

KILWA DISTRICT COUNCIL

**FOREST MANAGEMENT PLAN FOR <VILLAGE NAME> VILLAGE
LAND FOREST RESERVE**

**This Management Plan has been prepared by the Village Government
of <Village Name>.**

<date>

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How to use this template

This template is a translation into English of the original Swahili, and is for informational purposes only. Sections which are optional or which will need to be modified for a particular village or VLFR are shaded in grey. The template was developed by the Mpingo Conservation Project with input from a wide range of stakeholders. The work was funded by the Darwin Initiative.

1: FOREWORD

The National Forest Policy of 1998 encourages the involvement of local communities in forest management. This can lead to improved community livelihoods and aid in poverty alleviation. This was further emphasised in 2002 when the Tanzania Government introduced a New Forest Act further empowering community participation in forest management. The guidelines for <Village Name>'s sustainable use of its forest reserves are presented in the following management plan.

This management plan serves to regulate all activities in the specified forest for the duration of the plan. This includes developing the forest, the establishment of management guidelines, the regulation of logging, the presentation of forest laws, and the benefits and use-values of listed forest resources. All activities will be recorded to confirm the process is taking place as laid out, and all records will be available to the District. Bylaws will be enacted to ensure the plan is regulated and adhered to.

The plan has been developed by the Village Natural Resource Committee of <Village Name>, with the technical support of forest officers and other facilitators from Kilwa District Council working under the national PFM Programme and the Mpingo Conservation Project. This is a five-year plan.

1.1 Legal Status of the Forest

The forest is owned by the <Village Name> Village Government. The <Village Name> Village Land Forest Reserve (VLFR) was set aside as a reserve on <date> with the technical support of facilitators from Kilwa District Council and the Mpingo Conservation Project.

1.2 Overall Purpose of the Management Plan

The forest reserve was created for the purposes of harvesting sustainably timber, non-timber products and other forest resources with an overall goal to maintain the forest in its present condition and improve community livelihoods for current and future generations.

1.3 Objectives

Improved livelihoods within <Village Name> through;

- Protecting <area>ha of <Village Name> forests against clearance, degradation and improper use.
- Ensuring a continuous supply of non-timber forest products for household use.
- Providing income to <Village Name> Village from commercial exploitation of the forest resources.

1.4 Basic Management System

Natural forest subject to non-intensive selective logging with no enrichment planting.

1.5 Duration

This is a five-year plan. It will be reviewed by the Village Natural Resources Committee during the end of its 2nd year of operation or at any time when there is a need to do so. No significant changes to this plan are permitted unless they are approved by a meeting of Kilwa District Council.

2: BACKGROUND

2.1 The Community

<Village Name> is in <ward name> ward, <division name> division, in Kilwa District. It is also known by the abbreviated name XXXX. <Village Name> has a population of XXXX in XXX households, and covers XXXX km². It was registered as a village in XXXX. Prior to this it was a sub-village of XXXX.

<Village Name> shares boundaries with AAAA, BBBB and CCCC villages, which are also all in XXXX ward, and DDDD which is in YYYY ward.

<Village Name> has/does not have a Village Land Certificate, no. XXXX, registered in XXXX, but the boundaries are well known and the village possesses meeting minutes setting out boundary agreements with all neighbouring villages. The boundaries of the village are marked with beacons. Appendix A includes an outline map of the village lands in relation to Kilwa District.

The following sub-villages are recognised: AAAA, BBBB, CCCC, of which AAAA and BBBB are close to the VLFR. The hamlet of DDDD is also close to the VLFR. A map of <Village Name> is given in Appendix A.

2.1.1 Socio-economic Situation

Most people in the village are farmers. Other occupations are ...

The main crops grown in the village are ...

Typical income from farming varies from XXX/- to XXX/- in a year.

Farmers earn supplementary income from ... (e.g. beekeeping, hunting, logging)

Average household size is 4-5.

Social services available in the village comprise a primary school, a drugs dispensary, a borehole ...

Drinking water is obtained from ... which is XX minutes walking distance from the main village centre. (List other sources of drinking water for sub-villages.)

The nearest town is Nangurukuru which can be reached by ... (method of transport, how long does it take?)

2.2 Description of the Forest

The name of the forest is XXXX.

2.2.1 Location and Size of the Village Land Forest Reserve (VLFR)

<Village Name> VLFR is <area>ha large and lies in the South-West part of the village lands. It borders AAAA sub-village in BBBB (East), CCCC (West), DDDD hamlet (North-east) and EEEE sub-village in FFFF (South). The closest sub-village is XXXX. An outline map of the VLFR showing boundary points and its location in relation to the village lands is given in Appendix A.

The VLFR can be reached via the Liwale Road which passes through Nangurukuru. It is 20km from there to the southern point of the VLFR. The VLFR is 4km long from its start until it reaches the sub-village of GGGG where the border ends.

Lands surrounding the VLFR are used as follows:

- To the north and east AAAA (include even if in neighbouring village)
- To the south and west BBBB ...

2.2.2 Watercourses

The VLFR supplies water to tributaries of the following rivers:

- AAAA which is used downstream for ...

It contains the following regularly flowing rivers:

- BBBB which is used downstream for ...

(No logging should occur within 30m of the banks of these rivers.)

And the following regularly flowing streams:

- CCCC which is used downstream for ...

(No logging should occur within 20m of the banks of these streams.)

2.2.3 Soils, Geology & Landform

The soils in the VLFR are ... *(vernacular description, explain what they mean)*.

The underlying geology of the VLFR is ... *(technical description)*.

The VLFR is ... *(describe topography)*

Elevation varies from XXm to XXm.

2.2.4 Vegetation & Environment

A large proportion of the forest is flat terrain.

The vegetation type is mainly miombo woodland. The forest is dominated by short miombo with scattered thickets and grassland.

A copy of the sketch map drawn by members of the <Village Name> VNRC is given in Appendix A. It shows the rough location of principle resources and areas of particular interest.

2.2.5 Timber

In this section and subsequent sections list only resources which are going to be actively managed.

A large number of tree species are present in the VLFR. Valuable timber trees include Mninga (*Pterocarpus sp.*), Mkongo (*Azelia quanzensis*), Mpangapanga (*Millettia Stuhlmanii*) and Mpingo (*Dalbergia melanoxylon*).

2.2.6 Non-Timber Products

There are a variety of non-timber forest products such as

Trees suitable for building include Mtandawala, Mkolamakoa.

Fruit trees include Mgongo, Mtopetope.

Trees used in rope production include Mchenga and Miombo.

Mushroom/fungi species found in the forest include Uyogandembo, Nguyugu, Upoa, Mbuyu, Ngolowele, Mlelema and Mchinji.

2.2.7 Animal and Plant Species

A list of wild animal and plant species known to occur in the forest is provided in Annex B.

2.3 Management Units

Describe here if the VLFR is divided into one or more FMUs, and their different purposes. Each subsequent section in the entire VFMP should make clear whether their provisions pertain to

one, some or all FMUs, and which ones. The map of the VLFR above should also show the FMU divisions.

An area representing X% (must be at least 10%) of the VLFR has been set aside as a Conservation Zone, in which harvesting of forest resources shall be forbidden. This conservation zone is shown in the map of the VLFR in Appendix A. It is ... (brief description of the conservation zone – is it typical of the VLFR as a whole or does it contain particularly precious forest). This area was selected for the conservation zone because ...

2.4 Forest Use

2.4.1 Local & Customary Rights

Mention any local traditions that apply to the forest.

2.4.2 Past History

A brief history of the forest and its usage. Should include significant logging within the last ten years.

2.4.3 Current Usage

Briefly summarise current usage of the forest, this could include catchment protection for fields lower down.

3: GUIDELINES FOR THE UTILISATION OF FOREST PRODUCTS

The forest will be managed as natural forest with minimal management intervention. Guidelines for access to the forest and the utilisation of resources from the forest can be found in the following chapter. Those not following these regulations will be liable to fines.

3.1 Basic Access

Community members from <Village Name> shall have free right of access to the VLFR for basic needs such using natural known trails (without a permit), as shall members of the neighbouring villages of AAAA, BBBB and CCCC. These community members shall also have free rights to obtain water from the VLFR.

Non-community members will not have access to ... (describe sacred or customary sites) unless accompanied by a member of the VNRC.

3.2 Free Forest Uses

Villagers from <Village Name> are free to harvest small, non-timber products such as mushrooms, fruit, vegetables, firewood, grass and medicinal products from the forest for which they shall require a free permit, obtainable from the a member of the VNRC who will involve a sub village chairman of that area. Non-residents of <Village Name> may apply for permits from the VNRC. The VNRC will be charged with ensuring that the use of these free forest products is sustainable. External and commercial users of such products may be asked to pay a fee as set by the VNRC.

Free permits for <Village Name> will be available for bee-hives within the VLFR.

Villagers from <Village Name> shall be free to continue in their traditional practices ... (describe) free of charge.

3.3 Taxed Forest Uses

Utilisation of the forest in the following manner will incur a tax or levy to the Village Government:

- Forest visit for training purposes.
- Research
- Tourism activities

The levies payable in such instances are listed in Appendix C. Facilitators and other professionals who in one way or the other contributed to the production of this management plan shall be exempt from the charges.

3.4 Forest Resources requiring a Harvesting License

Before any listed species is harvested its abundance will be assessed and a harvesting plan drawn up. Quantitative assessments will be made in line with the guidelines for Participatory Forest Resource Appraisal produced by the Forestry and Beekeeping Division of the Ministry of Natural Resources and Tourism, and the results attached as annexes to this plan. Quantitative assessments will exclude the Conservation Zone.

Harvesting plans will specify how the quota was derived from the results of the quantitative assessment and demonstrate how such a quota is sustainable. Each harvesting plan must be approved by the VNRC and then attached to this plan as an annex.

No species will be logged unsustainably, and only those species listed under 2.2.5 above will be commercially exploited during the period covered by this management plan. Should <Village Name> subsequently wish to allow harvesting of a species not listed here they will write a letter to the DFO requesting they be allowed to harvest it under this management plan. Only on

receipt of written consent from the DFO will the harvesting proceed, and a quantitative assessment and harvesting plan will still be required.

3.4.1 Procedure for obtaining a licence to fell timber trees

This procedure applies to all timber species listed in section 2.2.5 above.

1. Any person wishing to harvest any forest product in the VLFR must firstly write a letter of request showing the type and quantity of forest product they intend to harvest within the VLFR.
2. The VNRC should discuss the request and approve if they wish and so long as it should fall within the scope of this management plan, and is in line with an established harvesting plan. Where no harvesting plan has been prepared licences will not be granted and harvesting is forbidden.
3. Where it is not specified in the harvesting plan, the VNRC will agree on the cost of the extracting the desired forest resources which will be approved by the Village Council.
4. The applicant will pay the agreed licence cost to the VNRC and obtain a receipt.
5. The applicant must then take the payment receipt to the DFO, who shall grant a licence to remove the products from the VLFR.
6. After taking the licence to the village, the VNRC will show the applicant the appropriate area where they can harvest their desired resources.
7. All felled logs and stumps will be marked with an individual village stamp
8. Finally the applicant must obtain a free transit pass from the DFO allowing them to freely transport the harvested resources out of the district. The transit pass must be shown to the Village Executive Officer, who will note its number, before any logs are removed from the village.

3.4.2 Other licensed Forest Products

Licences will be required for harvesting wild animals as indicated in the village bye laws. The amount should not exceed amount set out by the parent law.

3.5 Non-permitted Forest Uses

- Agriculture within the forest.
- Animal grazing within the forest.
- Human settlement.
- Harvesting of timber species not listed in section 2.2.5 above or those for which a harvesting plan has not been drawn up.
- Harvesting forest resources inside Conservation Zone or within 60m of *... (list appropriate sacred sites)*
- Setting of fires within the forest.
- Clearing new paths/routes within the forest.
- Charcoal burning within the forest.
- Small scale mining.
- Hunting of *... (list rare, threatened or endangered species known to occur)*

4: RIGHTS, BENEFITS AND RESPONSIBILITIES OF THE STAKEHOLDERS

<Village Name> VLFR has the following principle stakeholders: the Village Government, Kilwa District Council, Central Government and other stakeholders. The rights, benefits and responsibilities for each stakeholder are described as follows:

4.1 Village

4.1.1 Rights

- To take ownership and management of the VLFR.
- To arrest, fine or prosecute anyone contravening the village bylaws passed in this management plan.
- To use forest products as stipulated in this management plan.
- To collect and use forest revenues and other income obtained from forest products in development activities in the community and thus improving livelihoods.
- To make decisions on management and utilization of the forest.

4.1.2 Benefits

- To use small forest products without severe restrictions as stipulated in PFM programme.
- To use trees and timber for the purpose of building/rehabilitation of community services in the village.
- All revenue levied from fines and harvest of forest resources belongs to the village, though an agreement may be reached where by the District Council can receive a certain amount for the service rendered as described in section 6.2.
- To receive technical training on various issues associated with forest management and to improve community livelihoods.

4.1.3 Village Government Responsibilities

- Principal management of all activities relating to safeguarding the forest.
- Oversee of all forest revenues and expenditures.
- To resolve any conflicts relating to the forest, and to refer any unsolved matters to the District Council.
- To prevent breaking of regulations.
- To countercheck all permits given out by the Village Natural Resources Committee.
- To respond to information regarding forest degradation received from the Village Natural Resources Committee and the villagers in general.
- To discuss and approve annual action plans for work in the VLFR produced by the Village Natural Resources Committee.
- To discuss and approve all finances required by the Village Natural Resources Committee, the patrol team and representatives of Village Government in activities related to the management of the VLFR.

4.1.4 Village Natural Resources Committee Responsibilities

The Village Natural Resources Committee carries the following responsibilities:

- To coordinate and schedule all forest-related activities including; tree planting, gathering of forest resources, and record keeping.

- To issue permits for harvesting of forest resources.
- To ensure the forest is patrolled regularly and effectively.
- To produce an annual action plan for activities in the forest.
- To assess timber resources and draw up harvesting plans.
- To provide the Village Government updated reports on the progress and degradation of the forest.
- To oversee and be accountable for harvesting activities and any large-scale activities in VLFR.
- To take the lead role in implementing all activities in the forest.
- To recommend, maintain and update where necessary the village byelaws.
- To keep the whole village informed of events in the VLFR and surrounding area.
- To raise awareness amongst villagers about their rights and responsibilities and of any changes on forest management guidelines.
- To provide quarterly reports to the District Council on implementation of forest management activities in line with the national forestry monitoring system NAFOBEDA.

4.1.5 Villagers' Responsibilities

- To refrain from any activity likely to cause degradation of the forest, including setting fires and unregulated harvesting of forest products.
- To report to the VNRC and the Village Government of any unlicensed harvesting or other activities likely to lead to forest degradation.
- To participate in forest improvement activities.
- To consider, and pass if appropriate, any bylaws recommended by the Village Natural Resources Committee.
- To participate in guarding the forest with occasional assistance to the patrol team.

4.2 District Council

4.2.1 Rights

- Receive semi-annual reports on implementation of forest management activities.
- Audit all revenue and expenditure books, and take necessary steps when required.
- To return forest management to council control in case the village fail to manage it properly.

4.2.2 Benefits

- A reduction in the expenses required to maintain the forest.
- Improved forest protection.
- Reduced conflict between the District Council and the community in relation to forest utilisation.

4.2.3 Responsibilities

- To provide technical advice on forest management when requested.
- Provide support on marketing for forest resources.
- To manage and resolve conflicts which are beyond the capacity of the Village government.

- To lead the PRA evaluation exercise at the mid-point and end of the management plan's term.
- To intervene when things are done contrary to this management plan.

4.3 Central Government

4.3.1 Responsibilities

- To provide specialist advisors when required.
- To provide various guidelines on PFM.

5: ACTIVITIES TO MAINTAIN AND PROTECT THE FOREST

Issues to be addressed include the planting of trees and the protection of seedlings, the security of the forest, restricting and minimise wild fires and long-term plans for the sustainable utilisation of the forest. A rough plan of action for the five years covered by this management plan is given in Appendix B.

5.1 General Strategies to Maintain the Forest

In maintaining the forest, the following strategies have been set out:

- To prevent any kind of agriculture in the forest.
- To prevent uncontrolled fires in the forest.
- To prevent animal husbandry in the forest.
- To patrol the forest to prevent illegal harvesting and any other form of forest degradation.
- Boundary clearance.

5.2 Forest Security

Management of the VLFR will be under the Village Government and the community will protect it.

5.2.1 Community Participation in Forest Security

All the communities bordering the VLFR will safeguard the forest. Any individual noticing any illegal activities in the forest will report them to the Village Government, the Village Natural Resources Committee or the patrol team. The Village Natural Resources Committee will oversee the management of the patrol teams.

5.2.2 Patrolling

There will be a patrol team elected by the village assembly; it will be responsible for carrying out regular patrols of the VLFR. The patrol team which will be made up of the following:-

- 1 x Patrol Commander (who should be a member of the VNRC)
- 2 x Members of the Village Natural Resources Committee
- 3 x Community members who must be familiar with the VLFR borders

Patrols can be made up of 2 to 6 members of the team, and each must include one member of the VNRC, and one community member. This team will record details of each patrol in the Patrol Book and report its findings to the Village Natural Resources Committee after its activities. The patrol will be carried out at least once a week, and each week the entire VLFR boundary will be patrolled. Patrol members will be paid a previously agreed fee.

A formal meeting with the Village Assembly will determine the patrol members. The patrol commander will have the following attributes; a strong, trustworthy individual with initiative and enthusiasm. The team members will be changed through a general village meeting every six months or at any time when the need arises

Members of the patrol team found to have acted dishonestly will be instantly dismissed, and replacements chosen by the village.

5.3 Boundary and Fire-Line Clearance

The Village Natural Resources Committee and community members in general will provide the necessary labour assistance for clearing the boundary of the VLFR and fire-lines. The Village Natural Resources Committee shall decide where fire-lines are required after taking technical

advice from the District Forestry Officer. Early burning is another important component of good fire management for which the VNRC and community members shall be responsible. However clearance of fire lines and early burning are labour intensive activities which require funding, either from external sources, or revenue raised from the forest.

6: FOREST REVENUE AND ITS MANAGEMENT

6.1 Sources of Revenue

There will be the following sources of income from the VLFR;

- Levies
- Licence fees
- Fees provided from researchers, visitors and eco-tourism activities
- Fines
- Others

6.2 Division of Forest Revenue amongst Stakeholders

The revenue obtained from various forest products will be shared between the Village Government and the District Council. The shares are based on the division of responsibilities between stakeholders. The Village Government will remit back to the District Council each year a proportion of profits received from the forest based on services which the District have provided to the village during that year. The exact percentage of revenue which will be paid to the District in this way will be decided by the Village Council each year.

6.3 Revenue uses

Revenue from the forest shall be used to;

- Develop forest activities as set out in the annual action plan.
- Remaining revenue shall be given to the Village Government for disbursement on village development activities.

Valid uses for Revenue raised from the VLFR are:

- Remuneration for the Patrol Team.
- Essential equipment required for forest development activities detailed in the annual action plan.
- Additional forest development activities approved by the Village Government.
- Procurement of books/stationery for record keeping purposes.
- Contribution to village development projects.
- **XX%** of the total revenue goes to the VNRC for forest management activities.

6.4 Management of Funds

Explain who will collect revenue? Who will approve it? Who will manage the Bank account? Will the VNRC be responsible for revenue collection?

All funds will be kept in the bank, except for a petty cash float. The petty cash float should never exceed TZS 50,000/-. There will be a bank account for the VNRC. There will be four signatories; the Village Executive Officer (A), one member from the Village Planning Committee (A), and the Chairman (B) and the Treasurer (B) of the Village Natural Resources Committee. One A signature and one B signature shall be required to withdraw funds from the bank account.

6.4.1 Key Record Books Required

The Village Natural Resources Committee Treasurer shall be responsible for record keeping. Books shall be available for inspection at any time by;

- Village Finance and Planning Committee.

- The District Council Internal Auditor.

Books to be inspected are;

- Files for meeting minutes.
- Patrol book to list each patrol made, date of patrol, patrol route, any offenders caught, and any new signs of forest disturbance observed.
- Book for recording transgressions including names of offenders, fines levied, date paid and receipt number.
- Permit book for timber licences, listing permit numbers, who it was granted to, for what purpose, licensed volume, amount of fee, receipt number, date granted, and supervising member from the VNRC.
- Receipt book for recording all payments made with regard to this management plan.
- Petty cash book for keeping track of small amounts of petty cash not held in the bank account.

6.4.2 Reports of Income and Expenditure

The committee will give reports of income and expenditure each month to the Village Government and the Village Government will present reports to the village assembly every three months and the VNRC may give a summary of its report as well.

6.4.3 Accountability

Any member of the village found to be misusing forest funds shall be held accountable to the Village Government, charged and tried by the Village Court or Ward Court as appropriate. Any VNRC member found guilty must immediately stand down from the VNRC, and fresh elections held to find a replacement.

7: MONITORING AND EVALUATION

7.1 Follow up

The village will follow through on all planned activities as per the annual work plan throughout the five-year period. This is to ensure that all activities are implemented according to plan.

7.2 Mid-term and Final Evaluation

PRA will be conducted to evaluate progress implementation as set out in this plan. This management plan will be evaluated at both the second and the fifth year. The evaluation shall take place as indicated in the implementation plan (refer to Appendix B). This evaluation exercise will be lead by the District Forest Officer with funding from the national PFM programme.

APPENDIX A: MAPS OF THE VILLAGE AND VLFR

Map of the Village Boundaries

Map must include scale, and should show locations of sub-villages.

The above map show the boundaries of <Village Name>. Villages which share boundaries with <Village Name> are also depicted, along with the specific beacon points which define those boundaries. The GPS coordinates (UTM37L : WGS84) of these beacon coordinates are as follows:

No.	Official Beacon Code	E (m)	N (m)
1	SR295	516682	9032490
2	SR297	515999	9033321
3	SR298	513737	9038345
...

Sketch Map of Village Land Use

The above map was drawn by villagers from <Village Name>.

Map of the VLFR Boundaries

Map should show any points of particular interest, e.g. sacred sites, water sources, high points, and must include scale.

The above map show the boundaries of <Village Name>'s VLFR, along with the specific beacon points which define those boundaries. The darker shaded area is the Conservation Zone, in which harvesting of forest resources is forbidden. The GPS coordinates (UTM37L : WGS84) of these beacon coordinates are as follows:

No.	Official Beacon Code	E (m)	N (m)
1	SR295	516682	9032490
2	SR297	515999	9033321
3	SR298	513737	9038345
...

Participatory Map of the VLFR

Where possible map should indicate areas previously logged. Map should also show land use in adjacent areas.

The above map was drawn by villagers from <Village Name>.

APPENDIX B: IMPLEMENTATION PLAN

Each calendar year the VNRC should prepare a work plan for the coming year.

All year activities

- Regular patrolling (Patrol team)
- Early burning (VNRC)
- Bye laws enforcement (VNRC)
- Setting fire breaks (VNRC)
- Fire lines (VNRC)
- Forest protection (Village members)
- Forest revenue collection (VNRC)

Activities for the first year

- Boundary clearance, about 10km (VNRC)
- Setting up a control check point (VNRC)
- Etc

Activities for the second year

-
-etc

Activities for the third year

-
-etc

Activities for the fourth year

-
-etc

Activities for the fifth year

-
-

APPENDIX C: LEVY CHARGES

Utilisation of the forest in the following ways will incur a levy to the Village Government:

- Training groups wishing to visit the forest shall pay amount not exceeding TSh 10,000/- per group.
- Researchers will pay an amount not more than 3,000/- per person per day.
- Tourists will pay 5,000/- per person per day.
- Local guides for researchers and tourists will receive 2,000/- a day.