-6.6.12-K										
6.7	Support for TA's offices	F-6.7.1-K										
		F-6.7.2-K/T										
6.8	?											

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6.9	Reviews, Monitoring & Evaluation Overheads	F-6.9.1-K	No. of stakeholder's workshop organized	District-level stakeholders workshop organized in Dhalai & North Tripura districts	Output	Quarterly/ Semi-Annual / Annual Report	0	No	14	Dec 2027	Quarterly	PIO & STO (CIM); STO (SSCB)
		F-6.9.2-K	Baseline study (social & ecological) of the project undertaken	Baseline study through outsourced agency conducted	Output	Quarterly/ Semi-Annual / Annual Report	0	Lump sum	1	Mar 2024	Quarterly	PIO & STO (CIM); STO (SSCB)
		F-6.9.3-K/T	No. of project staff engaged/employed / recruited	Payment for project staff recruited	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1407	Dec 2024	Quarterly	PIO & STO (CIM); STO (SSCB)
		F-6.9.4-K	Final Impact Study (End of the Project Report)	Project completion study & report particularly on social, economic & ecological changes/ improvement	Output	Quarterly/ Semi-Annual / Annual Report	0	No	1	Mar 2028	Quarterly	PIO & STO (CIM); STO (SSCB)
		F-6.9.5-K	No. of project review by external agency/ies	Periodic project reviews undertaken by third party	Output	Quarterly/ Semi-Annual / Annual Report	0	No	3	Mar 2028	Quarterly	PIO & STO (CIM); STO (SSCB)

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		F-6.9.6-K	No. of annual external financial audit undertaken	Annual Financial audit undertaken by independent third party	Output	Semi-Annual / Annual Report	0	No	7	Mar 2028	Quarterly	DDO; PIO & STO (CIM)
		F-6.9.7-K	Final external financial audit undertaken	Final external audit undertaken by independent third party	Output	Semi-Annual / Annual Report	0	No	1	Mar 2028	Quarterly	DDO; PIO & STO (CIM)
		F-6.9.8-K	Mid-Term Review undertaken (along with financial & ESMF audit)	MTR with financial & ESMF	Output	Semi-Annual / Annual Report	0	No	2 (?)	Mar 2028	Quarterly	DDO; PIO & STO (CIM)
		F-6.9.9-T	Statutory taxes, Institutional charges, etc. paid annually	Statutory taxes are paid annually / regularly	Output	Semi-Annual / Annual Report	0	No	7	Mar 2028	Quarterly	DDO; PIO & STO (CIM)

### **3 Outcome Results Monitoring: M&E Matrix for Outcome Results as per Result Matrix of Separate Agreement and Baseline Study**

#### **3.1 Outcome Results Monitoring & Reporting**

The M&E matrix of the project for the outcome results are given in Table 14. While the outcome indicators and target values are as per the Separate Agreement, the baseline values and final agreed endline targets are drawn from the Baseline Survey Report. Outcome results achieved will be compiled by the project on half-yearly basis, and the progress of the results achieved will be reported in the Semi-Annual Report of the Project against respective indicators. While the outcome results data would be generated by the project on half-yearly basis for reporting in the Semi-Annual Report, the endline outcome results would be best done by engaging a third-party agency.

#### **3.2 Methodology for Outcome Results Monitoring**

##### **3.2.1 Forest cover is maintained while crown percentage is increased**

- The GIS expert of the PMA in collaboration with the TO (Forestry) will determine the methodology for estimating the crown density of the plantations, comparing before and after scenario, as well as progressive changes taking place each year. The GIS expert of the PMC will provide the necessary support. This estimation should be done every six months so that the changes (or increase in crown density) could be reported in the Semi-Annual Report.
- The changes through satellite images should be compared with ground truthing as required. The methodology will be provided by the PMC forestry expert if required. This will also include calculation of crown density in percentage.

##### **3.2.2 Forest biomass/growing stock increased**

- Methodology for estimation of forest biomass/growing stock will be provided by the PMC forestry expert.
- Ideally, this may also include changes or improvement in biodiversity composition of the plantation sites as well as community conservation sites.
- Baseline information of the sites may require to be done by the project for which the Forestry Expert of PMC has taken initiatives.

It is reiterated here that forest cover and biomass increase related indicator values will be complemented by separate collection of data from sample plots that were used and marked by baseline survey, with also control plots covered up nearby.

Similarly, biennial report of Indian State of Forests Report by FSI will be consulted to see how project district wise forest cover and biomass has changed.

Apart from the above methodology of data collection, project target groups (JFMCs, VDPICs, SHGs) survey will be done to get local community's observations as reinforcing information on changes that project investments have brought.

**Note 3.2.1 and 3.2.2:** Forest cover survey in India resting with FSI-Forest Survey of India, is now done keeping in view the differentiation in canopy density which in Indian context is testament to how much forest is degraded as human impact is all pervading. For CREFLAT such a differentiation is applicable due to Jhum and other deforestation activities/forest use canopy density is varying. As project aims to restore the open and degraded forest the prime target is open forest which has a canopy density less than 40%. In dense (Canopy density >70%) and moderately dense forest (Canopy Density 40-70%) project is mostly adopting plantation models of ANR, AR which is often gap filling and growth naturally is slower as ecological conditions are different (shade, higher competition for nutrients with old growth trees dominating) as compared open forest models (nutrients are freely available, light and water availability is good). Hence it is logical that open forest while being restored and protected will have a higher gain in canopy density (as already established bamboo plantation are showing and since existing old growth trees on such sites get protected, Canopy density gain can be put as 10%. In moderately dense and dense forest, it is kept 2-5% and 2% or below), So original value of the overall canopy density

gain is kept intact for dense and moderately dense. Three sources will be used to monitor the canopy density change. For the overall forest cover change biennial Indian State of Forests report can be used at district level; All sample plots of baseline survey are marked and can be monitored annually for canopy density changes. Lastly, at least 25% of plantation where we will capture pre-plantation canopy density by monitored annually the canopy density changes. To the forest land based green investment, we will need to also monitor patta land investment (Gandaki, Horticulture etc.) by collecting data prior to plantation and after its establishment. Same applied for all other outcome indicators. Average increase of forest cover at project level can be by taking mean value from three sub-indicators. The control plots can be taken from village sample plots that were part of baseline survey but not part of 129 list of villages. Monitoring system will train field staff such as VCW, TAs and TFD frontline staff to capture data at designated time intervals. Long-Term forest cover change measurement is envisaged (See the right column J). Ground data collection methodology will be repeat of methodology used for baseline survey.

In alignment with canopy density biomass or growing stock can be monitored in all stands as mentioned for indicator 1 above. Here all sample plots from baseline survey can be revisited every 2 years to capture growing stock data apart from FSI's biennial district-wise report on biomass gain/loss which is simultaneous with canopy density changes. In new plantations, selective sample wise growing stock can be measured pre-(any old growth trees/stand) and post plantation establishment. However, initial status of each such plantation will be captured. Apart from this, all the biomass harvesting related data that takes place during the project period will need to be captured and added to end dataset for complete assessment of biomass increase. Outcome Indicator 2 will be synonymously aligned with outcome indicator 1 methodology and plots.

### **3.2.3 Total income as well as income diversity of target population increased**

- Income of the target groups from six major sources of income, namely, agriculture, horticulture, livestock, fishery, daily wage, petty business, and forest NTFPs would be collected from the target groups on monthly basis.
- Income of the target groups via Revolving Fund and SHGs seed money will also be captured on monthly basis.
- Income via 4-tier agroforestry plantations and convergence schemes will also be part of the data that will be gathered on monthly basis.
- Project will provide Farmers Field Activities Record Book (FFARB) so that the required information would be recorded by each farmer or VDPIC members for compilation by the project on semi-annual basis. [PMC will design the FFARC].
- In addition, selected households that were interviewed and covered by the baseline survey will be revisited for capturing their perception of changes in terms of economy, diversity of economy and any other landscape-based changes that may have taken place.

**Note 3.2.3:** All the households that were baseline sampled and are part of project's 129 villages will need to be revisited to capture changes in their dependence on NTFPs and incomes they derive from the nearby forests. All villages that are not part of project area (i.e., not part of 129 villages) can act as control. Methodology will be same as was for the baseline survey. Apart from this, households surveyed while preparing VDPs and those Households who have benefited economically (RF, SHGs, JFMCs) can be assessed on economic changes and their changes in dependence on forests as for the baseline group. Number of permanent and selective households can be kept at 25% of such households in each village.

Using the differentiation in Economic sources as per land use/crop/business/occupation type, baseline sampled Households can be revisited for villages falling under 129 villages and the rest from baseline study can act as control households. The income increase value in indicator is kept as in original Results matrix. All changes that may happen due to investments made on patta land, or any other income type can be monitored prior to Mid-Term review and changes monitored annually amongst households that are benefiting (through RF, as SHG, or yields from established plantations, or any other income generation activity that was facilitated by CREFLAT).

### 3.2.4 Biodiversity increase is documented by internationally recognized indices such as Shannon Index

- Simple methodology for biodiversity assessment will be provided by the forestry expert of the PMC. However, since specific methodology was adopted by the baseline study and therefore Shannon Index can be observed and analysed accordingly (See the previous Note also).

**Note 3.2.4:** Since baseline values for Shannon Index are available, same methodology will be used to capture changes due to project interventions on forest land. Here also project villages will be compared with control villages as identified from baseline survey. The data from plantation journal is available for each plantation and prior and post list of species can be used in the Shannon calculation. This will be further supported by Community Based Conservation Area monitoring data on biodiversity increase due to conservation. Also, community led monitoring will be adopted based on annual assessment on progress of VDP based interventions. However, differentiation in biodiversity increase will be kept as for outcome indicators 1 and 2 (dense-to- Open-forest list of species), and those sample plots will find use for resurveys. Community assessments will be used to capture any other changes in biodiversity (e.g., wildlife, bird species, pollinators). The studies yet to be conducted can provide further (e.g., pollinator study, wild and edible species study etc.) data on biodiversity improvement.

### 3.2.5 Reduced climate vulnerability of target groups

- Increased income as proxy to reducing climate vulnerability via 4-tier agroforestry plantations will be captured/recorded for each of the VDPI member or patta land holders.
- Improved availability of water following construction of check dams (by JFMCs) and water storage tank (via EPA) as proxy to climate vulnerability would be closely monitored / data captured for which FFARB will have appropriate section for recording required data.

**Note 3.2.5:** Since baseline survey data is with project as well as households that were interviewed, we can revisit 30% of such households. Apart from this all VDPs where soil and water conservation measures and plantations have been done can be re-surveyed for improvement in water availability and its seasonality. Also Focus Group Discussion with selected community beneficiaries can repeat changes and trends tool to assess project benefits in water security.

Table 13. M&E Matrix for Outcome Results monitoring based on Result Matrix of Separate Agreement and Baseline Survey of the Project.

SI No	Outcome Indicators (as per Separate Agreement)	Sub-Indicators		Baseline values a per Survey Report of the Districts		Target values as per Separate Agreement	Final agreed values for endline targets
		Explanation 1	Explanation 2	Dhalai	North Tripura		
1	Forest cover is maintained while crown percentage is increased.	Canopy/crown density of three categories of forests	Dense forest	55.0% (Average)	60.0% (Average)	5.0%	0.5%
			Moderately dense forest				2.0%
			Open forest				20.0%
2	Forest biomass/	(i) Dense forest		297.12 t/ha	555.76 t/ha		0.1%

	growing stock increased	(ii) Moderately dense forest			232.51 t/ha	214.08 t/ha	2-3%	1.0%
		(iii) Open forest			110.54 t/ha	61.55 t/ha		25.0%
3	Total income as well as income diversity of target population increased	(i) Increased income from forest	(a) % of HHs depended on NTFPs		20.4%	23.0%	15.0%	5.0%
			(b) Total annual average income from NTFPs		INR 7928.00	INR 6282.0		
		(ii) Increased diversity of income sources	(a) % of HHs with alternative income sources	• Agri+Jhum	31.0%	53.0%	25.0%	15.0%
				• Horticulture	16.0%	16.0%		
				• Livestock	11.0%	16.0%		
				• Businesses	08.0%	15.0%		
				• Daily wage	43.0%	51.0%		
			(b) Average number of alternative income sources (besides NTFPs)		5 major income sources for both districts are: Agri, Horti, Daily wage, Livestock & Petty Business			
4	Biodiversity increase is documented by internationally recognised indices such as Shannon Index	Biodiversity increases in treated areas	Open forest		2.10	0	5.0%	20.0%
			Moderately dense forest		2.70	2.53		1.0%
			Dense forest		2.55	0.87		0.5%
5	Reduced climate vulnerability of target groups	(i) % of HHs having Patta land (4-tier plantations for improved income)			38.7%	69.0%	10.0%	7.0% for Dhalai ; and 4.0% for North
		(ii) Shortage of drinking water (improved water availability via check dams & water storage tanks under EPA)			Average of 4 months of water shortage in both districts [Average of 5 check dams & 2-3 water storage tanks under EPA to be constructed per village that will ensure improved water availability)			



		(iii) Improved income from diversified income sources / livelihoods (via Revolving Fund & SHGs seed money)	6 major sources of income ( <i>agri, horti, livestock, petty business, daily wage, &amp; forest NTFPs</i> )		Tripura
		(iv) Institutional convergence – extent of VDPICs able to converge with Gram Panchayat/Village Committees in Gram Panchayat Development Plan (GPDP) & line departments' schemes			

## 4 Summary of M&E Work Plan

Table 14. M&E Work plan for Output Results Monitoring & Reporting.

SI No	Activities	2022		2023		2024		2025		2026		2027		2028	
		Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec
	<b>Output 1: Participatory village-based landscape planning system developed and implemented</b>														
1.1	Building capacities on planning														
1.2	Preparing planning guidelines & tools														
1.3	Preparing landscape-level participatory village plans														
1.4	Implementing entry point activities (EPA)														
	<b>Output 2: Climate resilient forest land management implemented</b>														
2.1	Conserving soil & water resources														

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2.2	Enriching natural forests														
2.3	Establishing & managing plantations														
2.5	Producing quality seedlings														
2.6	Developing local capacities on NR management														
2.7	Local level monitoring														
2.8	Reducing climate vulnerability of forest dependent population through livelihood restoration														
<b>Output 3: Measures for mitigating adverse climate impacts on biodiversity applied</b>															
3.1	Strengthening community-based biodiversity conservation														
3.2	Climate adaptation & PES: Enhancing ecosystem services through biodiversity														
3.3	Conservation of threatened & endemic plants														
3.4	Establishing ecological corridors														
3.5	Piloting agrobiodiversity														

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	stewardship programmes in farmed landscapes														
3.6	Controlling invasion of invasive alien species for biodiversity conservation														
3.7	Capacity building of project staff on biodiversity and ecosystem services														
<b>Output 4: Natural resources products processing and marketing supported</b>															
4.1	Provision of technical services														
4.2	Establishment & strengthening of market linkages														
4.3	Value chain metrics and marketing information system														
4.4	Certification of business entities for selected farm & forest products														
4.5	Sector specific capacity building														
<b>Output 5: Forest sector enabling environment supported</b>															
5.1	Developing & implementing Tripura														

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	forest sector strategy														
5.2	Developing capacity for TTAADC														
5.3	Developing capacity for key sector stakeholders														
5.4	Providing information & raising awareness														
5.5	Supporting forest sector ICT & GIS lab														
5.6	Supporting the technical advisory committee														
<b>Output 6: Project Management</b>															
6.1	Meetings & workshops – PMA level														
6.2	Project Management Authority (PMA-Agartala) - Staff														
6.3	PMA (Agartala) – Office expenses														
6.4	District level meetings														
6.5	DPMA offices (Dhalai & North Tripura) – Staff														
6.6	DPMA offices – Office expenses														
6.7	Support for TA's offices														
6.9	Reviews, Monitoring & Evaluation Overheads														

Table 15. M&E Work plan for Outcome Results Monitoring & Reporting.

SI N o	Outcome Indicator	2022		2023		2024		2025		2026		2027		2028	
		Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c
1	Forest cover is maintained while crown percentage is increased.														
2	Forest biomass/ growing stock increased														
3	Total income as well as income diversity of target population increased														
4	Biodiversity increase is documented by internationally recognised indices such as Shannon Index														
5	Reduced climate vulnerability of target groups														

Table 16. M&E Work plan: Key M&E Activities & Timeline and Reporting.

SI N o	Key M&E Activiti es	2022		2023		2024		2025		2026		2027		2028	
		Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c	Jan - Jun	Jul - De c
1	Semi-Annual Report														
2	Baseline Survey														
3	KfW Progress Review Mission														
4	Mid-Term Review														
5	End-of-Project Review														

## ANNEXES ((Annex Output 3 and 5 to be added after establishment of CBCAs/First Stakeholder Dialogue on Forest sector Strategy)

### Output 1: Participatory village-based landscape planning system developed and implemented

#### I: Monthly report of VDPIC Meeting

Block Name.....District Name.....

Month & Date.....

SL.No	Name of VDPIC	Total no of Para	Total VDPIC members	Total monthly meeting of VDPIC up to Last Month	No of VDPIC meeting during last Month	Total VDPIC meeting as on date	Attendance of VDPIC members during Month (average)	Agenda of the VDPIC Meeting (During the Month).	Remarks

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Signature of TA

Signature of VCW

**II: Convergence Data Format**

Name of VDPIC-..... Block-.....District-.....

SL · No	Depart ment	Particu lars of work	Para Name-			Para Name-			Para Name-			Para Name-			Para Name-			Para Name			Grand Total			
			Total Target	Achievement (quarterly basis)	Cumulatively achievement till the quarter	Total Target	Achievement (quarterly basis)	Cumulatively achievement till the quarter	Total Target	Achievement (quarterly basis)	Cumulatively achievement till the quarter	Total Target	Achievement (quarterly basis)	Cumulatively achievement till the quarter	Total Target	Achievement (quarterly basis)	Cumulatively achievement till the quarter	Total Target	Achievement (quarterly basis)	Cumulatively achievement till the quarter	Total Target of village as per VDP	Total achievement of this quarter	Total Cumulatively achievement till the quarter	
	1	PWD																						
	2	RD																						
	3	TSECL																						
	4	Educat ion																						
	5	SWSE																						
	6	Health																						
	7	DWS																						



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8	Agricu lture																							
9	Hortic ulture																							
10	Fisher y																							
11	Forest																							
12	Handl oom & Handic raft																							
13	ARDD																							
14	Scienc e & Techn ology																							
15	Indust ry & comm erce																							
16	Touris m																							

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III: Monthly Basis Fund Status VDPIC

**Block wise Fund status of VDPIC**

**Name of Block**.....**District**.....

**Date & Month of Report**-.....

Sl. No	Name of VDPIC	Fund received up to Last Month (INR)	Fund received during the Month (INR)	Total Fund Received (INR) as on date	Total Sanction Amount as on date	Total expenditure (INR)	Total bill submitted (INR)	Expenditure done but bills not yet submitted (INR)	Total bank balance as on 30 <sup>th</sup> or 31 <sup>st</sup> as per bank statement

Signature of TA

Signature of RO

Signature of TO

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**Monthly Basis**

**Village wise Fund status of VDPIC**

**Name of Village.....Block.....District.....**

**Date & Month of Report-.....**

Sl. No	Name of VDPIC	Fund received up to Last Month (INR)	Fund received during the Month (INR)	Total Fund Received (INR) as on date	Total Sanction Amount as on date	Total expenditure (INR)	Total bill submitted	Expenditure done but bills not yet submitted	Total bank balance as on 30 <sup>th</sup> or 31 <sup>st</sup> as per bank statement

**Signature of Member Secretary**

**Signature of TA**

**Signature of VDPIC Chairman**

#### IV: JFMC Monthly Basis Fund Status

##### Village wise Fund status of JFMC

Name of Village.....Block.....District.....

Date & Month of Report-.....

Sl. No	Name of VDPIC	Name of JFMC	Fund received up to Last Month	Fund received during the Month	Total Fund Received (INR) as on date	Total Sanction Amount as on date	Total expenditure (INR)	Total bill submitted (INR)	Expenditure done but bills not yet submitted (INR)	Total bank balance as on 30 <sup>th</sup> or 31 <sup>st</sup> as per bank statement

Signature of Member Secretary

Signature of VDPIC Chairman

Signature of JFMC President

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**IV: Entry Point Activity Format**

Monthly Basis

Entry Point Activity (EPA)

Name of Block.....Name of village....., District.....

Month & Date.....

SL.No	VDPIC Name	Name of Para	Name of EPA activity	No of HH are getting benefits from EPA	Status of items of EPA (Functional/ Non Functional)	If non functional reason for non function.	Remarks

Signature of TA

Signature of BO

Signature of VDPIC Chairman

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**V: Skill Development Training Data**

Quarterly Basis

Block wise status of Skill Development Training

Name of Block.....District.....

Date & Month of Report-.....

SL.No	Name of Village	Trade & No of Participants							Grand Total during the Last quarter	No of Participants during the quarter	Grand Total as on date	Category as per VDP ( no of Trainees)			
												PAPs	POP	Poor	Other

Signature of TA

Signature of VCW

Signature of TO

## VI: Project Affected People Data

### TRIPURA IGDC CREFLAT PROJECT

#### Socio Economic status of Project Affected People/Poorest of the Poor/Poor/Medium as per the VDP before Project intervention under CREFLAT Project

Name of VC/GP-

Name of Para-

Name of Block.....Range.....District.....

1. Name.....
2. Age.....Gender.....
3. Name of Family Head.....
4. Father's/ Husband's Name.....
5. Qualification of affected person.....
6. Total Family Members:
7. School going Children:
8. Medium of School: Bengali/ English-
9. Economic Status:
10. Status of house-

Total-	M-	F-
Total-	M-	F-
Bengali-	English-	
APL	BPL	AAY
Kaccha-	Pacca-	

11. Monthly income of the Family.....
12. Approx. yearly income received from the proposed intervention area (Last year).....
13. Members above 18 years of age in the family.....Nos (M.....F.....).
14. Name of Members of SHG under CREFLAT Project: Yes/No.

#### Assets of PAPs/POP/Poor/Medium Families before Project Intervention

1. Jute Land (in ha).....
2. Khas Land (in ha).....
3. Patta Land (in ha): Yes/No, if yes then area (in ha).....
4. Pond/CD: Yes/No, if yes then number.....
5. Television: Yes/ No
6. Freeze: Yes/No.
7. Two Wheeler: Yes/No.
8. Vehicle: Auto/ Private Car/ Commercial. Yes/ No, if yes then name of business
9. Any Small business of PAPs/POP/Poor/medium & above family/ Person: Yes/ No, if yes then name of business

.....

**Available Livestock of PAPs/POP/Poor/Medium families before Project intervention**

- |                      |                       |
|----------------------|-----------------------|
| 1. Cow:              | Yes/No & Number.....  |
| 2. Buffalo:          | Yes/No & Number.....  |
| 3. Pig:              | Yes/No & Number.....  |
| 4. Backyard Poultry: | Yes/ No & Number..... |

**Support received from Project through the help of LRPC & VDPIC**

1. Any Livelihood training received from Project: Yes/No, if yes name of the training  
.....  
.....
2. Any Skill Development training received from Project: Yes/No, if yes then name of the training  
.....  
.....
3. Beneficiary of any SHG groups adopted/ Formation by CREFLAT Project: Yes/No, if yes then name of the Group-.....
4. Beneficiary of Four tier Agro Forestry Plantation: Yes/ No, if yes area allotted for four tier plantation (in ha).....

**VII. Format for Monthly/Quarterly Progress Monitoring & Reporting of GAP in CREFLAT<sup>4</sup>**

(to be filled in by the VCWs/TAs/TOs/STOs/PIO and  
to be jointly anchored by the STO-CIM, STO/TO-Gender / Institution Building under the overall  
responsibility of the PIO)

Month \_\_\_\_\_ / Quarter Ending \_\_\_\_\_

Village \_\_\_\_\_ Block \_\_\_\_\_

District \_\_\_\_\_

<sup>4</sup> The format to be updated / revised as per experiences gained for the Gender Indicators, both for quantitative (such as data, facts, numbers) and qualitative (opinions, feelings, perceptions, experiences).



	GENDER INDICATORS FOR MONITORING & REPORTING	Number & Percentage in parenthesis		Remarks
		Men	Women	
<b>A.</b>	<b>PLANNING</b>			
1	No.& % of men & women attending PRA exercise during VDP preparation of VDPIC during the <b>month / quarter</b> <sup>5</sup> .			
2	No.& % of men & women attending the General Body Meeting of VDPIC for presentation of the VDP during the <b>month / quarter</b> .			
3	No.& % of men & women attending the planning for Entry Point Activities during the <b>month / quarter</b> .			
4	No.& % of men & women attending the JFMC meeting for planning of forestry plantations during the <b>month / quarter</b> .			
5	No.& % of men & women attending the JFMC meeting for planning of check dam construction during the <b>month / quarter</b> .			
6	No.& % of men & women attending meeting on Gender Action Plan and Drudgery Reduction Plan for women during the <b>month / quarter</b> as part of VDP preparation.			
7	No & % of men & women attending the RFMC meeting for sanctioning of micro-credit during the <b>month / quarter</b> .			
8	No & % of men & women attending the planning for CBCA activities during the month / quarter.			
9	No & % of men & women attending the FFPC management committee meeting during the month/quarter.			
10	No & % of men & women attending the meeting on the management of Common Facility Centre (CFC) or Common Collection Centre (CCC) or Community Management Centre (CMC) during the month / quarter.			
<b>B.</b>	<b>TRAININGS / CAPACITY BUILDING</b>			
1	No & % of men & women from Project staff (PMA & DPMAs) attending training on <b>Gender</b> during the <b>month / quarter</b> .			
2	No. & % of men & women from VCWs / VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>Gender</b> during the <b>month / quarter</b> .			

<sup>5</sup> Strike off whichever is not relevant

3	No. & % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>livelihoods / IGAs</b> during the <b>month / quarter</b> .			
4	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>skill development</b> <sup>6</sup> during the <b>month / quarter</b> .			
5	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>financial literacy/ book keeping</b> , etc. during the <b>month / quarter</b> .			
6	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>Value Chain &amp; FFPC</b> during the <b>month / quarter</b> .			
7	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>SWC / check dam</b> construction during the <b>month / quarter</b> .			
8	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>plantations / 4-tier plantations</b> during the <b>month / quarter</b> .			
9	No. & % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>EPA</b> during the <b>month / quarter</b> .			
10	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs attending training on <b>biodiversity conservation</b> during the <b>month / quarter</b> .			
11	No.& % of men & women from VDPICs / JFMCs / BMCs/ RFMCs / SHGs participating in <b>Exposure Visits</b> during the <b>month / quarter</b> .			
12	No & % of men & women from VDPICs/JFMCs/SHGs participating / contributing / raising issues to or in the Panchayat / Village Council level Gram Sabha Development Plan during the <b>month / quarter</b> .			
<b>C. BENEFITS FROM THE PROJECT</b>				
1	No. & % of men & women engaged as daily wage earners in the <b>JFMC plantations</b> during the <b>month / quarter</b> .			
2	No.& % of men & women engaged as daily wage earners in the <b>maintenance</b>			

<sup>6</sup> Could be on any aspect of skill development such as business, value additions, entrepreneurship, etc.

	<b>works of JFMC plantations</b> during the <b>month / quarter</b> .			
3	No.& % of men & women engaged as daily wage earners in the JFMC <b>check dam</b> construction during the <b>month / quarter</b> .			
4	No.& % of men & women engaged as daily wage earners in the <b>EPA</b> related construction activities during the <b>month / quarter</b> .			
5	No.& % of men & women benefiting from <b>FFPC</b> (such as supply of NTFPs to FFPCs) during the <b>month / quarter</b> .			
6	No.& % of men & women taking micro-credits/loans from <b>Revolving Fund</b> during the <b>month / quarter</b> .			
7	No.& % of women (SHGs members) taking micro-credit from SHGs <b>seed money</b> during the <b>month / quarter</b> .			
8	No & % of women (SHGs members) reporting at least 10% or more increase in their income from the micro-credit taken from the seed money during the <b>month / quarter</b> .			
9	No & % of women (SHGs members) reporting timely repayment of micro-credit taken from the seed money during the <b>month / quarter</b> .			
10	No & % of men & women residing in the <i>Para</i> or immediate vicinity of the CBCA areas reporting increased benefits/availability of NTFPs (wild edibles, fuel wood, broom grass, bamboo shoots, bamboo etc) from the CBCA during the <b>month / quarter</b> .			
11	No & % of men & women JFMC members reporting benefits from SWC (check dam construction) through fishery development / water usage during the <b>month / quarter</b> .			
<b>D.</b>	<b>REPRESENTATION / LEADERSHIPS / PARTICIPATION IN DECISION-MAKING</b>			
1	No.& % of men & women elected/selected as Chairperson of VDPICs during the <b>month / quarter</b> <sup>7</sup> .			
2	No.& % of men & women elected/selected as Vice Chairperson of VDPICs during the <b>month / quarter</b> .			

<sup>7</sup> Report only newly elected or selected leadership during the month/quarter; already elected/selected leaderships may be mentioned in the remark column.

3	No. & % of men & women elected/selected as President of JFMCs during the <b>month / quarter</b> .			
4	No. & % of men & women elected/selected as President of RFMCs during the <b>month / quarter</b> .			
5	No. & % of men & women elected/selected as President of BMCs during the <b>month / quarter</b> .			
6	No. & % of men & women elected/selected as President of CBCA Committee during the <b>month / quarter</b> .			
7	No & % of men & women elected/selected as President of FFPC Management Committee during the <b>month / quarter</b> .			
8	No. & % of men & women elected/selected as President / leader of CMC during the <b>month / quarter</b> .			
9	No & % of men & women Chairperson of VDPICs who are Matriculation & above.			
10	No & % of men & women President of JFMCs who are Matriculation & above.			
11	No & % of men & women President of RFMC who are Matriculation & above.			
12	No & % of women SHGs President who are Matriculation & above.			
13	No & % of women SHGs Secretary who are Matriculation & above			
14	No & % of women Chairperson / Vice Chairperson of VDPICs who had been removed/replaced during the <b>month / quarter</b> .			
15	No & % of women President of JFMCs who had been removed/replaced during the <b>month / quarter</b> .			
16	No & % of women President of RFMCs who had been removed/replaced during the <b>month / quarter</b> .			
17	No & % of women Chairperson / Vice Chairperson of FFPC Management Committees who had been removed/replaced during the <b>month / quarter</b> .			
18	Based on the Meeting Minutes of the VDPICs, No & % of men & women Chairpersons reporting cross-sectoral linkages of the VDPIC with Line Departments/ Panchayat/ Village Council during the <b>month / quarter</b> .			
19	Based on the record of the Meeting Minutes of the VDPICs, the No & % of			

	Meetings in which the men & women Chairpersons were present / regular in the VDPIC executive committee meeting during the <b>month / quarter</b> .			
20	Based on the record of the Meeting Minutes of the VDPICs, the No & % of Meetings in which the men & women Chairpersons took / facilitated in making key decisions concerning the VDPIC during the <b>month / quarter</b> .			
<b>E.</b>	<b>GRIEVANCES &amp; GRIEVANCE RESOLUTIONS</b>			
	Of all the grievances received, No & % of grievances received from men & women during the <b>month / quarter</b>			
	Of all the grievances received, No & % of grievances received from men & women, have been resolved within 15 days during the <b>month / quarter</b> .			
	Of all the grievances received, No & % of grievances received from men & women, have been resolved beyond 15 days during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>Revolving Fund / RFMC</b> functioning during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>SHGs seed money</b> during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>VDPIC functioning / leaders</b> during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>JFMC functioning / leaders</b> during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>plantations</b> in forest land during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>4-tier agroforestry plantations</b> during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>SWC / check dam construction</b> during the <b>month / quarter</b> .			

	No & % of grievances received from men & women are related to <b>EPA</b> implementation during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>FFPC / CMC</b> during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>CBCA</b> implementation during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>Livelihood Restoration Plan (LRP)</b> implementation during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>EPA</b> implementation during the <b>month / quarter</b> .			
	No & % of grievances received from men & women are related to <b>Training/Capacity building</b> during the <b>month / quarter</b> .			
<b>F.</b>	<b>PROJECT PUBLICATIONS / DOCUMENTATION</b>			
1	No. of documentation / case studies undertaken on <b>Gender</b> / GAP by the Project staff, men & women, during the <b>month / quarter</b> .			
2	No. of workshops/seminars/conference attended by Project staff, men & women, wherein <b>Gender</b> / GAP has been presented or discussed during the <b>month / quarter</b> .			
3	No. of experience-sharing meetings organised and attended by Project staff or VDPIC/JFMC/SHG members, men & women, on <b>Gender</b> during the <b>month / quarter</b> .			
4	No of articles / newspaper writeup written/contributed by Project staff, men & women, about the <b>Project on women empowerment etc.</b> during the <b>month / quarter</b> .			
5	No of newspaper writeup / articles, written by others or reporters, appearing about the contribution of <b>CREFLAT project including about women development</b> in the local media / newspaper during the <b>month / quarter</b> .			

## VIII. Format for Semi-Annual / Half-Yearly Progress Report on Gender

(Note: Result Framework & Monitoring Indicators to Measure Gender Integration in CREFLAT; to be filled in or compiled by PMA at the end of June and December each year and to be included as an Annexure to Semi-Annual Progress Report)

SI No	Performance indicators	Unit	Baseline <sup>8</sup> / Progress made till the end of previous reporting period	Progress made during the current reporting period of six months	Remarks
<b>A. PROJECT BENEFICIARIES / PARTICIPATIONS</b>					
1	Total Project beneficiaries (of completed VDPs)	No of HH & persons			Based on HH survey data
	Of which women beneficiaries	%			
2	Total no. of VDPICs formed & no. of executive committee members.	No			
	Of which women percentage	%			
3	Total no. of JFMCs formed & no. of executive committee members.	No			
	Of which women percentage	%			
4	Total no. of RFMC formed & no. of committee members.	No			
	Of which women percentage	%			
5	Total no. of Monitoring Sub-Committee (MSC) formed & no of committee members.	No			
	Of which women percentage	%			
5	Total no. of Livelihood Restoration Plan Committee (LRPC) formed & no of committee members.	No			
	Of which women percentage	%			

<sup>8</sup> Baseline (and including Progress made) would be based on the VDPs, all records (such as Meeting Minutes, Meeting/Training Attendance Sheets/Registers, etc) of VDPICs, JFMCs, RFMCs, LRPCs, Monitoring Committees, SHGs, Gender Action Plan Committees, FFPC Management Committees, and Reports/Records of Project Activities on monthly/quarterly basis including training/capacity building reports, Minutes of Meetings (MoM) of PMAs/DPMA, Field visit reports of Project staff, Monthly/Quarterly Progress Reports of DPMA/PMAs, etc. All above records, to the extent possible, may be centrally stored electronically (soft copy) at the respective DPMA by a designated TO or as may be decided by the DPDs, and at the PMA by the STO (CIM) & the PIO. All electronically stored database at PMA & DPMA should be chronically organized, i.e. subject-wise on progressive monthly / quarterly / half-yearly / annual basis for ease of reference and retrieval as and when required.

6	Total no. of Gender Action Plan Committee (GAPC) formed & no of committee members.	No			
	Of which women percentage	%			
7	Total no. of FFPC Committee formed & no of committee members.	No			
	Of which women percentage	%			
8	Total no. of wage labourers from the village engaged for JFMC plantations.	No			
	Of which women percentage	%			
9	Total no. of wage labourers from the village engaged for JFMC check dam constructions.	No			
	Of which women percentage	%			
10	Total no. of micro-credits sanctioned/approved from Revolving Fund.	No			
	Of which women percentage	%			
<b>B. TRAININGS / CAPACITY BUILDING</b>					
1	Total no. of PRA training conducted for Project staff (PMA & DPMA) & no of participants.				
	Of which women percentage	%			
2	Total no. of PRA training conducted for VCWs/ VDPICs/JFMCs & no of participants.				
	Of which women percentage	%			
3	Total no. of JFMC training conducted for Project staff & no of participants.				
	Of which women percentage	%			
4	Total no. of gender training conducted for Project staff (PMA & DPMA) & No of participants.				
	Of which women percentage	%			
5	Total no. of gender training conducted for Project staff (PMA & DPMA) & no of participants.				
	Of which women percentage	%			
6	Total no. of gender training conducted for VCWs / VDPICs / JFMCs & no of participants.				
	Of which women percentage	%			



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7	Total no. of livelihoods & IGA training conducted & no of participants.				
	Of which women percentage	%			
8	Total no. of skill development training conducted & no of participants.				
	Of which women percentage	%			
9	Total no. of biodiversity conservation training conducted & no of participants.				
	Of which women percentage	%			
10	Total no. of FFPC training conducted & no of participants.				
	Of which women percentage	%			
11	Total no. of financial literacy & book keeping training conducted & no of participants.				
	Of which women percentage	%			
12	Total no. of JFMC plantation training conducted & no of participants.				
	Of which women percentage	%			
13	Total no. of JFMC check dam construction training conducted & no of participants.				
	Of which women percentage	%			
14	Total no. of BMC training conducted & no of participants.				
	Of which women percentage	%			
15	Total no. of NTFP value addition training conducted & no of participants.				
	Of which women percentage	%			
16	Total no. of exposure visits / exchange visits organized for the Project staff & No of participants.				
	Of which women percentage	%			
17	Total no. of exposure visits / exchange visits organized for the members of VDPICs/ JFMCs / SHGs, etc. & no of participants.				
	Of which women percentage	%			
18	Total No. of VDPIC resolutions made for convergence with line departments and/or Gram Panchayat / Village Council Development Plan.				

	Of which the percentage of resolutions proposed by women VDPIC members	%			
<b>C. BENEFITS</b>					
1	Total no. of daily wage earners engaged in JFMC plantations.				
	Of which women percentage	%			
2	Total no. of daily wage earners engaged in JFMC check dam constructions.				
	Of which women percentage	%			
3	Total no. of daily wage earners engaged in EPA constructions.				
	Of which women percentage	%			
4	Total no. of people linked to <b>FFPC</b> (such as supply of NTFPs to FFPCs or managing FFPC)				
	Of which women percentage	%			
5	Total no. of people taking micro-credits/loans from <b>Revolving Fund</b> .				
	Of which women percentage	%			
6	Total no. of people reporting <b>increased income</b> by 10% and above from the micro-credits from the Revolving Fund.				
	Of which women percentage	%			
7	Total no. of people reporting benefits from the <b>forest plantations</b> .				
	Of which women percentage	%			
8	Total no. of people reporting benefits from <b>SWC or check dams</b> .				
	Of which women percentage	%			
9	Total no. of people reporting benefits from <b>FFPC</b> .				
	Of which women percentage	%			
10	Total no of people reporting benefits from <b>CBCA</b> (increased NTFPs such as wild edibles including bamboo shoots, broom grass, etc.)				
	Of which women percentage	%			
11	Total no. of people reporting benefits from trainings / capacity building training / skills development training, financial literacy, etc.				
	Of which women percentage	%			

12	Total no. of people reporting improved overall wellbeing due to project interventions.				
	Of which women percentage	%			
13	Total no. of women SHGs members reporting increased income by 10% or more from Seed Money micro-credits during reporting period.				
	Of which are women members from BPL, PAP, Antyodaya in percentage	%			
14	Total no. of women SHGs members reporting increased in diversification of income sources by 25% or more from Seed Money micro-credits during reporting period.				
	Of which are women members from BPL, PAP, Antyodaya in percentage	%			
<b>D. REPRESENTATIVE / LEADERSHIP / DECISION MAKING</b>					
1	Total no. of VDPICs Chairpersons.				
	Of which women percentage	%			
2	Total no. of VDPICs Vice Chairperson.				
	Of which women percentage	%			
3	Total no. of JFMCs President.				
	Of which women percentage	%			
4	Total no. of RFMCs Presidents.				
	Of which women percentage	%			
5	Total no. of VDPIC & JFMC executive committee members expressing increased knowledge, confidence, decision-making ability, empowerment, etc. following CREFLAT project interventions.				
	Of which women percentage	%			
6	Total no. of VDPIC & JFMC executive committee members reporting successful convergence with other departments or panchayat programme following their enhanced empowerment and knowledge.				
	Of which women percentage	%			

7	Total no. of men & women reporting increase income and control over their respective income following the Project interventions including RF & Seed Money.				
	Of which women percentage	%			
8	Total no. of women SHGs members reporting having control over their increased income from Project interventions including RF & Seed Money.				
	Of which are women from BPL, PAP, Antyodaya in percentage	%			
<b>E. DOCUMENTATION &amp; PUBLICATIONS</b>					
1	Total no. of documentation / case studies undertaken by the Project.				
	Of which are about women/gender/GAP	%			
2	Total no. of workshops/ seminars/ conference or training organised by the Project on Gender and total participants from Project staff or VCWs/ VDPICs/ JFMCs.				
	Of which are women in percentage	%			
3	No. of experience-sharing meetings on Gender organised by Project & attended by project staff, VCWs, VDPICs, JFMCs, etc.				
	Of which are women in percentage	%			

#### IX. Stakeholder Consultation Data

Activities	Methods/ Tools	Stakeholder involved <sup>9</sup>	Timeline / Date	Purpose of consultations:

<sup>9</sup> List of participants with their signature to be given as attachment

### Grievance Registration Form

<b>Reference No:</b>
Note: you can remain anonymous if you prefer or request not to disclose your identity to the third parties without your consent. In case of anonymous grievances, the decision will be disclosed at the online <b>Platform</b>
First Name _____ Last Name _____
<input type="checkbox"/> I wish to raise my grievance anonymously
<input type="checkbox"/> I request not to disclose my identity without my consent <input type="checkbox"/> Contact Information Please mark how you wish to be contacted (telephone, e-mail). <input type="checkbox"/> By Telephone: _____ <input type="checkbox"/> By E-mail _____ <input type="checkbox"/> I will follow up the resolution at the website as I want to remain anonymous Preferred Language for communication: <input type="checkbox"/> Bengali <input type="checkbox"/> Kokborok or Other
Description of Incident or Grievance (What happened? Where did it happen? Whom did it happen to? What is the result of the problem? Date of Incident/ Grievance)
<input type="checkbox"/> One-time incident/grievance (date _____) <input type="checkbox"/> Happened more than once (how many times? _____)
Signature: _____ Date: _____
Please return this form to (give address here):

### X. Grievance/inquiry record

<b>GRIEVANCE/INQUIRY RECORD</b>	
<b>Instructions: This form is to be completed by staff receiving the inquiry or grievance and kept in the Project's file. Attach any supporting documentation/letters as relevant.</b>	
Date Grievance Received:	Name of Staff Completing Form:
Grievance Received (check ✓):	
Para _____ Village/VC _____ Block _____	
District _____	
Mode of Filing Inquiry or Grievance (check ✓):	
<input type="checkbox"/> In person <input type="checkbox"/> Telephone <input type="checkbox"/> E-mail <input type="checkbox"/> Phone Text Message <input type="checkbox"/> Website <input type="checkbox"/> Grievance/Suggestion box <input type="checkbox"/> Community meeting <input type="checkbox"/> Public consultation <input type="checkbox"/> Other _____	
Name of Person Raising Grievance: <i>(information is optional and always treated as confidential)</i>	

<i>Gender:</i> <input type="checkbox"/> Male <input type="checkbox"/> Female				
Address or contact information for Person Raising Grievance: <i>(information is optional and confidential)</i>				
Location where grievance/problem occurred [write in]				
District:	Block/Range:	Village:	Para:	Specific site if relevant:
Brief Description of Grievance or Inquiry: <i>(Provide as much detail and facts as possible)</i>				
<input type="checkbox"/>	Category 1	Social Safeguards		
<input type="checkbox"/>	Category 2	Environmental Safeguards		
<input type="checkbox"/>	Category 3	Grievances regarding violations of policies, guidelines, and procedures		
<input type="checkbox"/>	Category 4	Grievances regarding contract violations		
<input type="checkbox"/>	Category 5	Grievances regarding the misuse of funds/lack of transparency, or other financial management concerns		
<input type="checkbox"/>	Category 6	Grievances regarding abuse of power/intervention by project or government officials		
<input type="checkbox"/>	Category 7	Grievances regarding staff performance		
<input type="checkbox"/>	Category 8	Reports of force majeure		
<input type="checkbox"/>	Category 9	Grievance about project interventions		
<input type="checkbox"/>	Category 10	Other		
Who should handle and follow up on the grievance:				
Progress in resolving the grievance (e.g. answered, being resolved, settled):				

## Output 2: Climate resilient forest land management implemented

### I: Nursery Report

#### Quarterly report of Nursery and seedling under CREFLAT Project

Name of Block.....Range Name.....Name of Beat.....

Month & date.....

#### Species wise raised of seedlings

SL. No	Species Name		Year wise No. of seedlings raised (Only survival seedlings)			Cumulative Total		
	Local Name	Scientific Name	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total of 1 <sup>st</sup> Year	Grand Total (1 <sup>st</sup> + 2 <sup>nd</sup> Year)	Grand Total (1 <sup>st</sup> + 2 <sup>nd</sup> + 3 <sup>rd</sup> Year)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Stock of seedlings as on.....

SL.No.	Name of seedlings	Total seedlings raised (No.s)	Total seedlings survive (No.s)	Total no of seedlings delivery up to last quarter	Total seedlings delivery during the quarter	Cumulative of total seedlings delivery	Available stock (4-7)	Remarks
1	2	3	4	5	6	7	8	9

Signature of RO

Signature of BO

## Monthly Basis

### II: Soil Water Conservation Works

Quarterly Basis

Soil and Water conservation Check dam

Block wise status of Check dam

Name of Block.....District.....Period.....

Date & Month of Report-.....

SL.No	VDPIC Name	Total no of check dam constructed as on date	Total water body of CD (in ha)	Total approx. catchment area of the Check dams (in ha)	Total beneficiary of the Check dams (no.s)	Total number of man-days generate through Check dam construction	Total number of HH using the water of CD for domestic uses	No of HH using the CD water for Agriculture/ Horticulture Purpose	Total Agricultural land is benefitting from Check Dam water (ha)	Total no of check dam linked with Fishery dept.	No of check dam received support from the Fishery Dept.

Signature of TA

Signature of TO



### III: High Density Kanak Kaich Bamboo Plantation (HDB)

#### Block wise Monthly report

#### High Density Kanak Kaich Bamboo Plantation (HDB)

Financial Year of Plantation-.....

Period- Monthly Report.....

Date & Month of Report-.....

Name of Block.....District.....

SL.No	Name of village	Area (in ha)	No of seedlings Planted	Source of seedlings	Survival %	Plantation grade(A,B,C)	Activity Completed	Benefits receiving from the Plantation (Yes/No)	Income from the Plantation in Last Month

Signature of Technical Assistant

Signature of Technical Officer

Signature of RO

**Village wise Monthly report**

**High Density Kanak Kaich Bamboo Plantation (HDB)**

**Financial Year of Plantation-**.....

**Period- Monthly Report**.....

**Date & Month of Report-**.....

**Name of village**.....**Block**.....**District**.....

SL.No	JFMC Name	Area (in ha)	No of seedlings Planted	Source of seedlings	Survival %	Plantation grade (A,B,C)	Works done	Benefits receiving from the Plantation (Yes/No)	No of villagers are getting benefits from the Plantation	Income from the Plantation in Last Month (INR)	
										By selling in Market	For Own consumption
										@- Bamboo Shoots (INR)-	@- Bamboo Shoots (INR)-
										@- Bamboo Pole (Nos)-	@- Bamboo Pole (kg)

Signature of VCW

Signature of TA

Signature of B

**IV: Gandhaki Plantation**

**Block wise Monthly report**

**Gandhaki Plantation (HA)**.....

**Financial Year of Plantation-**.....

**Period- Monthly Report**.....

**Date & Month of Report-**.....

**Name of Block**.....**District**.....

SL.No	Name of village	Area (in ha)	No of seedlings Planted	Source of seedlings	Survival %	Plantation grade (A,B,C)	Activity Completed	Benefits receiving from the Plantation (Yes/No)	Income from the Plantation in Last Month

Signature of Technical Assistant

Signature of Technical Officer

Signature of ROVillage wise Monthly report

**Village wise Monthly report**

**Gandhaki Plantation (ha).....**

**Financial Year of Plantation-.....**

**Period- Monthly Report.....**

**Date & Month of Report-.....**

**Name of village.....Block.....District.....**

SL.No	JFMC Name	Area (in ha)	No of seedlings Planted	Source of seedlings	Survival %	Plantation grade (A,B,C)	Works done	Benefits receiving from the Plantation (Yes/No)	Income from the Plantation in Last Month

Signature of VCW

Signature of TA

Signature of Beat Officer

**V: Broom Grass Report**

**Block wise Monthly report**

**Broom Grass Plantation (TM).....**

**Financial Year of Plantation-.....**

**Period- Monthly Report.....**

**Date & Month of Report-.....**

**Name of Block.....District.....**

SL.No	Name of village	Area (in ha)	No of seedlings Planted	Source of seedlings	Survival %	Plantation grade (A,B,C)	Activity Completed	Benefits receiving from the Plantation (Yes/No)	Income from the Plantation in Last Month

Signature of Technical Assistant

Signature of Technical Officer

Signature of RO

Climate Change Adaptation Programme in the Himalaya, Component II: Tripura  
Climate Resilience of Forest Ecosystems, Biodiversity & Adaptive Capacities of Forest Dependent Communities  
BMZ No.: 2015 67 650 (Grant) & 2015 67 643 (Loan)

**Village wise Monthly report**

**Broom Grass Plantation**.....

**Financial Year of Plantation**.....

**Period- Monthly Report**.....

**Date & Month of Report**.....

**Name of village**.....**Block**.....**District**.....

SL.No	JFMC Name	Area (in ha)	No of seedlings Planted	Source of seedlings	Survival %	Plantation grade (A,B,C)	Works done	Benefits receiving from the Plantation (Yes/No)	No of people are getting benefits from the plantation	Income from the Plantation in Last Month

Climate Change Adaptation Programme in the Himalaya, Component II: Tripura  
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BMZ No.: 2015 67 650 (Grant) & 2015 67 643 (Loan)

Signature of VCW

Signature of TA

Signature of Beat Officer

**VI: Artificial Regeneration Plantation**

**Block wise Monthly report**

**Artificial Regeneration Plantation (AR Plantation).....**

**Financial Year of Plantation-.....**

**Period- Monthly basis.....**

**Date & Month of Report-.....**

**Name of .....Block.....District.....**

SL.No	Name of village	Model of Plantation	Area (in ha)	No of seedlings Planted	Name of seedlings	Source of seedlings	Survival %	Plantation grade (A,B,C)	Activity Completed	Remarks

Climate Change Adaptation Programme in the Himalaya, Component II: Tripura  
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BMZ No.: 2015 67 650 (Grant) & 2015 67 643 (Loan)

Signature of Technical Assistant

Signature of Technical Officer

Signature of RO

**Village wise Monthly report**

**Artificial Regeneration Plantation (AR Plantation)**

**Financial Year of Plantation-**

**Period-Monthly basis**

**Date & Month of Report-**.....

**Name of village**.....**Block**.....**District**.....

SL.No	JFMC Name	Model of Plantation	Area (in ha)	No of seedlings Planted	Name of seedlings	Source of seedlings	Survival %	Plantation grade	Works done	GPS reading	Average height & Girth of seedlings (Top, Middle & Lower)



Signature of VCW

Signature of TA

Signature of Beat Officer

**VII: Assisted Natural Regeneration Plantation (ANR)**

**Block wise Monthly report**

**Assisted Natural Regeneration Plantation (ANR)**

**Financial Year of Plantation-**

**Period-Monthly basis**

**Date & Month of Report-**.....

**Name of** ..... **Block.**..... **District.**.....

SL.No	Name of village	Model of Plantation	Area (in ha)	No of seedlings Planted	Name of seedlings	Source of seedlings	Survival %	Plantation grade (A,B,C)	Activity Completed	Status of Plantation	Causes of damage

Climate Change Adaptation Programme in the Himalaya, Component II: Tripura  
Climate Resilience of Forest Ecosystems, Biodiversity & Adaptive Capacities of Forest Dependent Communities  
BMZ No.: 2015 67 650 (Grant) & 2015 67 643 (Loan)

Signature of Technical Assistant

Signature of Technical Officer

Signature of RO

**Village wise Monthly report**

**Assisted Natural Regeneration Plantation (ANR)**

**Financial Year of Plantation-**

**Period-Monthly basis**

**Date & Month of Report-**.....

**Name of village**.....**Block**.....**District**.....

SL.No	JFMC Name	Model of Plantation	Area (in ha)	No of seedlings Planted	Name of seedlings	Source of seedlings	Survival %	Plantation grade (A,B,C)	Works done	GPS reading	Average height & Girth of seedlings (Top, Middle & Lower)	Remarks

Signature of VCW

Signature of TA

Signature of Beat Officer

**VIII: Block wise Monthly report of Four Tier Agro Forestry Plantation**

**Block wise Monthly report of Four Tier Agro Forestry Plantation**

**Financial Year-**

**Period-Monthly basis**

**Date & Month of Report**

**Name of Block.....District.....**

SL. No	Block Name	Village Name	Total Target (in ha)	Total Beneficiary(nos)	Total achievement (in ha)	Total amount expenditure	Survival % of seedlings	Plantation status	Remarks

Signature of Technical Assistant

Signature of Technical Officer

Signature of RO

**Village wise Monthly report of Four Tier Agro Forestry Plantation**

**Financial Year of Plantation-**

**Period-Monthly basis**

**Date & Month of Report-.....**

**Name of village.....Block.....District.....**

SL. No	Name of beneficiary	Father's/ Husband's Name	Area allotted for Plantation (in ha)	Model of Plantation (Ginger, Turmeric, Pineapple)	No of seedlings Planted	Plantation status	Survival % of seedlings	Grading of Plantation (A,B,C)	Income received from Plantation in last Month	Remarks

Signature of VCW

Signature of TA

Signature of Beat Officer

## Output 4: Natural resources products processing and marketing supported

### I: Livelihood Training

Monthly Basis

Livelihood Training

Village wise status of Livelihood Training

Name of Block.....District.....

Date & Month of Report-.....

SL. No	Name of Village	Name of Training	No of Participants attended up to previous Month	No of participants covered during the Month	Total No of Participants covered as on date	No of Participants from SHG	No of Participants from other than SHG	No of trainee using the knowledge of training to increase the Livelihood.	No of trainee taken loan from RF to increase the IGA to utilize the training.
		Piggery/Goatery / Poultry/ Fishery/Bee Keeping/Others etc.							

Signature of TA

Signature of VCW

Signature of Member Secretary

## II. Monthly Progress Report of Revolving Fund

Name of VDPIC \_\_\_\_\_ Block \_\_\_\_\_

District \_\_\_\_\_ Month & Year \_\_\_\_\_ as on \_\_\_\_\_

Particulars	Quantity (nos)	INR-	Up to Last Month	During the month	Cumulative till date
1 Total Amount received from Project	NA				
2 Amount of Loan Sanctioned	NA				
3 Total no. of loan sanction BDP)					
4 Total no. of loan disbursed	NA				
5 Amount of Loan disbursed	NA				
6 Amount of loan due for disburse	NA				
7 No of Group (CIG/JLG/SHG) to which loan has been disbursed					
8 No of individuals to which loan has been disbursed (all Individuals)					
9 No of individuals to which loan has been disbursed (PAPs)					
10 No of individuals to which loan has been disbursed (Poorest of the poor)					
11 No of individuals to which loan has been disbursed (Skill de. trainees)					
12 Loan amount due for repayment	NA				
13 Total repayment amount deposit to RF Account	NA				
14 No of individuals who has defaulted on repayment					
15 Any expenses related to RF Management (Printing & Stationary etc.)	NA				
16 Cash in Bank as on date	NA				
17 Cash in hand as on date	NA				
18 Total outstanding amount of Loan in village	NA				

Signature of TA

Signature of RFMC Chairman

Signature of Member Secretary

### III: Farmers Field Pass Book



Govt. of Tripura Forest Department

Indo-German Development Cooperation Project- Phase-II

Climate Change Adaptation Programme in the Himalaya, Component II: Tripura – Climate Resilience of Forest Ecosystems, Biodiversity & Adaptive Capacities of Forest Dependent Communities

Farmers Field Pass Book

Draft

<b>Name of Beneficiary</b>	
<b>Father's/ Husband's Name</b>	
<b>Economic Status (APL/BPL/AAY)</b>	
<b>Wealth Ranking as per VDP (POP/Poor/Medium &amp; Rich)</b>	
<b>Project affected People-Yes/No</b>	
<b>Name of VDPIC</b>	
<b>Name of Para</b>	
<b>Name of Range</b>	
<b>Name of Beat</b>	
<b>Forest Sub-division</b>	
<b>District</b>	

## Support from Project Fund

### 1. Natural Resource Management - Four tier Agro Forestry Plantation.

#### A. General information

##### i. About the Four tier Agro Forestry Plantation

Name of Plantation-	
Name of Plantation Model (Ginger/ Turmeric/ Pineapple)-	
CS Plot number as per Patta documents-	
Khatian number as per Patta Land-	
GPS Coordinates	
Total Area (in ha) allotted as per Patta documents-	
Total area (in ha) allotted for 4 tier plantation-	
Area as per preliminary survey (ha)-	
Area as per re-survey (ha)-	
Year of Plantation (FY)	
Training received for management of 4 tier Plantation (Yes/No).	

##### ii. Information of Planting Materials

Source of the seedlings (Name of Nursery)	
Source of seeds of the seedlings of Nursery	
Total Number of seedlings planted (no.)	

##### iii. Species planted (during establishment) from Project fund:

Sl. No	Species Name	No. of seedlings	Source of seedlings	Age of the seedlings



**iv. Species planted (during establishment) from beneficiary contribution:**

Sl. No	Species Name	No. of seedlings	Source of seedlings	Age of the seedlings

**v. Quantity wise name of existing species (before project intervention).**

SL. No	Species Name (Upper Storey, Middle storey & Ground Storey)	No of seedlings

**B. Details of work done**

**i. Advance work and establishment**

Work done	Date started when	Date Completed when	Total Labour engaged Daily	Total cost
Pre-Survey				
Jungle Cleaning				
Staking				
Pit Digging				
Planting of Tree spp.				
Bed Preparation for ginger/turmeric/planting of pineapple				
Planting of other crops (Vegetable, rice, Maize, below ground crops etc.)				

1 <sup>st</sup> weeding				
2 <sup>nd</sup> weeding				
Winter cleaning including Fire Line				
Fencing				

**ii. 2nd year maintenance work**

Work done	Date when started	Date when Completed	Total Daily Labour engaged	Total cost
1 <sup>st</sup> weeding				
2 <sup>nd</sup> weeding				
Winter cleaning including Fire Line				

**iii. 3<sup>rd</sup> year Maintenance**

Work done	Date when started	Date when Completed	Total Daily Labour engaged	Total cost
1 <sup>st</sup> weeding				
2 <sup>nd</sup> weeding				
Winter cleaning including Fire Line				

**C. Income from the Four tier Agro Forestry Plantation**

**i. Harvesting and selling amount from the four-tier plantation**

Year	Quarter wise harvesting of species and selling amount								Total Amount (INR)	Cumulative amount (INR)
	Name of species	January-March	Name of species	April-June	Name of species	July-September	Name of species	October-December		
2025										
	Grand Total-									
2026										
	Grand Total-									
2027										

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	Grand Total-									
2028										
	Grand Total-									

ii. Use for own consumption from Four tier Agro Forestry Plantation

Year	Quarter wise harvesting of species and use for own consumption & expected amount								Total Amount (INR)	Cumulative amount (INR)
	Name of species	January-March	Name of species	April-June	Name of species	July-September	Name of species	October-December		
2025										
	Grand Total-									

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2026										
	Grand Total-									
2027										
	Grand Total-									
2028										
	Grand Total-									

## 2. Soil and water conservation-Check Dam.

- 2.1. Training received for Pisciculture from Project- Yes/No.
- 2.2. Refresher Training received for Pisciculture from Project-Yes/No.
- 2.3. Refresher training received for Pisciculture from Fishery Dept.-Yes/No.
- 2.4. Income from project constructed Check Dam

Year	Quarter wise Fish Harvesting (INR)				Total Amount (INR)	Cumulative amount (INR)
	January-March	April- June	July-September	October-December		
	A	B	C	D		
2022						
2023						
2024						
2025						
2026						
2027						
2028						

## 3. Training- Skill Development.

- 3.1. Any one from the Family received the skill development training from Project- Yes/No
- 3.2. Information of skill Development Training from Project fund.

SL.No	Name of the trainee with Gender	Age & qualification	Name of Training	No of days training	Organised by
1					
2					
3					
4					

### 3.3. Income from Skill Development training received from project fund

### 3.4. Name of Skill Development Training-

Year	Quarter wise income by using the skill development training				Total Amount (INR)	Cumulative amount (INR)
	January-March	April- June	July-September	October-December		
	A	B	C	D		

2025						
2026						
2027						
2028						

#### 4. Training- Livelihood Development.

4.1. Livelihood training received from Project- Yes/No.

4.2. Information of Livelihood Training received from project.

Sl. No	Particulars of Training	Refreshers Training	Advanced Training	Organised by
1	Piggery			
2	Goatery			
3	Poultry			
4	Fishery			
5				
6				

4.3. Income from Livelihood training received from project fund

Year	Activities	Quarter wise income by using the Livelihood training				Total Amount (INR)	Cumulative amount (INR)
		January-March	April-June	July-September	October-December		
		A	B	C	D		
	Piggery						
	Goatery						
	Backyard Poultry						
	Sub-Total						
	Piggery						
	Goatery						
	Backyard Poultry						
	Sub-Total						
	Piggery						
	Goatery						

	Backyard Poultry						
	Sub-Total						
	Piggery						
	Goatery						
	Backyard Poultry						

## 5. Benefits from SHG Group

Loan taken from SHG under CREFLAT as revolving Fund (INR)	
Activity for using the Loan from SHG Group	

### 5.1. Income from SHG (Project) activity.

Year	Activity	Quarter wise income by using the Loan from SHG group				Total Amount (INR)	Cumulative amount (INR)
		January-March	April- June	July-September	October-December		
		A	B	C	D		

## 6. Selling of NTFP product from project created Plantation & interventions.

Year	Quarter wise selling of NTFP Product from project created intervention								Total Amount (INR)
	Name of species	January - March	Name of species	April - June	Name of species	July-September	Name of species	October-December	
2024	Bamboo Shoots								
	Bamboo								
	Broom Grass								
	Gandaki								



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	Banana Flowers								
	Misc. edible Vegetabl e								
	Misc. edible fruits								
	G. Total-								
2025									
	G. Total-								
2026									
	G. Total-								
2027									
	G. Total-								

## 7. Support from Revolving Fund.

7.1. Loan received from revolving Fund of VDPIC-Yes/No

7.2. Information of Loan received from RF.

SL.No	Name of Loanee	Purpose of Loan	Amount of Loan	Repayment Status

7.3. Income from Loan of RF of VDPICs.

Round of Loan	Amount of Loan	investment for intervention	Selling amount of the product/Sale Value	Net profit per cycle
1 <sup>st</sup> Round				
2 <sup>nd</sup> Round				
3 <sup>rd</sup> Round				

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**8. No. of Man-day's work in IGDC Project intervention**

FY	Month & No of days													Wa ges @	Tot al mo ney rec
	January	February	March	April	May	June	July	August	September	October	November	December	Total Grand Man-day's for FY		

**9. Any support received from Convergence from different Govt. Line Departments.**

Department	Year & Month	Type of support	Unit (No.s/Kg/	Signature of Beneficiary

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### 10: Self Help Group Report

Monthly Progress report of Self-Help Group

Village Name..... Block Name..... District.....

Month and Date.....

A. General information of SHG.

SL.No	Name of SHG	Total members of the Group	No of SHG Meeting up to last Month	No of Meetings during the Month	Total Monthly savings up to Last Month	Monthly Savings during the Month	Total amount of loan taken from Group corpus	Total repayment of Loan up to Last Month	Total amount that should have been repaid up to last Month	Total repayment during the Month	Training received from CREFLAT Project (Yes/No), if yes name of Training	SHG linked with FFPC(yes/No)

**11. Income diversification and income of SHG group.**

SL.No	SHG Name	Loan taken from Bank (Yes/No)	If loan taken then amount of loan (INR)	Activity undertaken by the bank loan	Loan (Bank) repayment up to Last Month	Loan (bank) repayment during the Month	Outstanding dues of Bank Loan	Seed Money from Project (INR)	Activity undertaken by project seed Money	Repayment of loan of Project Money as on date	Income from activity of project seed Money as on date

B. Income diversification of group members from Project Fund & Project intervention.

SL.No	Name of Group Members	Group Name	Activity under taken by project seed Money	Investment for IGA activity (INR)	Approx Monthly profit from intervention	Projected Value of the asset (project intervention)	Yearly income from other source	Source of Income (Agri, business, Daily Labour, Fishery, NTFP etc.

Signature of TA

Signature of VCW