



**Monitoring, evaluation and communication workshop
for the project
'Making REDD work for communities and forest conservation in
Tanzania'.**

**Held on June 7-8th 2010
at the Courtyard Hotel, Dar es Salaam**

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Table of abbreviations

AFOLU	Agriculture, Forestry and Other Land Uses
CBFM	Community Based Forest Management
CCBA	Climate, Community and Biodiversity Alliance
CCIAM	Climate Change Impacts, Adaptation and Mitigation
DOE	Division of Environment
FBD	Forestry and Beekeeping Division
GHG	Green House Gases
IEC	Information, Education and Communication
IPCC	International Panel on Climate Change
IRA	Institute of Resource Assessment
JFM	Joint Forest Management
LGA	Local Government Authority
MEC	Monitoring, Evaluation and Communication
MJUMITA	Community Forest Conservation Network of Tanzania
MNRT	Ministry of Natural Resources and Tourism
MRV	Measurement, Reporting and Verification
PAC	Project Advisory Committee
PFM	Participatory Forest Management
REDD	Reducing Emissions from Deforestation and Forest Degradation
SUA	Sokoine University of Agriculture
TFCG	Tanzania Forest Conservation Group
UCLAS	University College of Lands and Architectural Studies
UDSM	University of Dar es Salaam
UNFCCC	United Nations Framework Convention on Climate Change
VCS	Voluntary Carbon Standard
VNRC	Village Natural Resources Committee
VPO	Vice President's Office

Executive summary

Introduction

TFCG in partnership with MJUMITA has been awarded a grant from the government of Norway to implement 'Making REDD work for Communities and Forest Conservation in Tanzania'. The project aims to reduce GHG emissions from deforestation and forest degradation in Tanzania in ways that provide incentives to communities to manage forests sustainably. The project will achieve this by supporting the development of a Community Carbon Cooperative hosted within MJUMITA. The Cooperative will aggregate voluntary emission reductions from its members and market them according to internationally recognized standards. The project includes a monitoring, evaluation and communication component. A two day workshop was held in Dar es Salaam to develop the monitoring, evaluation and communication plan in consultation with stakeholders, including TFCG REDD project staff, MJUMITA members, district officials in the REDD project areas, and members of the communities where TFCG is working. The objectives of the workshop were:

- *To provide inputs for improving the draft MEC plan.*
- *To provide inputs on MEC indicators*
- *To share information on project progress*

Two presentations were made: describing the background to the project; and explaining about the monitoring needs of the project and VCS and CCB project design standards.

Monitoring

The facilitator began the work on the MEC plan by presenting an overview of the MEC plan and the process so far. The participants were divided into groups to work on various sections – indicators for goal level (impact), purpose level, the outputs and risks and assumptions, filling in and changing the basic structure provided by the facilitator.

Evaluation

An evaluation plan which the facilitator had worked on was then presented, which described the aims of an evaluation, how it is done, what it should include. Again, the participants were divided into groups, and each tackled one part of the evaluation plan, looking at the different types of evaluation that would be needed over the course of the project – project coordination, entire project team, PAC, participatory evaluation, mid term/final evaluation and external evaluation. The groups looked at the frequency and timing, the focus and the methodology of the evaluation and the stakeholders who would need to be involved.

Communication

The facilitator presented the communication plan and then the groups worked on different aspects of the plan – periodic communication, key audiences and key communication responsibilities. The groups looked at the communication themes or information to be shared, the key audiences, the frequency and timing of communication, the delivery methods and the ones who will be responsible for the communication.

Training needs assessment

The final topic was a quick training needs assessment, where workshop participants suggested which skills and expertise were needed for project implementation, and which stakeholders need training in which skills. Everyone was also asked about their individual training needs.

1. Introduction

The Tanzania Forest Conservation Group (TFCG) in partnership with the Community Forest Conservation Network of Tanzania (MJUMITA) has been awarded a grant from the government of Norway to implement a project known as 'Making REDD work for Communities and Forest Conservation in Tanzania'. The project aims 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 will achieve this by supporting the development of a Community Carbon Cooperative hosted within the existing network of Tanzanian communities engaged in participatory forest management (MJUMITA). The Cooperative will aggregate voluntary emission reductions from its members and market them according to internationally recognized standards.

The project includes a monitoring, evaluation and communication component designed to inform project implementation and share lessons learnt with the national and international community. The project also focuses on building in-country capacity with regards to REDD at both local and national governmental levels. This is linked with a strategic advocacy component aimed at forging a smooth path for REDD in Tanzania by engaging in the formulation of REDD frameworks and processes at national and international level. A two day workshop was held in Dar es Salaam to develop the monitoring, evaluation and communication plan in consultation with stakeholders.

1.1 Workshop objectives

The objectives of the monitoring, evaluation and communication workshop were as follows:

- Stakeholders have reviewed and provided general and specific inputs for improving the draft monitoring, evaluation and communication plan
- Stakeholders, particularly community representatives, have provided their inputs to the list of MEC indicators to ensure that the project is measuring important aspects of the project in the light of communities' interests and views
- Collaborators have updated information regarding the REDD project implementation, key milestones and their roles in order to encourage effective collaboration and frequent exchange of information

1.2 Workshop participants

Participants were invited from the TFCG REDD projects, MJUMITA, district officials in the REDD project areas, and members of the communities where TFCG is working. In total there were 29 participants (see list of participants in Appendix 1)

The timetable of the workshop can be found in Appendix 2.

2. The Workshop

2.1 Introduction of the workshop organisers and participants

The facilitator suggested that everyone introduce themselves by giving their name, where they had come from, their interest in the workshop and something interesting about themselves.

2.2 Welcoming remarks

Nike Doggart, Technical Advisor of TFCG, welcomed the participants to the workshop. She explained that this workshop is a very important step for the project. It will help TFCG and MJUMITA to know what they are achieving. They will be able to analyse why they are doing these activities and to understand whether what they are doing is the right way to achieving the overall objective of the project, which is to decrease greenhouse gases from deforestation and degradation in Tanzania in ways that provide direct and equitable incentives to rural communities to conserve and manage forests sustainably. Everything in this

goal requires measuring. The Project partners also want to emphasise the importance of communication. This is a learning project, and it is multi-directional – it is not just the project dispensing information. Dialogue and communication are essential because this is a new kind of project – there is no other project like this anywhere else and for this reason much feedback is needed. The only way this can be achieved is through collective knowledge and achievement.

Nike Doggart thanked everyone for coming and for contributing their experiences.

2.3 Explanation of objectives

The facilitator explained the objectives of the workshop, which were simplified as follows:

- To provide inputs for improving draft MEC
- To provide inputs on MEC indicators
- To share information on project progress

He emphasised that we wanted to hear everyone's opinions and experiences, since everyone has something to contribute. For this reason, the method used mostly in this workshop would be small group discussions, so that everyone has more opportunity to share their ideas, followed by a presentation of each group's work and a discussion of each presentation. There would also be presentations of some of the basic information behind the REDD project to set the scene.

2.4 Presentations of the project background

The workshop began with the two presentations giving background to REDD and the TFCG/MJUMITA REDD project:

2.4.1 Presentation 1 Making REDD work for Communities and Forest Conservation in Tanzania: Project Overview

Presented by Bettie Luwuge, REDD Project Manager

The REDD project is a partnership project between TFCG and MJUMITA in collaboration with:

- Tanzania Natural Resource Forum (TNRF)
- Sokoine University of Agriculture (SUA)
- University of Dar es Salaam
- CARE
- The Katoomba Group
- RECOFTC
- William J. Clinton Foundation
- Valuing the Arc (WWF)

About the project

Goal of the project

- To reduce greenhouse gas emissions from deforestation and forest degradation in Tanzania in ways that provide direct and equitable incentives to rural communities to conserve and manage forests sustainably.

Project purpose

- To demonstrate, at local, national and international levels, a pro-poor approach to reducing deforestation and forest degradation by generating equitable financial incentives from the global

carbon market for communities that are sustainably managing or conserving Tanzanian forests at a sub-national level.

Time scale

- 5 years
- September 2009 – August 2014

The project has 4 outputs

- Output 1: Establishing a community carbon cooperative
- Output 2: Managing leakage and capacity building
- Output 3: Project monitoring, evaluation and communication
- Output 4: Advocacy at national and international levels

Output 1: Establishing a community carbon cooperative

Replicable, equitable and cost-effective models developed and tested at the group or community level for reducing emissions from deforestation and forest degradation (REDD) on village and government forest land in ways that maximize benefits to communities, forests and the nation.

Led by: MJUMITA with input from Sokoine University of Agriculture and Valuing the Arc on carbon monitoring and site selection; Katoomba and Forest Trends on site selection and engagement with the carbon market and CARE on 'cooperative' establishment and CCBA.

Indicators for Output 1

- A self-financing carbon co-operative based on sound 'state of the art' business principles established and functioning within MJUMITA by end of project
- REDD/ A/R revenues being channelled to at least 20 communities and covering at least 50,000 hectares of forest by end of project
- At least 25,000 poor men, women and children report financial benefits from REDD

Output 2: Managing leakage

Replicable, equitable and cost-effective models developed that are designed to reduce leakage across project sites and provide additional livelihood benefits to participating rural communities.

Led by: TFCG with input from RECOFTC.

Indicators for Output 2

- Leakage strategies developed and implemented in and around 20 communities involved in the sale of voluntary emission reduction credits
- Leakage strategies identify drivers of deforestation and include measures to address those drivers.
- 150 government, project and partner staff and 200 community leaders trained in REDD / A/R, leakage strategies and climate change;
- Increased technical backstopping and training opportunities on REDD and participatory forest management are provided over the long term to Tanzania.

Output 3: Project monitoring, evaluation and communication

Monitoring, evaluation and documentation processes supported that assess the overall impact of the project at local and national levels and communication of the findings undertaken.

Led by: TFCG with sub-component implemented by TNRF and with support from Valuing the Arc, CARE, IRA, Forest Trends and the Katoomba Group.

Output 4: Advocacy at national and international levels

Advocacy process supported at the national and international levels that promote equitable and effective REDD benefit sharing mechanisms and in particular with regard to forest managers at the community level.

Led by: MJUMITA with support from the Katoomba Group, CARE, TNRF and IRA.

Indicators for Output 4

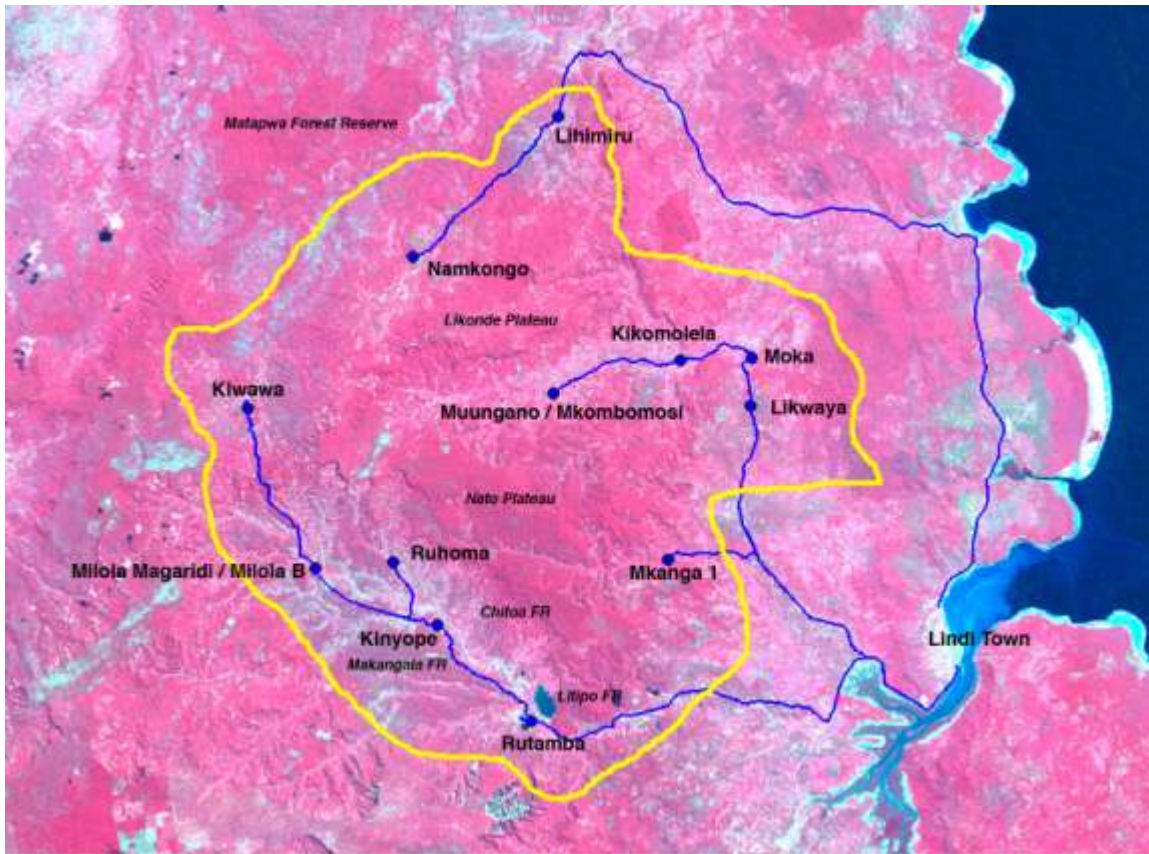
- Carbon benefit sharing agreements reached with FBD, Ministry of Finance and local governments in jointly managed forests
- The findings of the project are directly contributing to international policy dialogue in at least three international climate change meetings relating to REDD.
- The findings of the project have directly influenced Tanzanian policy in relation to REDD

Project location

- One site in the Eastern Arc Mountains: Kilosa District
- One site in the Coastal Forests: Lindi Rural

Minimum of 50,000 ha bringing benefits to at least 25,000 people in 20 communities from REDD.





Overview of project progress

Output 1

- Initiating the development of the business plan.
- Initiating the development of the project design document including consultation with Katoomba and Conservation International on technical elements.

Output 2

- PFM and REDD training programme involving project staff, district staff and some other NGO staff undertaking REDD projects in Tz completed.
- Feasibility study for establishing a long term PFM and REDD training programme completed

Output 3

- Draft MEC plan developed
- MoU signed with TNRF on communication activities
- E-news developed and circulated
- Promotional materials developed e.g. T-shirts, leaflets, posters
- Linkages with research initiatives e.g. global comparative study of REDD+

Output 4 Progress

- Participation in UNFCCC meeting in Copenhagen.
- Policy briefs on PFM and REDD

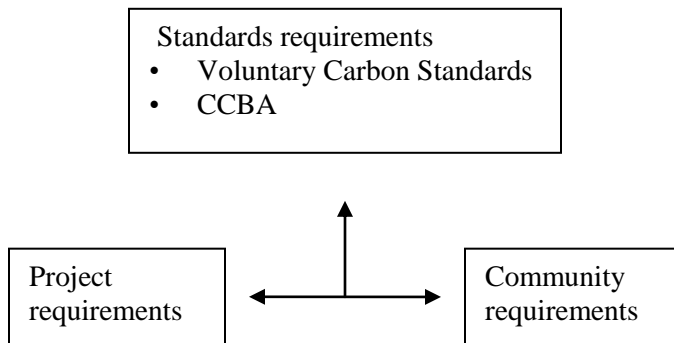
2.4.2 Presentation 2 CCBA, VCS and the TFCG and MJUMITA REDD project – Climate, Community and Biodiversity

Presented by Nike Doggart, Technical Advisor, TFCG

What's in the presentation

- Overview of Monitoring and MRV needs of the project
- About the Voluntary Carbon Standard
- About the Climate, Community and Biodiversity Project Design Standards
- Community Monitoring
- Linkages with project M and E plan

Monitoring, reporting and verification needs within the project



Voluntary Carbon Standard

- The VCS Program provides a global standard for independent validation and verification of GHG emission reductions and removals based on ISO 14064-2:2006 and ISO 14064-3:2006
- Added AFOLU (Agriculture, Forestry and Other Land Uses) projects including REDD in November 2008.
- GHG accounting based on IPCC guidelines

VCS procedure for AFOLU projects

Step 1: determine the land eligibility

Step 2: determine the project boundary

Step 3: determine the carbon pools

Step 4: establish a project baseline

Step 5: assess and manage leakage

Step 6: estimate and monitor net project greenhouse gas benefits

Non-permanence risk analysis and buffer determination.

Key information needs

- Determination and quantification of the baseline and project scenario, including the leakage assessment
Key data needed: Detailed history of land use change (and carbon stock change) for at least 10 years across the project area and the wider region (determines eligibility of the land for REDD and used for baseline scenario)
- All significant GHG sources and leakage shall be measured, estimated and monitored in both the baseline and project case. Projects must use full greenhouse gas accounting, providing estimates of overall project GHG impacts expressed in terms of CO₂ equivalents
Key data needed: Accurate measurement and monitoring of eligible carbon pools using IPCC methods including leakage measurements

Reporting and Verification

- Detailed validation at start of the project by an accredited VCS Validator.(only 4 people so far).
- Annual reporting.
- Independent verification by VCS accredited verifiers at least every 5 years.
- At least every 10 years need to re-assess the project baseline and have this independently validated.

Climate, Community and Biodiversity Project Standards

- A global partnership of leading companies and non-governmental organizations created in 2003 including CARE and Conservation International.
- Aims to leverage policies and markets to promote the development of forest protection, restoration and agroforestry projects through high quality multiple-benefit land-based carbon projects.
- Best practices to deliver robust and credible greenhouse gas reductions while also delivering net positive benefits to local communities and biodiversity.
- Most widely used and respected international standard for the multiple-benefits of land-based carbon projects.

www.climate-standards.org

Role of CCB Standards

Two important roles:

- Project design standard: rules and guidance to ensure effective and integrated project design.
- Multiple benefit standard: applied throughout the project's life to evaluate the social and environmental impacts of a land-based carbon project

Do not generate quantified emissions reductions certificates and therefore encourages the use of a carbon accounting standard (such as CDM or VCS) in combination with CCB Standards.

Standards and indicators

14 standards related to climate, community-impact and biodiversity impact plus 3 optional 'gold standards'. Each standard has between 2 and 11 indicators which need to be met.

Detailed measurement and monitoring of climate, biodiversity and socio-economic impact.

General standards

- G1. Original Conditions in the Project Area
- G2. Baseline Projections
- G3. Project Design and Goals
- G4. Management Capacity and Best Practices
- G5. Legal Status and Property Rights Required

Climate Standards

- CL1. Net Positive Climate Impacts
- CL2. Offsite Climate Impacts ('Leakage')
- CL3. Climate Impact Monitoring

Community Standards

- CM1. Net Positive Community Impacts
- CM2. Offsite Stakeholder Impacts
- CM3. Community Impact Monitoring

Biodiversity Standards

- B1. Net Positive Biodiversity Impacts

- B2. Offsite Biodiversity Impacts
- B3. Biodiversity Impact Monitoring

Optional Gold Level Standards

- GL1. Climate Change Adaptation Benefits
- GL2. Exceptional Community Benefits
- GL3. Exceptional Biodiversity Benefits

Validation and verification

- Independent validation of project design by a CCBA accredited validator: an assessment of the design of a land-based carbon project against each of the CCB Standards criteria.
- Independent verification at least every 5 years: an evaluation of a project's delivery of net climate, community, and biodiversity benefits against the project's validated design and monitoring plan.

Community monitoring

- At a minimum need information on forest condition and threats to inform forest management. Community monitoring plans to be developed at each site.
- Capacity building on carbon pool monitoring.
- Develop methodologies to meet the VCS and CCBA requirements and the community needs.
- Linkages with the Sokoine 'Kyoto: think global, act local' project.
- Governance monitoring especially in relation to payments.

Linkages with project MEC plan

- Identify linkages between the monitoring that is required to meet the CCBA and VCS standards and PFM monitoring with the project monitoring.
- Demonstrating positive impacts on the climate, community and biodiversity are all required by the project and by the CCBA and / or VCS standards.

Questions and comments on presentation 2

Forests are more than carbon. REDD projects address the carbon but also the community issues, by working out ways of making markets and policies safeguard the livelihoods of people, bringing positive benefits to communities and for biodiversity. The community and biodiversity aspects are not about doing no harm – the results have to be positive.

It was suggested that an explanation should be given about the current global situation about REDD, credits, etc and why it is limited.

A. There is a voluntary carbon market and also a compliance carbon market (which sells to countries in response to their emissions). For the moment, the only market available for REDD is the voluntary market. If the compliance market does open up to REDD, it is probable that many of the standards will apply.

Q How do you contextualise these standards? They are used in Asia, all over Africa, and are all so different – is it at project level, or national level?

A The standards focus on measuring carbon pools and can be applied anywhere. CCBA standards have socio-economic elements. CDM hasn't worked well, but CCBA is flexible and has worked better in developing countries.

2.5 The monitoring plan

The work on the MEC plan then began, with the third presentation, giving an overview of the draft monitoring, evaluation and communication plan prepared so far:

2.5.1 Presentation 3 - MEC plan presenting the complete structure of MEC draft and the process so far

Presented by Baruani Mshale, Facilitator

MONITORING, EVALUATION AND COMMUNICATION PLAN

For the TFCG/MJUMITA Project

MAKING REDD WORK FOR COMMUNITIES AND FOREST CONSERVATION IN TANZANIA

ABBREVIATIONS AND ACRONYMS

PREFACE

SECTION I: INTRODUCING THE MEC PLAN

- Purpose and scope
Purpose: to ensure effective progress and performance tracking, assessment/analysis and communicating project findings/accomplishments to stakeholders at the local, national and international level
Scope: covers all levels of the project i.e. activity, output, impact and risks/assumptions;
 - the entire project life time i.e. five years and
 - across all project sites i.e. participating communities in Lindi and Kilosa districts
- Rationale for the MEC plan including specific objectives
- Process to the development of the MEC Plan
(Engaging an external consultant, field visits for consultation with stakeholders, documents review, stakeholder workshop)
- Guiding principles for the MEC Plan
 1. Temporal and spatial scales: should cover the entire project lifetime and all project sites
 2. Meaningful participation and effective partnership among stakeholders at all levels in monitoring, evaluating and communicating project progress
 3. Adherence to national and international standards and benchmarks related to REDD implementation particularly CCBA and VCS
 4. Addressing/responding to “true” needs of the intended beneficiaries
 5. Recognition, contribution and forming strategic synergies with ongoing REDD and other forest related initiatives at the local, national and international level
- The TFCG/MJUMITA REDD Project in brief

SECTION II: MEC IN CONTEXT

- General description:
- Monitoring: how to track progress
- Evaluation: how to assess / analyze progress
- Communication: how to share project findings

SECTION III: MONITORING PLAN

- General description: defining monitoring, objective, scope, monitoring principles (timeliness, quality, cost-effective, relevance, reliability, replicability etc)
- Indicators (Goal/impact indicators; purpose level indicators; output indicators; activity indicators; indicators to track and analyze progress on risk mitigation strategies)
Definition, description, and variables/parameters will be included for each indicator
- Data collection guidelines: methodology, tools, frequency, responsibility

- Data management guidelines: storage, retrieval, analytics

SECTION IV: EVALUATION PLAN

- General description: evaluation plan in summary
- All about: (what worked well, what went wrong/missed opportunity, how can we improve for subsequent actions)
- Levels of evaluation: process (activities) and outcome (output, impact)
Inputs to process to output (to outcome) to impact
- Types of evaluations: bi-annual (by project team and by PAC); annual landscape level participatory evaluations; midterm evaluation and; final evaluations. Other external independent evaluations e.g. research studies
- For each evaluation: evaluation questions to be used, methods for carrying out evaluation activities and responsibility for evaluation
- Evaluation questions/aspects will be categorized into: relevance of intervention logics, efficiency, effectiveness, impact and impact sustainability
- Each evaluation exercise will provide recommendations for subsequent project implementation

SECTION V: COMMUNICATION PLAN

- General description: communication plan in summary
- Key audiences
Project staff team, PAC/Collaborators, Donor Collaborators, National level REDD and forest related policy makers i.e. MNRT/FBD and VPO/DOE, International level REDD and forest related policy makers i.e. UNFCCC, participating LGAs i.e. Lindi and Kilosa District Authorities, People in the participating villages, Other REDD implementers in Tanzania, Researchers and research institutions e.g. CCIAM Researchers and General public
- Objective of communicating with the different audiences
- Key communication themes
- The means of communicating with the different audiences (meetings, radio and TV programs, print media (magazines, newspapers, newsletters), printed IEC materials, film documentaries, e-newsletter, website/webpage, email, and others like phone, fax, books, book chapters, journal publications etc
- Periodicity of communication with the different audiences (frequency and timing)
- Responsibility for communication with the different audiences including role of village communication facilitators
- Key progress reports (monitoring reports, site selection report, baseline report, annual participatory evaluation reports, mid-term evaluation report, final evaluation report, VCS/CCBA validation and verification. certification reports other evaluation reports e.g. from researchers)

SECTION VI: TRAINING NEEDS ASSESSMENT AND TRAINING PLAN

- General description: training plan in summary
- Objective: to enhance capacity for MEC activities
- Identify training needs according to monitoring, evaluation and communication capacity enhancement desired
- Develop a training plan detailing types of training needed, expected results, targeted training participants, when training will be conducted, identifying potential trainers and training costs

SECTION VII: MEC WORKPLAN AND BUDGET

- How to implement MEC activities
- How much it costs to implement MEC

ANNEXES

REFERENCES

The facilitator then began to break down the draft plan into units which the participants then began work on.

2.5.2 Presentation 4 Draft monitoring plan for higher level indicators

Presented by Baruani Mshale

MONITORING PLAN

Monitoring involves collection and analysis of information to assist timely decision making, ensure accountability and provide the basis for evaluation and learning. It is a continuing function; methodical collection of data provides management and the main stakeholders of an ongoing project or program with early indications of progress and achievement of objectives (IFaD).

Criteria for indicator selection

SMART

Scientific validity (technical considerations)	
Measurable/quantitative	has defined numerical scale and can be quantified simply also some qualitative ranking is possible (high, medium, low)
Sensitivity	Responds to broad range of conditions or perturbations within an appropriate time frame and geographic scale; sensitive to potential impacts being evaluated.
Validity/accuracy	Parameter is true measure of some environmental/socio-economic conditions within constraints of existing science.
Reproducible.	Reproducible within defined and acceptable limits for data collection over time and space.
Representative	Changes in parameter indicate trends in other parameters they are selected to represent.
Scope/applicability	Responds to changes on a geographic and temporal scale appropriate to the goal or issue.
Reference value	Has reference condition or benchmark against which to measure progress.
Data comparability	Can be compared to existing data sets/past conditions.
Anticipatory	Provides an early warning of changes.
Practical considerations	
Cost/cost effective	Information is available or can be obtained with reasonable cost/effort. High information return per cost.
Level of difficulty	Ability to obtain expertise to monitor. Ability to find, identify, and interpret useful parameter/s for every indicator Easily detected. Generally accepted method available. Sampling produces minimal environmental/socio-economic impact.
Programmatic considerations	
Relevance	Relevant to desired goal, issue, or agency mission
Program coverage	Program uses suite of indicators that encompass major components of the ecosystem over the range of environmental conditions that can be expected.
Understandable	Indicator is or can be transformed into a format that target audience can

understand; for example, nontechnical for public

Proposed Indicators

Indicator level	Indicators
<p>Goal To reduce GHG emissions from deforestation and degradation in Tanzania in ways that provide direct and equitable incentives to rural communities to conserve and manage forests sustainably</p>	<ul style="list-style-type: none"> • Net changes in carbon stocks within project boundaries as a result of project activities (both CO2 and non CO2) (Climate Impact) • Changes in community socio and economic well-being due to project activities among participating communities (Community Socio-Economic Impacts) • Forest conservation behavioral changes among local people due to benefits received from project activities (Community Socio-Economic Impacts) • Net impact on biodiversity as a result of project activities (Biodiversity Impact)
<p>Purpose To demonstrate at local, national and international levels, a pro-poor approach to reducing deforestation and forest degradation by generating equitable financial incentives from the global carbon market for communities that are sustainably managing or conserving Tanzanian forests at a sub-national level.</p>	<ul style="list-style-type: none"> • A communication strategy to demonstrate project findings/accomplishments is in-place and being implemented • An operational pro-poor community carbon co-operative in place by the end of project • Existence of conducive/supportive policy environment for a pro-poor implementation of PFM in Tanzania (both JFM and CBFM) • Proportion (%) of poorer community members, marginalized groups particularly women in governance structures at the local level. <p>Additional indicator/s:</p> <ul style="list-style-type: none"> • To assess the effect/influence of marginalized populations on governance decisions made at the village level
<p>Output 1: Replicable, equitable and cost-effective models developed and tested at the group or community level for REDD on village and government forest land in ways that maximize benefits to communities, forests and the nation</p>	<ul style="list-style-type: none"> • A self financing carbon co-operative established and functioning within MJUMITA by end of project • Changes in governance at the local level • REDD/A/R revenues generated and distributed among intended beneficiaries • Amount of forest included in the project by end of project • Number of people reporting financial and non-financial benefits from the project activities focus at the community level
<p>Output 2: Replicable, equitable and cost-effective models developed that are designed to reduce leakage across project sites and provide additional benefits to</p>	<ul style="list-style-type: none"> • Amount of leakage measured in terms of CO2 emissions • Leakage mitigation strategies developed and implemented in and around 20 communities involved in the sale of voluntary emission reduction credits • An indicator on additional benefits (village land use planning, land tenure) • Costs of addressing different drivers of deforestation

participating rural communities	<ul style="list-style-type: none"> • Changes in (intensity/frequency/extent per type of driver of) rate of deforestation in and around 20 communities involved in the project
Output 3 Monitoring, evaluation and documentation processes supported that assess the overall impact of the project at local and national levels and communication of the findings undertaken	<ul style="list-style-type: none"> • MEC developed and reviewed annually • Timely availability of respective monitoring, evaluation and communication reports that contain all information according to the MEC over time • Incorporation of monitoring, evaluation and communication feedbacks/comments into subsequent planning and implementation
Output 4 Advocacy process supported at the national and international levels that promote equitable and effective REDD benefit sharing mechanisms and in particular with regard to forest managers at the community level	<ul style="list-style-type: none"> • Existence of agreements between FBD, MoFE, local governments and local communities for benefit sharing in jointly managed forests (both JFM and CBFM) • Direct contribution from the project findings to international policy dialogues relating to REDD • Contribution of the project findings in influencing Tanzanian policy in relation to REDD
Risks/Assumptions:	See table below

The Risks and Assumptions Monitoring Indicators were also presented – the groups subsequently worked on it, and the second draft can be found in section 2.5.8.

Comments and questions on presentation 4

Q About the risks, I'd like us to take a look at the first risk. It is very strong to use the word 'fail' in the context of government. It needs to be reworded.

A Yes, this is true. However, recognition hasn't been made clear at national and international level. The risk here is if this designated national authority doesn't recognise the legitimacy of this voluntary carbon trading through deforestation, how will this project function?

Q In output indicator 1, governance is very broad for this project to address – much of it will be beyond this project. Perhaps we should change it to forest governance.

A This is for the groups to discuss and decide on.

Group work on the monitoring plan

Participants were divided into six groups, according to interest or area of expertise, and each group took one part of the monitoring plan to work on, and to fill in gaps or change what had already been prepared. The first group looked at the impact areas and the associated indicators, while the other groups worked out the description of the indicators (e.g. how to measure the indicators, variables), the frequency, source and responsible persons.

Group 1 – Goal level indicators (impact indicators)

Group 2 – Purpose level indicators

Group 3 – Output 1 indicators

Group 4 – Output 2 indicators

Group 5 – Output 3 and 4 indicators
 Group 6 – Risks and assumptions indicators

The groups each presented their discussions. Some presented using flip charts, while others had tracked changes on the original document. The additions are indicated here by bold underlined text, the deletions are struck through.

2.5.3 Monitoring - Group presentation 1 - Goal level indicators (impact indicators)

Goal/Impact Indicators

Impact indicators are categorized into climate impact indicators, community impact indicators and biodiversity impact indicators. The aim is to have clear differentiation of expected project impacts. Climate impact indicators listed below are all specific indicators while community and biodiversity impact indicators are aggregate/broad thus supplemented with specific indicators. Following the list are tables of meta data for each of the main indicators under each category i.e. climate, community and biodiversity.

Impact Area	Indicators
Climate Impact	<ul style="list-style-type: none"> Net changes in carbon stocks within project boundaries as a result of project activities (both CO2 and non CO2) <u>Carbon emissions from deforestation and degradation reduced by 110,000 tonnes by 2014 within project area (Kilosa and Lindi rural districts).</u>
Community Socio-Economic Impacts	<ul style="list-style-type: none"> Changes in community socio and economic well-being due to project activities among participating communities <u>Household income increased from xxx Tas to xxx Tas in the project area by 2014</u> Forest conservation behavioral changes among local people due to benefits received from project activities <u>Increased alternative environmental friendly income generating activities due to benefits received from project activities from xxx to xxx by the end of the project.</u>
Biodiversity Impact	<ul style="list-style-type: none"> Net impact on biodiversity as a result of project activities <u>Regeneration rate of flora and fauna in the project area due to project activities</u>

Climate Impact Indicator

Indicator:	<i>Net changes in carbon stocks within project boundaries (both CO2 and non-CO2 emissions / removals)</i>
Definition:	<p>Carbon stock is defined as the amount of carbon held within a pool at a specified time. IPCC and specific VCS definitions apply in defining indicator terms including carbon stock, CO2, non-CO2 emissions and removals.</p> <p>Net changes in carbon stocks will be measured using remote sensing and ground truthing techniques and tools following applicable current version of VCS Methodology (VCS 2007)</p> <p>VCS methodology for REDD projects indicate that net changes in GHG emissions/removals is done through monitoring project activities that result to avoided deforestation or enhance natural regeneration.</p>
Rationale:	The project intends to reduce emissions from deforestation and degradation, therefore it is important to track net changes in carbon stocks during project implementation and at the end of the project. Changes relative to a baseline as a result of project interventions

Impact Section:	Climate Impact
Methods for data collection:	A methodology will be developed by the project using the applicable current version of VCS methodology for REDD projects
Responsible and Involved Person/s:	Lead: Carbon Monitoring Officer, SUA, project technical adviser/s, project manager Others: Field Officers, M & E Officer, Leakage officer and Participating Communities
Frequency of measurement:	Twice: Baseline and end-line assessments
Sampling strategy and effort (size):	At least 5 permanent sampling plots have been systematically established in each participating community.
Data storage and retrieval:	A database will be developed for carbon information storage and will be updated annually. The database will include emission reductions/removal activities implemented during the preceding years in accordance with VCS AFOLU and CCBA standards.
Time lag in reporting:	Five years (baseline 2010, endline 2015)
Levels of disaggregation:	Landscape i.e. carbon stocks per landscape By participating community/per village Carbon stocks will be disaggregated into CO ₂ and non-CO ₂ emissions as per CCBA standards i.e. non-CO ₂ emissions can only be reported if they exceed 5% of total emissions within the project zone
Baseline year:	2010 and projected accordingly into the future Baseline scenario and reference emissions to be determined
REDD Project Target:	Reduce by 110,000 tonnes of CO ₂ by at least 50,000 hectares of forest included in the project
Comments on data quality:	Likely to be good if VCS and CCBA standards have been observed throughout including nationally specific requirements according to national CDM DNA guidance. Data quality will only be determined once robust methodology for carbon monitoring are developed and tested following VCS, CCBA Standards. Involved personnel should have sufficient orientation to the methods for data collection, storage and analysis.
Methodological comments:	Robust methodology for measuring and monitoring changes in carbon stocks across project sites and over time are yet to be designed and applied in collaboration with SUA. VCS principles and requirements apply in designing methodology including general and specific requirements on relevance, completeness, consistency, accuracy, transparency and conservativeness of the methodology. Additional requirements include establishing accurate baseline references, proving additionality and preventing leakage.
Action required:	TFCG/MJUMITA need to engage external consultant/s to develop robust methodology for carbon monitoring, conduct baseline assessment on carbon stocks, orient/train involved MJUMITA/TFCG staff and local communities representatives on carbon monitoring exercises
Strategies in place:	Immediately following completion of this MEC plan, required actions mentioned above will be undertaken
Reporting on this indicator	Progress on this indicator will be communicated primarily through annual carbon assessment reports posted on the website, newsletter and other communication outlets/opportunities

Community Socio-Economic Impact

Indicator:	<i>Changes in community socio and economic well-being due to project activities among participating communities</i> <i>(similar approach will be used in measuring changes in offsite community socio and economic well-being due to project activities for non-participating communities)</i>
Definition:	This indicator will track progress of direct contributions due to project activities at the

	<p>household and community level. At the household level, a sample of households that directly received financial and non-financial benefits will be surveyed in terms of changes in:</p> <ul style="list-style-type: none"> • wealth status using locally specific indicators such as housing, assets held (farm, bicycle, radio, motorcycle etc), food self sufficiency at the household level, farm harvest and other changes directly due to benefits from the project • livelihood strategy changes: shifts and diversifications using revenues received from the project <p>At the community level. Changes in socio-economic well-being will be measured through tracking community development projects implemented using carbon finance. The information contained will be updated once specific development projects have been developed in consultation with people in the participating communities: Social parameters/variables:</p> <ul style="list-style-type: none"> • water services: proportion of people within the community with access to clean and safe water; number of water holes drilled using revenues from the project • education: changes in access to education including number of primary and secondary schools, classrooms and other aspects that were improved using revenues from the project • health: improvements in access to quality health services using revenues from project e.g. number of health centers built, buildings renovated, health facilities and equipment contributed etc from project revenues • other community development projects implemented using revenues from the project e.g. agricultural support activities implemented, length of roads constructed or rehabilitated, alternative energy resources/sources accessible to communities, and other support strategies designed and implemented through participatory approaches using revenues from the project <p>Economic parameters/variables:</p> <ul style="list-style-type: none"> • changes in livelihood strategies and their sustainability • changes in community dependence on forest resources for their livelihood as a result of project activities
Rationale:	<p>As this project intends to benefit poorer members among participating communities, therefore it is important to track changes in socio-economic well being of the communities due to project activities. Tracking these changes provides an opportunity in pursuit of the CCBA Exceptional Community Benefit Gold Certification Standard</p> <p>Moreover progress in this indicator may be used in analyzing Climate Adaptation Benefits for Gold certification if the project documents decreased dependence by the communities on natural resources, increased livelihood strategy diversification and sustainability hence less vulnerability.</p>
Impact Section:	Community Impact
Responsible and Involved Person/s:	<p>Lead: Project Manager Others: local communities, LGAs, field coordinators, project collaborators</p>
Frequency of measurement:	<p>Comprehensive data collection and analysis for higher level impact assessment will be done twice during the project life time, i.e. during midterm review and final evaluation</p> <p>At the activity and output levels: measurements will be done for the specific target/s at the time of activity implementation</p>
Sampling strategy and effort:	<p>For a specific activity involving a small number of community members, all community members benefiting from the activity will be sampled (100% sampling effort)</p> <p>For annual evaluations, midterm evaluation and final evaluation, a representative sample of at least 25% representation be selected for assessment</p>

Time lag in reporting:	12 months and occasionally whenever a major impact milestone has been achieved e.g. construction of a health center in a particular village
Levels of disaggregation:	To assess equity aspects of benefit sharing, this indicator will be disaggregated by: <ul style="list-style-type: none"> • gender: proportion of women benefiting from the project directly and indirectly and whether financial or non-financial benefits • wealth status: proportion of lowest wealth rank receiving benefits from project activities • Participating communities within each landscape: since some communities are relatively well-off compared to others. Need to track benefits to more impoverished participating community • forest user groups • location of a development project e.g. a school or health center: to determine whether it benefits the more marginalized/remote communities more. Changes in socio-economic well-being will be disaggregated according to:
Baseline year:	2010 Baseline data to be collected through a comprehensive baseline assessment to be conducted during the first year of project implementation. Baseline survey will report on current status on the various socio-economic parameters/variables mentioned above
REDD Project Target:	At least 25,000 poor men, women and children have benefited directly/indirectly by end of project
Comments on data quality:	Likely to be good but there are challenges in obtaining quality reliable data. These challenges include data collection and analysis abilities among project staff and community members; systematic biases e.g. respondents tend to remember recent events more vividly than events that occurred several years back. Measuring socio-economic well-being requires sufficient expertise and experience in participatory social science research methods and built trust between evaluators and the community members. Therefore data quality will depend with the monitoring capacity among project staff and community members. Community members were consulted in identifying the above variables and they need to be involved in tracking their progress over time.
Methodological comments:	Methodology for annual evaluations, midterm and final evaluation need to very clear ahead of time and allow for sufficient time in collecting and analyzing data. Standard methods need to applied across participating communities and over time
Action required:	Agreement on sample size Finalize on the indicator variables/parameters following their pre-test during baseline survey
Strategies in place:	Capacity enhancement of TFCG/MJUMITA REDD Project staff in participatory social science research methods for tracking rural socio-economic well-being changes Capacity enhancement and promoting interest among community members in tracking changes in their socio-economic well-being using the agreed variables Design and implement methodology for participatory monitoring on socio-economic variables
Reporting on this indicator	Reporting on the progress of this indicator will be done alongside regular communication activities for the entire project and for specific activities. At the same time, in case of a major milestone or specific opportunity, progress on this indicator will be communicated accordingly
Indicator:	<i>Forest conservation behavioral changes among local people due to benefits received from project activities</i>

Definition:	<u>Forest conservation behavioral change refers to the change of community attitude of destroying forests through forest fires and tree cutting for different use, while benefits to community refers to all benefits going to community both direct and indirect through project activities</u>
Rationale:	<u>Project intends to benefit poorer members among participating communities in order for them to change behavior that destroy forests, therefore it is important to track changes in socio-economic well being of the communities due to project activities</u>
Impact Section:	<u>Biodiversity impact</u>
Responsible and Involved Person/s:	<u>Lead: Project Manager Others: local communities, LGAs, field coordinators, project collaborators</u>
Frequency of measurement:	<u>Comprehensive data collection and analysis for higher level impact assessment will be done annually during the project life time. At the activity and output levels: measurements will be done for the specific target/s at the time of activity implementation</u>
Sampling strategy and effort:	<u>Sampling of forest areas for biodiversity surveys and social economic factors will be made. a representative sample of at least 25% representation be selected for assessment for socio economic data collection and biodiversity.</u>
Time lag in reporting:	<u>12 months and whenever a major impact milestone has been achieved.</u>
Levels of disaggregation:	<u>To asses forest conservation behavioral changes among local people due to benefits received from project activities this indicator will be disaggregated by:-</u> <ul style="list-style-type: none"> • <u>The benefits going to individual community members</u> • <u>The wellbeing of individual forests i.e reduced cases of forest fires and absurd tree cutting</u>
Baseline year:	<u>2010. Baseline data on socio economic and biodiversity surveys will conducted at the beginning of baseline year</u>
REDD Project Target:	<u>At least 25,000 poor men, women and children have benefited directly/indirectly by end of project</u>
Comments on data quality:	
Methodological comments:	<u>Use of questionnaire, interviews and observations for social economic data and biodiversity surveys</u>
Action required:	<u>Agreement on sample size Finalize on the indicator variables/parameters following their pre-test during baseline survey</u>
Strategies in place:	<u>Capacity enhancement of TFCG/MJUMITA REDD Project staff in participatory social science research methods for tracking rural socio-economic well-being changes Capacity enhancement and promoting interest among community members in tracking changes in their socio-economic well-being using the agreed variables Design and implement methodology for participatory monitoring on socio-economic variables</u>
Reporting on this indicator	<u>Reporting on the progress of this indicator will be done alongside regular communication activities for the entire project and for specific activities. At the same time, incase of a major milestone or specific opportunity, progress on this indicator will be communicated accordingly</u>

Biodiversity Impact

Indicator:	<i>Net positive impact on biodiversity as a result of project activities</i>
Definition and variables:	<p>“Net positive impact on biodiversity” <u>refers to increase or maintained biodiversity in individual forests.</u></p> <p>Variables to be tracked/measured:</p> <ul style="list-style-type: none"> • High Conservation Values (HCS) according to CCBA standards: maintained or enhanced, including: globally, regionally or nationally significant concentrations of biodiversity values (protected areas, threatened species, endemic species, areas that support significant concentrations of a species during any time in their lifecycle, (e.g. migrations, feeding grounds, breeding areas): Globally, regionally or nationally significant large landscape-level areas where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance; and threatened or rare ecosystems • Changes in threats to biodiversity as a result of project activities (whether increased or decreased): habitat changes (fragmentation, degradation and loss), harvesting biodiversity resources, fire outbreaks, deforestation rate etc
Rationale:	<p>Emissions reductions from forest based strategies are not expected to result in loss of biodiversity at the genetic, species and ecosystem levels. Progress in this indicator will enable project proponents to track the impact of the project on biodiversity.</p> <p>Tracking this indicator enables the project to have information required for CCBA validation and certification and further provides an opportunity for the project in pursuit of CCBA Gold Certification through documenting Exceptional Biodiversity Benefits</p>
Impact Section:	Biodiversity Impact
Methods for data collection:	(Disturbance transects, METT, TRA)
Responsible and Involved Person/s:	Lead: Field Coordinators Others:
Frequency of measurement:	Comprehensive landscape wide systematic assessment of impacts to biodiversity to be conducted twice during the project lifetime i.e. baseline and end-line. Annually: METT, TRA and Disturbance transects
Sampling strategy and effort:	Sampling design will be developed and tested as part of baseline survey
Levels of disaggregation:	Per type of impact to biodiversity Per community forest Per landscape Per driver of deforestation According HCS
Baseline scenario and baseline year:	Baseline year: 2010 Baseline scenario to be determined during the first year of project implementation after conducting baseline survey
Project Targets:	Net positive impact on biodiversity, specifically: Enhancing or maintaining HCVs according to CCBA
Comments on	Likely to be good

data quality:	
Methodological comments:	<p>Measuring threats to biodiversity at the ecosystem level assumes that if ecosystem quality is maintained or enhanced there will be net positive impacts to biodiversity as result of project activities.</p> <p>Using IUCN Red List publications, species conservation status / level of threat (critically endangered, endangered, and vulnerable) will be determined for species/ecosystem with high conservation values.</p>
Action required:	<p>Build internal capacity for data collection and analysis on this indicator</p> <p>Engage external consultant/s for monitoring this indicator</p>
Strategies in place:	<p>Training needs assessment is conducted and a training plan developed</p>

Questions and comments on group presentation 1

Q. Community socio-economic impacts – Is it possible for us to measure the incomes of people in villages?

- Yes, we can. We can do it by questionnaire. You can ask about crops, then look for the current market value
- Or you can ask how much money people use per day/week/month.
- Or you can take it from the national baseline household survey.
But that's the average for the whole district, and would be too high for our villages.
- You need a combination of all the tools, e.g. how big is your shamba, how often do you harvest, do you have other sources of income? etc. You have to check on market prices.
- Wealth ranking can also be used, to see how people differ in their income at village level. – it won't give you an individual level, but it gives a general picture.
- Surveys – the amount of land farmed gives a very clear picture about people's incomes. So you can ask that, and add another couple of questions, and you will get a good picture. It is much less time consuming.
- If you start with a baseline, including a thorough survey of income, you can see what income goes with which wealth categories. So you can then continue to measure wealth indicators instead of asking more complex questions. So at the beginning we should use both – a comprehensive income survey and wealth ranking. Then we compare them. If there is a strong correlation, we just continue to use wealth ranking, which is cheaper and easier.

2.5.4 Monitoring - Group presentation 2 Purpose level indicators

<i>Project Purpose: To demonstrate at local, national and international levels, a pro-poor community based approach to reducing deforestation and forest degradation by generating equitable financial incentives monetary compensation from the global carbon market for communities that are sustainably managing or conserving Tanzanian forests at a sub-national community level.</i>		
Indicators	Notes: (any additional description on the indicator e.g. how will it be measured? What are the variables?, definitions?)	Frequency, Source & Responsible Person/s
A communication strategy to demonstrate project findings/accomplishments is in-place and being implemented		
An operational pro-poor community carbon co-operative in place by the end of project		
Existence of conducive/supportive policy environment for a pro-poor implementation of PFM in Tanzania (both JFM and CBFM)	<p>Qualitative analysis: The supportive policy environment will be assessed through <u>in terms of the degree of rights given to communities to own and sell avoided carbon emissions credits, the degree of autonomy they have in deciding how to use their earnings, and the degree to which poor community members are required to participate and benefit.</u></p> <p>review of existing policies in relation to benefit sharing under JFM to establish a baseline policy environment and equally for CBFM</p> <p>Future monitoring of the policy environment will be done through tracking the number and content of related policies reviewed and formulation of new policies related to benefit sharing under both JFM and CBFM</p> <p>Policy implementation will be tracked <u>based on reviewing the percentage of the full market value of that communities receive for their avoided carbon credits and</u> through reviewing number of agreements entered between the government and forest communities and benefits received by participating communities</p>	<u>Conducted by advocacy officer and MJUMITA TA.</u>

<p>Proportion (%) of poorer community members, marginalized groups (particularly women) <u>participating in forest governance activities and in forest governance leadership related positions.</u> in governance structures at the local level</p> <p>Additional indicator/s: To assess the effect/influence of marginalized populations on governance decisions made at the village level</p>	<p>Progress on this indicator will provide basis for assessing whether a demonstrable pro-poor mechanism is in place. <u>In addition to measuring the percentage of women in leadership positions, meeting minutes will be used to assess the level of participation by women community members and all community members.</u></p> <p>Target:</p> <ol style="list-style-type: none"> <u>1. At least 30% of management positions in village forest management committees are held by poorer community members (assessed by wealth rankings) and marginalised groups particularly women</u> <u>2. At least 40% of attendees at any village meeting related to forest governance or REDD are women</u> <u>3. An average of 50% or more of adult village members attend meetings regarding forest management or REDD</u> 	<p>Depends with frequency of elections (currently VNRC serves a 4 year term) Tracking by-elections whenever they occur <u>Relevant meeting minutes are collected (photocopied or photographed) and analyzed by field coordinators.</u></p> <p><u>How often?</u></p>
<p>Changes in income, assets held and vulnerability among poorer men, women and children in participating communities by end of project.</p> <p><u>Percentage of poorest community members (as defined by wealth rankings) who receive carbon payments</u> Changes in wealth rankings.</p> <p><u>Also need a measure of</u></p>	<p><u>Target:</u> At least 20,000 poor men, women and children report receipt of financial and non-financial benefits from the project activities by the end of the project lifetime At least 50% of households in the lowest wealth ranking move to a higher wealth ranking. <u>Need an appropriate target for payments to poorest community members and village level development projects</u> Demonstrate that at least 50% of households within the lowest category of well-being (e.g. poorest quartile) of the community are likely to benefit substantially from the project.</p> <p>Income changes will be measured using locally applicable proxy indicators such as housing features, assets held and farm harvest. These parameters will be tested and accordingly</p>	<p>Tracking on purpose level indicators will be done alongside tracking impact level indicators i.e. bi-annually, annually, halfway through project implementation and at the end of the project lifetime</p> <p>Field officer survey of household wealth rankings done at beginning, middle, and end of the project.</p>

<p><u>village level development projects</u></p> <p>% of forest management costs at the community level covered by carbon finance</p>	<p>reviewed during baseline survey.</p> <p>Using housing features, households are categorized into top, middle and bottom income levels</p> <ul style="list-style-type: none"> • Top: brick house, roofed with corrugated iron sheets and other features such as indoor toilet, cement floors etc, comparatively larger • Middle: brick walls (cement or mud bricks), grass or palm thatching, might have or miss cement floor, comparatively smaller to the one above • Bottom: mud and pole walls, grass thatched, not floored (soil), comparatively smaller to the above two <p>However, housing features should not be used as the sole variable in determining income levels, it should be combined with other direct and proxy indicators (<u>land ownership, livestock ownership, transportation ownership, radio ownership, etc).</u>)</p> <p>Vulnerability changes will be measured using such variables as livelihood strategies and diversification, household's dependence on forest resources, livelihood activity shifting and livelihood strategy sustainability</p> <p><u>Wealth ranking survey will be designed as part of the baselines project survey with a sampling intensity necessary to detect a change of 10% or more.</u></p>	
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Questions and comments on group presentation 2

Q It is not possible to have 30% of the village government being poorer and marginalised community members

A It wouldn't be made mandatory, but we would encourage individual women, etc to take up leadership positions, and would expect to see a slow change

Sometimes there are regulations in villages which do specify that 30% of the village government should be women.

For increasing participation at village meetings, we would hold the meetings at sub-village level, particularly sub-villages near to forests

Q Why average attendance, not minimum?

A Meetings vary – we can take the average from meeting minutes

Q I didn't see how we could find out what proportion of the people in the lower income range received benefits from carbon. The carbon cooperative tells you where the money is going – that would be a more direct way of getting data of where the money goes, and who benefits

A The wealth ranking tells us who is in what category. You therefore probably want both sets of data. So the indicator would be '% of poorest members of the community receiving payments from carbon'.

Q Usually it would be the village government who would receive the money and keep it and use it for community projects. If this is the situation, won't it be difficult to detect changes on an individual level?

A We hope that there will be a combination of the two systems. Community members won't be able to shift their shambas into the forest area any more, so there is a loss there. There is a need for some form of direct compensation. But there is also the opportunity for community members to get together to use some of the money to build a school, dispensary, etc. It is for each village to decide for itself. There does need to be some sort of option for village projects too.

Then there needs to be two levels of indicators, one at household level, and one at village level.

We want to do something very different, something similar to what has been done in South Africa - ownership of the resources by the whole community, then everyone has their 'shares' in this market and each person is entitled to a certain amount of income from this 'market'. But at the same time, the community as a whole can decide to do specific projects at community level too.

2.5.5 Monitoring - Group presentation 3 - Output 1

Replicable, equitable and cost-effective models developed and tested at the group or community level for REDD on village and government forest land in ways that maximize benefits to communities, forests and the nation

Indicator	Description	Source/frequency of measurement/responsibility
1. A self-financing community based carbon trading association cooperative established and functioning within MJUMITA by the end of the project	Availability of carbon market To have a detailed business plan Capacity of VNRC to measure carbon stock	Source – financial reports, project reports Frequency – yearly Responsible - Carbon enterprise coordinator, Carbon monitoring officer, Field coordinator, Project manager
2. Changes in governance at the village level as a result of project activities	Variables: transparency, accountability, frequency of communication, conflict resolution and conflict reduction Wide participation, particularly women's participation Corruption, etc Based on formulation of byelaws	Source – VGs, VNRCs and village general assembly minutes and reports Frequency – 3 months Responsible – CDC, FC, PFM coordinator
3. REDD A/R revenues generated and distributed among intended beneficiaries	Revenue distribution mechanism developed Benefit sharing agreement between local communities	Source – financial reports, annual meeting reports for carbon cooperatives Frequency – 1 year Responsible – Carbon enterprise coordinator VNRC, VG
4. Amount Area of forest included in the project by the end of the project	Disaggregation levels: JFM/CBFM, landscape	Source – maps, land use plans Frequency – 1 year Responsible – PFM coordinator, CEC, CMO, FC, VNRC, CARE
5. Number of people reporting financial and non-financial benefits from the project activities at the community level	Household surveys before the project and every year Socio economic survey	Source – survey report Frequency – 1 year Responsible – CDC, FC, MEO

Questions and comments on Group presentation 3

Indicator 1

Some more variables need to be tracked – e.g. number of meetings of the associations, views of the members, what they think of the association, the leaders, etc.

Indicator 2

- Changes in governance could be because of other factors, not because of the project. We need something which will measure whether it is the project which has brought about the changes.
- Governance is very hard to change at local level . Maybe we should say just forest governance?
- Revenues will be produced, and need to be managed. This isn't just forest governance, this is the whole village system. Governance does need to be addressed. The project needs to influence the governance structure if large amounts of money are going to be handed over.

- In PFM training, there will be conflict resolution training, One indicator could be added about reduced conflicts.
- Should there be an indicator for PFM training? For changes in capacity of forest management at the local level?

Indicator 3

- The intention is to avoid working with JFM until the problem of benefit sharing is worked out.
- If some subvillages have a forest and others don't, they need to benefit more, but if the money is used for a hospital or a school, everyone in the village will benefit.
- These plans will be reviewed on a regular basis, so it is possible that JFM will be added later, also A/R.

Indicator 5

Q A survey is fine, but how will we know if the financial benefits have come as a result of project activities?

A The questions can make it specific. People know these things, especially where village activities are concerned.

- ' Financial and non-financial benefits to the communities from project activities by the end of the project' – more about this could be defined in the description, e.g. that financial benefits mean direct payments to individuals or households, non-financial benefits mean e.g. village projects.
- There need to be other indicators, to say whether the models are cost effective and replicable, e.g. for replicability, an indicator could be 'additional sites have been included in the cooperative by year 5'
- We need to have a mechanism in place to see how much it all costs relative to the amount of revenue that we're gaining.
- Communities will have a say in how they are paid the revenues, so we will be looking at different models, in order that others can imitate.

2.5.6 Monitoring - Group presentation 4 – Output 2

Replicable, equitable and cost-effective models developed that are designed to reduce leakage across project sites and provide additional benefits to participating rural communities

Indicator	Description	Source frequency and responsibility
1. Amount of leakage measured in terms of CO2 emissions	<u>Monitoring plots should be in both reserved and non-reserved forests (leakage can be measured through cluster plots)</u>	<u>Source – permanent plots</u> <u>Frequency - 2nd and 4th year</u> <u>Responsible – M&E coordinator, Carbon officer</u>
2. Leakage mitigation strategies developed and implemented in and around 20 communities involved in the sale of voluntary emission reduction credits	<u>Alternative IGAs (e.g. beekeeping, poultry)</u> <u>Introduction of energy saving stoves and alternative building materials (e.g. soil blocks)</u> <u>Introduction of village saving and credit associations e.g.</u>	<u>Source – household surveys</u> <u>Frequency – 2nd and 5th year</u> <u>Responsible – M&E coordinator, Carbon officer, Leakage coordinator</u>

	<u>VICOBAs</u>	
3. An indicator on additional benefits (village land use planning, land tenure)	<u>Village land use plan development to be supported by the project</u>	<u>Source – participatory approach</u> <u>Frequency – once (2nd year)</u> <u>Responsible – District team, project staff (M&E coordinator)</u>
4. Costs of addressing different drivers of deforestation	<u>Direct costs</u> <u>Extension services</u> <u>Trainings</u>	<u>Field visits and excursions</u>
5. Changes in (intensity/frequency/ extent per type of driver of) rate of deforestation in and around 20 communities involved in the project	Disturbance transects combined with remote sensing	

Questions and comments on Group presentation 4

- I have concerns about leakage – we can't assume other villages and other forests will have strong PFM. We can also establish indicators about the number of cases reported of people encroaching the forest outside the forest area. But waiting for the fourth year is too long and there can be a great deal of damage in that time that goes undetected. It would be better to do it annually.
- Yes, and in addition, we could look at doing disturbance transects on an annual basis to look at levels of degradation in the project area, and outside the project area too.
- We have to do plots, but transects are good too, to understand about state of the forest. Transects are cheap and easy, and village people can be trained to do them.

Q Is it feasible to do baseline in first year of implementation?

A A carbon baseline will be done by the end of this year. Plots could be established by this year, so it could be the first year.

- The wording of the output doesn't capture the whole picture. There is also quite a bit of capacity building, to make it all sustainable beyond the life of the project. We could add some words to the output, e.g. 'stakeholders have the capacity to sustain the model beyond the life of the project'.
- We could add in some indicators about this part of the output, not only referring to the leakage, but the whole project. But it mainly comes in about leakage – e.g. long term support on land use planning, agriculture, PFM.

Q Are these the only mitigation strategies going to be implemented?

A The idea is that we go to the communities and they come up with ideas according to their priorities, problems, etc. So they have to tell us.

Q What if things don't come up in the communities? Law enforcement strategies, for example.

A Communities often know exactly what they need - things will come up with good facilitation.

2.5.7 Monitoring - Group presentation 5: Output 3 and 4 (capacity development/enhancement as a cross cutting issue)

Output 3: Monitoring, evaluation and documentation processes supported that assess the overall impact of the project at local and national levels and communication of the findings undertaken			
Indicators	Definition/Description	Baseline and Target	Source, Frequency of Measurement and Responsibility
MEC developed and reviewed annually	<u>Need clarification on what level will it be reviewed</u>		<u>Project staff and co-partners; done annually (Reports should be reviewed)</u>
Timely availability of respective monitoring, evaluation and communication reports that contain all information according to the MEC over time	<u>Monitoring, Evaluation and Communication reports according to MEC</u>		<u>Project staffs and co-partners</u>
<u>Feedback mechanisms established at local and national level</u>	<u>Consultations, field visits and website</u>		<u>Project staffs</u>
Incorporation of monitoring, evaluation and communication feedbacks/comments into subsequent planning and implementation	<u>Done internally (within the project by project staff)</u>		<u>Annually: Project staffs</u>
Output 4: Advocacy process supported at the national and international levels that promote equitable and effective REDD benefit sharing mechanisms and in particular with regard to forest managers at the community level			
Indicators	Definition/Description	Baseline and Target	Source, Frequency of Measurement and Responsibility
<u>Advocacy strategy/plan developed</u>	<u>Done in Participatory way</u>		<u>Project Key stakeholders; Done once and reviewed annually</u>
Existence of pro-poor agreements between FBD, MoFE, local governments and local communities for benefit sharing in jointly managed forests (both JFM and CBFM)	<u>Take note of the steps towards signing of the agreement (keeping in mind that some decisions are outside the project control)</u>		<u>FBD, MoFE, VPO-DOE, local governments and local communities, Partiners (TNRF), Project staff (Advocacy officer)</u>
Direct contribution from the project findings to international policy dialogues relating to REDD	<u>Attendance and presentations of key findings of REDD and networking with government authorities and feedback to stakeholders</u>		<u>Project staff; Done when the need arises</u>
Contribution of the project findings in influencing Tanzanian policy in relation to REDD	<u>Attendance and presentations of key findings of REDD and networking with government authorities and feedback to stakeholders at the national level</u>		<u>Project staff; Done when the need arises</u>

Questions and comments on group presentation 5

Q Anything about awareness – should we be monitoring this?

- We weren't sure how much detail to go into. We felt that awareness raising was included in the indicators already (Timely availability of respective monitoring, evaluation and communication reports that contain all information according to the MEC over time)
- Our understanding is that we are tracking whether the MEC system is in place and whether it is being followed.
- But we need to make sure that we don't lose the awareness raising part of it, and to ensure that somehow it is covered and we can see that it is achieving its intended impact.

Q A separate indicator is needed for CBFM forests. The issue is to ensure that the carbon revenues flow to the communities

- There are all rather like activity indicators. We need to be measuring what have been the actual changes in national and international policy.
- The role of monitoring is to see whether we have made changes at policy level. How much has Tanzanian policy incorporated findings from the project, and the same at international level.
- We need to track to what extent these changes are due to our influence, i.e. changes in REDD policy as a result of the advocacy strategy
- The indicator about contributions doesn't seem to be a good indicator. It would be better if it read something like 'Changes in national level policies as a result of advocacy strategies'.
- We need to see how much of the language developed by the project/advocacy is included in the official policies.

2.5.8 Monitoring - Group presentation 6 – Risks and assumptions indicators

Risks/Assumptions Monitoring Indicators

The aim is to gather information for tracking changes in risks over the project lifetime and assess validity of assumptions over time.

Risks	Comment and/or possible mitigation strategy	Indicators and description	Notes: sources, frequency
<p>The designated national authority (VPO – DOE) fails to recognize the legitimacy of voluntary market carbon trading from community forests through avoided deforestation (REDD)</p>	<p>Growing awareness and interest in Tanzania around REDD and the voluntary market is building support for this within VPO. FBD strongly champions it. Activities designed to bring government on board at an early stage have been included.</p>	<p>Finalization of the national REDD strategy and whether its content recognizes and supports voluntary carbon credits <u>Final national REDD strategy and related policies support communities to sell their carbon on the voluntary carbon market</u></p>	<p><u>Progress reports</u> <u>National REDD strategy document</u></p>
<p>Carbon financing does not reach its intended beneficiaries <u>communities</u></p>	<p>There is a concern that institutions at higher levels (including government, private sector and other organizations) may capture the majority of carbon benefits, leaving very little for households or communities who manage forests.</p> <p>The project will address this risk through a variety of strategies, including designing the financial benefit sharing mechanism itself in a pro-poor manner and monitoring its operations to ensure it meets its goals.</p>	<p>Proportion (%) of total carbon financing reaching intended beneficiaries. <u>communities</u></p> <p>An operational pro-poor financial benefit sharing mechanism in place</p>	<p>Benefit sharing assessments / carbon finance flow analysis</p> <p>Bi-annually (or depending with frequency of disbursements) beginning financial benefits are generated and channeled to intended beneficiaries Progress reports</p>
<p>Weak governance undermines communities capacity to reduce deforestation and results in carbon finance being diverted <i>There is a risk that governance-related issues including weak or</i></p>	<p>The project will address this through its strong emphasis on communication and information flow; by providing training to key stakeholders on governance-related issues; by improving the accountability of leaders through awareness raising; by</p>	<p>Communities' self-reported <u>knowledge, attitudes awareness</u> and participation in project activities at the community level <u>particularly PFM</u></p>	<p>Community participatory governance monitoring assessments</p>

Risks	Comment and/or possible mitigation strategy	Indicators and description	Notes: sources, frequency
<p><i>unrepresentative leadership, corruption and patronage undermine communities' capacity to prevent deforestation. There is also a risk of elite capture of the carbon finance within communities.</i></p>	<p>providing support for conflict resolution and through the participatory design of the cooperatives procedures to ensure that community concerns are embedded right from the beginning The project will further introduce a range of measures that are designed to increase local transparency and good governance.</p>	<p><u>Strategies to ensure free, prior and informed consent developed and operational</u></p> <p>Changes in community governance capacities using such variables as:</p> <ul style="list-style-type: none"> • number of public/village meetings organized; • <u>quality and</u> timely availability of <u>quality activity and financial</u> reports at the village level; • timely availability of quality financial reports • reduction in leadership conflicts reported • evidence of increased collaboration among leaders and community members • communities attitudes towards their leadership and the project in general 	
<p>Government at the national and local level is unable or unwilling to reach satisfactory agreements with communities involved in JFM regarding the sharing of benefits from carbon payments</p>	<p>Given that this is a new source of financing, with the potential to provide long term support to forest management, government may be more open to discussions on sharing of revenues than hitherto regarding sharing of timber royalties. However, it is a key risk and one that the project will need to invest considerable effort at the early stages. Failure to reach agreement in advance of starting carbon financing in JFM areas may result in re-orientation of the project exclusively towards CBFM sites, where tenure and ownership issues are clear, until this issue is clarified.</p>	<p>Joint agreements entered between the <u>national or local</u> government at the national level and communities involved in JFM regarding sharing of benefits from carbon payments.</p> <p><u>Value of carbon payments to communities involved in PFM within the project area</u></p> <p>Proportion of CBFM and JFM communities involved in the project. (to track where the project is more oriented/biased) measured in terms of forest areas and not number of communities</p>	<p><u>Joint management agreements</u> <u>Progress reports</u> More frequently assessed at the start of the project than at later stages.</p> <p>Quarterly during the first two years and annually for the remainder of the project life time.</p>

Risks	Comment and/or possible mitigation strategy	Indicators and description	Notes: sources, frequency
		Target: at least x:x composition between CBFM and JFM communities involved in the project.	
A number of villages identified for inclusion within Output 1 are unable to meet the conditions required for them to market forest based carbon. This could be due to internal constraints (such as management failures within VNRC) or external problems, such as conflicts with neighboring villages, fire outbreaks etc	The project will mitigate this risk by ensuring that alternative villages have been identified that meet the selection criteria and which could easily be recruited at short notice to the program to replace those that fall out during implementation.	Changes in participating villages: drop-outs and new additions due to failure to meet conditions required for them to market forest based carbon credits.	<u>Progress reports</u>
CBFM areas displace forest resource exploitation to other areas creating leakage	A specific leakage mitigation strategy will be developed under Output 2 including measures such as developing village bylaws for all forest areas, as well as promoting on-farm tree planting and energy efficiency	<u>GHG emissions from leakage Leakage mitigation strategy in place</u>	<u>Carbon monitoring reports for VCS/CCBA Progress reports</u>
Buyers of voluntary market REDD carbon credits cannot be identified	The project will not proceed with large scale investments in carbon monitoring and certification at community levels until viable buyers have been identified. The Katoomba Group has indicated its willingness to support the project to identify and market credits. In addition, the marketability of carbon credits will be increased by using double certification of both VCS and CCBA standards, which will demonstrate the additional social and biodiversity benefits.	Marketing strategy in place REDD credits being sold on the voluntary market	
Carbon price fluctuations thus losing huge benefits? E.g. in 2008 the Chicago Climate Exchange which is a voluntary carbon trading entity reported price drop to less one USD per ton of CO2 from about 8USD per tone in just	<u>This risk will be addressed by developing a business plan that caters for different carbon price scenarios and by orientating the project towards a lower price scenario. Community expectations will also be managed by training on carbon markets and</u>	<u>Business plan caters for different market scenarios. Awareness of communities about market price fluctuations</u>	<u>Business plan Awareness survey results</u>

Risks	Comment and/or possible mitigation strategy	Indicators and description	Notes: sources, frequency
one year due to global financial crisis.	<u>through careful communication about potential revenues</u>		
<u>There is a risk that local government is not provided with adequate funding to support communities through the PFM process</u>	<u>Advocacy and dialogue to ensure that local government is provided with the resources that it needs in order to support communities to implement PFM</u>	<u>Funding mechanism in place to support districts to provide technical support to communities on PFM</u>	

Questions and comments on group presentation 6

In order to gauge the likelihood of the success of the mitigation strategy, we should rank the risks according to their importance. Then we can look at the mitigation strategy and maximise efforts on those which likelihood of occurring is high,

General question

Q We are almost approaching year 2 – why has there been this delay in developing the MEC plan?

A It was always intended that this year would be a planning year. We have been putting a team together and selecting sites. We wanted to have the whole team on board before starting on the MEC plan. We like to do it in a participatory way, so we had to wait.

2.6 The evaluation plan

Once work on the monitoring was complete, the workshop moved on to the evaluation plan, which was presented by the facilitator.

2.6.1 Presentation 5 The evaluation plan

Presented by Baruani Mshale

Evaluation Plan

Evaluation refers to periodic reflections on what is working and what is not working based on monitoring data and evaluation reports with subsequent changes to program implementation based on reflections outcomes.

Alternatively:

Evaluation encompasses periodic assessment of the appropriateness of the project ‘through a set of applied research techniques to generate systematic information that can help improve performance’ (IUCN 2001). It includes formal external, independent evaluations and ‘self-evaluation processes which can help to build an internal culture of reflection and evaluation, as well as stronger ownership of the results’ (IUCN 2001).

The aim of evaluation is to review the appropriateness, efficiency, effectiveness and impacts of the project at all levels, i.e. activity, output and impact levels; across all sites and for the entire project lifetime.

This evaluation plan intends to provide guidelines on:

<ul style="list-style-type: none"> • What is being evaluated? 	Project Activities, outputs and impacts
<ul style="list-style-type: none"> • Why is it being evaluated? 	To assess/analyze progress and performance To provide recommendations for subsequent implementation
<ul style="list-style-type: none"> • Who is involved in the evaluation? 	Activity level: main organizer/s and all participants (internal evaluation) Outputs and impacts level: external evaluator and all stakeholders
<ul style="list-style-type: none"> • How will it be done? 	Using appropriate evaluation methods and tools such as: <ul style="list-style-type: none"> • Questionnaires • Focus group discussions • In depth interviews • Direct observations • Review of relevant/related literature/reports • Means testing exercises and questionnaires e.g. testing on acquisition of comprehensive forest conservation knowledge among local communities
<ul style="list-style-type: none"> • When will it be done? 	Activity level: at the end of each main activity as per project log-frame Output and impact level: <ul style="list-style-type: none"> • biannually by the project team and by PAC (two separate evaluations) • annually at the landscape level for each participating landscape i.e. annual project reflection exercises involving all stakeholders in the respective landscape • halfway through project implementation i.e. external mid-term evaluation

	<ul style="list-style-type: none"> • at the end of the project lifetime i.e. external final evaluation • other periodic independent external evaluations e.g. researchers and CCIAM researchers in particular (if applicable)
<ul style="list-style-type: none"> • how can the findings be used to adapt the project design and implementation? 	Improvement and adaptive management: reflections on <ul style="list-style-type: none"> • what is working and what is not working • proposed changes to project activities based on reflections outcomes

Evaluation questions

Evaluation provides an opportunity for project stakeholders to take a break and assess whether the project is progressing the way it was intended thereafter identifying opportunities for improvements. Evaluation aims at assessing the project's design for effectiveness, efficiency, impact and sustainability of those impacts. At each stage recommendations need to be provided for subsequent implementation. This evaluation plan identifies the following guiding questions in undertaking evaluation exercises. Following these questions are tables summarizing a plan in answering these questions including: source of information, methods and tools for evaluation at the output and impact levels:

Broadly assess the design & relevance of the project

- How valid is the intervention logic of the action?
- How valid are the justifications, perceived needs and relevance of the action?
- How valid are the assumptions and risks identified in the proposal logframe?

Evaluate the efficiency & effectiveness of activities to date

- Have the various collaborators and beneficiaries (Lindi and Kilosa LGAs and communities) delivered their role in implementing the action as expected?
- Review progress on activities and expected results as outlined in the project document.
- Have planned activities been implemented in a timely manner for the period to date, and in the context of the overall timeframe of the action?
- Have the activities been effective in achieving the expected outputs & results?
- Are the action resources adequate and are they being used in a cost-effective, efficient and in line with action plan? (financial resources)
- Is the staffing of the project adequate and competent, and appropriately organised?
- Where appropriate, suggest revisions to implementation strategies, planning modalities, resource allocations and monitoring and reporting.

Evaluate the impact to date and the likely future impact

- Have the outputs and results achieved to date showed any signs of leading to the higher level impacts expected from this action?
- Is data available on impact indicators included in the MEC plan logframe?
- What other qualitative information / indicators can be gathered or 'ground-truthed' during the consultations as part of this evaluation that would help to indicate whether the desired impacts are likely to be achieved in future, as a direct result of the action?
- What reasons or indications are there to be confident, or otherwise, that these impacts will be achieved during the remaining period of the project and thereafter?
- Review the risks/assumptions in the logframe to identify any changes to these and whether they imply any changes to the intervention logic of the action, to ensure future impact.

Evaluate the likely sustainability of outputs and impacts

- How realistic is it to suppose that the outputs and impacts achieved during the life of the action will be sustained in the longer term?
- What organisation(s) or institution (s) is/are likely to ensure continuity of action activities?
- Have the implementing partners and associates recognised important obstacles and challenges to longer-term sustainability?
- Do they have a strategy in place to cope with them? Are there challenges which you think have not been well recognised to-date?
- Are there additional steps that need to be taken by TFCG/MJUMITA and collaborators towards achieving the sustainability after the life of this project?

Propose recommendations for the remainder of the action

- What should the partners and associates continue doing, or what should they do differently, in order to enhance the efficiency, effectiveness and sustainability of the action?

Key Project Evaluation Questions and possible methods and data sources for evaluation

Evaluation Question/s	Suggested methods or data sources	Reports
<p><u>Project Appropriateness</u> To what extent is the project in line with the needs of the intended beneficiaries? To what extent is the project compliant with recognized best practices and standards and benchmarks in the field of participatory forest management?</p>	Needs analysis techniques Expert review Participatory planning Social/environmental and/or integrated impact assessment Internal reflections on activities and outputs (processes and outcomes) Periodic independent evaluation Independent external research Project document	Needs assessment reports Baseline report/s Output reports Financial statements /reports Activity reports Evaluation reports Research report
<p><u>Project Effectiveness</u> To what extent have the planned activities and outputs been achieved? Why or why not? Are current activities the best way to maximize impact or are there other strategies that might be more effective? To what extent is the project attaining or expected to attain, its objectives efficiently and in a way that is sustainable?</p>	Periodic independent evaluation (PAC review, annual participatory evaluations, mid-term evaluation and final evaluation) Independent external research Activity and output monitoring reports (project progress/performance reports) Specific methods for evaluation: <ul style="list-style-type: none"> • Review of project reports • Participatory evaluation workshops with project staff, beneficiaries, collaborators and donor • Survey questionnaires • Direct observations 	Evaluation reports (PAC, annual, mid-term and final evaluation) Research reports
<p><u>Efficiency</u> To what extent has the project attained the highest value out of resources available?</p>	Auditing Internal reflections on activities and outputs (processes and outcomes)	Output reports Financial reports Periodic

<p>How could resources be used more productively and efficiently? What could be done differently to improve implementation, and thereby maximize impact at an acceptable and sustainable cost?</p>	<p>Periodic independent evaluations (mid-term and final evaluations, external researchers)</p>	<p>independent project evaluation reports Research reports</p>
<p><u>Impact</u> In what ways and to what extent has the project resulted to changes in</p> <ul style="list-style-type: none"> • Carbon stocks within the project zone? • Socio-economic well-being among the participating communities? • Biodiversity at the species and ecosystem level within the project zone? <p>What, if any, unanticipated positive or negative changes or other outcomes have resulted due to project activities?</p>	<p>Integrated social, economic and environmental impact analysis techniques focusing on the three impact areas (climate, community and biodiversity)</p> <ul style="list-style-type: none"> • Direct field visits • Review of project performance reports • Participatory evaluation exercises 	<p>Assessment and evaluation reports (baseline, annual, mid-term, final, end-line survey and other independent research reports)</p> <p>Project performance reports (quarterly and annually)</p>
<p><u>Impact sustainability</u> Will the project's impacts continue over time and after the project ceases? How and by whom should impact continuity be managed?</p>	<p>Impact sustainability analysis techniques e.g. using the outcome mapping approach by assessing changes in actors' behaviors as a result of project implementation Expert review/comment Consultative workshops with key stakeholders</p>	<p>Evaluation reports (bi-annual, annual, mid-term and final evaluations; independent external research reports)</p>
<p><u>Other questions</u> What should the partners/collaborators and associates continue doing, or what should they do differently, in order to enhance the efficiency, effectiveness and sustainability of the action and impact?</p>		

- General guidelines for project team bi-annual evaluations
- General guidelines for PAC bi-annual evaluations
- General guidelines for participatory annual evaluations
- General guidelines for mid-term evaluation
- General guidelines for final evaluation
- Sample general guidelines for mid-term and final evaluation

1. Results in terms of outputs achieved vis-à-vis projected targets: Has the program reached the expected number of beneficiaries within the expected time frame? Are the program's activities in line with the schedule of activities defined by the annual work plans? Are the disbursements and project expenditures in line with expected budgetary plans?

2. Results in terms of outputs achieved: Did the program reach the expected number of beneficiaries? Are the beneficiaries satisfied with the quality and delivery of services/benefits? If not, in what way did the services not meet with beneficiary expectations and why? What concrete improvements and changes have taken place as a direct result of the program?
3. Achievement of projected performance indicators and targets: What has the performance been of the EIF partners with respect to their projected performance indicators? What internal and external factors have influenced delivery of services to meet these targets? Recommendations for improving the execution of the program should be provided if deemed necessary.
4. Preliminary assessment of outcomes/ potential impacts: Has the program generated activities and outputs that could progress in the towards the project goal? Have output identified in the logframe been achieved? What is the likelihood that intended results/outputs will be achieved?
5. Lessons learned: The consultant/team should provide information on how economic/political/financial context has influenced programme delivery and the achievement of results What has been learned about the qualifications and capacities of the executing agencies, required stakeholder participation, and other elements that should be in place for the purpose of informing the design of future initiatives?
6. Problems encountered: Difficulties faced by the project team and collaborators, and actions taken to overcome them (administrative, operational, financial, political or macroeconomic, etc.). The consultants should present a brief overview of the policy environment and the economic and business conditions (for trading voluntary carbon credits) that have had an impact on the REDD project during the program implementation period.

A draft evaluation plan was presented. The basic structure was given but the details needed to be filled in. This formed the basis of the next session of group work.

Group discussions

The participants were divided into five groups to discuss different parts of the draft evaluation plan. The groups were arranged according the various types of evaluation which would be needed during the course of the project, and they looked at the frequency and timing, the focus and the methodology of the evaluation and the stakeholders who would need to be involved. The groups were as follows:

Group 1 – Project coordination

Group 2 – Entire project team

Group 3 – PAC (project advisory committee) and external evaluation

Group 4 – Participatory evaluation

Group 5 – Mid term and final evaluation

The results of the group work are all incorporated into the one table, which follows. The discussions following each group's presentation are at the end of the table. Again, as in the first exercise, the additions to the draft document are indicated by bold underlines text, and the deletions are struck through.

2.6.2 Group work – The evaluation plan

Type of evaluation	Frequency and timing	Focus of evaluation	Evaluation methodology	Stakeholders involved	Remarks
Project coordination team	Every two months e.g. (February, April, June, August, October, December) <u>Quarterly to fit in with the normal TFCG/MJUMITA staff meeting which is done quarterly OR every 6 months</u>	Project progress and performance for the preceding 2 months 3 months Progress: efficiency and effectiveness of resource inputs (time, material, financial, human) Performance: key results attained, <u>challenges determined and strategies developed to adjust challenges. Also look into unplanned activities which have affected the original plan.</u>	Review of progress reports (<u>monthly, quarterly and annual activity</u>) Evaluation workshop Field excursion (if necessary) <u>Face to face discussions between project manager and the team leader</u>	Project manager, output leaders, carbon monitoring officer and field coordinators (MJUMITA and TFCG) <u>PFM coordinator</u>	Project Manager responsible for coordination <u>Monitoring and evaluation officer should write a report</u> Budget: <u>Time – 2 working days</u> Location: in the field sites i.e. lindi and kilosa <u>Dar</u>
Entire project implementation team	Bi-annually (June first week of March and first week of September December)	<u>Achievements as per planned activities at output level</u> <u>Budget as per planned activities</u> <u>Progress of planned activities and planning (activity and budget) for the following quarter</u> <u>Harmonization/ Synchronising of activities in the project</u> <u>Documentation of lessons learnt during implementation (positive /negative from project sites</u> <u>Monitor project risks and assumptions as per the project document</u>	<u>Review of quarterly physical and financial reports</u> <u>Field excursions</u> <u>Implementation reports</u> <u>Evidence and testimonies from communities</u> <u>From project implementation reports</u>	Project manager, technical advisors, output leaders, field coordinators, carbon monitoring officer, institutional strengthening/ PFM officer	Project manager responsible for coordination. Budget: Location: Dar es salaam

Type of evaluation	Frequency and timing	Focus of evaluation	Evaluation methodology	Stakeholders involved	Remarks
Project advisory committee (PAC)	Bi-annually (mid June and mid December)	<u>Evaluate project progress and appropriateness of current project implementation strategy for the next 6 months</u>	<u>Discuss project reports presented in detail at meeting</u>	TFCG and MJUMITA Executive Directors, TNRF, CARE International, Katoomba, RECOFTC, cliton foundation, FBD, VPO, LGAs, IRA, WWF/Valuing the Arc and SUA	Project manager responsible for coordinating PAC evaluation sessions Budget: <u>\$3000 per meeting?</u> Location: Dar es salaam? or in one of the field sites to combine with a field excursion rotating between sites i.e. if June evaluation was held in Lindi then Dec will be in Kilosa
Participatory landscape level evaluations	Annually (December)	Project progress (<u>towards the 3 objectives in relation to the workplan</u>) and performance (<u>e.g. efficiency/effectiveness, impact, sustainability</u>) for the preceding year Recommendations for improved progress and performance for the following year <u>to order to address gaps and identify opportunities</u>	<u>The methodology will very based on the stakeholder group:</u> <ul style="list-style-type: none"> • <u>VNRCs: focus group discussions, direct observations</u> • <u>MJUMITA: focus group discussions</u> • <u>LG (district level): questionnaires</u> • <u>Project staff: questionnaires, focus group discussions</u> • <u>Community: semi structured interviews, direct observations</u> • <u>Stakeholder discussion workshop for all after the group evaluation in order to get feedback</u> 	LGAs (<u>NR officer, forestry officer at the district</u>), participating communities <u>and their village committees</u> , project field staff, <u>external local CBOs where appropriate MJUMITA</u>	M & E officer responsible for coordinating annual evaluations One evaluation per landscape i.e. Lindi and Kilosa Budget: <u>must be sufficient for all inputs</u>
Mid-term evaluation	Once during the project life time	Project progress and performance for the preceding 2 – 2.5 years (<u>i.e. 1-2.5 years</u>)	Appropriate methodology to be proposed by external evaluators and to be	External evaluator All key project stakeholders i.e.	MEC, Technical advisers, ...

Type of evaluation	Frequency and timing	Focus of evaluation	Evaluation methodology	Stakeholders involved	Remarks
	Half way through project implementation i.e. year 3	Recommendations for the remainder of project implementation	assessed in terms of cost-effectiveness, whether they ensure stakeholder participation and representation e.t.c.	<u>PAC, collaborators, donors, project teams etc. communities</u>	
Final evaluation	At the end of project i.e. year 5	Project impacts achieved (climate, community and biodiversity) <u>(specifically carbon stocks within the project zones, socio-economic well being among the participation communities and biodiversity at the species and ecosystem level within the project zone)</u> Sustainability of impacts	<u>Appropriate methodology to be proposed by external evaluators and to be assessed in terms of cost effectiveness, whether they ensure stakeholder participation and representation, etc</u>	External evaluator All key project stakeholders i.e. <u>PAC, collaborators, donors, project teams, etc communities</u>	MEC, Technical advisers, ...
Other external evaluations	Whenever but preferably after year 1	<ul style="list-style-type: none"> • <u>Governance (participation, corruption, elite capture)</u> • <u>Conservation behaviour</u> • <u>Biodiversity impacts</u> • <u>Livelihood impacts</u> • <u>Leakage</u> 	<ul style="list-style-type: none"> • <u>Research needs assessment</u> • <u>Focus group discussions</u> • <u>Surveys</u> • <u>Biodiversity monitoring</u> • <u>Discussing results with communities</u> 	<p>Project manager and technical advisers and <u>communities</u> to discuss with potential external researchers and make decisions based on</p> <ul style="list-style-type: none"> • Relevance/usefulness of the evaluation to the project • Potential impacts (positive and negative) of the research exercise on project implementation • Costs to the project 	

Presentation of discussions of the draft evaluation plan

Group presentation 1 – Project coordination

- The evaluation should be done every six months, rather than every three months – it gives more time for things to happen and then a more meaningful evaluation can take place.
- We decided that since we have these quarterly meetings we should use those meetings for the evaluations.
- But there's a lot to be done in these meetings too. And they are not in Dar, they're at the project site.
- It would be better to do it really well, and given the many pressures on time, it would be better to do it every six months. But at the same time, the team will be meeting on a regular basis and holding discussions.

Group presentation 2 – Entire project team

- Timing – April and October – we have to report to the donor by mid September and mid March, so the best time might be the first week of September and the first week of March.
- There is some overlap – in the first group, they included the field coordinators. In the project document there is a field coordination team, who are basically the output leaders. But here the field coordinators are included. We really only need project managers and output leaders.
- All output leaders are not at the sites – two are based in Dar.
- Therefore the project coordination team could meet more regularly, e.g. quarterly and it could make more sense for the smaller coordination team to meet. They would meet in Dar.

Group presentation 3 – Project advisory committee (PAC) and external evaluations

Q Do you intend to encourage any external researchers to come and do research in your sites?

Yes, we have linked with CCIAM (SUA, UDMS, TMO and UCLAS) and we have also forged other linkages. We are keen to welcome any others too.

Group presentation 4 - Participatory evaluation

Q What is the approach for doing participatory evaluations?

A It is as described in the presentation

Q Will it involve external evaluators?

A Yes, that's how it's envisaged at the moment. Within the project there are people who will be provided with resources to do communication work – they will play an important role in this.

Q Once these different studies are done, and they all come to a big meeting, is it the people who did the studies presenting to the meeting, or community representatives making presentations?

A Probably both. MJUMITA – local networks – are missing here. They would have space in these meetings to make presentations.

Group presentation 5 – Mid term and final evaluation

- They didn't mention communities – they are vital to be included in these evaluations.
- Just to clarify, the contract is held with the embassy for these evaluations, and they choose the external evaluator, and they pay for it.

2.7 The communication plan

The facilitator then moved on to make the final presentation - the communication plan.

2.7.1 Presentation 6 The communication plan

Presented by Baruani Mshale

This section provides detail on the communication component of the project covering:

- Key communication audiences/partners
- Key communication themes/information
- Key communication means/methods
- Periodicity of communication with the different audiences (frequency and timing)
- Periodicity of communication per communication method
- Responsibility for communication

Key audiences/partners identified for this project include:

- Project staff team
- PAC/ Collaborators i.e. TNRF, CARE International, Katoomba, RECOFTC and SUA
- Donor i.e. The Royal Norwegian Embassy
- National level REDD and forest related policy makers i.e. MNRT/FBD and VPO/DOE
- International level REDD and forest related policy makers i.e. UNFCCC
- LGAs i.e. Lindi and Kilosa District Authorities
- People in the participating villages
- Other REDD implementers in Tanzania (Mpingo,
- Researchers and research institutions CCIAM Researchers
- General public

Key communication themes

- That REDD and the carbon market are recording improved and sustained forest management and contribute significantly to improving socio-economic well-being among participating communities
- Emissions reductions achieved from avoided deforestation and degradation under PFM (JFM and CBFM)
- Evidence for improvements in PFM
- Carbon revenues from sale of voluntary carbon credits from sustainably managed forests
- Community socio-economic impacts achieved from carbon financing: direct and in-direct financial and non-financial benefits from the REDD project
- Demonstrating a functional pro-poor approach for sustainable forest management and trading voluntary carbon credits at the community level in Tanzania i.e. the community carbon co-operative
- (About general and specific performance of REDD pilot projects in Tanzania)
- Additional and other key project findings
- Providing evidence based policy recommendations for effective PFM and REDD implementation for policy changes at the national and international levels

Key delivery methods

- Consultative meetings
- Workshops and seminars
- The webpage

- Printed project newsletter
- Progress reports (activity reports, output reports, financial reports)
- Assessment reports (monitoring reports, site selection report, baseline report, annual participatory evaluation reports, mid-term evaluation report/s, final evaluation report, VCS/CCBA validation and verification. certification reports)
- Other communication means (films, documentary, book and/or book chapters, published articles)
- Print media: newspapers/magazines
- Other media: TV and radio

Communication plan tables

Two types of communication tables:

1. For key and periodic communication means/methods: project website/page, project news letter (electronic and printed), radio program, project IEC materials
2. For key audiences: project implementation team,

The aim is to have clear guidance without repetition.

Group work on communication plan tables

The participants were divided into six groups, and each group was assigned half of each of the following tables to work on, looking at the communication themes or information to be shared, the key audiences, the frequency and timing of communication, the delivery methods and the ones who will be responsible for the communication. The results have all been compiled below and discussions are reported after then tables.

- Periodic / on-going communication table – Groups 1 and 2
- Key audiences communication table (what the project intends to share with that particular stakeholder) – Groups 2 and 3
- Key communication responsibility per communication partner (roles of each stakeholder in implementing the communication plan) – Groups 5 and 6

2.7.2 The communication plan group work

Periodic / on-going communication table - Group 1

Communication Method	Communication theme/information to be shared	Key audiences	Frequency/timing	Responsibility (for project staff and collaborating partner)
Project website/page	Project design Project sites and a map (interactive maps) Technical reports, Progress reports, Key accomplishments per milestone REDD, PFM resources and information	All stakeholders except the communities	At least quarterly	MEC officer
Project news letter (electronic and printed)	Achievement of lessons learnt, Awareness creation on activities, plans, advertisements	Project collaborators, Donors, Researchers, other NGOs/ Projects, TFCG & MJUMITA committee, REDD task force	Semi -annual newsletter	MEC Project staff
TNRF news letter (electronic and printed)	Achievement of lessons learnt, Awareness creation on activities, plans, advertisements	All except the communities	Quarterly news letter	TNRA secretariat & MEC project staff
Radio programs [and TV programs?]	Achievement of lessons learnt, Awareness creation on activities, plans, advertisements	General public and communities	Three times annually	TNRA staff & MEC project staff
Articles in various newspapers	Achievement of lessons learnt, Awareness creation on activities, plans, advertisements, and special	General public and communities	Four per year	MEC project staff

	events			
Progress reports	Achievement of lessons learnt, Awareness creation on activities, plans, advertisements	All PAC members, MJUMITA/TFCG committee, LGAs, REDD Task force, Donor,	Quarterly	MEC officer
Komba and Arc Journal	Achievement of lessons learnt, Awareness creation on activities, plans, advertisements	Communities	Quarterly	MJUMITA & TFCG

Group 2

Communication Method	Communication theme/information to be shared	Key audiences	Frequency/timing	Responsibility
Project IEC materials (printed) Leaflets, brochures, T-shirts, posters, stickers, postcards, banners, etc	Key project findings Case studies /success stories Future plans Project goals in short messages Upcoming events i.e. launchings and evaluations	Participating communities General public, local and international	Biannually May and November of every year	Project staff: advocacy officer, MEC officer together Collaborating partner: TNRF, CARE
Film documentary	Documentation, e.g. Key findings, success stories Important events Advocacy messages	General public (on TV) Partner offices (CSOs and government) to share project implementation experiences; Communities to know the advocacy messages used on their behalf;	Twice for the entire project lifetime; but important events will be captured on film regularly	Project staff, all partners, TNRF
Project progress meetings/workshops	Remember project/workshop goals; Key findings;	Project staff and partners, collaborators; decision/policy-makers	Depends on the project meeting/workshop type	Project manager will coordinate;

Communication Method	Communication theme/information to be shared	Key audiences	Frequency/timing	Responsibility
	Project updates Success stories; Balance sheets / audit reports;			

Groups 3 and 4

Key audiences communication table (what the project intends to share with that particular stakeholder)

Communication audience	Information to be shared / communication theme	Delivery methods	Frequency/timing	Responsibility
Project implementation team	Implementation progress for each component Joint planning Internal reviews Lessons learnt Additional project key findings e.g. challenges	Reports Meetings Minutes	Quarterly Annual	Project staff (PM component leaders, FCs, Technical advisors)
PAC/collaborators i.e. TNRF, CARE International, Katoomba, RECOFTC and SUA	Lessons learnt Progress against targets Contribution of the project to improving socio economic well being among participating communities Developing REDD project implementation model/REDD learning platform	Reports Meetings Minutes Newsletters	Quarterly Annual	Project staff ED Technical advisors
Donor i.e. the Royal Norwegian Embassy	Carbon stock Emission reduction (deforestation and degradation) Revenues accrued from carbon selling	Reports (policy briefs)	Annually	Project manager
Participating LGAs i.e. Lindi and Kilosa District	Emission reductions achieved Revenues from carbon credit sales and payments to communities Developed projects implemented by communities with carbon funds	Annual carbon enterprise report	Annual	Carbon enterprise manager
Participating	Emissions reductions achieved	Annual carbon	Annual (report)	Carbon enterprise

Communication audience	Information to be shared / communication theme	Delivery methods	Frequency/timing	Responsibility
villages	Revenues from carbon credit sales and payments to communities Developed projects implemented by communities with carbon funds PFM and REDD lessons learnt (best practices)	enterprise report Present community specific data in community meetings, Komba Newsletter Posters Educational videos	Quarterly (newsletters) When available, educational materials	manager PFM coordinator Field officers TNRF MJUMITA Director
National level policy makers related to REDD and PFM i.e. MNRT/FBD and VPO/DOE	Evidence based policy recommendations for effective PFM and REDD implementation Specific performance of REDD pilot projects	Consultative meetings, workshops and seminars	Biannual (6 months)	Project manager Advocacy coordinator
International level policy makers related to REDD and PFM i.e. UNFCCC	General and specific performance of REDD pilot projects in Tanzania Emissions reductions achieved Community socio-economic impacts achieved from carbon financing Evidence from improved PFM	Webpage Attend key international meetings	Quarterly (webpage update)	Project manager Advocacy coordinators

Key communication responsibility per communication partner (roles of each stakeholder in implementing the communication plan)

Group 5 and 6 – Group 5 added an extra column in their table (communication theme)

Communication partner	Communication Theme	Key responsibilities/roles	Frequency/timing	Remarks
Project team	About general and specific performance of REDD pilot	Prepare radio programs print and distribute IEC materials	Once a month (for radio)	Also when there is an urgent need for

Communication partner	Communication Theme	Key responsibilities/roles	Frequency/timing	Remarks
	project in Kilosa and Lindi, all the key communication themes	establish and maintain project website tv, newspapers (press release)	Quarterly for TV	giving information about special occasions
Collaborators e.g. TNRF	Additional and other key project findings, evidence for improvements in PFM, providing evidence based policy recommendations for effective PFM and REDD implementation for policy changes at the national and international levels	Printed quarterly REDD news letter, website designing and updating	Quarterly	
Donor i.e. Norwegian Embassy	That REDD and the carbon market are recording improved and sustained forest management and contribute significantly to improving socioeconomic wellbeing among participating communities	Prove on international level that REDD is possible so that other international agencies can support other REDD projects	At COP meetings	
TZ government MNRT/FBD and VPO/DOE	Evidence for improvement in PFM	Print media (newspapers etc) on REDD Prepare radio programs print and distribute IEC materials establish and maintain project website	Quarterly	The REDD project will cooperate with MNRT/FBD in preparing radio and TV programmes

Communication partner	Key responsibilities/roles	Frequency/timing	Remarks
IRA/UDSM	Organize annual reflection meetings for all REDD pilot project implementers in Tanzania	Annually	
	Share REDD related information with REDD stakeholders in the country	Periodically	
Village level communication officers	Deliver information about the project to the communities.	Monthly	
	Communicate project findings upward to the project team and the local governments through regular communication activities	Monthly	
	Facilitating annual participatory community level evaluations	Annually	
Village governments	Advise on implementation of REDD activities at village level	Periodically	
	Ensure planned activities at village level are implemented accordingly.	Quarterly	
	Report project activities at ward and district levels	During Ward Development Committee meetings	
VNRC	Distribute project IEC information	Periodically	

Comments and questions

The Monitoring Officer explained that he is the Monitoring, Evaluation and Communication Officer (MEC officer)

Q How often should we do documentaries?

- We should do it right at the beginning, then later again.
- But we want to use the documentary to showcase our achievements – nothing will have been done at the beginning
- But it's good for comparison
- You can be filming all the time, documenting what's going on, then when you come to make a documentary, you can use the footage you have, including early footage for comparison.

2.8 Training needs assessment

The facilitator briefly explained the last exercise, which was to come up with the sort of training that would be needed to implement MEC. The room of participants was divided into two, and everyone worked with their neighbour in pairs. Each pair was given several cards on which to write the results of their discussions. Each half of the room was given one question, as follows:

Group 1 - Which skills set or expertise is needed to make implementation of MEC effective, e.g. report writing skills.

Group 2 – Think of all the different stakeholders and then assign to each type of stakeholder the type of training they will need to effectively implement their part of the project.

In addition, everyone was asked to write on a separate card their individual training needs, or what they felt they most needed in order to play their role most effectively.

The results of the discussions were as follows:

What skills are needed

Communication skills

Data/information handling and storage

Data analysis

Set and record baseline data

Reporting skills

Preparation of radio and TV programmes

PRA, questionnaires, interviews

How to measure attitude change

How to measure the impact of information dissemination (e.g. newsletters, policy briefs)

Stakeholders and the training they need

TNRF

Web design

Advocacy about REDD

Project staff

Training on monitoring, evaluation and communication

Communication skills at different levels (local to international)

Data analysis

Report writing

Remote sensing
Video shooting and editing
Programme (video) preparation
Photography
Understanding what communities want and what they need from REDD
Carbon stock taking
Carbon marketing
Carbon cooperative market
Carbon monitoring officer – Arc GIS, database preparation, how to measure carbon in forests (above ground and underground biomass), GIS training
MEC officer – different approaches/methods to be used in data collection, data analysis, data management, website maintenance,
Field officers – disturbance transects, TRA and METT

LGAs

Training on monitoring and evaluation
Communication skills
Remote sensing
Carbon stock measurement
Disturbance transects, TRA and METT
Use of GPS
Websites

Communities

Training on PFM and REDD
Participatory forest inventory
Cooperative skills and marketing
Carbon stock taking
Carbon marketing
Carbon monitoring
Governance
Business skills
Financial training
VNRC – PFM, REDD, disturbance transects, TRA and METT, governance, roles and responsibilities, conflict resolution, carbon stock measuring
VGs – governance, roles and responsibilities, conflict resolution

Personal training needs

Monitoring skills
Evaluation methodologies
Communication skills
Management skills
Data analysis
Databases and information management
Report writing
Proposal writing
Advocacy training
Measuring impacts of information dissemination
Measuring attitude change
Carbon trade/marketing
Carbon measuring and assessment techniques

Carbon cooperatives
REDD issues on MRVS
REDD policy movements
Remote sensing
Use of GPS
Website design
PFRA techniques

3. Closure of the workshop

Before the workshop ended, several participants wanted to know what the next step in the MEC planning process would be. The facilitator offered to circulate the completed draft of the MEC plan to those who are interested in following it so that they could comment on it if they feel that there are still things to say.

The workshop was closed by Bettie Luwuge, the REDD project manager. She thanked everyone for attending and for sharing their views and experiences.

Appendix 1 List of participants

Name	Organisation	Contact
Cassian Sianga	TNRF	c.sianga@tnrf.org
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Caroline Chumo	TNRF	c.chumo@tnrf.org

Appendix 2 Workshop programme

TFCG /MJUMITA MEC DEVELOPMENT STAKEHOLDER CONSULTATIVE WORKSHOP

DATE: Monday June 7th and Tuesday June 8th, 2010

VENUE: The Courtyard Hotel, Dar es Salaam

Organizer	Facilitator	Rapporteur
Emmanuel Lyimo	Baruani Mshale	Kate Forrester-Kibuga

Workshop objectives. By the end of the workshop:

- Stakeholders have reviewed and provided general and specific inputs for improving the draft monitoring, evaluation and communication plan
- Stakeholders particularly community representatives have provided their inputs to the MEC Indicators list to ensure that the project is measuring important aspects of the project in light of communities' interests and views
- Collaborators have an updated information regarding the REDD project implementation, key milestones and their respective roles in order to encourage effective collaboration and frequent exchange of information

Lengo la warsha: ifikapo mwishoni mwa warsha

- Wadau watakuwa wamepitia na kutoa mawazo yao mahususi kwa ajili ya kuboresha rasimu ya mpango wa ufuatiliaji, tadhmini na mawasiliano
- Wadau hasa wawakilishi wa wanajamii watakuwa wametoa mawazo yao ili kuboresha viashiria ambavyo vimeorozeshwa kwenye mpango wa ufuatiliaji, tadhmini na mawasiliano ilikuakikisha kwamba mradi unapima vipengele muhimu kwa ajili ya manufaa na fikira za wanajamii katika mradi
- Washiriki watakuwa wamepata habari kuhusu utekelezaji wa mradi wa MKUHUMI, hatua za msingi na wajibu wao ili kuimarisha ushirikiano wa dhati na upashanaji wa habari mara kwa mara

DAY ONE		
Time (From)	Activity and Method	Responsible Person/s
0800	Arrival and registration of participants	Organizer
0900	<u>Session 1: Opening:</u> <ul style="list-style-type: none"> Welcome remarks and official opening Introduction of workshop organizers and participants 	Facilitator
0930	<ul style="list-style-type: none"> Presentation on workshop objectives and methods brief presentation about TFCG/MJUMITA REDD Project in Lindi and Kilosa: CCBA and VCS standards to inform pax before reviewing the MEC plan; 	Facilitator Bettie Luwuge Theron
1015	<ul style="list-style-type: none"> presenting the complete structure of MEC draft to the workshop and the process so far to developing this framework 	Facilitator
1030	Morning Health Break	All
1100	<u>Session 2: Monitoring</u> <ul style="list-style-type: none"> presentation on the draft monitoring plan (covering indicators, data collection methods, tools and frequency, data storage and analysis, and additional indicator explanation) Higher level indicators (goal and purpose) <ul style="list-style-type: none"> Plenary discussion for clarifications on the presentation 	Facilitator All
1130	<ul style="list-style-type: none"> Discussion in small groups Group 1: Goal level indicators (impact indicators) Group 2: Purpose level indicators Group 3: Output 1 indicators Group 4: Output 2 indicators Group 5: Output 3 and risks/assumptions indicators Group 6: Output 4 indicators (each group will work on reviewing indicator/s, methods for data collection, tools to be used, frequency of data collection)	All
1300	Lunch	All
1400	<ul style="list-style-type: none"> Group presentations and plenary discussion after each presentation (20 minutes per group for presentation and discussion) 	Group representatives and the facilitator
1630	Evening health break	All
1700	Departures (End of day one)	All

DAY TWO		
Time (From)	Activity and Method	Responsible Person/s
0900	<p><u>Session 3: Evaluation</u></p> <ul style="list-style-type: none"> • presentation on the draft evaluation plan covering guidelines for activity evaluations, annual participatory evaluation, mid-term evaluation, final evaluation and end-line survey 	Facilitator
0915	<ul style="list-style-type: none"> • Discussion in small groups on evaluation plan <p>Participants will work in small groups to review evaluation guidelines focusing on evaluation questions and evaluation methods/tools to be used. Broadly participants are expected to provide comments on how to assess project performance in terms of what worked well, what need improvement and specific recommendations for future implementation.)</p> <p>Group 1: activity level evaluations Group 2: annual participatory evaluations Group 3: mid-term evaluation Group 4: final evaluation</p>	All
1030	Health Break	All
1100	<ul style="list-style-type: none"> • Group presentations and plenary discussion on the proposed evaluation plan (20 minutes per group for presentation and discussion) 	Group representatives and facilitator
1230	<p><u>Session 4: Communication</u></p> <ul style="list-style-type: none"> • presentation on the proposed communication plan covering communication methods, content of communication, key communication audiences, frequency and timing of communication and communication responsibility. • brief plenary discussion for clarifications on the proposed communication plan 	Facilitator
1300	Lunch	All
1400	<ul style="list-style-type: none"> • Assignment in small groups to provide specific comments on the content and approach of the communication plan. (printed information sheets for group-work assignments will be distributed to participants) 	All
1500	<ul style="list-style-type: none"> • Group presentations and plenary discussion 	Group representatives
1600	<p><u>Session 5: Training Needs Assessment and Plan</u></p> <ul style="list-style-type: none"> • Participatory training needs assessment and proposing trainings needed for effective implementation of the MEC plan reflecting on the key responsibilities for MEC implementation. 	
1645	<ul style="list-style-type: none"> • Workshop closing • Workshop evaluation?? 	Facilitator Organizer
1700	Evening Health Break and Departures	All