



Making REDD work for communities and forest conservation in Tanzania

Guidelines on the implementation of REDD at community level in Tanzania

TFCG Technical Report 34

July 2011



FIELD MANUAL

About 'Making REDD work for communities and forest conservation in Tanzania'

This 5 year partnership project was launched in September 2009 between the Tanzania Forest Conservation Group (TFCG) and Community Forest Conservation Network of Tanzania (MJUMITA). The project is financed by the Norwegian Ministry of Foreign Affairs.

The aim of the project is to reduce greenhouse gas emissions from deforestation and forest degradation in Tanzania in ways that provide direct and equitable incentives to communities to conserve and manage forests sustainably.

The project is piloting REDD in two high biodiversity sites. One site is in Lindi Rural District in Lindi Region and includes areas of Coastal Forest. The other site is in Kilosa District in Morogoro Region and includes areas of Eastern Arc Mountain forest.

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1) Introduction

The objective of these guidelines is to provide a step by step guide to the implementation of key REDD readiness steps at community level. The focus is on the introduction of the REDD concept and integrated land use planning and participatory forest management. The guidelines are oriented towards the Tanzanian policy context. Although the guidelines are targeted at REDD, they also offer guidance to non-REDD projects implementing land use planning and participatory forest management.

The guidelines are intended to be used by field practitioners.

They have been developed based on the experience of the team working on the project 'Making REDD work for communities and forest conservation in Tanzania'.

This model is based around a number of values:

- Consistency
- Transparency
- Participation particularly women and poorer members of the community

The guidelines aim also to give practical guidance on how to ensure that communities engaging in REDD are doing so on the basis of free, prior and informed consent.

In the implementation of all activities, field practitioners should be mindful of the importance of engaging both women and men in all steps.

As much as possible we have tried to follow the procedures outlined in the National Participatory Land Use planning guidelines and in the CBFM guidelines and for each activity, it is indicated how that activity relates to the national guidelines. In some cases we have diverged from the procedures outlined in these guidelines in order to ensure that REDD-related considerations are integrated. Some of the changes that we have made include:

- i. the participatory forest resource assessment will apply to all forest and woodland in the village. In this way communities will have a more complete understanding of how their resource needs can be met across the whole village;
- ii. the land use planning teams and the village natural resources teams will work closely together. This is to ensure that the land use plan team reflects the plan for the village forest reserve and that long term decisions on the overall use of village land adequately consider the sustainable utilization of the forest resources and that communities can maximize their REDD revenues.

2) Summary of the steps to be taken at community level

The table below provides a summary of the key steps to be taken at community level. Each step is described in detail in section 3 of this report.

Activity	Target
Step 1. Introductory meeting to Village Councils to introduce TFCG and MJUMITA and explain about REDD	Village Councils are familiar with the concept of REDD and the REDD readiness project
Step 2. Consultation and awareness raising meetings at sub-village level.	All sub-villages have been visited and people have had the opportunity to learn about REDD; discuss any concerns; express their support or objection to the project proceeding.
Step 3. Village assembly meeting including drama and discussions to document the consent of the village to proceed with the project.	Village Assemblies are given the opportunity to decide whether or not to proceed with REDD
Step 4. Social impact assessment.	Negative impacts assessed and mitigation measures identified
Step 5. Introductory meeting with VLUM, VNRC, VC and elders on potential REDD revenues, principles of REDD and climate change, natural resources policies, land use planning principles and procedures, community based forest management principles and procedures and REDD benefit sharing by-laws.	VLUM, VNRC and VC understand and agree to proceed with VLUP, CBFM planning and REDD benefit sharing mechanism.
Step 6. Meeting with Village Assembly on linkages between REDD, village land use planning and community based forest management; and signing of MoU with the project.	Village Assembly aware of REDD, CBFM and LUP procedures. MoU with project signed.
Step 7. Introductory meeting with VLUM, VNRC, REDD VC members and elders on potential REDD revenues, principles of REDD and climate change, natural resources policies, land use planning principles and procedures, community based forest management principles and procedures.	VLUM Team and VNRC have capacity to implement plans
Step 8. Boundary review, participatory rural appraisal, forest utilization assessment and development of community action plan.	
Step 9. Verification of village boundary beacons	Location of village boundary is agreed upon by all members of the VLUM Team
Step 10. Reach consensus with neighbouring villages on location of village boundaries.	Conflicts with other villages resolved.
Step 11: Data collection to map the current land uses	Existing land use map

Activity	Target
	prepared
Step 12: Forest walks and forest sample plot assessment	Forest condition and potential for sustainable use is known for all forest and woodland areas
Step 13: Meeting to prepare drafts of the village land use plan and by-laws, village forest reserve plan and by-laws and the REDD benefit sharing by-laws.	20 Draft VLUP and VLFR Mgt plans
Step 14. Draft REDD, VLUP, VFR plans and by-laws presented at sub-village level for consultation.	Widen involvement of community in approving the plans to 20 villages
Step 15. VNRC, VLUM and Village Council REDD meeting to address issues raised at sub-village level and revise by-laws and plans accordingly.	Incorporate comments/ views obtained in sub villages for all 20 villages
Step 16. Village Council meeting to present draft village land use plan and by-laws; draft VFR management plan and by-laws; draft REDD benefit sharing mechanism by-laws; and service provider agreement between community and MJUMITA.	Approving the draft VLUP, VLFR Mngt plans, By-laws and presenting REDD sharing, service provider agreement, paqymnt mechanism and community development projects to 15 villages
Step 17. Village assembly meeting to present REDD benefit sharing by-laws; select REDD benefit sharing committee; present the draft VFR management plan, by-laws and map; present the draft Village Land Use plan and by-laws; and present and sign the MJUMITA - Village service provision agreement; describe the payment procedures for initial payment; and identify community development projects from initial payment.	Approving the draft VLUP, VLFR Mngt plans, By-laws and presenting REDD sharing, service provider agreement, paqymnt mechanism and community development projects to 15 villages
Step 18. Mapping of village forest reserve boundary, forest management units and land use classes for incorporation in final land use pla and VFR maps involving selected members of the VLUM and the VNRC.	Village forest reserve boundary mapped and zoning and dermacation of proposed land use classes
Step 19. GIS Team finalise land use plan map.	Mapping to 15 villages
Step 20. Submit the by-laws to the Ward Development Council for Review and obtain copies of the minutes of the WDC meeting.	Inform 8 WDC of the plans
Step 21. Present the full documents to the District Lawyer, CMT meeting and E, E and W Committee including a justification for the inclusion of land in the village forest reserve and an explanation of potential REDD revenues.	District Councils approve REDD, land use planning and CBFM by-laws
Step 22. Start construction of the land registry office where necessary.	1 land registry office constructed

Activity	Target
Step 23. Village Council send request to District to submit request for village land certificate.	VC send land certificate requests to the District
Step 24. District Lands Officer sends request to Ministry of Lands for the village land certificate	Village land certificate application submitted to Ministry of Lands
Step 25. All by-laws returned with comments of the Village Chairperson for Signing.	Endorsement of by-laws by village leaders
Step 26. Presentation to District Council of the REDD benefit sharing mechanism, potential REDD revenues, land use planning by-laws and the CBFM by-laws for approval.	Approval of by-laws
Step 27. Village REDD special committee for training and roles and responsibilities and preparation of revenue distribution plan.	Distribution report and options
Step 28. Project makes initial payment to community (Ruhoma, Mkanga 1, Chabima and Dodoma Isanga)	Initial payment to community to be done
Step 29. Meeting with Village Council to evaluate payment mechanism and receive complaints.	Obtain comments on payment mechanism
Step 30. Awareness raising event to remind people about the land use plan and the village forest reserve.	Ensure VLU and F Mgt. Plans are followed
Step 31. Return approved REDD benefit sharing by-laws, land use planning by-laws and CBFM by-laws to communities.	Feedback giving to communities
Step 32. Submit the village land use plan to the national land use planning commission.	Approving VLUP at national level
Step 33. Training to VLUM and VNRC (plus V Chair and VEO) on implementation of CBFM and VLUP (3 days) including training on roles and responsibilities of different stakeholders; training on relevant policies and laws; familiarisation with VLUP and VFR plan; preparation of monitoring plan, budget and work plan for CBFM; preparation of monitoring plan, budget and work plan for village land use management; and field visit to selected land use boundaries. And distribute relevant training materials.	VLUM Team and VNRC have capacity to implement plans
Step 34. Village Assembly meeting to return land certificate to the community and inaugurate village land registry office.	Land certificate returned

3) Detailed description of each step

For each step, this section outlines a detailed plan for that activity or meeting.

Step 1. Introductory meeting to Village Councils to introduce TFCG and MJUMITA and explain about REDD

Topic: Introduction to REDD and the project, proposed activities and means of operating for the project, learning about the village.

Participants: All members of the village council.

Objectives

By the end of the meetings, the following will have been achieved:

- Village Councils are familiar with the concept of REDD and the REDD readiness project;
- Village Councils understand who TFCG and MJUMITA are;
- Project staff have some basic information about the village including number, names and location of sub-villages, population, main economic activities and main forest areas.
- Village councils offer consent to proceed with initial project activities.

Materials

Leaflet about the project

Flip chart

Marker pens

Notebooks and pens

Time

2 hours

Links with Participatory land use planning guidelines: Not covered. This step precedes the VLUP process.

Links with CBFM Guidelines: Not covered. This step precedes the VLUP process.

Topics

Topic 1: What is REDD

General description of climate change and REDD.

Topic 2: Who are TFCG and MJUMITA

Description of TFCG and MJUMITA's missions;

Topic 3: Introducing the project

General introduction to the aim and objectives of the project.

Step 2. Consultation and awareness raising meetings at sub-village level.

Topic

Consultation on REDD and the proposed project

Participants: All adult women and men residing in the sub-village are invited. Women must be present. Village Chairperson or Village Executive Officer, Project Staff, 1 Districts staff.

Objectives

By the end of the meeting participants will:

- Have a basic understanding of REDD
- Will understand what the project is offering and what will be required of the community;
- Have discussed openly any concerns that they may have
- Have expressed their support or objection to the project proceeding.
- Have selected a representative of their sub-village to join the VNRC
- Have advertised the date of the next village assembly meeting

Materials

Leaflets about the project

Time

Up to 3 hours. Preferable to hold the meeting in the afternoon to fit in with farming / household schedules.

Links with Participatory land use planning guidelines:

Links with CBFM Guidelines:

Topics

Topic 1: Introducing the project and the concept of free, prior and informed consent

- Objective of the meeting is to consult with as many people as possible from the community on the proposed REDD project and to ensure that as many people as possible are informed about the project
- The project aims to support communities to manage their forests sustainably and to benefit more from their forests.
- The project has been launched at District level.
- The project aims to bring benefits to communities
- You have the right to accept or reject the project
- The project is being implemented by TFCG and MJUMITA working closely with local government. Other collaborators include FBD, SUA, UDSM-IRA, CARE, VPO, and international partners including various research institutions).
- Brief background to TFCG and MJUMITA
- The project is a 5 year project but MJUMITA would like to work here for much longer possibly 20 – 30 years
- Your village has been selected for this project because it has relatively intact forest remaining and because your forests have biodiversity of national and international importance.

Questions and Discussion: The questions / comments and responses should be recorded by the project staff.

Topic 2: Climate change and REDD

- Climate change is a long-term shift in the climate of a specific location, region or planet. The shift is measured by changes in features associated with average weather, such as temperature, wind patterns and precipitation.
- Climate change is caused by human activities that release greenhouse gases into the atmosphere including burning fossil fuels such as diesel and coal, deforestation, burning agricultural residues and use of chemical fertilizers.
- REDD is a financial mechanism that aims to reduce greenhouse gas emissions resulting from deforestation and forest degradation by providing economic incentives to forested nations to keep or better manage their forests. REDD credits offer the opportunity to utilize funding from developed countries to reduce deforestation in developing countries. REDD puts a value on forests for the services they provide by keeping carbon out of the atmosphere.
- Deforestation is the “permanent removal of forest cover and withdrawal of land from forest use, whether deliberately or circumstantially.”
- Forest degradation refers to changes within the forest which negatively affect the structure or function of the stand or site, and thereby lower the capacity to supply products and/or services

Questions and Discussion: The questions / comments and responses should be recorded by the project staff.

Topic 3: Responsibilities of the project and the community under the proposed REDD project and benefits to the community

- The project and community responsibilities are:

Project responsibilities

- Support to the villages to implement some of the national policies e.g. participatory forest management, land use planning, improved agriculture and REDD;
- Facilitating a participatory planning process to identify other actions needed to address REDD;
- Implementation of FPIC, ensuring that the community understand that they have the right to say yes or no to the project;
- The provision of training to the newly elected VNRCs.

Community responsibilities

- Reduction of rates of deforestation and forest degradation on village land;
- Improved land use management;
- Participation in project activities including land use management and participatory forest management;
- Provision of accurate and detailed information to contribute to the planning and monitoring of the project;
- Participation in project monitoring and evaluation activities;
- Support for the community communicators in fulfilling their roles;
- Inform TFCG and MJUMITA prior to engaging in other projects which might have an impact on the REDD/MKUHUMI project.

Project benefits to communities will include:

- Support to communities to manage their forests sustainably and to benefit from their forests,
- Support for communities to achieve more secure land tenure through the preparation of village land use plans, and thereby obtaining village land certificates
- Education on improved agriculture,
- Direct motivation to communities conserving the forest through payment for carbon credits, although to date the price of carbon per ton is yet not known, and nor is the mechanism for payments in place yet
- Knowledge of other strategies to reduce deforestation (e.g. the use of improved stoves, building compressed brick houses and use of available resources to develop income generating projects).

Questions and Discussion: The questions / comments and responses should be recorded by the project staff.

Topic 4: Policy and legal framework for participatory natural resources management

- National policies and laws allow communities to manage their own resources including land so that they can benefit from them (PFM and Village Land Use Planning), describing PFM and the linkages between PFM and REDD;
- Current status of PFM in the district;
- Benefits and challenges in implementing PFM.

Questions and Discussion: The questions / comments and responses should be recorded by the project staff.

Topic 5: Consent

- After launching the project in the village an MoU will be signed by the village leaders on behalf of the villagers, and TFCG/MJUMITA staff on behalf of the organizations. There will be further consultation on the exact format for any agreement. The contract will put in writing the roles of the organizations and communities and the benefits that communities will get from REDD. The agreement will be in Swahili.
- Discussion time
- Community is asked whether they would like to accept the project or reject it. A vote is carried out by raising of hands.

Topic 6: Selection of a VNRC member to represent the sub-village if the response is positive, the DFO/REDD contact person introduces the concept of having a VNRC member and outlines the roles and responsibilities of the VNRC and the criteria for the selection of VNRC members. The criteria are as follows:

- Members should be not less than 18 years of age;
- The VNRC should be made up of at least 12 people and not more than 15;
- At least one third of the VNRC members must be women;
- There should be at least one representative from every sub-village;
- They should know about the forest and its resources;
- At least half of the members should be literate;
- They must be people who are active and ready to work for the community;
- They must be honest and trusted to manage forest resources on behalf of the community;
- They must be elected and approved by the Village Assembly;

- They should not be members of the Village Council although the Chairperson of the Village and the Village Executive Officer can attend their meetings;
- The first term of office will be four years.

The sub-village chairperson facilitates the exercise of nominating members to be elected as VNRC members from the sub-village and everyone at the meeting is given the opportunity to vote. The results are announced by the Village Chairperson or the VEO and then the elected members are invited to say a few words to the participants.

The village leaders finish by announcing the date for the village assembly meeting and encourage all the members to attend and participate. The sub-village chairperson finalizes the meeting by thanking members for their attendance and closes the meeting.

Step 3. Village assembly meeting including drama and discussions to document the consent of the village to proceed with the project.

Topic: Approval of VNRC members and project launch

Participants

All adult women and men normally resident in the village, project staff, District Staff and Ward Councillor or Ward Executive Officer as the guest of honour.

Objectives

By the end of the meeting participants will:

- approve VNRCs elected in each sub village and understand their roles and responsibilities
- have witnessed the launch of the project in the village.
- Be more aware about REDD, climate change, CBFM and land use planning.

Materials

- Flip charts
- Sodas
- T-shirts
- Leaflets
- Posters with information about REDD
- Loudspeakers

Time: 2 hours

Links with Participatory land use planning guidelines:

Links with CBFM Guidelines:

Topics

Topic 1: Information about the project

A variety of means of communication, including amplified music, drama and printed materials, are used to gather people for the village assembly and to spread information about the project. Drama groups and choirs are effective here. A quiz about REDD and the project is also useful with prizes of T-shirts or sodas.

Topic 2: Village Assembly meeting

- The Village Chairperson opens the meeting.
- A summary of what was discussed in the sub village meetings was given by project staff
- Approval of the VNRC facilitated by the Village Chairperson.
- Guest of Honour declares the official launching of the project in the village.

Step 4. Social impact assessment.

See separate document on project's Social Impact Assessment (Mwampamba *et al.* 2011).

Topic

Participants

Objectives

Materials

Time

Links with Participatory land use planning guidelines:

Links with CBFM Guidelines:

Topics

Step 5. Introductory meeting with VLUM, VNRC and VC on potential REDD revenues, principles of REDD and climate change, natural resources policies, land use planning principles and procedures, community based forest management principles and procedures, REDD benefit sharing by-laws and MoU with the project (This step will stay if the village has already elected the VLUM, otherwise step 6 will start by electing VLUM team)

Topic: Main Agenda for the meeting is to clarify the linkages between land use planning CBFM and REDD to the VC, VNRC and VLUMC.

Participants: All members of the Village Council, Village Natural Resources Committee and the Village Land Use Management Team plus Ward Executive Officer, District CBFM Officer and a Project Officer.

Objectives:

By the end of the meetings, the following will have been achieved:

- The Village Council, VNRC and Village Land Use Planning team will understand the land use planning procedures, community based forest management procedures, REDD benefit sharing mechanism, potential REDD revenues and the linkages between these interventions.
- The Village Council, VNRC and Village Land Use Planning team will have agreed on a well-coordinated plan for proceeding with these interventions in such a way as to maximize the REDD benefits to the community and to ensure that additional, permanent emission reductions are achieved.
- The Village Council, VNRC and Village Land Use Planning team will be supportive of the MoU between the project and the community and will be ready to sign the MoU during the Village Assembly meeting.

Materials:

- Flip charts
- Marker pens
- Flip chart stand
- Hand out describing the land use planning steps, CBFM steps and the linkages with REDD
- Data on the potential revenues that that specific village can make
- Draft REDD benefit sharing by-laws
- REDD benefit sharing guidelines
- Maps of the village including the maps that were provided during the Village visioning process

Time: 4 hours and 30 minutes.

Links with Participatory land use planning guidelines: see Activity 2.3.1. Form a PRA Team p. 41 – 42.

Links with CBFM Guidelines: Stage 1. Getting started. Activity 3. Meet and brief the village leadership. P. 17

Topics

Topic 1: Overview of the process

Key messages

- Village land is under the control of the Village Assembly.
- Land use planning provides the Village Assembly with a common vision for how land is to be used.
- Community based forest management describes a common vision for how forest resources should be managed and gives the village assembly control over forest resources.
- Community based forest management provides a detailed plan for the management of a part of the village land i.e. the forest area.
- The land use plan and the community based forest management plan need to be aligned
- Community based forest management can include sustainable use for fuel wood, mingoko collection and even timber harvesting and charcoal production.
- REDD revenues will only be generated for forests that would otherwise be cleared.

Hand outs: Circulate Hand Out with overview of the process.

Questions and Discussion: The questions and responses should be recorded by the project staff.

Topic 2: Land use planning including community based forest management planning

Key messages

- The Village Land Act grants control of village land to the Village Assembly.
- The Forest Act grants control of forest resource on village land to communities if they include their forests in a village forest reserve. Forests that are not included in a village forest reserve fall under the District Harvesting plan and the District may issue harvesting permits subject to consultation with the community. The District may not issue harvesting permits for forests in village forest reserves.
- A Village Land Use plan describes a community's vision for its land over the next 10 - 20 years.
- It is important that there is broad participation in the development of the plan. Particular effort is needed to involve women and poorer or marginalized members of the community.
- The Village Land Use Management team is responsible for developing the Village Land Use Plan.
- The Village Natural Resources Committee are responsible for preparing the management plan for the Village Forest Reserve. This should be made up of forest management units. Different forest uses may be permitted in different management units.
- The Village Forest Reserve plan should be reflected in the village land use plan.
- Agreeing on your village boundaries and having village land registry help a community to obtain a village land certificate from the Ministry of Lands. This helps to strengthen your land tenure.

The steps that are required to develop a village land use plan and VFR management plan are:

- i. Check that the maps of the village boundary prepared by the Ministry of Lands are correct. Visit and record the location of any beacons for which there is uncertainty.
- ii. Resolve any disputes regarding the village boundary through dialogue with neighbouring villages.

- iii. Participatory rural appraisal to determine existing land uses, infrastructure, public services, forest utilization and availability of natural resources; identification of obstacles, opportunities and barriers; and development of a community action plan.
- iv. Data collection on existing land uses and forest resources. This is carried out by part of the VLUM Team and VNRC whilst the PRA work is ongoing.
- v. Develop a map showing proposed land use categories including the village forest reserve and forest management units within the village forest reserve.
- vi. VLUM Team develop by-laws and a management plan that summarises the findings of the PRA and PAC and outlines the permitted and prohibited land uses in each land use category; the roles and responsibilities of different authorities in relation to the land use plan; and measures that should be taken to enforce the plan and by-laws.
- vii. VNRC develop by-laws and a management plan that describe the proposed village forest reserve and the resources that it contains and outlines the permitted and prohibited activities in the different forest management units of the village forest reserve; the roles and responsibilities of the VNRC, Village Council and patrol teams; and measures that should be taken to enforce the plan.
- viii. Present the draft plan to the community for comments through sub-village meetings and consultation with other vulnerable groups including women, poor households and pastoralists (where relevant).
 - ix. Incorporate the comments from community members;
 - x. Present the plan to the Village Council;
 - xi. Present the plan to the Village Assembly for approval;
 - xii. Present the plan to the Ward Development Committee Submit the plan to the District for approval.

Questions and Discussion: The questions and responses should be recorded by the project staff.

Topic 3: How to maximize REDD benefits in the context of land use planning and community based forest management

Key messages

- REDD is a mechanism whereby land holders are paid to reduce deforestation on their land.
- How a community uses its land will determine how much money it can make from REDD
- REDD revenues will only accrue for forests that would otherwise have been cleared
- Forests that are not under threat will not generate REDD revenues. However they will bring other benefits to communities.
- If you were to include all of your forest in a village forest reserve your community could earn US\$ xxx per year.
- The forests that are under immediate threat are these forests (indicate vulnerable forests on the map). This is why it is important to include these in the village forest reserve.
- If deforestation is halted here but shifts elsewhere, this will also mean that the community does not earn any REDD revenues.
- Community based forest management brings many other benefits besides REDD.
- Some forest products can still be harvested from forests that will generate REDD revenues, provided that it is done sustainably. This includes fuel wood, min'oko, medicinal plants and even timber. What is not permitted is to clear the forest for agriculture.

- In order for REDD to be effective, benefits need to reach the whole community including women and poorer or more vulnerable groups.
- The REDD benefit sharing mechanism will work like this. Present model.
- At the level of your village, the Village Assembly needs to agree on a benefit sharing mechanism. This describes who is eligible for benefits, how benefits should be distributed, any conditions for receiving benefits and the roles and responsibilities of different stakeholder in relation to the sharing the benefits.
- The model is described in by-laws. Present the draft by-laws.
- The procedure for developing the by-laws is that the Village Council select 9 members of which at least 3 must be women. They will work alongside the VNRC and VLUM Team with a particular responsibility to develop the REDD benefit sharing by-laws.
- This model for REDD is conditional upon the Government recognizing communities right to REDD revenues generated from avoided deforestation on village land.

Questions and Discussion: The questions and responses should be recorded by the project staff.

Topic 4. Agreements

Key messages

- There are two agreements that need to be reviewed
- The memorandum of understanding between the community and the project.
- This describes what TFCG and MJUMITA will provide over the next three years with funding from Norway. This fulfils a promise made during the FPIC meetings to have a written agreement.
- A contract between the village and MJUMITA secretariat to continue with the service of carbon accounting, marketing and distribution of REDD revenues during and after the project.
- Their work involves calculating accurately the amount of reduced deforestation using satellite images and based on internationally agreed methods.
- Marketing the REDD credits and calculating the amounts to be earned by each village.
- Paying the community in accordance with the benefit sharing mechanism outlined in your community by-laws.
- For MJUMITA to do this, you will need to pay them the real cost incurred. The payment will be made only if you receive REDD payment. The cost of the service provider will be shared with other villages implementing REDD in the site.
- This cost is not covered by the Norwegian grant after the phasing out of this project and is a service that will extend beyond the lifespan of the project.
- From the Norwegian grant there is an advance payment that will be paid to you after completing the initial processes of implementing REDD, and money will be retained back after you have received your REDD payment to be used as a capital funds for calculating carbon emission in ongoing years after the project.

Topic 5. Plan of work

Agreement should be reached on a way forward including:

- i. Plan for the Village Assembly meeting. This should usually take place on the next day.
- ii. Timing for the development of the VLUP and CBFM.
- iii. Way forward for construction of the land registry.

- iv. Identify 9 members of the Village Council to develop the REDD benefit sharing by-laws including at least one third women.

Step 6. Meeting with Village Assembly on linkages between REDD, village land use planning and community based forest management and signing of Memorandum of Understanding with the project.

Topic: Main Agenda for the meeting is to clarify the linkages between land use planning, CBFM and REDD to the village assembly.

Participants: All adult members of the Village, Village Council, project staff.

Objectives

- For every person in the village to understand the objectives and procedures of developing a village land use plan, a village forest reserve and REDD benefit sharing by-laws.
- For every person in the village to understand the potential revenues that could be made from REDD if deforestation is halted.
- For the Village Assembly to approve the MoU between the community and the project and for it to be signed publicly.

Materials: None

Timing: 3 hours

Links with Participatory land use planning guidelines: see Activity 2.3.4 Arrange a village assembly meeting p. 43.

Links with CBFM Guidelines: Stage 1. Getting started. Activity 4. Meet and brief the Village Assembly. P. 17

Topics

Topic 1: Land use planning including community based forest management planning

Key messages

- The Village Land Act grants control of village land to the Village Assembly.
- The Forest Act grants control of forest resource on village land to communities if they include their forests in a village forest reserve. Forests that are not included in a village forest reserve fall under the District Harvesting plan and the District may issue harvesting permits subject to consultation with the community. The District may not issue harvesting permits for forests in village forest reserves.
- A Village Land Use plan describes a community's vision for its land over the next xx years.
- It is important that there is broad participation in the development of the plan. Particular effort is needed to involve women and poorer or marginalized members of the community.
- The Village Land Use Management team is responsible for developing the Village Land Use Plan.
- The Village Natural Resources Committee are responsible for preparing the management plan for the Village Forest Reserve. This should be made up of forest management units. Different forest uses may be permitted in different management units.

- The steps that are required to develop a village land use plan and VFR management plan are:
 - i. Check that the maps of the village boundary prepared by the Ministry of Lands are correct. Visit and record the location of any beacons for which there is uncertainty.
 - ii. Resolve any disputes regarding the village boundary through dialogue with neighbouring villages.
 - iii. Participatory rural appraisal to determine existing land uses, infrastructure, public services, forest utilization and availability of natural resources; identification of obstacles, opportunities and barriers; and development of a community action plan.
 - iv. Data collection on existing land uses and forest resources. This is carried out by part of the VLUM Team and VNRC whilst the PRA work is ongoing.
 - v. Develop a map showing proposed land use categories including the village forest reserve and forest management units within the village forest reserve.
 - vi. VLUM Team develop by-laws and a management plan that summarises the findings of the PRA and PAC and outlines the permitted and prohibited land uses in each land use category; the roles and responsibilities of different authorities in relation to the land use plan; and measures that should be taken to enforce the plan and by-laws.
 - vii. VNRC develop by-laws and a management plan that describe the proposed village forest reserve and the resources that it contains and outlines the permitted and prohibited activities in the different forest management units of the village forest reserve; the roles and responsibilities of the VNRC, Village Council and patrol teams; and measures that should be taken to enforce the plan.
 - viii. Present the draft plan to the community for comments through sub-village meetings and consultation with other vulnerable groups including women, poor households and pastoralists (where relevant).
 - ix. Incorporate the comments from community members;
 - x. Present the plan to the Village Council;
 - xi. Present the plan to the Village Assembly for approval; Present the plan to the Ward Development Committee
 - xii. Submit the plan to the District for approval.

Topic 2: Maximising REDD benefits for your community

- REDD is a mechanism whereby land holders are paid to reduce deforestation on their land.
- How a community uses its land will determine how much money it can make from REDD
- REDD revenues will only accrue for forests that would otherwise have been cleared
- Forests that are not under threat will not generate REDD revenues. However they will bring other benefits to communities.
- If you were to include all of your forest in a village forest reserve your community could earn US\$ xxx per year.
- The forests that are under immediate threat are these forests (indicate vulnerable forests on the map). This is why it is important to include these in the village forest reserve.
- If deforestation is halted here but shifts elsewhere, this will also mean that the community does not earn any REDD revenues.
- Community based forest management brings many other benefits besides REDD.

- Some forest products can still be harvested from forests that will generate REDD revenues, provided that it is done sustainably. This includes fuel wood, ming'oko, medicinal plants and even timber. What is not permitted is to clear the forest for agriculture.
- In order for REDD to be effective, benefits need to reach the whole community including women and poorer or more vulnerable groups.

Feedback from community members on the information presented so far.

The questions and responses: These need to be recorded by the project staff.

Topic 3: Memorandum of Understanding between the community and the project

- This agreement outlines the following commitments from the project....
- And the following commitments from the community....
- It is valid until 31st August 2014.

Step 7. Introductory meeting with VLUM, VNRC, REDD VC members and elders on potential REDD revenues, principles of REDD and climate change, natural resources policies, land use planning principles and procedures, community based forest management principles and procedures.

Participants: VNRC, VLUM Team, REDD VC and VEO

Facilitators: Project Officer and District CBFM Team member

Objectives

- VLUM, VNRC, VC REDD members and Elders are familiar with the details of the land use planning guidelines, CBFM guidelines; relevant aspects of the lands policy, land act, village land and forest act; and the details of the REDD benefit sharing by-laws.

Materials

- Swahili abstract of land, forest, environmental policies and laws.
- Swahili versions of the CBFM Guidelines
- Swahili versions of the participatory land use planning guidelines

Links with Participatory land use planning guidelines: see Activity 2.3.5 Prepare the VLUM committee for its tasks p. 45

Links with CBFM Guidelines: Stage 1. Getting started. Activity 5. Meet with the VNRC p. 17

Timing: 4 – 5 hours

Key topics

Topic 1: Participatory land use planning

Topic 2: Community based forest management

Topic 3: REDD benefit sharing mechanisms

Step 8. Boundary review, participatory rural appraisal, forest utilization assessment and development of community action plan.

Participants: VNRC, VLUM Team, PLUM (4), Elders (2) Project Staff (1), VEO and Village Chair, CBFM District (1)

Objectives

- To review the village boundary map provided by the Ministry of Lands
- To identify boundary conflicts with adjacent villages.
- To develop a work plan for the development of the land use plan and CBFM plan.
- To map current land uses and forest types based on land cover maps and sketch maps
- To map resource utilization in forest areas.
- To identify problems, opportunities and obstacles
- To develop community action plans.

Materials:

- Land cover map of the village with Ministry of Land boundary and indicating the location of the adjacent villages.
- Detailed Village boundary map showing the location of beacons
- Summary of the results of the social impact assessment and other research carried out so far by the project in the villages
- Results of the carbon plot assessments
- Sampling strategy for PFRA work

Links with Participatory land use planning guidelines:

- Activity 2.3.6 Gather data from the village community 45 - 47
- Activity 2.3.7 Ranking of problems and opportunity p. 48
- Activity 2.3.8 Create a community action plan p. 49
- Activity 3.3.3 Establish village boundaries p. 55
- Activity 3.3.6 Conduct a general land survey

Links with CBFM Guidelines:

- Stage 2. Activity 1. Agree boundaries of village land p. 19
- Stage 2. Activity 3. Participatory Forest Resource Assessment

Note that 'Stage 2. Activity 2. Identify boundaries of village forest reserve' will be undertaken during Step 5 land use planning. For the purposes of REDD, the PFRA work should cover all forest and woodland areas within the village land.

Timing: 5 days

Main topics

Topic 1: Mapping the Village Boundary

- Review village boundary map as provided by the Ministry of Lands.
- Identify any problems with the location of beacons.
- Identify any problems with the location of the boundary as mapped by Ministry of Lands.
- Identify any boundary disputes with adjacent villages.

Topic 2: Work planning

Develop a work plan for the village boundary mapping, PRA and PFRA activities

- Identify who from the VLUM Team will go and record the location of any problem beacons and who will participate in the boundary dispute resolution process. Agree a plan for carrying out these two activities. Present the sampling strategy for the PFRA work
- Identify who will carry out field work for the PFRA.
- These activities may go on at the same time as other aspects of the PRA process.

Topic 3: Presenting research results

Present results from the social impact assessment meetings, this should include the information on:

- Village location
- History of the village
- Population
- Sub-villages
- Trends in the availability of natural resources
- Key problems
- Proposed solutions

Presentation of carbon mapping data

Presentation of any other research carried out by the project e.g. biodiversity surveys.

Topic 4: Documenting current land uses and forest product utilisation

VLUM Team:

Identify gaps or inconsistencies in the data presented from the SIA work and collect missing data. This will include:

- Quantifying livestock
- Number of farmers per sub-village
- Number of people doing other economic activities per sub-village
- Land ownership per sub-village to identify the number of people owning land and the source of that land
- Estimated crop yields per sub-village

Prepare a sketch map

VNRC:

Forest product utilization including forest product preferences, species preferences (see PFRA guidelines)

Prepare participatory forest map

Topic 5: Analyse the land use management problems, opportunities and obstacles

This can be done in groups with the VNRC looking at issues around forest use.

Topic 6: Prioritizations of problems: see land use planning guidelines.

Topic 7: Prepare community action plan: see land use planning guidelines.

Topic 8: Action and timeframe for the community action plan: see land use planning guidelines.

Topic 9. Presentation of findings by VNRC and VLUM Team

Step 9. Verification of village boundary beacons

In some villages it may not be necessary to carry out this step provided that the VLUM Team are satisfied that all beacons are in place and correspond with the locations indicated on the boundary map prepared by the Ministry of Lands.

Participants: There will be two teams. In each team there will be 2 members of the VLUM, Chair or VEO, 1 PLUM member or 1 project officer. In areas where there is a potential threat from wild animals, a Game scout should also be involved.

Objectives:

- To ensure that all beacons are in the correct location relative to the community's knowledge of their boundaries and that they correspond with the village boundary map prepared by the Ministry of Lands.

Timing: 2 days for each team (This is an average figure and will depend on the particular circumstances in each village).

Materials

- GPS with beacon locations from Ministry of Lands entered.
- Forms to record the correct location of the beacons
- Digital cameras

Links with Participatory land use planning guidelines:

Activity 3.3.3 Establish village boundaries / determine geographic position of the beacons p. 54

Links with CBFM Guidelines: Stage 2. Activity 1. Agree boundaries of village land p. 19

Activities

Having identified any beacons that may not be in the correct place either because their current location does not correspond with the map or because the map shows the incorrect location for the village boundary, a team will visit the site to verify the status of the physical beacon and to take a correct GPS point for the relevant point along the village boundary.

Where it is found that beacons are in the wrong place, follow up is needed in order to relocate the beacons to the correct place.

Step 10: Reach consensus with neighbouring villages on location of village boundaries.

This activity will be carried out at the same time as the PRA work.

In some villages it may not be necessary to carry out this step provided that the VLUM Team are satisfied that there are no boundary disputes with adjacent villages.

Participants: For each village the team will consist of: 1 Village Chair or VEO (optional according to the PLUP guidelines), 2 elders and 1 VLUM Team member. The work will be facilitated by a member of the PLUM and a project officer.

In areas where there is a potential threat from wild animals, a Game scout should also be involved.

Objectives:

- To reach consensus with all adjacent villages regarding the location of the boundaries.

Timing: 2 days per village. This is an average figure and will depend on the particular circumstances in each village.

Materials

- GPS with beacon locations from Ministry of Lands entered.
- Forms to record the correct location of the beacons
- Digital cameras
- Land cover maps showing location of village boundaries according to MoL.

Links with Participatory land use planning guidelines:

Activity 3.3.3 Establish village boundaries / agree about the village boundaries p. 54

Links with CBFM Guidelines: Stage 2. Activity 1. Agree boundaries of village land p. 19

Activities

Having any boundary conflicts with adjacent villages, the Village leaders will make contact with leaders from the other relevant village. Each village will select two respected members of the village who are familiar with the area and the dispute. Together with a member of the VLUM and the Village Chair or VEO (optional), the team will constitute the Negotiation team. The two teams will meet at the point(s) of dispute and will discuss until a consensus is reached. The new agreed boundary will be recorded using the GPS and onto the relevant forms.

The new points will be communicated to the Ministry of Lands and to the project GIS team. The project GIS team will prepare a location map for the village.

In case it is not possible to resolve the dispute, please refer to the PLUP guidelines p. 54.

Where it is found that beacons are in the wrong place, follow up is needed in order to relocate the beacons to the correct place.

Links with Participatory land use planning guidelines:

Activity 3.3.3 Establish village boundaries / agree about the village boundaries p. 54

Links with CBFM Guidelines: Stage 2. Activity 1. Agree boundaries of village land p. 19

Step 11: Data collection to map the current land uses

This activity takes place at the same time as Steps 8 (PRA), 9 (beacon verification) and 10 (boundary dispute resolution).

Participants: 2 – 3 PLUM members and 4 VLUM members split into two teams.

Objectives:

- To prepare a precise and accurate map of existing land uses.

Timing: Should not exceed 3 days.

Materials

- GPS
- Land cover map
- List of attributes to be measured.

Links with Participatory land use planning guidelines:

Activity 3.3.8 Prepare an existing land use map p. 58

Links with CBFM Guidelines: None

Activities

Record the location of major buildings, land resources and infrastructure. This should focus on areas outside of the forest / woodland to avoid overlap with Step 12. The VNRC and VLUM Team should agree in advance on the areas that each team will visit in order to avoid duplication.

Significant differences in soil type may also be recorded.

Data from this activity should be provided to the project's GPS team so that they can prepare the map of existing land use.

Step 12: Forest walks and forest sample plot assessment

This activity takes place at the same time as Steps 8 (PRA), 9 (beacon verification) and 10 (boundary dispute resolution).

Participants: 2 teams. Each team to have 1 elder, 3 VNRC members and 1 Project Officer or CBFM Officer. In areas where there is a potential threat from wild animals, a Game scout should also be involved.

Objectives

- To assess forest condition.
- To assess the availability of forest resources.
- To assess sustainable harvesting potential.

Timing: 4 days

Materials

Land cover map showing proposed sample points and existing carbon plots
GPS

Activities

Working with GIS to identify the plots.

Links with Participatory land use planning guidelines:

Activity 3.3.10 Conduct a biophysical survey p. 60 noting that this is focused on forest resources rather than being a comprehensive bio-physical survey.

Links with CBFM Guidelines:

See **PFRA Guidelines** Stage 4. Forest Walk p. 21 – 25

See **PFRA Guidelines** Stage 5. Sample plot assessment p. 31 - 35

Step 13: Meeting to prepare drafts of the village land use plan and by-laws, village forest reserve plan and by-laws and the REDD benefit sharing by-laws.

Participants: VLUM Team, VNRC, CBFM District Officer, PLUM (1) and Village Council REDD team (9). Note that the participants will work in separate groups.

Objectives:

- To develop village land use management plan and by-laws that takes into account public and individual interests.
- To resolve land disputes
- To agree on the location of public services and other land categories.
- To prepare a map showing the proposed land uses.
- To map the proposed boundaries of the village forest reserve
- To identify forest management units within the village forest reserve
- To draft the management plan and by-laws for the village forest reserve

Timing: 2 days

Materials

Existing land use map

Links with Participatory land use planning guidelines:

Step 4. Participatory land use planning and administration. 4.3.1 Draft a village land use plan. P.62.

Step 4. Participatory land use planning and administration. 4.3.2 Demarcate, map and register areas for communal use. P.64.

Links with CBFM Guidelines:

Stage 2. Assessment and management planning. Activity 2. Agree the boundaries of the Village Forest p. 19.

Stage 2. Assessment and management planning. Step 7. Preparation of draft management plan. P. 27

Step 14. Draft REDD, VLUP, VFR plans and by-laws presented at sub-village level for consultation.

Participants: VC REDD Team, VLUP, VNRC, Village Chairperson, VEO, project staff and sub-village members

Objectives:

By the end of the meetings, the following will have been achieved:

- Draft VLUP plan and by-laws presented
- Draft VFR map and FMU presented
- Draft management plan and by-laws for VFR presented
- REDD benefits sharing by-law presented
- Collect sub villager`s views and comments regarding all the presentations

Timing: 2 days

Materials:

- Draft REDD, VLUP, VFR plans and by-laws documents
- Data on the potential revenues that specific village can make
- Existing land use map

Links with Participatory land use planning guidelines:

- **Step 4:** Participatory land use planning and administration **4.3.1** Draft a village land use plan **B** Meeting at the sub village level **Pg 63**
- **Step 4:** Participatory land use planning and administration **4.3.2** Demarcate, map and register areas for communal use. **P.64**
- **Step 4:** Participatory land use planning and administration **4.3.7** create by laws **part B Pg 72-73**

Actions / Topics:

- Present draft by-laws to the sub-villages members and give the comments.
- To document/records the concerns of the communities on the draft documents.

Step 15. VNRC, VLUM and Village Council REDD meeting to address issues raised at sub-village level and revise by-laws and plans accordingly.

Participants: REDD VCs, VLUM, VNRC, PLUM, LUP and CBFM Officer

Objectives: To incorporate new issues and comments raised by sub villagers during sub village meetings

Timing: 2 days

Materials:

Flip charts

Marker pens

Flip chart stand

Hand out describing the land use planning steps, CBFM steps and the linkages with REDD

Draft REDD, VLUP, VFR plans and by-laws documents

Existing land use map

Links with Participatory land use planning guidelines:

Step 4: Participatory land use planning and administration **4.3.7** create by laws **part C Pg 72-73**

Step 4: Participatory land use planning and administration **4.3.4** finalize the village land use plan **Pg 70**

Actions / Topics:

Outline/Summarize all issues and comments raised during sub village meetings

Agree on the important issues to incorporate in VLUP, VFR and by- laws

Agree on date of Village Assembly to present VLUP, VLUP and by-laws

Step 16. Village Council meeting to present draft village land use plan and by-laws; draft VFR management plan and by-laws; draft REDD benefit sharing mechanism by-laws; and service provider agreement between community and MJUMITA.

Participants: VNRC members who will present the documents, all village council members including VEO, and VLUM District staff DFO, 6 PLUM members and project staff

Objectives

At the end of the meeting, participants will be able to:

- Understand the context of these documents and ask as many question as possible for clarification
- Make improvement by adding the missing or removing the irrelevant points
- Explain the documents to community members
- Approve the documents and send to village assembly meeting.
- Answer any question raised during village assembly meeting

Timing: 1 day

Materials:

- 1 Flip charts,
- 2pieces of masking tape,
- 1Box of Masking tape,
- Attendance register,
- A4 papers,
- Copies of all documents at least 15 in each document,

Links with Participatory land use planning guidelines:

Step 5: Implementation of Appropriate Land Management Measures 5.3.2 Arrange a preparatory meeting with the village council and the VLUM committee Pg 78

Links with CBFM Guidelines:

See CBFM guideline stage 3 Activity 1 pg 24 Approval of Forest Management Plan and Bylaws

Actions / Topics:

- VNRC to present management plans and bylaws
- VLUM to present land use plans and bylaws
- Editing/additional inputs

Step 17. . Village assembly meeting to present REDD benefit sharing by-laws; select REDD benefit sharing committee; present the draft VFR management plan, by-laws and map; present the draft Village Land Use plan and by-laws; and present and sign the MJUMITA - Village service provision agreement; describe the payment procedures for initial payment; and identify community development projects from initial payment.

Participants: All community members in the village, District staff DFO, 6 PLUM members and project staff

Objectives: To ensure all village members have participated in decision making to approve draft management plans and bylaws of both land use plan as well as forest management.

Timing: 1 Day work

Materials:

- 1 Flip charts,
- 1 piece of masking tape,
- 1 Box of Masking tape,
- Attendance register,
- A4 papers,
- the used copies of all documents at least 1 or 2 in each document,

Links with Participatory land use planning guidelines:

Step 5: Implementation of Appropriate Land Management Measures 5.3.4 Arrange a village assembly meeting Pg 81

Links with CBFM Guidelines: CBFM guideline stage 3 Activity 1 pg 24 Approval of Forest Management Plan and Bylaws

Actions / Topics:

- Village council members and VNRC to present draft Management plans and bylaws to the assembly
- Village council members and VLUM to present draft land use plans and bylaws to the village assembly
- Village council members, VNRC and VLUM to present land use plans and bylaws
- Editing/additional inputs and approval

Step 18. Mapping of village forest reserve boundary, forest management units and land use classes for incorporation in final land use plan and VFR maps involving selected members of the VLUM and the VNRC.

Participants: At least 6 VNRC members, 2 members VLUM, 1 elder from village council and 1 from the community, District staff DFO, Game Officer, 3 PLUM members and project staff

Objectives:

- To identify and mark the VLFR external boundary
- To prepare a village land-use management plan with villagers considering public as well as individual interests
- To track the forest boundary under the witness of community members to avoid unnecessary boundary disputes that may arise in future
- To print out or show in the computer, the tracked boundary to community for common understanding during zoning the forest for different uses

Timing: This depends on the size of the forest area but can range from 4 – 8 days.

Materials:

- Flip charts
- Marker pens
- Flip chart stand
- GPS and batteries

Links with Participatory land use planning guidelines:

Step 4: Participatory Village Land-Use Planning and Administration, 4.3.2 Demarcate, map and register the areas for general land uses and community facilities pg 64

Links with CBFM Guidelines:

Stage 2: Assessment and management planning, Step 3: Forest Mapping pg 21

Step 19. GIS Team finalise land use plan map.

Participants: GIS Officer, PLUM, Cartographer and Field Officer

Objectives: To have land use plan map

Timing: 2 days

Materials: Coordinates of land use features, Land cover maps showing location of village boundaries, Existing Land Use Map and Village Sketch Map

Links with Participatory land use planning guidelines:

Step 3; Supplementary Surveys 3.3.8 Prepare an Existing Land Use Map Pg 58

Step 20. Submit the by-laws to the Ward Development Council for review and obtain copies of the minutes of the WDC meeting.

Participants: All members of WDC, these are; Councilor, WEO, Village leaders (Chairperson and VEOs), Sub village chairpersons, Ward Extensionists, Ward Community Development Officers and Religion leaders.

Objectives:

- To make sure that all plans and by-laws passed at village level are also known by other neighboring villages especially those which are not in the project but are in the same ward.
- To inform the ward leaders (WEO and the Councilor) of the progress made in their villages under their ward.
- To ask the Councilor to defend these documents during approval at district as they are of importance to his ward.

Timing:

- When WDC hold their routine ward meetings
- Call for a special meeting to approve the documents

Materials:

- Copies of the documents
- Attendance register form

Links with Participatory land use planning guidelines:

Step 4: Participatory Village Land-Use Planning and Administration 4.3.7 develop by-laws, part F and G pg 73

Links with CBFM Guidelines:

- Stage three: Formalising and legalising: Activity 2 pg 24

Actions / Topics:

- VEO to present the documents to WDC

Step 21. Present the full documents to the District Lawyer, CMT meeting and E, E and W Committee including a justification for the inclusion of land in the village forest reserve and an explanation of potential REDD revenues.

Participants: DED, District Lawyer, CMT members, E, E members, W Committee members

Objectives:

- To ensure all the drafted management plans and bylaws for both Land use and CBFM are submitted to District Council for approval at District full council

Timing: 1 day

Materials:

- One letter to be prepared to submit the documents in District
- Spiral binded Copies of Management plans and by laws

Links with CBFM Guidelines:

Stage three: Formalising and legalising: Activity 3 - 7 pg 24

Actions / Topics:

- Prepare all the documents – edits, print, spiral bind
- Prepare all the attachments as specified by the CBFM guideline
- Write a letter to submit the documents to DED
- Make follow ups to the district to understand the time allocated for the approval of the documents if possible to attend full council meeting.
- Get a copy of the minutes taken during the approval

Step 22. Start construction of the land registry office where necessary.

Participants: Village building committee, project staff, building contractor

Objectives: Village land registry office constructed

Timing: 6 months

Materials:

- Building drawings (architect)
- Building materials (as per BoQ)
- Project guideline for construction of village land registry
- Specific village budget for construction
- Specific village schedule for implementation.

After construction of the Village Registry, the following materials should be available in the registry.

- Village land book
- Counter book for registration for those villagers requested the customary right
- Dispatch book
- File cabinet
- Village stamp
- Special pen for registration
- Letter of offer (Book) for customary right of occupancy. Form No.19
- Request forms

Links with Participatory land use planning guidelines:

Step 4: Participatory Village Land Use Planning Administration; 4.3.5 Establish a village and district land registry Pg 71

Actions: Prepare a guideline for village government to use in constructing the village land registry

Step 23. Village Council send request to District to submit request for village land certificate.

Participants: Village chairperson, VEO, District Land Use Plan Coordinator and one project staff

Objectives: To get village land certificate

Timing: 2 days

Materials: Writing pads and Pen

Links with CBFM Guidelines:

Stage 3: Formalizing and legalizing, notes for developing village by laws part 8 pg 26 (according to CBFM guide line this step is done after approval at district council)

Stage 3: Supplementary surveys 3.3.3 Establish village boundary Additional remarks second bullet it verifies that once the village boundaries are surveyed the concerned Authority can issue Certificate of village land Pg 55

Actions / Topics:

- Writing a letter to request the District to process village land certificate
- Attach all relevant documents required (**i.e Village Map showing the surveyed boundaries**) and send to the Land department at District Council

Step 24. District Lands Officer sends request to Ministry of Lands for the village land certificate

Participants: District Land Officer, Commissioner of Land

Objectives: To apply for village land certificate from Ministry of Lands

Timing: 3 days

Materials: Village Map showing the surveyed boundaries

Links with Participatory land use planning guidelines:

Stage 3: Supplementary surveys **3.3.3** Establish village boundary **Additional remarks** second bullet it verifies that once the village boundaries are surveyed the concerned Authority can issue Certificate of village land, **Pg 55.**

Actions / Topics:

- Writing a letter to request the Ministry of Land to issue village land certificate
- Attach all relevant documents required (**i.e Village Map showing the surveyed boundaries**) and send to the Land department at District Council

Step 25. All by-laws returned with comments of the Village Chairperson for Signing.

Participants: VC, VEO, LUP Coordinator, PFM Coordinator, Carbon Enterprise Coordinator and Field Officer

Objectives: Signing of village by laws by village chairperson

Timing: 1 day

Materials: By-laws edited by the District Lawyer

Links with Participatory land use planning guidelines:

Step 4: Participatory land use planning and administration **4.3.7** create by laws part G and H, Pg 72-73

Links with CBFM Guidelines:

Stage 3: Formalizing and legalizing, notes for developing village bylaws part 8 pg 26 (according to CBFM guide line this step is done after approval at district council)

Actions / Topics:

- Give feedback to village leaders for the approved by-laws at district level
- Village leader sign and arrange a Village Assembly to inform villagers the decision of the District Council including date of effectiveness

Step 26. Presentation to District Council of the REDD benefit sharing mechanism, potential REDD revenues, land use planning by-laws and the CBFM by-laws for approval.

Participants: District council chairperson, District Executive Director, Councilor members, District Lawyer, DFO, District Land Officer

Objectives:

- To seek approval of REDD benefit sharing mechanism potential REDD revenues, land use planning bylaws and the CBFM bylaws
- To inform the district leaders progress made in their district.

Timing: normal routine meetings conducted by District Full Council.

Materials:

- Draft of land use planning and CBFM bylaws copies.
- Minutes of the Village Assembly
- Minutes of the Village Council meeting
- Minutes of the Ward Development Committee
- Management plans for land use and CBFM
- REDD benefit sharing mechanism for revenues bylaws

Links with CBFM Guidelines: stage 3: formalizing and legalizing part 5 pg 24

Actions / Topics: preparation of documents required for submission

Step 27. Village REDD special committee for training and roles and responsibilities and preparation of revenue distribution plan.

Participants:

- All members of the village REDD Special Committee
- Village Chairperson
- Village Executive Officer

Objectives:

- To build the capacity of the village REDD special committee on REDD revenue distribution mechanism.
- To consolidate village forest monitoring report and REDD service provider's report on carbon verification, marketing and sales.
- To prepare village REDD implementation report for the village.
- To prepare the proposal for REDD revenue distribution options.
- To prepare the proposal for contribution to development projects by village members from their REDD revenue dividends.

Timing: 3 days

Materials:

- Flip chart,
- Notebooks
- Pen
- Calculator
- REDD revenue distribution guidelines
- Village carbon enterprise register book
- Cash payment book
- Village REDD revenues distribution by-laws
- Village forest monitoring report from VNRC
- Carbon verification, marketing and sales report from the service provider

Content

Day 1

Introduction to the concept of REDD

- The essence of REDD

Roles and responsibilities of the village members in implementing REDD

Rights of the village members on implementing REDD

Roles and responsibilities of the special committee in REDD revenue distribution

Training on the procedures for REDD revenue distribution

- Review of the REDD revenue distribution guideline
- Review of the Village REDD revenue distribution by-laws

Day 2

- Review of the village forest monitoring report prepared by VNRC

- Review of the carbon verification, marketing and sales report prepared by the service provider
- Consolidate the two reports and prepare one report for the village general assembly on REDD.
- Review the development projects that needs to be financed by REDD funds including VNRC activities.
- Review the list of village members eligible to receive REDD revenue dividends.

Day 3

- Prepare cost schedule incurred during implementation of REDD
- Prepare options of REDD revenue distribution per each village member
- Prepare a proposal of a breakdown for individual contribution for each development project.
- Prepare the proposal for how to conduct REDD revenue distribution ceremony.

Step 28. Project makes initial payment to community (Ruhoma, Mkanga 1, Chabima and Dodoma Isanga)

Participants: Adult village members, project staff, District representative

Objectives: To make trial payment of REDD revenues for villages completed VLUP and CBFM

Timing: 1 day

Materials:

- REDD revenue distribution guidelines
- Village carbon enterprise register book
- Cash payment book
- Village REDD revenues distribution by-laws

Actions : To prepare a criteria for initial payment and calculations of the amount to be paid in each village as opposed to another

Step 29. Meeting with Village Council to evaluate payment mechanism and receive complaints.

Participants: all village council, villages REDD special committee and project staff.

Objectives: Evaluate REDD revenue payment mechanism

Timing: 3-5 hours (to be conducted two weeks after the payment of REDD revenues to communities)

Materials:

- Flip chart,
- Marker pen,
- Manila cards,
- Village carbon enterprise registration book,
- Signed payment list/ payment report from the paying agent
- List/letters of complaints/issues/concerns from stakeholders
- REDD revenues distribution by-laws

Actions / Topics:

- Receive payment report from the paying agent
- Discuss the report and give comments for improvement of the distribution mechanism
- Discuss arising matters from the payment process and provide recommendations
- Discuss complaints and any other concerns from various stakeholders regarding payment of REDD revenues.

Step 30. Awareness raising event to remind people about the land use plan and the village forest reserve.

Participants: Village Land Use Management team and the Village council including VEO.

Objectives:

- To make follow up to ensure communities are not jeopardizing the established land use plan and the bylaws are effectively applied where possible.
- To ensure the established management plans and Bylaws are followed and the harvesting of resources is accordingly to beneficiaries to avoid inconveniences

Timing: 1 day

Materials:

1 flipchart,
2 Masking tapes,
1 Box Marker pen,
A4 papers,
Attendances register form.

Links with Participatory land use planning guidelines:

Step 5: Implementation of Appropriate Land Management Measures Activity 5.3.2 Arrange a preparatory meeting with the village Council and the VLUM committee

Links with CBFM Guidelines:

Stage four: Implementing: Activity 1. Raising awareness among the whole village on the management plan. Pg 27

Actions / Topics:

- Emphasis of documents contents
- Advices to what is supposed to be done in the ground especially during implementations
- Check out the Training Need Assessment to VNRC as well as VLUM.

Step 31. Return approved REDD benefit sharing by-laws, land use planning by-laws and CBFM by-laws to communities.

Participants: District Lawyer, Some members from Village council, VNRC and VLUM

Objectives: To ensure the approved REDD benefit sharing by-laws, land use planning by-laws and CBFM by-laws have handed over to communities for implementation

Timing: 1 Day

Materials: Signed copies for distribution to District council (Lindi), District court, Ward office, Project office, Village registry, VNRC and VLUM

Links with CBFM Guidelines:

Stage three: Formalising and legalising; Notes for Developing Village Bylaws for Joint Forest Management; Activity 8 and 9 Pg 26

Actions / Topics:

- Handing over of documents to respective groups
- Conduct participatory forest patrols

Step 32. *Submit the village land use plan to the national land use planning commission.*

Participants: District Land Use Coordinator, Commissioner of Land Use Planning

Objectives: To apply for approval of village land Use plan

Timing: 3 days

Materials: Village Map showing the surveyed boundaries and Village land use plan report and map

Links with Participatory land use planning guidelines:

2.5 Local level institutional developments **A:** District level activities and mandate **Pg 13-14**

Actions / Topics:

Send VLUP to Commission of Land Use Planning attached with all relevant documents (i.e Village Map showing the surveyed boundaries and Village land use map)

Step 33. Training to VLUM and VNRC (plus V Chair and VEO) on implementation of CBFM and VLUP (3 days) including training on roles and responsibilities of different stakeholders; training on relevant policies and laws; familiarisation with VLUP and VFR plan; preparation of monitoring plan, budget and work plan for CBFM; preparation of monitoring plan, budget and work plan for village land use management; and field visit to selected land use boundaries. And distribute relevant training materials.

Participants:

- All members of the village natural resources committee
- All members of the village land use management committee
- Village Chairperson
- Village Executive Officer

Objectives:

- To build the capacity of the land use management team and the village natural resources committee to guide the implementation of the village land use plan and the VFR management plan respectively.
- To prepare work plan and budgets for land use management.
- To prepare work plan and budgets for community based forest management.
- To prepare monitoring plan for land use management.
- To prepare monitoring plan for community based forest management.

Timing: 3 days

Materials:

Sample land registration forms

Swahili guidelines on the village land act and environmental act

Hand out: Training materials on issuing customary rights

Hand out: NLUPC Guidelines for participatory land use planning, administration and management in Tanzania

Swahili Version of the Village Land Act

Swahili Version of the Land Act

Swahili Version of Land regulations

Swahili version of Forest Policy and CBFM guidelines

Swahili version of REDD and CBFM training manual

Content

Day 1

Introduction to the lands policy, Land Act and Village Land Act:

- Roles and responsibilities of the VLUM Committee
- Roles and responsibilities of the Village Council
- Roles of the village assembly as the ultimate decision making body

Training on implementation of village land administration...refer to Steps 5 and 6 of Part B of the NLUPC guidelines. This includes:

i. Training on establishment of village land registry

- Review sample land registration form, sketch maps, summary form and variation forms.

ii . Training on procedures for issuing customary rights

- Review guidelines on issuing customary rights (there are some in the land use planning guidelines).
- Review the contents of the village land act on issuing customary rights

iii. Training on procedures to be followed when by-laws are broken.

Participatory review of VLUP and by-laws

- Read through village land use plans and by-laws so that all are familiar.

Introduction to the Forest Act and Forest policy

- principles of CBFM
- roles and responsibilities of VNRC, village council and village assembly
- importance of zonation in VFRs and location of forest management units by looking at VFR map.

Participatory review of VFR management plan and by-laws

Participatory review of REDD benefit sharing by-laws

Training on how to raise awareness with other members of the community on the implementation of the VLUP and CBFM.

Day 2

Develop monitoring plans for VLUP including record keeping and reporting to VC and VA
 Develop monitoring plan for VFR including record keeping and reporting to VC and VA and link this with the carbon monitoring plan whereby carbon plots will be measured annually by the VNRC and disturbance transects.

VNRC Prepare work plan and budget for VFR

VLUM Committee prepare work plan and budget to VFR

VLUM Committee present plan and budget to VNRC

VNRC present work plan and budget to VLUM

Day 3

Familiarisation with boundaries between different land uses and forest management units

Step 34. Village Assembly meeting to return land certificate to the community and inaugurate village land registry office.

Participants: Villagers, LUP Coordinator and Field Officer

Objectives: Returning land certificate to the community and inaugurate village land registry office.

Timing: 1 day

Materials: Issued Certificate of Village Land

Links with Participatory land use planning guidelines:

- **Step 3:** Supplementary surveys **3.3.3** Establish village boundary **Additional remarks** second bullet **Pg 55**
- **Step 4:** Participatory Village Land-Use Planning and Administration **4.3.5** Establish a village and district land registry **Pg 72**

Actions / Topics:

- Give feedback to villagers on the issued Certificate of Village Land
- Villagers to agree on planning to build a village land registry office