

## ANNEX I- PROJECT SUMMARY

Project title: Piloting REDD in The Pugu and Kazimzumbwi Forests Reserves

Implementing Institution: Wildlife Conservation Society of Tanzania

Project Partners:

Environmental Media Network (EMNet), Forestry and Beekeeping Division (FBD), Lawyers Environmental Action Team (LEAT), and Sokoine University of Agriculture (SUA), University of Dar es Salaam Business School (UDBS) and Local Government Authorities in Ilala and Kisarawe Districts

### Summary description of the Project


WCST in collaboration with Forest and Beekeeping Division (FBD) and other partners are proposing a REDD pilot project in Pugu Kazimzumbwi Forest Reserves (PKFRs). It is a four years project starting on February 2011 to 2015 with the total budget of USD 3 936 048. The summarized budget is given in table 1 below. The proposed site is catchments to the Kizinga river and one of recharge areas of groundwater in parts of Dar es Salaam region. The two reserves provide home to different plants and animal species making an important provider of biodiversity service in a peri-urban area.

The project aims at Reducing CO<sub>2</sub> emissions through curbing deforestation and forest degradation in the Pugu-Kazimzumbwi Forest Reserves (PKFR) and the surrounding areas as well as improving carbon stock. The project will promote sustainable income generating activities for improving the livelihood conditions of the Forest Adjacent Communities (FAC). The success of this project will be contributed by strategic partnership with organizations and institutions with the capacity to influence the needed action for effective management of the forest. This approach is expected not only ensure the success of the project during project period but also its sustainability after the completion of the project.

WCST together with Forest and Beekeeping Division (FBD) and Ilala and Kisarawe Districts will ensure that stakeholders are involved in all stages of the project implementation and necessary support is availed. In collaboration with EMNet, WCST will coordinate other project partners as well as ensuring that field level activities are undertaken.

The output on education, information and communication will contribute to attain improved knowledge and awareness of strategic stakeholders who will play important role in enhancing sustainable management of the Pugu and Kazimzumbwi forests. Establishment of Friends of Pugu-Kazimzumbwi will be an outcome of this activity. The approach is expected to engage key players as well as attract public interest to see the forest properly managed.

A legal component will address legal and institutional related issues based on the findings and recommendations from a detailed legal and institutional study to examine issues surrounding governance structure in the management of Pugu Kazimzumbwi forests. This study will be done at the beginning of the project. The study will help to inform the project and enable an effective and detailed design and planning to ensure all relevant legal and institutional related issues are adequately addressed during implementation.



There will be a deliberate effort to support Alternative Income Generating Activities (AIGAs). Business School of the University of Dar es Salaam who has a long experience in supporting communities in the areas of designing and facilitating communities on AIGAs will make necessary arrangement to ensure delivery of this output.

Support to activities outside the project area of PKFR in Kisarawe and Ilala districts will help to reduce pressure to the forest reserves, provide incentives of adjacent communities to participate as well as improve enforcement through continuous presence of relevant District Officers. Such support will include among others, tree planting and Alternative Income Generating Activities (AIGAs)

### **Project phases**

**Phase One** will include: (1) Signing of an MOU between FBD and WCST to allow WCST manage the two Forest Reserves and facilitate PFM process (2) maintaining the integrity of the two Forest Reserves by surveying, boundary opening and planting. (3) settling any boundary disputes with surrounding village communities,(4) recruitment of additional staff to be provided by FBD,(5) design and implement knowledge management, education and awareness strategy (6) conducting social-economic study of the area including potential environmentally friendly AIGAs and (7) design and implement legal, governance and institutional frameworks and arrangements for the project under the existing laws. (8) Undertake a baseline survey of biomass and carbon in the forest (9) Establish Project Advisory Committee (10) Initiate construction of Community Resource Centre and (10) establish tree nurseries (11) Office and accommodation for staff hire near the project site

**Phase two** will involve the following major activities: (1) Review and strengthening of PFM activities in relevant villages bearing in mind that not all communities around the two Reserves are village communities (2) Introducing AIGAs and savings and credit organizations (3) Assisted natural regeneration in abandoned farming areas (4) Monitoring and verification of reduction in carbon emissions including monitoring of deforestation and forest degradation in the two Reserves and one village forest Reserve (5) Buffer zone tree planting (6) Capacity building targeted at FDB District personnel, WCST and Village Environment Committees (7) protection against fires and illegal activities (8) establishment of a community resource centre

Day to day running and coordination of the Project will be carried out by WCST in close collaboration with FBD and EMNet. A Steering Committee comprising of representatives from the participating villages and communities, FBD, WCST, EMNet and District Council Kisarawe and City Council of Ilala will provide policy guidance as well as resolving possible conflicts which will require interventions during the implementation of the proposed project.

Primary beneficiaries will be the FAC (Villages and individual farmers bordering the two forests), Forest and Beekeeping Institutions including FBD, Kisarawe District, Ilala Municipal Council and the International Community interested in Biodiversity and Nature Conservation

Carbon measurement at the beginning of the project as well and other Monitoring Reporting and Verification (MRV) related activities will be done by Sokoine University of Agriculture (SUA). Additionally, by the end of phase, SUA will develop a modal to guide payment arrangement for the forest carbon resulting from project initiatives.



# PROJECT DESIGN

## Goal:

Pugu Kazimzumbwi Forest Ecosystem is properly managed, supports surrounding community livelihood and provides ecosystem services

## Purpose:

Forest condition is improved with corresponding reduction in CO<sub>2</sub> emissions in the Reserves and increased carbon stock

## Outputs

This project has a total of five outputs, each one contributing to the realization of project results, outcomes and impacts. Activities under each output are designed to make necessary complement to the overall project goal of reducing emission

Output one: Project is effectively managed and coordinated

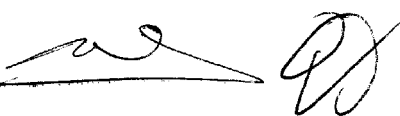
- 1.1 Recruit project staff
- 1.2 Procure necessary equipments for training and field operations
- 1.3 Hire Project office and Project Mangers' house
- 1.4 Coordinate project partners
- 1.5 Monitor effectively project activities

Output two: PFM processes reviewed and REDD mechanism agreed upon and implemented

- 2.1 Activate and strengthen PFM institutions in the villages and local authorities
- 2.2 Strengthening forest boundaries
- 2.3 Establish and maintain forest buffer areas
- 2.4 Establishment and maintain of tree nurseries
- 2.5 Tree planting inside the forest and forest restoration
- 2.5 Continuation of law enforcement including strengthening patrols
- 2.6 Updating of PKFR management plan
- 2.7 Signing of agreements with FBD and communities
- 2.8 Support to alternative income generating activities
- 2.9 Capacity building to villages and local authorities
- 2.10 Construction of Kazimzumbwi Resource Centre and surveillance posts
- 2.11 Support Community forests of bordering villages in Kisarawe
- 2.12 Support greening of nearby planned areas in Ilala
- 2.13 Carbon baseline Established and MRV related activities
- 2.14 Establishment of Pugu-Kazimzumbwi Fund
- 2.15 Facilitate development of a cost-benefit sharing arrangement for PFM and REDD

Output three: Governance, legal and institutional issues addressed

- 3.1 Undertake a detailed study on legal and institutional issues
- 3.2 Prepare popular versions of study report under 3.1
- 3.3 Facilitate preparation and signing of JFM agreements
- 3.4 Facilitating development and signing of a MoU between stakeholders



- 3.5 Reviewing and preparation of by-laws
- 3.6 Guide communities in preparing contracts needed for the sale of forest carbon
- 3.7 Initiatives aimed at addressing conflicts including litigation

**Output Four: Advocacy, Education, awareness and knowledge management campaigns**

- 4.1 A detailed study on information, communication and knowledge management
- 4.2 Prepare popular version of the project
- 4.3 Prepare popular versions of the study report under 4.1
- 4.4 Prepare popular versions of all studies combined
- 4.5 Develop advocacy, awareness and training strategy
- 4.6 Undertake awareness and advocacy campaigns
- 4.7 Strategic trainings targeted to surrounding communities and other stakeholders
- 4.8 Facilitate strategic field visits to decision makers and the media
- 4.9 Dissemination of lessons and experiences locally and internationally

**Output Five: AIGAs for Forest Adjustment Communities supported**

- 5.1 Carry out social economic and gender study and identify potential AIGAs
- 5.2 Prepare popular versions of study report under 5.1
- 5.3. Facilitate preparation of a business plan for identified AIGAs and carbon market
- 5.4 Mentor and facilitate groups engaged in the implementation of AIGAs and carbon marketing
- 5.5 Facilitate creation and support of potential credit and savings arrangements

**Table 1. Summary project budget**

	Y1	Y2	Y3	Y4	Total	Total budget %	Output %
Output 1 (Human Resources and Equipments)	340200	239960	200583	261587,2	1 042 330	26,48 %	29,47 %
Output 2 - JFM and Carbon measurement process	338000	618000	248000	232000	1 436 000	36,48 %	40,60 %
Output 3 - Governance and legal related work	115200	44700	55500	55000	270 400	6,87 %	7,64 %
Output 4 - Advocacy, training and communication	193 837	119000	114000	114000	540 837	13,74 %	15,29 %
Output 5 - Business plan, AIGAs and Carbon markets	107500	55000	45000	40000	247 500	6,29 %	7,00 %
Annual allocation1 - Output level	1 094 737	1 076 660	663 083	702 587	3 537 067	89,86 %	100,00 %
	30,95 %	30,44 %	18,75 %	19,86 %	100,00 %		
Contingency	35 371	35 371	35 371	35 371	141 483	3,59 %	
Total B	1 130 108	1 112 031	698 454	737 958	3 678 550	93,46 %	
Administrative cost	64 375	64 375	64 375	64 375	257 498	6,54 %	
Annual allocation2	1 194 482	1 176 405	762 828	802 332	3 936 048	100,00 %	
GRAND TOTAL					3 936 048		
Annual Allocation of the total	30,35 %	29,89 %	19,38 %	20,38 %	100,00 %		

# Annex ii Format for progress reports

Project name:

Reporting period:

Completed by:

## 1. Project performance during reporting period

### a. Technical

(description of actual outputs compared to planned outputs, as defined in quarterly work plans and Project monitoring indicators)

### b. Financial

(a brief summary of the use of funds compared to budget, explanations of variance, and an outline of any additional funds secured for similar or related activities)

## 2. Project impacts of Project to date

(a brief assessment of the extent to which the purpose has been achieved according to Project monitoring indicators and milestones)

(final report only: an assessment of impact, i.e. the changes and effects positive or negative, planned and unforeseen of the Project seen in relation to target groups and others who are affected)

## 3. Adaptive management

### a. Constraints and opportunities during reporting period

(an explanation of major deviations from the plan)

### b. Future risk and opportunity assessment

(an assessment of problems and risks (internal or external to the Project) that may affect success, as well as opportunities)

### c. Project response

(an assessment of the need for adjustments to activity plans and/or inputs and outputs, including actions for risk mitigation)

## 4. Way forward

### a. Planned activities

(an outline of activities planned for next reporting period, arranged by output)

### b. Sustainability (final report only)

(an assessment of the extent to which the positive effects of the Project will continue after the external assistance has been concluded, and status of vehicles/equipment purchased by Project)

### c. Lessons learned (final report only)

(a summary of main lessons learned during Project lifespan)

Progress reports will be made publicly available.



## Annex iii Terms of Reference for audit

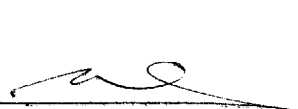
The auditor shall carry out the audit in accordance with any relevant national legislation as well as with international standards on auditing.

The objective of the audit is to audit 1) the annual financial statements of the Project as defined in Annex I to this Contract as well as 2) compliance with certain contractual obligations. The auditor shall be given a copy of the present Contract, and decides himself whether to submit one or two reports. The audit report(s) shall state the auditor's opinion/findings as to:

- Whether the financial statements and the cash/bank/financial position present fairly, in all material respects, the income and expenditures of the Project in accordance with an acceptable financial reporting framework
- Whether the audit has uncovered any material weaknesses in relevant internal control(s)
- Whether the funds have been deposited in a separate bank account in the name of the organisation and that accrued interest are reflected in the statement from the bank
- Whether the audit has uncovered any illegal or corrupt practices
- Whether receipts/income and expenditures are properly accounted for.
- Whether the financial statements are in accordance with the records and books of accounts maintained by the Project.
- Whether the expenditure incurred by the Project is properly documented and is in line with the budget.
- Whether the internal control system exists and is working efficiently to identify possible fraud or material misstatement.
- Whether the expenditures for each activity as per the activity budget are traceable and report on the variance in line with the budget.
- Whether the auditor has obtained all the information and explanation necessary for the purpose of the audit.

The above list does not preclude the organisation or the auditor from addressing further issues.

The auditor shall also, if the auditor deems it warranted based on findings during the audit, submit a management letter to the organisation upon completion of the audit. The letter should address deficiencies noted in the system of internal control.



## Annex iv: Reporting/meeting schedule

	Date	# month	Technical Reporting	Financial Reporting	Coordination meetings
YEAR 1	Apr-11	1			Contract signed
	May-11	2			Project startup workshop
	Jun-11	3			
	Jul-11	4			
	Aug-11	5			
	Sep-11	6			
	Oct-11	7	Semi-annual progress report	Semi-annual financial report	Project Advisory Committee Meeting
	Nov-11	8			Formal meeting and disbursement approval
	Dec-11	9			
	Jan-12	10			
	Feb -12	11			
	Mar-12	12			<b>End of phase one review</b> Annual project review and planning meeting
YEAR 2	Apr-12	13	Semi - annual progress plan Annual budget and work plan	Annual financial report	Project Advisory Committee Meeting
	May-12	14			Formal meeting and disbursement approval
	Jun-12	15			
	Jul-12	16			
	Aug-12	17			
	Sep-12	18		Annual project audit report	
	Oct-12	19	Semi-annual progress report	Semi-annual financial report	Project Advisory Committee Meeting
	Nov-12	20			
	Dec-12	21			
	Jan-13	22			
	Feb -13	23			
	Mar-13	24			Annual project review and planning meeting
YEAR 3	Apr-13	25	Semi-annual progress report Annual budget and work plan	Annual financial report	Project Advisory Committee Meeting
	May-13	26			Formal meeting and disbursement approval
	Jun-13	27			
	Jul-13	28			
	Aug-13	29			
	Sep-13	30		Annual project audit report	
	Oct-13	31	Semi-annual progress report	Semi-annual financial report	Project Advisory Committee Meeting
	Nov-13	32			
	Dec-13	33			
	Jan-14	34			
	Feb -14	35			
	Mar-14	36			Annual project review and planning meeting
YEAR 4	Apr-14	37	Semi-annual progress report Annual budget and work plan	Annual financial report	Project Advisory Committee Meeting
	May-14	38			Formal meeting and disbursement approval
	Jun-14	39			
	Jul-14	40			
	Aug-14	41			
	Sep-14	42		Annual project audit report	
	Oct-14	43	Semi-annual progress report	Semi-annual financial report	Project Advisory Committee Meeting
	Nov-14	44			
	Dec-14	45			
	Jan-15	46			
	Feb -15	47			
	Mar-15	48			
April 15	49			<b>End-term evaluation</b>	
	Sept-15		End of project report	Final project audit report	
	Nov -15				Formal meeting and approval of any outstanding balance and negotiation for follow on phase and/or project

