



Quarterly Monitoring Tool for Implementation of Forest Governance Agreements and Plans



Introduction:

The monitoring tool for implementation of forest governing agreements plans is designed and developed by the NUCFMB as a useful guide to monitor forest agreements in accordance with the Community Rights Law (CRL) and the Community Forest Management Agreements (CFMA).

The tool specifies a number of practices and procedures that the CFMBs should carry out to improve community forest governance.

COMMUNITY FOREST MANAGEMENT BODY (CFMB) INFORMATION

Regional Coordinators should complete this section before they hand the checklist to each forest community in their area. The community can then update edit any changes.

Name of Chief Officer:		
Contact phone:		
Contact email (if available):		
Name of Community Forest:		
Number of hectares:		
Office Location:		
District:		
County:		
Period covered by this report:	Start (day – month – year):	End (day – month – year):

COMMUNITY FOREST MANAGEMENT STRUCTURE

Does the Authorised Forest Community have a written and approved by-laws and a constitution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Does the CFMB meet as provided for in the by-laws and constitution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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When was the <i>most recent meeting</i> ?	(day – month – year)	
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Is the agenda for meetings developed and shared with members of the CFMB at the start of each meeting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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What were some of the decisions and resolutions from the *most recent meeting*:

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Are the minutes of each meeting prepared after the meeting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, have you provided the latest meeting minutes to NUCFMB?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, can you provide them to NUCFMB now?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Does the CFMB have five members on its leadership structure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, are all five CFMB members active?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If not, explain why some are inactive:		
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Are there females on the CFMB leadership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, how many?	If no, any reasons why?	
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Do you have a Community Forestry Management Plan (CFMP)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, what date was it finalised?	(day – month – year)	
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Have you provided a copy of the CFMP to NUCFMB? If not, can you provide one now?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, why not?
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Has the CFMB established a community forest fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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CONSERVATION ACTIONS

Is this a Conservation (and/or Carbon) community forest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If not</i> , do you have any conservation zones in the forest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes</i> , do you have any support or income from conservation (and/or Carbon)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes</i> , please provide the name of the support or income source:		

THIRD PARTY CONTRACTING

Is there an existing contract with any logging operators?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If no</i> , are there plans to enter into a CUC with a contractor? <small>If you answered 'no' to these two question you can jump to the next page.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes</i> , there is a contract, what is the logging company's name?		
What date was the contract signed? (day – month – year)	What date is it due for review? (day – month – year)	
Was the contract approved by the Executive Committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>If no, why not?</i>
Have you provided a copy of the contract to NUCFMB? If not, can you provide one now?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>If no, why not?</i>
Were you ever given a copy of the ESIA (Env. & Social Impact Assmnt)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes</i> , what date was the ESIA completed?	(day – month – year)	
Is the logging operation active?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>If no, why not?</i>
Were you ever given a copy of the annual harvesting certificate ?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>If yes, did you give it to NUCFMB?</i>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

BENEFITS PROVIDED

Is the CFMB receiving benefits – either from the Contractor or from a conservation supporter – on behalf of the community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have a conservation CFMA, please skip the questions that do not apply.

BENEFIT TYPE	Total amount due: (years x area x 1.25 x 55%)	Amount received to date:	Amount currently owed:
Land rental fees	\$	\$	\$
Cubic meter fees	\$	\$	\$
	Total volume harvested to date:	Date of most recent operations:	Have you received harvest data?
Volume harvested	m ³	(day – month – year)	Yes <input type="checkbox"/> No <input type="checkbox"/>
TYPE OF PROJECT	Give details about what (if anything) was promised?	What has been delivered?	
Workers' housing			
Road construction			
Bridge construction			
Schools (e.g. buildings, equipment, teachers)			
Health care (e.g. clinics, drugs, medical staff)			
Latrines			
Hand pumps			
Other structures			
Human resources (jobs)			
Forest Guards			
Scholarships			
Other			

COMMUNITY PROJECTS

Apart from projects built by the logging company or conservation supporter (above)

Does the community have annual work plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, why not?
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Has the community started or completed any projects of its own?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please provide the following details for each project, for example, school, clinic, guest house, town hall, palaver hut, hand pumps, latrines, CFMB office etc.:

Name of first project:	
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Did the Community Assembly (CA) pass a resolution to approve disbursement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, how much did the CA approve? \$	If no, why not?
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Date approved:	Date work started:
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Has this project been completed? If yes, what date was it finished? If no, what stage has it reached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, what was the actual final cost? \$	Was the final cost the same as the budget? If not, why not?
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Name of second project:	
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Did the Community Assembly (CA) pass a resolution to approve disbursement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, how much did the CA approve? \$	If no, why not?
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Date approved:	Date work started:
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Has this project been completed? If yes, what date was it finished? If no, what stage has it reached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, what was the actual final cost? \$	Was the final cost the same as the budget? If not, why not?
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If you have more than two projects, please use extra pages.

INTERNAL FINANCIAL CONTROL

Name (s) of signatory (ies) to community account:	1. 2. 3.		
Name of banking institution:			
How many dollars has the community withdrawn in the last 3 months?	\$		
Do you have register for cash flow?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If no, why not?</i>
Do you have request voucher?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If no, why not?</i>
Do you have place for keeping all documents safely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If no, why not?</i>
Do you have valid bank statements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If no, why not?</i>

WHO COMPLETED THIS CHECKLIST?

Name:	
Position:	
Contact phone (if different from Page 1):	
Contact email (if different from Page 1):	
Date today:	
Signature:	