



Regional Workshop

FCPF-Capacity Building on REDD+ for Civil Society Organizations and Local Communities in East Asia and the Pacific Region (P153588)



Workshop Report

Kathmandu, Nepal

May 1 and 2, 2018

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Acronyms

| | |
|-----------|--|
| ACMA | Adaptive Collaborative Management Approach |
| CBP | Capacity Building Program |
| CSOs | Civil Society Organizations |
| ER | Emission Reduction |
| ER-P | Emission Reduction Program |
| FCPF | Forest Carbon Partnership Facility |
| FIP | Forest Investment Program |
| FMT | Facility Management Team |
| GTM | Grace Trifam Ministry, Fiji |
| IPs | Indigenous People |
| IPOs | Indigenous People's Organizations |
| LCs | Local Communities |
| PanNature | Centre for People and Nature Reconciliation |
| PFGM | Participatory Forest Governance Monitoring |
| RAC | Regional Advisory Committee |
| REDD | Reducing Emissions from Deforestation and Forest Degradation |
| SRD | Center for Sustainable Rural Development, Vietnam |

1. Introduction

ANSAB, as the recipient of the FCPF-Capacity Building on REDD+ for Civil Society Organizations and Local Communities in the East Asia and Pacific Project (P153588) convened a regional level workshop on May 1 and 2, 2018 in Kathmandu. The purpose of the workshop was to bring together representatives of the sub-project recipients to inform them on the sub-projects and their administrative, safeguards, M&E and reporting requirements, so that the proposed activities are executed effectively and timely with the desired project objectives. Altogether 17 participants representing three civil society organizations from Fiji and Vietnam, three regional advisory committee (RAC) members, Project's Task Team Leader and ANSAB staffs attended the workshop. Ms. Ayala Peled Ben Ari, Operations Specialist, from FCPF-World Bank provided support to the project team remotely during the workshop. The list of the participants is presented in Annex 1, and the agenda of the workshop is presented in Annex 2.

This report provides a summary of the workshop, presenting on the highlights and the key workshop discussions.

2. Highlights of the Workshop

The workshop started with a welcome address from Dr. Bhisma P. Subedi, Executive Director of ANSAB where he thanked all the participants' for making their time to participate the workshop and briefed on the ANSAB's association with FCPF in the capacity-building program. In his remarks, Dr. Subedi advised all the representatives from proponent organizations for their active participation in the workshop so that they can deliver the proposed plan efficiently.



Ms. Haddy Jatou Sey, the Task Team Leader for this project, spoke on behalf of the FCPF-World Bank, and delivered additional welcome remarks. She thanked ANSAB for the facilitation of the workshop and to the participants from the East Asia and the Pacific Region for their involvement in the workshop. She discussed on the engagement and importance of CSOs and LCs at national and global levels and stated that this regional workshop would aid clarity to implement the proposed plan successfully that will help the proponent organizations to reach the target audiences with tangible results.

After the welcome remarks, all the participants introduced themselves explaining their affiliation and the involvement in the proposed REDD+ capacity building activities. Mr. Puspa L. Ghimire, Programs Director at ANSAB then presented on the workshop background, objectives and the agenda. During the introductory session, there were presentations from the FCPF-World Bank and project team regarding FCPF Capacity Building Program (CBP),

operations and expectation on sub-projects and the selection procedure of the sub-projects. The table 1 presents the list of presentations during the introductory session.

Table 1. List of presentations during introductory session

| Presentation | Presenter |
|--|----------------------------|
| Workshop background, proposed objectives and agenda | Puspa L. Ghimire, ANSAB |
| Overview of FCPF Capacity Building Program for Southern CSOs and Local Communities | Haddy J. Sey, World Bank |
| Expectation of World Bank on the project and the sub-projects | Haddy J. Sey, World Bank |
| Summary of the selection process of sub-projects | Sudarshan C. Khanal, ANSAB |

The introductory session was followed by the country-level presentations and plenary discussion. There were three presentations from the representatives of three organizations (two from Vietnam and one from Fiji). As there was no participating CSO member from Vanuatu, Mr. Charlie Timpoloo Harrison - the regional advisory committee (RAC) member representing Vanuatu presented country level capacity building proposal on applicant's behalf. Project's regional advisory committee (RAC) members and other participants provided feedbacks to each presentation. Table 2 presents the list of the country-level presentations from the participating CSOs.



Table 2. List of country level presentations

| Presentation | Presenter |
|---|--|
| Empowering CSOs and LCs to effectively participate in the implementation of Vietnam's Emission Reduction Programme | Tran Ngoc Tue and Ngan Kim Nguyen, Center for Sustainable Rural Development (SRD), Vietnam |
| Promoting Adaptive Collaborative Management Approach (ACMA) through strengthening capacity and participation of Vietnamese CSOs and local communities in REDD+ process in Vietnam | Dung Viet Nguyen and Ngoc Quang Nguyen, Center for People and Nature Reconciliation – PanNature, Vietnam |
| Building Capacity for Fiji's CSOs and LCs to Actively Participate in the Fiji National REDD+ Readiness Programme, Fiji | Selevasio Naivala Tagivuni and Safaira Vere Tagivuni, Grace Trifam Ministry, Fiji |
| National Advocacy & Awareness on the REDD+ Readiness Phase with Indigenous Communities, Vanuatu | Charlie Timpoloo Harrison on behalf of National CSO Platform for Climate Change and REDD+, Vanuatu |

The participants from the three organizations from Vietnam and Fiji then worked in three groups with the RAC members and the project team members to address the feedbacks. On the second day, the three organizations presented the revised proposal with the detail work-plan and budget.



After the country-level presentations, there were two presentations from the project team members focusing on the results framework, monitoring and evaluation, reporting, sub-project administration, financial management and contractual process. Table 3 presents the topics of presentations and the names of presenters.

Table 3. List of presentations on sub-project evaluation and administration

| Presentation | Presenter |
|--|----------------------------|
| Results framework, Monitoring & Evaluation and Reporting formats | Sudarshan C. Khanal, ANSAB |
| Sub-project administration, financial management and contractual process | Puspa L. Ghimire, ANSAB |

During the workshop, a conscious effort was made to ensure that the process was participatory and deliberative and that the results of the group work and plenary discussion were framed in a manner that would make them immediately useful in designing the project.



In the closing session, the RAC members and the CSO representatives thanked the organizers for organizing this workshop and providing the platform for active discussion among them for

refining of project activities, work-plan and budget. The participants assured that the revised proposal would help them to carry out the national level activities effectively and in timely manner.

Ms. Haddy Jatou Sey, Task Team Leader from FCPF-World Bank thanked everyone for their continuous efforts for the successful organization of the workshop. She indicated that the workshop was able to meet the set objectives, providing ANSAB and the sub-projects with key elements necessary to implement the project activities. She emphasized on the importance of having a collaborative and team approach to move forward in this initiative, and indicated that the Bank will continue supporting the team in timely implementation of the project.

At the end, Dr. Bhishma P. Subedi, Executive Director of ANSAB, thanked all the participants for their presence and valuable contribution to the workshop. He appreciated that with the presence of the key members of the selected CSOs and the World Bank team members, it was a wonderful opportunity to gain and share facts, knowledge and insights for the implementation of country level project activities.

3. Key Workshop Discussions

Below is a summary of the workshop's main discussions and conclusions.

3.1. FCPF Capacity Building Program on REDD+ for Southern CSOs and Local Communities

Haddy Jatou Sey, in her presentation, provided a general overview of the FCPF Capacity Building Program (CBP), the partnership nature of the FCPF, FCPF's strategic objectives, two phases of the capacity-building program implemented in different parts of the world and the examples from different sub-projects already implemented under CBP.

The FCPF is a global partnership of governments, development partners, private sector, scientists, IPs and civil society organizations focused on REDD+ (Reducing of emissions from deforestation and forest degradation, conservation, sustainable management of forests and enhancement of forest carbon stocks) in developing countries. The FCPF assists tropical and subtropical forest countries in developing the systems and policies for REDD+ and provides them with performance-based payments for emission reductions. The FCPF contributes to demonstrating how REDD+ can be applied at the country level.

The strategic objectives of the FCPF are to: a) assist eligible REDD+ countries in their efforts to achieve Emission Reductions (ER) from deforestation and forest degradation; b) pilot a performance-based payments system for ER generated from REDD+ activities; c) within the approach to REDD+, test ways to sustain or enhance livelihoods of local communities and to conserve biodiversity; and d) disseminate broadly the knowledge gained in the development of the Facility and implementation of Readiness Plans and ER Programs.

The FCPF, prior to its operational beginning in 2008, organized regional and global dialogues with forest-dependent IPs, CSOs and local communities from Africa, Asia Pacific and Latin America and the Caribbean to solicit their views on the FCPF and REDD+. The dialogues highlighted the need for stakeholders' full and effective participation in REDD+ design at national level, and the need for enhanced regional collaboration. Consequently, the FCPF

established the CBP for IPs, CSOs and local communities from the three regions, with the objective of enhancing their engagement in REDD+ activities at the national and regional levels.

The FCPF Participants Committee (PC) approved two separate allocations for the CBP:

- CBP Phase 1 (2009-2016)
- CBP Phase 2 (2016-2019)

CBP Phase 1 was implemented through contracts between CSOs and Indigenous People's Organizations (IPOs) and the World Bank, where the World Bank handled the administration of funds and activities were carried out by the contracted organizations. Under the Phase 1 system, IP organizations and CSOs were selected and contracted as consultants to carry out specific capacity building activities in line with the overall objectives of the Program.

Under CBP Phase 2, selected IPOs and CSOs have been implementing capacity-building activities as projects. The World Bank has selected three IPOs and three CSOs as "recipient organizations" to work as regional intermediaries for the implementation of the projects in the three regions. ANSAB, as a recipient organization for the Asia Pacific region will administer the fund and capacity building activities for CSOs and LCs in Fiji, Vanuatu and Vietnam. ANSAB, under oversight and support of the FCPF/World Bank, is responsible for the overall implementation, monitoring and evaluation, and reporting of the project.

The objectives of CBP in phase two is to strengthen: (i) the knowledge of targeted East Asia and the Pacific CSOs and local communities of REDD+ Readiness at the national level and (ii) knowledge exchange at the regional level. Eligible participating countries for this phase are Fiji, Papua New Guinea, Vanuatu and Vietnam. Under this phase, activities will be implemented under two key components: i) national capacity building and awareness raising through sub-project implementation from the national level CSOs in the targeted countries, and ii) regional exchange and sharing of lessons learned through regional workshops and studies.

Implementation of activities under the phase 2 would enable participants of the targeted countries to:

- Understand the climate change phenomenon and its impacts on civil society and local communities;
- Understand the REDD+ mechanism and allow communities to voice their concerns and objectives;
- Realize their respective roles and responsibilities related to climate change mitigation and adaptation;
- Participate in national REDD+ processes; and
- Engage with REDD+ decision makers at national level.

3.2. Expectations of the World Bank from the Sub-projects

Ms. Sey also presented on the expectation of the World Bank from the sub-projects. She focused on ten key principles that each organization should follow during the sub-project implementation. The ten principles are presented as below:

1. Gender balance: Actively seek a balance between female and male beneficiaries and be sensitive to women's requirements.

2. Understand constraints: Consider infrastructural constraints within beneficiaries' territories, especially those related to means and forms of communication.
3. Link to national efforts: To the extent possible, ensure synergy with past and present REDD+ capacity building programs in the region and elsewhere, and use existing manuals, training material, and other tools.
4. Communicate with the REDD+ focal point: Present your sub-project to the national REDD+ focal point and brief on achievements from time to time.
5. Grievance redress: Allow beneficiaries to express their concerns or issue complaints, and address them. Complaints should be recorded and reported to ANSAB.
6. Safeguards: No adverse impact on the environment and people.
7. Monitoring and evaluation: Monitor your sub-project's progress and record it using the agreed indicators in the proposal.
8. Reporting: Report on progress to ANSAB at the agreed frequency and using the agreed reporting format, using the indicators.
9. Communication: Communicate often on progress and share visual material (pictures, videos, reports, etc.).
10. Spending: Sub-project funds should be used to pay only for expenditures agreed to in the approved budget at the amounts agreed on. Changes can only be made to budgets with the prior approval of ANSAB.

3.3. Summary of the Selection Process of Sub-projects

Mr. Sudarshan C. Khanal – ANSAB's Research, Planning and Communication Manager presented a summary of the selection process of sub-projects. The presentation summarized the process including the call for proposals, formation of regional advisory committee for independent evaluation of the project, and the evaluation of the proposals.

Call for proposals for national level capacity building activities on REDD+. ANSAB issued a call for proposals to CSOs and LCs in the four countries (Fiji, Papua New Guinea, Vanuatu and Vietnam) to submit proposals in accordance with the procedures reflected in the Operational Manual. The first call was issued on August 20, 2017 with a deadline of one month. The deadline was extended for another two weeks in requests from organizations and stakeholders working on REDD+ and forestry issues at national level in the participating countries.

The call including notification for extension was published in ANSAB's website and also shared through a list serve of CSOs in the four countries, that the organization with support from the World Bank compiled during the preparation phase through survey and referrals. The call was also shared with the regional level organizations working in the region, which also included Tebtebba Foundation - the recipient of the FCPF capacity building program on REDD+ for forest dependent indigenous people in East Asia, Pacific and South Asia region. ANSAB also used the national level civil society networks and platforms in the participating countries for sharing of the call.

ANSAB received nine proposals (two from Fiji, two from Vanuatu and five from Vietnam) during the period. Considering no proposals received from PNG, ANSAB consulted with the Task Team Leader (TTL) regarding the issue and extended the deadline until December 31, 2017 for PNG. However, no proposal was received from PNG within the extended deadline.

Formation of Regional Advisory Committee (RAC). In order to ensure a transparent system of sub-project selection, an independent Regional Advisory Committee (RAC) has been set up. Five members, four from each participating country and one from regional level have been selected as RAC members based on their technical knowledge of REDD+ and related subjects and the understanding of the target countries' REDD+ national priorities. List of the RAC members is presented in Table 4.

In the process of selection, the potential list of experts and/or practitioners from the four countries to serve as the RAC members were provided by the participants of the preparatory workshop held in May 2016 in Kathmandu. ANSAB regularly communicated with the World Bank during the RAC member selection process, and finalized the list of the members with consent from the TTL. ANSAB established communication with the experts in October 2017 for their consent with the detailed terms of reference (ToR). The ToR was prepared during the project launch mission organized during August 2017 in Kathmandu. Upon the acceptance of offer from the experts, ANSAB appointed RAC members in December 2017.

Table 4: List of RAC members

| Country | Name | Affiliation |
|------------------|------------------------------|--|
| Fiji | Ilaitia Leitabu | Fiji National REDD+ Steering Committee |
| Papua New Guinea | Lester Seri | Conservation and Development Professional |
| Vanuatu | Charlie Timpoloo Harrison | National CSO Platform for Climate Change & REDD+ |
| Vietnam | Vu HUU Than | RECOFTC, Vietnam |
| Regional | Dil Raj Khanal | Ex-CSO Observer |

Evaluation of proposals. As the proposals were received, ANSAB screened the proponent organization based on the eligibility criteria. Based on which, five organizations – one from Fiji, one from Vanuatu and three from Vietnam passed the eligibility requirement. ANSAB closely worked with the country specific RAC members and the TTL while checking the eligibility of the organizations. Proposals from the organizations meeting eligibility requirement were forwarded to the RAC members in December 2017 for the evaluation based on the evaluation sheet developed including criteria indicated in the project operational manual. RAC members provided their conformation with no conflict of interest to the organizations and the proposed interventions.

Evaluation score for each proposal was received from five RAC members. There were few comments and suggestions from the RAC members on the proposals that need to be addressed from the proponent organizations for refining the proposals. An average score was calculated for each proposal and a list of the proposals with their evaluation score was shared with the TTL and Operations Specialist of the Bank. As we did not receive any proposals from PNG, but we received more proposals from Vietnam, it was decided that one more proposal from Vietnam will be considered for grants. Based on the score, two proposals from Vietnam, one from Fiji and one from Vanuatu are selected. Table 5 presents the list of proposals selected for further process.

Table 5: List of the selected proposals

| Country | Organization | Name of the proposal |
|---------|--|---|
| Vietnam | Centre for Sustainable Rural Development (SRD) | Empowering CSOs and LCs to effectively participate in the implementation of Vietnam's Emission Reduction Programme (ER-P) |

| | | |
|---------|---|---|
| | PanNature (Center for People and Nature Reconciliation) | Promoting Adaptive Collaborative Management Approach (ACMA) through strengthening capacity and participation of Vietnamese CSOs and local communities in REDD+ process in Vietnam |
| Fiji | Grace Trifam Ministry | Building Capacity for Fiji's CSOs and LCs to actively participate in the Fiji National REDD+ Readiness Programme |
| Vanuatu | National CSO Platform for Climate Change & REDD+ | National Advocacy & Awareness on the REDD+ Readiness Phase with Indigenous Communities |

3.4. Summary of the Selected Sub-projects

3.4.1. Empowering CSOs and LCs to effectively participate in the implementation of Vietnam's Emission Reduction Programme (ER-P). Center for Sustainable Rural Development, Vietnam (SRD)'s Program Manager Mr. Tran Ngoc Tue and the Executive Director Ms. Ngan Kim Nguyen presented on the sub-project developed by the organization. The objective of the sub-project is to empower CSOs and LCs to effectively participate in the implementation of Vietnam's ERP. To achieve this objective, the project will implement a range of activities to deliver the following expected results: (i) Increased participation of CSOs and LCs in ER-P implementation by bridging gaps in their knowledge and capacities, (ii) an enabled constructive environment for CSO and LC participation in ER-P implementation established, and (iii) Reduced conversion of natural forests by developing a formally recognized and supported FCIM framework for implementation by CSOs. List of the activities of the sub-project with the timeline is presented in Table 6:

Table 6: List of activities and timeline of sub-project (SRD)

| Activities | Months | | | | | | | | | | | |
|---|--------|---|---|---|---|---|---|---|---|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. Capacity Building of CSOs and LCs | | | | | | | | | | | | |
| 1.1 Conduct a 3 day training workshop on ER-P for 30 CSOs in Hue city | | x | | | | | | | | | | |
| 1.2 Training Workshop on ER-P for LCs in 6 provinces | | | x | x | x | | | | | | | |
| 2. Meeting between CSOs and local and national level decision makers on REDD+ | | | | | | | | | | | | |
| 2.1 Provincial dialogues | | | | | x | x | x | | | | | |
| 2.2 National dialogue | | | | | | | | x | | | | |
| 3. Study and recommendation on ERPD strategic issues | | | | | | | | | | | | |
| 3.1 Desk study on Forest Conversion Independent Monitoring (FCIM) methodology/mechanism | | | | | | x | x | | | | | |
| 3.2 Draft Forest Conversion Independent Monitoring mechanism | | | | | | | | x | x | | | |
| 3.3 Organise 1 day consultation workshops on draft FCIM mechanism | | | | | | | | | | x | | |

3.4.2. Promoting Adaptive Collaborative Management Approach (ACMA) through strengthening capacity and participation of Vietnamese CSOs and local communities in REDD+ process in Vietnam. Centre for People and Nature Reconciliation, Vietnam

(PanNature)'s Deputy Director Mr. Dung Viet Nguyen and Project Coordinator Mr. Ngoc Quang Nguyen presented on the sub-project developed by the organization. The overall objective is to provide a range of benefits to local communities and strengthen their participation in forest governance through adopting ACMA approach in one REDD+ site level, Huong Nguyen Commune (Thua Thien Hue province). By contributing to this overall objective, the project will significantly enhance the capacity of Vietnamese civil society to participate fully and effectively in REDD+ readiness and implementation in Vietnam. List of the activities of the sub-project with the timeline is presented in Table 6:

Table 6: List of activities and timeline of sub-project (PanNature)

| Activities | Months | | | | | | | | | | | |
|---|--------|---|---|---|---|---|---|---|---|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1: Strengthening enabling conditions for REDD+ readiness | | | | | | | | | | | | |
| 1.1. Setting an exchange: Connecting ICTHER to visit and learn the existing ACMA pilot in Muong Lat, Thanh Hoa province | x | | | | | | | | | | | |
| 1.2. Updating institutional and context analysis and assessing capacity needs on REDD+ readiness (villages, commune, district, and province) | x | x | | | | | | | | | | |
| 1.3. Developing 01 set of awareness and training materials for CSOs/CBOs and local communities on REDD+ Readiness | | x | x | x | | | | | | | | |
| 1.4. Co-organizing 01 training workshop for CSOs/CBOs on using the training manual (ToT) | | | x | | | | | | | | | |
| 2: Community level engagement on ACMA development with priority strategy REDD+ issues | | | | | | | | | | | | |
| 2.1. Identifying key components for ACMA approach to enable community engagement in collaborative forest management with benefit sharing mechanisms | | | x | x | | | | | | | | |
| 2.2. Organizing and facilitating 02 community training courses to enhance their capacity on REDD+ readiness and consult ACMA framework | | | | | x | | | | | | | |
| 2.3. Organizing and guiding village forest protection teams on community based forest/carbon monitoring with mobile application techniques | | | | | | | x | x | | | | |
| 2.4. Organizing and facilitating a consultation workshop with provincial and district on ACMA framework | | | | | | x | x | | | | | |
| 3: Promoting the participatory forest governance monitoring (PFGM) system linking local practices to national REDD+ | | | | | | | | | | | | |
| 3.1. Organizing 01 national workshop to inform and dialogue on ACMA framework and policy recommendations | | | | | | | | | | x | | |
| 3.2. Developing and publishing 01 policy recommendation on ACMA framework and implementation | | | | | | | | | | | x | |
| 3.3. Collaborating and contributing to development and consultation of a CSO-led FCIM/PFGM framework | | | | | | | | | x | x | | |
| 3.4. Detailing indicators and tools for FCIM/PFGM and collaborating with CSOs/CBOs to deliver a district level testing | | | | | | | | | x | x | x | x |

3.4.3. Building Capacity for Fiji’s CSOs and LCs to Actively Participate in the Fiji National REDD+ Readiness Programme. Grace Trifam Ministry, Fiji (GTM)’s Technical Advisor Mr. Selevasio Naivala Tagivuni, and Executive Director Ms. Safaira Vere Tagivuni presented on the sub-project developed by the organization.

The objectives of the project are to increase capacity of CSOs and LCs to participate in REDD+ and contribute to ERPD strategic issues and provide recommendations to the REDD+ Strategy. The project will build the capacity for men (“Bose Vanua”) women (“Soqosoqo ni Marama”), idle community youth (“Tabagone”), community leaders and school children and their teachers from the chosen sites to actively participate in the ERP and implementation of the National REDD+ Policy and support the National Development Plan (NDP) and the Green Growth Framework. With the implementation of the project, communities from the Regions and Province areas of Ra, Lomaiviti, Yasawa, Tailevu, Namosi, Naitasiri, Serua and Lau will be aware on the National REDD+ Policy, Climate Change Policy and their role in the Emissions Reduction Programme (ERP). Furthermore, there will be increased competency for locally-based CSOs and LCs for their participation on national REDD+ process. List of the activities of the sub-project with the timeline is presented in Table 7:

Table 7: List of activities and timeline of sub-project (GTM)

| Activities | Months | | | | | | | | | | | |
|--|--------|---|---|---|---|---|---|---|---|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 Capacity building of CSOs and LCs | | | | | | | | | | | | |
| 1.1. Undertake Capacity Building Needs Assessment with four (4) LCs in Ra, Cakaudrove, Lomaiviti, Yasawa and Tailevu on their understanding of REDD+ | x | x | | | | | | | | | | |
| 1.2. Undertake general awareness on REDD+ to thirteen (13) LCs | | | x | x | x | x | x | x | | | | |
| 1.3. Undertake three (3) workshops in the North, West and Central/Eastern focusing on the communities visited during the Scoping Mission | | | | | x | x | | | | | | |
| 1.4. Conduct a CSO REDD+ Divisional Level Workshop focusing on the Post-COP23, Paris Agreement, SDGs, Forests in an urban landscape | | | | | | | x | | | | | |
| 2. Meeting between CSOs and local and national level decision makers on REDD+ | | | | | | | | | | | | |
| 2.1. Consult National REDD+ Steering Committee to discuss Project progress and National Forum | | x | | x | | x | | x | | x | | x |
| 2.2. Conduct National Faith-Based Forum for 2 days | | | | | | | | x | | | | |
| 2.3. Conduct communication activities through the Media & Social Media | | | | x | x | x | x | | x | | x | x |
| 3.0 Study and recommendation on ERPD strategic issues | | | | | | | | | | | | |
| 3.1. Undertake Analysis of National Forum (SESA, Drivers, FGRM and MRV) Outcomes | | | | | | | | | x | | | |
| 3.2. Undertake a Workshop for the Finalization of recommendations on ERPD strategic issues | | | | | | | | | | x | | |
| 3.3. Endorsement of Recommendations by the National REDD+ Steering Committee | | | | | | | | | | | x | x |

3.4.4. National Advocacy & Awareness on the REDD+ Readiness Phase with Indigenous Communities, Vanuatu. As there was no participant from the sub-project development team of the National CSO Platform for Climate Change and REDD+, Vanuatu, Mr. Charlie Timpoloo Harrison, the RAC member from Vietnam presented the sub-project on their behalf. The objective of the project is to sensitize as many local indigenous Ni-Vanuatans as well as real estate land developers operating in Vanuatu. To achieve this objective, three activities a) Capacity building of CSOs and LCs, b) Meeting between CSOs and local and national level decision makers on REDD+ and c) Study and recommendation on ERPD strategic issues are proposed. The desired result of the project is to decrease in land alienation to investors and an increase in the reforestation and entrepreneurial skills of the indigenous person to be able to create products including non timber forest products that can penetrate the domestic and export market.

3.5. Results Framework, Monitoring and Evaluation, and Reporting Formats

Mr. Sudarshan C. Khanal presented on the results framework, monitoring and evaluation and the reporting of the sub-projects. He briefed on the project development objectives, results indicators, and the formats for event reporting, training evaluation, and project reporting.

Project Development Objective (PDO). The Project Development Objective (PDO) is to strengthen: (i) the knowledge of targeted southern civil society organizations and local communities of REDD+ Readiness at the national level and (ii) knowledge exchange at the regional level.

This PDO is a derivative of the FCPF CBP's objective: to provide forest-dependent IPOs on one hand, and southern CSOs and Other Forest Dwellers (OFD) on the other, with information, knowledge and awareness on REDD+ in order to enhance their understanding of REDD+, and to engage more meaningfully in the implementation of REDD+ Readiness activities. The PDO will be achieved by funding activities that enhance civil society and LC's capacity, knowledge and networking capabilities around the REDD+ Readiness process nationally, and strengthening collaboration regionally.

Results Indicators. The following Results Indicators will be used for monitoring and evaluation of the project:

1. Share of target beneficiaries with knowledge score of 3 or more on REDD+ and related issues (Target: 80%)
2. National knowledge exchange products disseminated in appropriate languages (Target: 1 for each project)
3. Regional knowledge exchange products disseminated (Target: 5)
4. Meetings held between civil society and LC representatives and national REDD+ decision making entities (Target: 1 for each project)
5. Direct project beneficiaries, of which female (Core Indicator) (Target: 800 for the project on whole with at least 40% female members)

Information for the above indicators will be aggregated and analyzed by ANSAB from meeting summaries, reports of civil society and LC organizations carrying out capacity building and awareness raising activities under Component 1, and records of organizations' participation in national, bi-lateral and regional activities. For the first indicator in specific, all defined direct beneficiaries will receive a pre-defined short

questionnaire (presented in Annex 3) that will record their perceptions of their level of knowledge on a defined list of subjects. The forms will be filled by the beneficiaries after a training workshop/program and collected and analyzed by ANSAB with support from the World Bank. The World Bank team in collaboration with ANSAB will also explore the option of evaluating the change in the number of civil society and LC representatives in national REDD+ Readiness processes during the course of project implementation in the three countries. Since this potential impact will go beyond the objective of the project, any shown results will be considered an added value of the project.

Similarly, ANSAB has developed formats for event reporting (presented in Annex 4) and project reporting (presented in Annex 5) that guides the sub-project team to share the reports to ANSAB.

3.6. Sub-project Administration, Financial Management, and Contractual Process

Mr. Puspa L. Ghimire, ANSAB’s Program’s Director presented on the sub-administration, fund disbursement, reporting requirement and the contractual process.

Implementation of sub-project through consultant service contract. Consultant service contract will be considered for the implementation of selected national level capacity building activities under component 1. Under consultants’ service contract, ANSAB will enter into a consultant contract with the selected organization in accordance with the World Bank’s procurement guidelines for selection and employment of consultants. The selected recipients will be hired as consultants, and will implement activities in accordance to the terms of the contract (Figure 1).

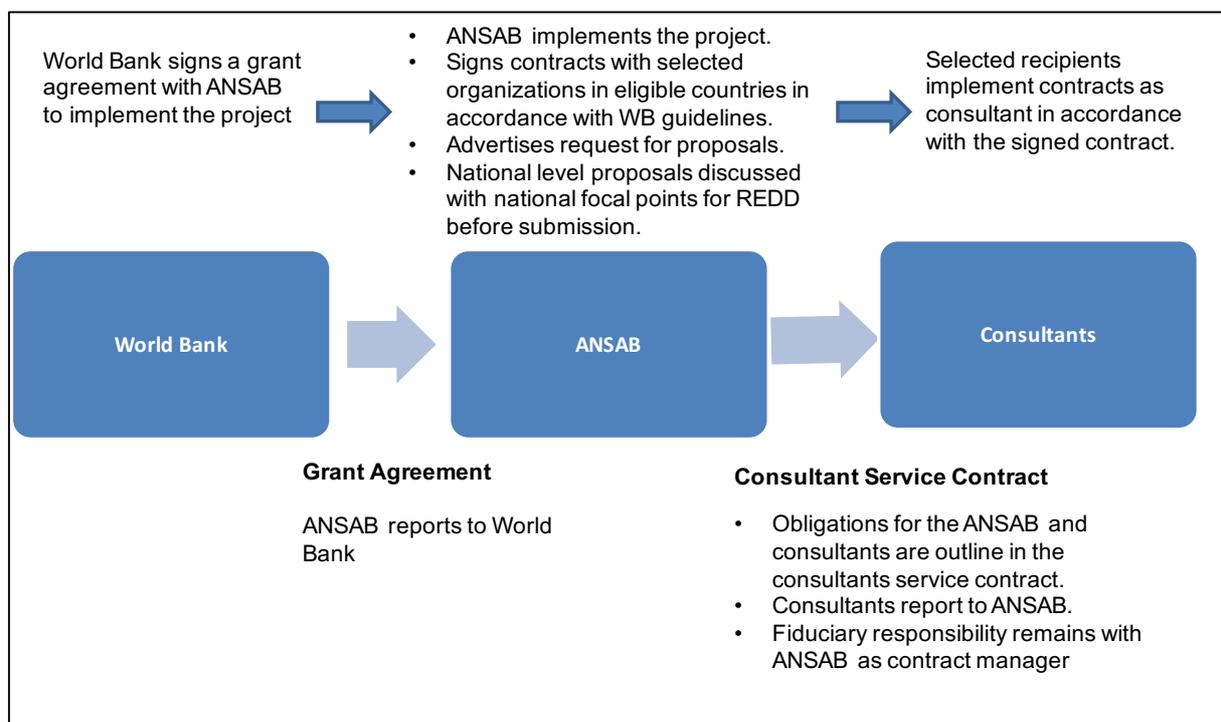


Figure 1: Implementation of sub-project through consultant service contract

Fund disbursement. The grant amount will be released to the organizations in three installments as below:

1. *Sixty percent (60%)* on the effective date upon signing the Agreement,
2. *Twenty percent (20%)* upon submission and acceptance by ANSAB of an Interim Unaudited Financial Report (IFR) showing that 80% of the first instalment has been spent, disbursement request form, and a Narrative Progress Report.
3. *Twenty percent (20%)* upon submission and acceptance of an IFR and the Completion Report.

Reporting requirement. The consultant shall submit the reports detailing the implementation of project activities as described below:

- a. Upon the utilization of 80% of the first instalment of the Grant, the Consultant shall submit a report in the agreed format set forth in Annex 5 describing in detail activities implemented, financial statements, a Statement of Assurance signed by the highest authority of the Consultant organization; and a list of activities implemented within that period with evidence of their execution. This report will be the basis for ANSAB to release payments in tranches. This report should describe both the quantitative and qualitative progress achieved on the Project during the applicable period, to include progress on achieving the results frameworks and targets to date.
- b. In addition to the report expected under “a” above, the Consultant is also expected to provide progress updates on a quarterly basis in order for ANSAB to be able to monitor the project progress and the process to provide timely feedbacks.
- c. Before the closing date, ANSAB and the World Bank shall request a comprehensive Completion Narrative Report on the execution of the Project, the activities undertaken, the level of achievements of the Project development objectives, the results achieved and lessons learnt from the Project, benefits derived and to be derived from the project, and the number of project beneficiaries disaggregated by gender. In addition, ANSAB and the World Bank in their respective capacities would conduct due diligence.

Contractual process. ANSAB will share the contract document to the selected organizations for them to check the required organizational information and fill relevant technical information. After the forms are completed and sent to ANSAB, ANSAB will provide signature to the contract and will send to the organizations for counter-signature. The process will be imitated in a week.

ANNEXES

Annex 1: List of Participants

| SN | Name of participants | Country | Affiliation | Email |
|----|--------------------------------|---------|---|--|
| 1 | Ms. Safaira Vere Tagivuni | Fiji | Grace TriFam Ministry | safairatagivuni@yahoo.com |
| 2 | Mr. Selevasio Naivala Tagivuni | Fiji | Grace TriFam Ministry | sele.tagivuni@gmail.com |
| 3 | Mr. Dung Viet Nguyen | Vietnam | Center for People and Nature Reconciliation (PanNature) | dungnv@nature.org.vn |
| 4 | Mr. Ngoc Quang Nguyen | Vietnam | Center for People and Nature Reconciliation (PanNature) | quang@nature.org.vn |
| 5 | Ms. Ngan Kim Nguyen | Vietnam | Center for Sustainable Rural Development (SRD) | ngan@srd.org.vn |
| 6 | Mr. Tran Ngoc Tue | Vietnam | Center for Sustainable Rural Development (SRD) | tue@srd.org.vn |
| 7 | Mr. Laitia Leitabu | Fiji | RAC Member | ilaitial@connect.com.fj |
| 8 | Mr. Charlie Timpoloa Harrison | Vanuatu | RAC Member | cbth228@gmail.com |
| 9 | Mr. Vu Huu Than | Vietnam | RAC Member | than.vu@recoftc.org |
| 10 | Ms. Haddy Jatou Sey | USA | FCPF-World Bank | hsey@worldbank.org |
| 11 | Dr. Bhishma P. Subedi | Nepal | ANSAB | bhishmasubedi@ansab.org |
| 12 | Mr. Puspa L. Ghimire | Nepal | ANSAB | puspaghimire@ansab.org |
| 13 | Mr. Sudarshan C. Khanal | Nepal | ANSAB | sudarshankhanal@ansab.org |
| 14 | Mr. Basudev Neupane | Nepal | ANSAB | basudevneupane@ansab.org |
| 15 | Ms. Aakriti Poudel | Nepal | ANSAB | aakritipoudel@ansab.org |
| 16 | Ms. Basanti Subedi | Nepal | ANSAB | basantisubedi@ansab.org |
| 17 | Ms. Anju Katwal | Nepal | ANSAB | anjukatwal@ansab.org |

Annex 2: Workshop Agenda

| Time | Activity | Remarks |
|----------------------------|--|---|
| Day 1 (May 1, 2018) | | |
| 09:00-09:15 | Registration | |
| 09:15-09:30 | <ul style="list-style-type: none"> Welcome address Introduction of participants | Bhishma P. Subedi, ANSAB & Haddy J. Sey, World Bank |
| 09:30-09:45 | Workshop background, proposed objectives and agenda | Puspa L. Ghimire, ANSAB |
| 09:45-10:45 | <ul style="list-style-type: none"> Overview of the FCPF-CBP for Southern CSOs and Local Communities Expectations of the World Bank on the project and the sub-projects | Haddy J. Sey, World Bank |
| 10:45-11:15 | Summary of the selection process of sub-projects | Sudarshan C. Khanal, ANSAB |
| 11:15-11:30 | Tea/Coffee Break | |
| 11:30-12:15 | Country level presentation 1 and Plenary discussion <i>(Followed by feedbacks from RAC members and others)</i> | SRD, Vietnam |
| 12:15-13:00 | Country level presentation 2 and Plenary discussion <i>(Followed by feedbacks from RAC members and others)</i> | PanNature, Vietnam |
| 13:00-14:00 | Lunch break | |
| 14:00-14:45 | Country level presentation 3 and Plenary discussion <i>(Followed by feedbacks from RAC members and others)</i> | GTM, Fiji |
| 14:45-15:30 | Country level presentation 3 and Plenary discussion <i>(Followed by feedbacks from RAC members and others)</i> | Charlie Harrison, Vanuatu |
| 15:30-15:45 | Tea/Coffee Break | |
| 15:45-Onwards | Group work for the revision of work-plan | Proponent Organizations |
| Day 2 (May 2, 2018) | | |
| 09:00-10:45 | Group work for the revision of work-plan <i>(Contd.)</i> | Proponent Organizations |
| 10:45-11:00 | Tea/Coffee Break | |
| 11:00-13:00 | Presentation of revised work-plan | Proponent Organizations |
| 13:00-14:00 | Lunch Break | |
| 14:00-14:45 | Results framework, M&E & Reporting formats | Sudarshan C. Khanal, ANSAB |
| 14:45-15:45 | Sub-project administration, financial management and contractual process | Puspa L. Ghimire, ANSAB |
| 15:45-16:00 | Tea/Coffee Break | |
| 16:00-16:30 | Next Steps | World Bank/ANSAB |
| 16:30 | Closing | |

Annex 3: Training Evaluation Format

PARTICIPANT'S FEEDBACK/EVALUATION-(Name of organization)

This form should be filled up by all participants and collected **BEFORE** the start of the training. Participants should rate their knowledge on the topics below, using a range of 0-5 with 5 as the highest. The facilitator/facilitators should make sure that all participants understand very well what they should do.

Training location _____

Date of training _____

TOPICS (Please use the topics that will be covered by the particular training; Please note that the topics should capacitate the CSOs and LCs on i) basic technical knowledge on REDD+, ii) CSOs/LCs' participation in REDD+ process, and iii) the REDD+ policy, process and institutions in the country)

| Topics for the training | Rating | | | | |
|---|--------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) | | | | | |
| Drivers of deforestation and forest degradation | | | | | |
| Climate change | | | | | |
| Role of natural forest and ecosystems | | | | | |
| | | | | | |
| User rights of natural production forest | | | | | |
| Power and duty of forest ranger and local authority in forest management | | | | | |
| Citizen's participation and engagement in REDD+ | | | | | |
| Opportunities, challenges and solution for CSOs/ LCs and women to participate in REDD+ as independent stakeholders | | | | | |
| Measurement, reporting and verification (MRV) | | | | | |
| Results-based payment | | | | | |
| Benefit sharing | | | | | |
| | | | | | |
| National level stakeholders working in REDD+ | | | | | |
| REDD+ Readiness | | | | | |
| Emission Reduction Program (ER-P) | | | | | |
| National and provincial REDD+ policies | | | | | |
| Grievance mechanism | | | | | |
| Forest Carbon Partnership Facility (FCPF) Program | | | | | |

Name of the participant (optional) _____

Sex (Required) _____

PARTICIPANT'S FEEDBACK/EVALUATION-(Name of organization)

This form should be filled up by all participants and collected **AFTER** the training. Participants should rate their knowledge on the topics below, using a range of 1-5 with 5 as the highest. The facilitator/facilitators should make sure that all participants understand very well what they should do.

Training location _____

Date of training _____

TOPICS (Please use the topics that will be covered by the particular training; Please note that the topics should capacitate the CSOs and LCs on i) basic technical knowledge on REDD+, ii) CSOs/LCs' participation in REDD+ process, and iii) the REDD+ policy, process and institutions in the country)

| Topics for the training | Rating | | | | |
|---|--------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) | | | | | |
| Drivers of deforestation and forest degradation | | | | | |
| Climate change | | | | | |
| Role of natural forest and ecosystems | | | | | |
| | | | | | |
| User rights of natural production forest | | | | | |
| Power and duty of forest ranger and local authority in forest management | | | | | |
| Citizen's participation and engagement in REDD+ | | | | | |
| Opportunities, challenges and solution for CSOs/ LCs and women to participate in REDD+ as independent stakeholders | | | | | |
| Measurement, reporting and verification (MRV) | | | | | |
| Results-based payment | | | | | |
| Benefit sharing | | | | | |
| | | | | | |
| National level stakeholders working in REDD+ | | | | | |
| REDD+ Readiness | | | | | |
| Emission Reduction Program (ER-P) | | | | | |
| National and provincial REDD+ policies | | | | | |
| Grievance mechanism | | | | | |
| Forest Carbon Partnership Facility (FCPF) Program | | | | | |

Write something about the training:

Write something about the facilitator/facilitators:

Name of the participant (optional) _____

Sex (Required)_____

Annex 5: Subproject Reporting Format

| | |
|-----------------------------------|--|
| Consultant Contract Number | |
| Reporting Period | <i>(indicate the month, date and year covered by the report, for example: Oct 1, 2016 to March 31, 2016)</i> |
| Name of Organization | |
| Sub-Project Title | |

A. NARRATIVE REPORT

Table 1: Summary of beneficiaries reached during the reporting period *(For direct beneficiaries, avoid double counting, meaning do not count a person more than once. If a person participates in more than one activity for example, he/she is included in the participant's list but will not be counted more than once in the total number of beneficiaries reached. Use conservative estimates for indirect beneficiaries. The number of beneficiaries should be counted from the beginning of the implementation of the sub-project and include the numbers reported in previous progress reports (cumulative numbers)).*

| Type of Beneficiaries | Civil Society and Local Communities | | | Others (indicate which sector they represent like government, academe, religious, media, etc.) | | |
|-------------------------------------|-------------------------------------|--------|-------|--|--------|-------|
| | Male | Female | Youth | Male | Female | Youth |
| Direct beneficiaries ¹ | | | | | | |
| | | | | | | |
| Indirect beneficiaries ² | | | | | | |

Table 2: Progress on Activities (include all activities financed by the sub-project during the period reported)

| Planned activities for the period ³ | Actual activities for the period | Difference between planned and actual | Explain why there was a difference | Reference (Reports on the activities should be annexed and properly numbered)* |
|--|----------------------------------|---------------------------------------|------------------------------------|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

**See separate guide on preparation of activity reports below. Label each activity report as Annex 1, Annex 2, etc. and indicate in the "Reference" column above.*

¹ Direct Beneficiaries are people participating in capacity building and awareness raising activities, and members of CSOs and Local Community institutions which participate in meetings and workshops with national REDD+ decision makers.

² Indirect beneficiaries are people who did not physically participate in sub-project activities but benefitted from its activities indirectly, including participants' family members and co-workers, members of nearby communities who received knowledge information, etc.,

³ including workshops, training sessions, awareness raising sessions, production of knowledge or training material, and meetings with national REDD+ decision makers

Table 3: Progress on Outputs (include all outputs financed by the sub-project)

| Planned outputs for the period | Actual outputs for the period | Difference between planned and actual | Explain why the target was not reached | Reference (Reports on the results should be annexed and properly numbered)** |
|--------------------------------|-------------------------------|---------------------------------------|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*** These are what your sub-project should deliver as detailed in the approved sub-project proposal and achieved and could include resolutions, policies, statements, petitions, training manuals, information materials, project reports, research reports, production volume, markets reached, sales, income, among others as applicable to your project.*

Table 4: Knowledge Improvement

| REDD+ Knowledge Subject | Reported increase rating ratio (%) | | | | |
|-------------------------|------------------------------------|---|---|---|-------------|
| | 1 (lowest) | 2 | 3 | 4 | 5 (highest) |
| | | | | | |
| | | | | | |
| | | | | | |

Table 5: Looking back over the reporting period, what do you think were the most significant changes for civil society and local communities brought about by the implementation of the project activities? (Fill up only those applicable to your project. Specify if the change affects men, women, youth and the elderly only or everybody; add other subjects as relevant)

| Particulars | Significant Changes Observed | Description of the Changes that occurred (Kindly describe the situation before project implementation and the specific changes during project implementation) |
|---|------------------------------|---|
| Climate Change(changes in temperature, weather, water sources, water quality, plants, animals, insects, etc.,) | | |
| REDD+ (recognition of LCs by government; acceptance of LC participation in local and national REDD+ bodies, processes, programs and projects; inclusion of LC concerns and issues in local and national government policies, programs and projects; level of advocacy by LCs; etc.) | | |
| Livelihood/Income (availability of food produced through environmental friendly methods; local food crops; human pressure on the environment; diversity of employment; level of family income; government and other | | |

| | | |
|---|--|--|
| organizations support to livelihood activities of LCs; etc.) | | |
| Knowledge Management (level of understanding by LCs of REDD+; use of CSO produced materials on REDD+ by government and other stakeholders; influence of LCs produced materials on local and national government policies, processes, programs and projects; etc.) | | |
| Land, territories and resources including forest and water (status of access and control over these territories by LCs; status of biodiversity; laws enacted limiting access and control of these land, territories and resources by LCs) | | |
| Traditional knowledge (TK) (Existence and use of TK on territory and resource management; practice, recognition and promotion of traditional occupation and cultural practices; TK sharing/transfer) | | |
| Full and Effective Participation (presence of mechanisms for participation; adoption by government of participatory decision-making processes; local peoples' access to communication systems and information) | | |
| Traditional Governance (existence and recognition of local political structures, systems, practices and/or arrangements for self-determination; state laws/policies that are in conflict with the recognition, protection and promotion of local communities rights and human rights) | | |

Table 6: Issues and challenges experienced during the reporting period and how you addressed these:

| Issues and Challenges | How did you address these or propose to address them in the framework of the sub-project? |
|-----------------------|---|
| | |
| | |
| | |
| | |

Table 7: Key comments and reactions on the sub-project as a whole and to particular activities which were implemented, including complaints and grievances submitted to the sub-recipient:

| |
|--|
| From Participants (<i>include the sex and age of participant</i>) |
| From Staff(<i>include the sex, age and position in the organization</i>) |

| |
|---|
| From Facilitators/Trainers <i>(include sex, age and position in the organization)</i> |
| From government <i>(include the sex, age and position in government)</i> |
| From Other People <i>(include the sex, age and from which sector)</i> |

Table 8: Other important matters during the reporting period which were not captured in the preceding tables. Include here stories from beneficiaries and other stakeholders like government, academe, religious, etc.

| |
|--|
| |
|--|

Activity Report Guide *(should be prepared for all activities implemented and attached in the report as annexes to Table 2 above)*

Name of Activity (trainings/workshops, meetings/dialogues with REDD+ government representatives organized by the sub-project)

| | |
|--|---------------|
| Date of activity: | Venue: |
| Purpose/Objective of the Activity: | |
| Summary of the activity: - summary of the program of activities and substantive discussions - issues that were raised or emerged - unities, agreements, resolutions reached - recommendations, suggestions, comments - products developed, markets established, support generated -others | |
| Attach the program or agenda, training materials, copy of unities/agreements/resolutions, photos, photocopy of the list of participants (list of participants should include the name, age, sex, local peoples group, organization and contact details) | |

Brief summary of other activities which you attended not funded by the Sub-Project (like participation in activities organized by other stakeholders such as government, NGOs, academe, etc.)

| Inclusive Dates | Name of Organizer | Title and Highlights of the Activity |
|-----------------|-------------------|--------------------------------------|
| | | |
| | | |

B. FINANCE REPORT

Please use Schedules 3 and 4 in the Sub-Project Agreement/Contract and attach the required supporting documents **annotated in English**.

C. PLAN FOR THE NEXT PERIOD (Indicate the period to be covered by the plan. Go back to the detailed work plan attached to the Sub-Recipient Agreement, copy the activities to be implemented and the budget for the period to Table 1 and the expected outputs from these activities to Table 2 below. Use these tables for Section A in your next report. Table 1 here becomes your Table 2 while Table 2 will be your Table 3 in the next report. Insert additional columns as indicated in Section A to complete your report tables.)

Table 1: Planned Activities for the Period (from _____ to _____)

| Activities | Budget |
|------------|--------|
| | |
| | |
| | |
| | |
| | |

Table 2: Planned Results for the Period

| |
|--|
| |
| |
| |
| |
| |