



Himachal Pradesh Forest Department (HPFD)
Himachal Pradesh, Republic of India

Himachal Pradesh Forest Ecosystems Climate Proofing Project

German Financial Cooperation/KfW German Development Bank



KFW

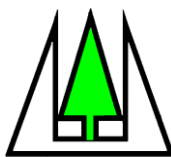
Initial Plan of Activities (IPA)

Covering the period 24 August 2016 to 28 February 2017

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Dharamsala, 01/11/2016



DFS

Deutsche Forstservice GmbH
Feldkirchen, Germany



GOPA mbH,
Bad Homburg, Germany

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ABBREVIATIONS AND ACRONYMS

CCA	Climate Change Adapted
CTA	Chief Technical Advisor
DFS	Deutsche Forstservice GmbH, Lead Consultant
DPMU	Divisional Project Management Unit
GoHP	Government of Himachal Pradesh
Gol	Government of India
GOPA	Gesellschaft für Organisation, Planung und Ausbildung mbH
HP	Himachal Pradesh
HPFD	Himachal Pradesh Forest Department
IGA	Income Generating Activities
JFMC	Joint Forest Management Committee
KfW	Kreditanstalt für Wiederaufbau, KfW Development Bank
M&E	Monitoring and Evaluation
MoU	Memorandum of Understanding
PFM	Participatory Forest Management
SPMU	State Project Management Unit
TOR	Terms of Reference

ADDRESSES

DFS Deutsche Forstservice GmbH
Wittelsbacherstr. 11
D - 85622 Feldkirchen

Tel. + 49 (0) 89 94 00 59 0
Fax + 49 (0) 89 94 00 59 79
E-Mail dfs@dfs-online.de
Internet <http://www.dfs-online.de>

1. INTRODUCTION

This *Immediate Action Plan* is an operational document for the *Inception Phase* in the Himachal Pradesh Forest Ecosystem Climate Proofing Project, India. Project implementation commenced on 31st January 2016. However due to delay in award procedure the project consultant only could start with the arrival of CTA on 24th August 2016.

Financial and technical advisory services are being provided through German Financial Co-operation (KfW). This *Immediate Action Plan* provides guidance to the CPD, APDs and project managers, DFOs and other project staff on the content and timing of activities during the *Inception Phase* for six months from September 2016 to March 2017, or until the Plan of Operations is approved.

The Consulting consortium DFS Deutsche Forstservice GmbH and GOPA World Wide Consultants, GOPA mbH, Bad Homburg of Germany in association with DEVOPSYS CONSULTING India will provide technical advisory services led by the CTA and ACTA.

Beside the establishment of the Immediate Action Plan the objectives after PMCs arrival are focusing during the project inception/preparation phase as following:

- Assessing the current implementation context to identify situations that have evolved since the original preparation of HPFECPP and late award of DFS/GOPA (project management consultant – PMC) to start work
- Revising the adequacy of original planned HPFECPP project measures as requested by PEA and searching acceptance from KfW for proposed changes where they may clearly justifiable taking into consideration the actual situation in HP
- Clarifying mandate and powers of state level steering committee and KfW involvement during absence of PMC and possible implementation of measures revolving from SLSCM approval in upcoming KfW review mission in November 2016
- Preparing submitting approval requests for project Manual, Plan of Operation and annual work plan and establishing guidelines and baselines from which to measure HPFECPP performance and achievements
- Introducing and updating climate resilient measures by using JFM approach
- Updating strategy for capacity building and compiling lessons learned from India and international art to state practices in natural resource management to fight climate change

This section continues in Chapter 4 with the description of planned activities that have been or will achieved during the HPFECPP Inception/Preparation since PMC arrived at 24 August 2016.

2. PROJECT DOCUMENTS

The primary Project documents are:

1. *Feasibility Study Study on the “Himachal Pradesh Forest Ecosystem Climate Proofing Projec”* (September 2014).
2. *The Minutes of Meeting, of the KfW Appraisal Mission, 30 March to 11 April 2014* between Forest Department Himachal Pradesh (HPFD) and and KfW (Kreditanstalt für Wiederaufbau)Forestry Department of Sichuan Province and KfW (Kreditanstalt für Wiederaufbau).
3. *Technical Proposal for Consulting Services for “Himachal Pradesh Forest Ecosystem Climate Proofing Project”*, March 2016, DFS Deutsche Forstservice GmbH, Germany in cooperation with GOPA mbH, Germany.

3. THE PROJECT BRIEF

Title	Himachal Pradesh Forest Ecosystem Climate Proofing Project	
Recipient	Government of Himachal Pradesh, Himachal Pradesh Forestry Department	
Financing Agency	Kreditanstalt für Wiederaufbau (KfW Entwicklungsbank)	
Executing Agency	Himachal Pradesh Forestry Department	
Implementing Entities	State Level Project Management Unit (SPMU) in Dharamsala; 4 Divisional PMUs in Kangra; 5 Divisional PMUs in Chamba; 600 registered VFMSs (village Forest Management Societies in Kangra and Chamba)	
Overall Goal	Forest ecosystems in HP are managed in a way, that the risks of climate change and its negative impacts are minimized and/or mitigated, resulting in an increase of biodiversity of the treated Himalayan ecosystem and raised income in rural areas from sustainable management of natural resources.	
Primary Project Outcomes	<ol style="list-style-type: none"> 1. Removal of lantana and planting of climate proofed multi-purpose mixed conifer-mixed broadleaf forests (15.000 ha) 2. Improvement works in existing bamboo forests/plantations (1.000 ha) 3. Under planting of 3.000 ha Chir Pine stands with bamboo and different multipurpose trees (MPTs) 4. Rehabilitation of 150 spring catchments 5. Intermediate felling of young and medium aged forest stands (5.000 ha) 6. Upgrading of selected range nurseries for production of MPTs and bamboo 7. Development of guidelines for climate change adopted forest management planning 8. Review and revision of existing site species-matching guidelines and silvicultural prescriptions 9. Development of 2 pilot grazing schemes in Kangra and Chamba 10. Capacity building for target groups for development of income generating activities (IGA) development and implementation of comprehensive M & E systems (progress performance and impact monitoring) 11. Training for JFMCs and forest staff at all administrative levels 12. The documentation & dissemination of project knowledge & experience. 	
Duration	7 years (2016 to 2022)	
Total Project Cost	INR 3047,64 or EURO 37,16 million.	
Locations	Two Districts (Chamba and Kangra) and thereof 9 Divisions, as follows:	
	District	Division
	<i>Chamba</i>	Chamba
		Dalhousie
Churah		

		Bharmour
		Pangi
	<i>Kangra</i>	Dharamshala
		Nurpur
		Palampur
		Dehra
Target Groups	<ol style="list-style-type: none"> 1. Target Group: Forest Dependent Communities vulnerable to climate change identified in 600 JFMCs in Chamba and Kangra district. 2. Himachal Pradesh Forest Department 3. Other departments of the Government of Himachal Pradesh including academic institutions 4. NGOs and other community-based organisations 5. Private sector and other interest groups 	

4. IMMEDIATE ACTION PLAN FOR THE PREPARATORY PHASE

4.1 Primary Action Plan Activities

The **Immediate Action Plan** for the *Inception/Preparatory Phase*, shown in Table 4.1, identifies specific operational activities for each month. This plan is based on the Tentative Project Activity Schedule presented in the Consultant's Proposal as amended following consultations between the CPD and PMC October/November 2016.

Primary responsibilities are indicated for the CPD; SPMU, DPMU, DFS/GOPA and KfW. Responsibilities of the Consultant are advisory [shown as (PMC) to support the HPFD in various aspects of project implementation and management. The Consultant does not have an executive or managerial role.

It needs to be appreciated that this plan serves to indicate general scheduling of operations and accordingly the timing of various activities is always tentative. There is a need for flexibility in activities implementation depending on local circumstances and to have regard for any unforeseen events that influence the scheduling.

Table 4.1: Immediate Action Plan for Operational Activities in the Preparatory Phase

Primary Action Plan Activities	October	November	December	January	February	March	Primary Responsibilities
Operational planning & reporting – <i>Immediate Action Plan, Project Inception Report, Plan of Operations</i>							
Draft Immediate Action Plan – led by the CTA							CPD, (PMC)
Arrange & convene a Project Inception Workshop							SPMU/DPMU, PMC

Primary Action Plan Activities	October	November	December	January	February	March	Primary Responsibilities
Further consultations with CPOs on draft Immediate Action Plan							CPD; PMC
Amend draft Immediate Action Plan to include CPD amendments							PMC; CPD
Agree on final Immediate Action Plan							CPO, (PMC)
Circulate Immediate Action Plan to DPMUs for implementation							SPMU
Implement activities in Immediate Action Plan							SPMU, DPMU
Assemble first draft of a Project Inception Report							CPD, (PMC)
Consultations with CPD on draft Plan of Operations , inc. workshop							CPD; SPMU, DPMU, PMC
Review draft Project Inception Report, plus operational Planning							CPD
Review & finalize draft Project Inception Report, PoO							CPD, (PMC)
Circulate Plan of Operations to DFOs							CPD
Submit final Project Inception Report; Plan of Operation to KfW for approval (within 6 months of PMC 24 August 2016)							CPD, (PMC)
Secure approval of Inception Report and Plan of Operations from KfW							KfW
Circulate Plan of Operations to DPMU							CPD, SPMU
Project administration & management, including monitoring – institutional arrangements, monitoring guidelines							
Institutional arrangements completed; staffing for SPMU and DPMU completed (project managers, coordinators, facilitators, mobilizers)							CPO; DPMU
Select third party for monitoring (concerning all measures that will be implemented)							CPO, PMC
Project monitoring guidelines drafted							CPD, (PMC)
Project monitoring guidelines approved & applied							CPD, PMC
Equipment procurement initiated (based on Plan of Operations & KfW guidelines)							CPD, (PMC), KfW
Equipment requirements approved & procurement proceeds							CPD
Newsletter publicity on the project drafted & reviewed by CPD							CPD, PMC
Project financial management – financial management guidelines, financial monitoring							
Advise on project accounting principles & procedures, guidelines, tables							CPD, (PMC)
Financial project monitoring guideline/s drafted & approved							CPD, (PMC)
Training of accounting at DPMU level and SPMU							CPD, (PMC)
Establishing of procurement guidelines							CPD, (PMC)
Discussion with CPO, finalizing guidelines							CPD, (PMC)
Submit final procurement and tendering guidelines to KfW for approval							CPD, (PMC)
Specific administrative arrangements for financial monitoring arranged in DPMU							CPD, DPMU

Primary Action Plan Activities	October	November	December	January	February	March	Primary Responsibilities
Development of Microplanning and revision of already established micro-plans- preparatory activities							
Establishment of pilot micro-plan and revision for already established micro-plan (Kangra and Chamba)							CPD, (PMC)
Micro planning guidelines drafted and guidelines for revision of already prepared micro-planning guidelines before PMC arrived							CPD
Consultations with CPD and stakeholders on draft micro-planning guidelines							CPD, JFMCs, DPMU
Amend draft micro planning guidelines to include CPO amendments							CPD, (PMC)
Field testing and orientation training of micro planning guidelines to stakeholders and coordinators, facilitators and mobilizers and of SFM planning guidelines commences on pilot sites							CPO; DPMU staff
Training in microplanning, set up of benefit sharing agreement and MoU for micro-plans,							CPD (PMC)
Development of spring reunification, spring shed development guidelines							CPD, PMU, (PMC)
Consultations with CPOs on draft spring shed guidelines							PMU, CPO
Amend draft spring shed guidelines to include CPO amendments							CPD, (PMC)
Submit completed spring shed guidelines to KfW for approval							CPD (PMC)
Silvicultural Forest Management Planning – formats, models training, forest management objectives							
Develop appropriate SFM planning models/format/s, guidelines based on lantana eradications possibilities, under planting options in chir pine forests and others SFM planning in blue pine, picea and cedar forests							CPD (PMC)
Consultations with CPD and DFO on guidelines to be implemented in the micro-plans							CPD, (PMC)
Develop training activities for forest staff and other stakeholders							CPD (PMC)
Training of CPO staff and DPMU staff and other FMU stakeholders in proposed FM planning							CPD, (PMC)
Development of saving book approach within Micro-planning process SFM training of forest farmers & other stakeholders							CPO
Consultations with CPO and DPMU and stakeholders on different saving book options							CPD (PMC)
Finalizing saving book approach and suitable guidelines to be included in Micro-planning process and implementation							CPD (PMC)
Submit completed Forest Management and Saving book guidelines to KfW							CPD (PMC)
Establishment of Monitoring guidelines– guidelines, criteria for monitoring, contracts third party							
Develop M & E guidelines for the activities implemented during project implementation, especially formats, indicators and physical monitoring							CPD, PMU, (PMC)

Primary Action Plan Activities	October	November	December	January	February	March	Primary Responsibilities
Prepare Formats for data management for monitoring							CPD, PMC
Consultations with CPD and DFO on draft M & E guidelines							CPD, PMC
Amend draft M & E guidelines to include CPO amendments							CPD, (PMC)
Submit finalized M & E guidelines to KfW for approval							CPD (PMC)
Propose third party monitoring process and discuss selection of suitable institute or entity							CPD (PMC)
Training in M & E to CPD, HPFD staff and other stakeholders							PMC
Nursery establishment– guidelines for KfW Nurseries and standards of seedling quality							
Development of nursery guidelines and propose improvement measures to up-grade existing nurseries for project							CPD, PMU, (PMC)
Develop plant standards and propose planning targets for plant production; advise on grass seed collection of high quality grass or propose possibilities where to purchase such high quality seed							PMU, CPO
Consultations with CPD on nursery guidelines and improvement measures for KfW nurseries							CPD, (PMC)
Amend draft nursery guidelines							CPD, (PMC)
Provide training in nursery management and new technologies for nursery staff							
Submit completed Nursery guidelines to KfW for approval							CPD (PMC)
2 nd mission of nursery expert to give training and improve further applied nursery techniques							PMC, CPD

4.2 Scheduling of Specific Operations

4.2.1 Professional Advisory Services

Indicative scheduling of professional advisory services for the *Preparatory Phase* was presented in the Consultant's Technical Proposal. Some modifications are now proposed following consultation between the CPO, KfW and PMC. Proposed assignments of international specialists between October 2016 and March 2017 are in Table 4.1.1.

Table 4.2.1: Short-term Consultant's Assignments in the Preparatory Phase

Consultant Specialist	Consultant Name	Dates
Chief Technical Adviser	Mr. Peter Hess	24 Oct. – 14 Nov. 12 Jan.- 20 March
Expert for Microplanning	Mr. Ajay Rai	12 Oct. – 5 Nov. 12 Dec. – 25 Dec.
Expert for CCA silviculture,	Dr. Stephan Gampe	24 Oct. – 25 Nov.
Expert for Nursery development	Mr. Stellan Karlsson	24 Oct. – 25 Nov.
Expert for M&E	Mr. Gerhard Schweizer	20 Oct.- 8 Dec.
Expert for Accounting	Mr. Mukesh Saraswat	16 Nov. – 30 Nov.

		15 Jan. – 30 Jan.
Expert for management procedures , finance and procurement	Mr. Hans Udo Fuchs	20 Nov.- 20 Dec.
Expert for Capacity building and training	Mr. Malcolm Bell	26 Nov. – 20 Dec.
Expert for saving book approach	Mr. Hung Ha Van	28 Nov. – 20 Dec.
Expert for IGF and capacity development	Dayal Jaiswal	16 Nov. - 2 Dec.
Expert spring rehabilitation / spring shed improvement from Sikkim project	Not yet identified	25 Nov. – 15 Dec.
Technical back-up	Mr. Christian Schade	15 Febr. – 5 March

4.2.2 Reporting Schedules

During the period of this Immediate Action Plan reports are to be prepared as follows:

1. Immediate Action Plan As soon as practicable (November 2016)
2. Project Inception Report within six months (28 February 2017);
3. Plan of Operations within six months (28 February 2017);

4.2.3 Project Staff Deployment Schedule

Tentative Staff Deployment Schedules that was included in the Consultant's Project Proposal dated March 2016 have been reviewed and revised. The amended staff time schedule of the consultancy is annexed to and comprise a part of this Immediate Action Plan.

ANNEX 1 :

AMENDED STAFF TIME SCHEDULE OF CONSULTANCY

	Year 1		Year 2				Year 3				Year 4				Year 5				Year 6				Year 7				
	INCEPTION		PLANNING AND ESTABLISHMENT								PROTECTION AND CONSOLIDATION																
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
Staff deployment schedule																											
KEY PERSONNEL																											
CTA	Peter HESS - Forestry expert																										
ACTA	Vinay TANDON - Community forestry expert																										
i KE 1	Robert TIPPMANN - Climate change and research cooperation																										
i KE 2	Stellan KARLSON - Nursery operation																										
n KE 1	Mukesh Kumar SARASWAT - Financial coordinator/ accountant																										
n KE 2	Dayal JAISWAL - IGA capacity development and convergence																										
BACKSTOPPING																											
B1	Ralf LUDWIG - DFS Princial Backstopper																										
B2	Christian TUNK - GOPA Co-Backstopper																										
B3	Edeltraut DREWES - GOPA																										
INTERNATIONAL SHORT TERM EXPERTS																											
iPool	Hans-Udo FUCHS - Management procedures, finance and procurement																										
iPool	Stephan GAMPE - CCA forest management planning and silviculture																										
iPool	Malcolm BELL - Capacity building and training programme development																										
iPool	Hung HA VAN - Savings account approach for forest management																										
iPool	Gerhard SCHWEIZER - M&E system development																										
iPool	Unallocated																										
NATIONAL SHORT TERM EXPERTS																											
nPool	Ajay RAI - JFM, savings account approach																										
nPool	Deeraj KOUL - Climate proofing																										
nPool	Venkata Govardhan Das SAMALA - Spring rehabilitation																										
nPool	Sudesh RADOTRA - Pasture management/ integrated fire management																										
nPool	Visvarup CHKRAVARTI - NTFP development																										
nPool	Unallocated																										