



KENYA FOREST SERVICE

DOCUMENT TITLE: DEVELOPMENT OF ECOTOURISM AND RECREATION ENTERPRISE

REF NO: KFS-FCM-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 1 of 7

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done.	Chief Officer Ecotourism	10 th June 2010
2	Changes to conform to ISO 9001:2015 standard	Chief Officer Ecotourism	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	QPM-7	Product Realization
3.	PM	Procedure manual
4.	WI	Work Instructions
5.	KFS/EED/W1/001	Site Assessment Criteria
6	KFS/EED/W1/002	Database Management
7	SP	Strategic Plan
8		Participation in sustainable Forest management
9		Code of regulations
10		Public Procurement and Asset Disposal Act
11		Forest Conservation & Management Act 2018

COPY HOLDERS

1. CCF
2. Chief officer Ecotourism
3. QMR

RECORDS/ANEXSES

REC NO:	REC TITLE
	Site Assessment Memos
	Site Assessment Reports
	Prospectus
	Special Use licenses
	Operational Plans evaluation Reports
	Progress/M&E Reports

PREPARED BY: DCCF FCM

APPROVED BY: CCF



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	Board papers
	Applications (Correspondence)

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1. TERMS AND DEFINITIONS

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
RFP	Request For proposal
EIA	Environmental Impact Assessment
EOI	Expression Of Intrest
FCM	Forest Conservation Management Division

2. SCOPE

The procedure covers the process of site identification, site assessment and development of ecotourism & recreation facilities in Public forests in Kenya.

3. PURPOSE

To ensure effective and efficient control in ecotourism and recreation enterprises development

4. OBJECTIVES

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. DCCF FCM


- Give strategies and guidelines on ecotourism and recreation enterprises development

5.2. Chief Officer Ecotourism

- Planning, developing, coordinating and implementing ecotourism
- Providing policy advice for management of ecotourism and recreational programs

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- Assessing potential of ecotourism and recreation sites within the forest reserves
- Developing prospectus to guide investments in ecotourism and recreation in forest reserves
- Developing work plans and budgets for ecotourism and recreation programmes in forest reserves
- Undertaking market research and advising on investment in the ecotourism and recreation sector

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Finances for site assessment, monitoring
- Equipment in form of workstation, vehicle for fieldwork
- Human resources in form of ecotourism assistants, surveyors (maps), station managers (due diligence) and forest rangers (security during fieldwork)

6.3. Outputs

- No. of sites assessed
- No. of special-use licenses issued


7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

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9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10. DETAILS OF PROCEDURE

7.1. Identification of potential sites

Note 1: sites with potential for development of ecotourism & recreational facilities can be identified by KFS staff or third parties including private sector players and forest-adjacent communities

7.2. Submission of application

Note 2: this applies to sites identified by third parties who have to submit an application to the Chief Conservator of Forests (CCF) through the respective field office(s)

7.3. Assessment of the proposed site and/or proposed development (KFS team)

7.4. Presentation of site assessment report to CCF

7.5. Presentation of site assessment summary report & recommendations to KFS Board of Directors

7.6. Board Decision on application or site (approval, deferment or rejection)

7.7. Issuing of Special Use Licence (as per Board Decision)

7.8. Payment of performance bond and ground rent for the first year (where applicable)

7.9. Submission of operational plans & authorizations to KFS for approval where applicable

Note 3: operational plans & authorizations are specified in the Special Use Licence and may include Site Specific Forest Management Plan, Architectural Designs & Structural Drawings, Community Participation Plan and Environmental Impact Assessment (EIA) Report & NEMA License

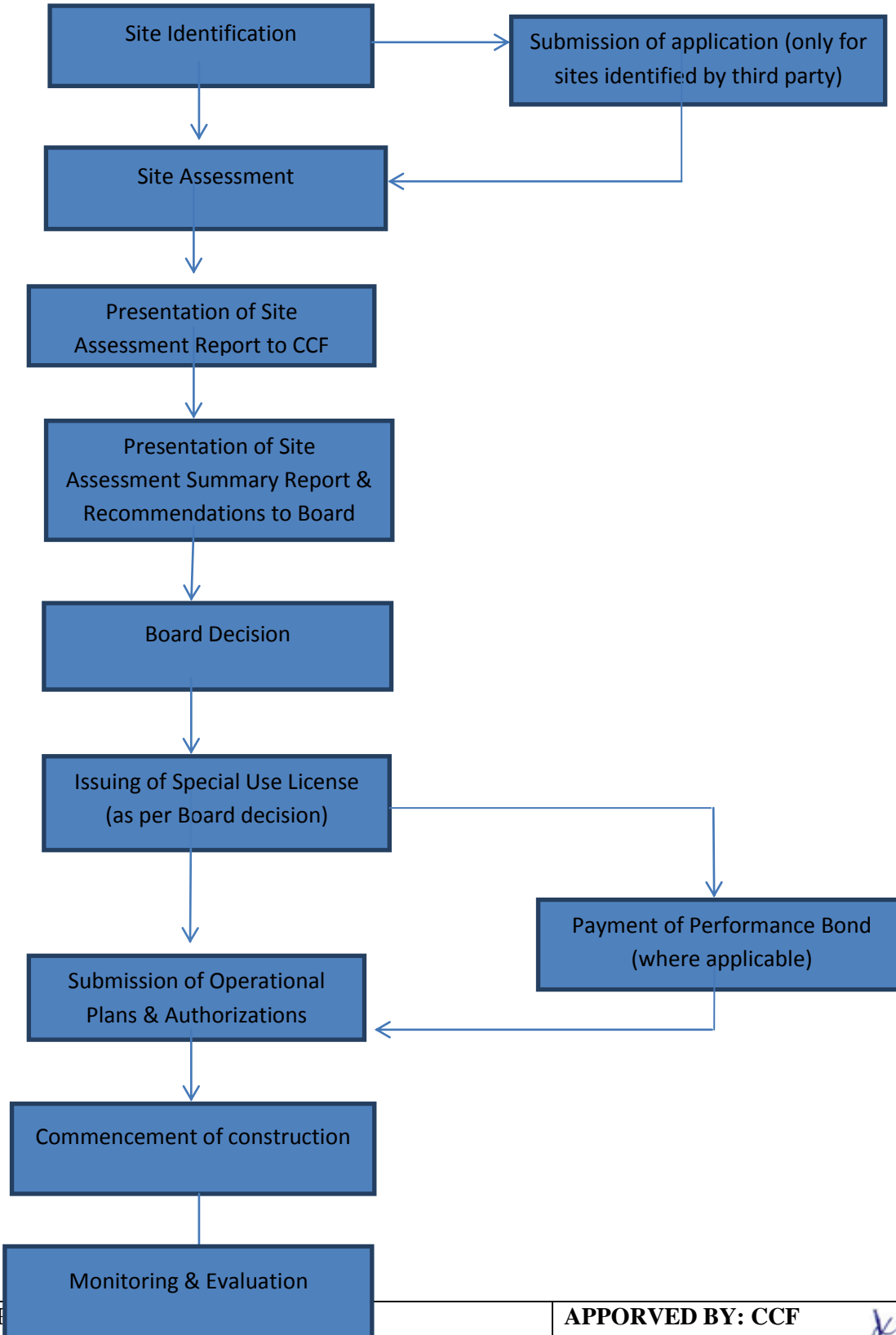
7.10. Commencement of construction

7.11. Monitoring & evaluation of developer's adherence to licence provisions.

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11. PROCESS FLOW CHART



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