



KENYA FOREST SERVICE

DOCUMENT
TITLE: PARTICIPATORY
FOREST MANAGEMENT

REF NO: KFS-FCM-002

ISSUE NO: 2

REVISION NO: 1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done.	Head Participatory Forest Management	10 th June 2010
2	Changes done to conform to ISO 9001:2015 standard	Head Participatory Forest Management	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 Instruction
5.	KFS/PFM/WI/01	Manual for Formation of CFAs Participatory Forest management Plans Manual
6.		CFA Capacity Building Manual 2015
7.		Draft Forest Policy 2014
8.		PFM Guidelines 2015
9.		CFA Capacity Building Manual 2015
10.	(CDFC)	Community Development and Financing Cycle 2018
11		KFS Strategic Plan 2017

COPY HOLDERS

1. Chief Conservator of Forests
2. QMR
3. Deputy Chief Conservator of Forests
4. Head, Participatory Forest Management

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APPROVED BY: CCF



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RECORDS/ANEXSES

REC NO:

REC TITLE

Participatory Forest Management Plans

National Community Forest Association Registers

Forest Management Agreements

Community Development and Financing Cycle 2018

Community Forest Association Reports

National CFA Register 2018

Participatory Forest management Plans Register
2018

Forest Management Agreement Register

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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
DCCF	Deputy Chief Conservator of Forests
CF	Conservator of Forests
CFA	Community Forest Association
FCMA	Forest Conservation and Management Act 2016
CDFC	Community Development and Financing Cycle
FCC	Forest Conservation Committee
PFM	Participatory Forest Management
FMP	Forest Management Plan
FMA	Forest Management Agreement
FLMC	Forest Level Management Committees
FCMP	Forest Conservation Management Programme

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2. SCOPE

This procedure covers Participatory Forest Management process from identification of Community and Resources, creating awareness of participatory Forest Management, formation of CFA, developing PFMP/FMA, implementation of the management plan to reviewing and revising the PFM and Impact monitoring of PFM

3. PURPOSE

This is to ensure adequate control of Participatory Forest Management Operations with Stakeholders

4. OBJECTIVES

Conserve biodiversity while enhancing community's livelihoods and; Ensure sustainable use of forests

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1 CCF

- Formulate policies on Participatory Forest Management
- Financial support


5.2 Deputy Chief Conservator of Foresters

- Gives policy direction on PFM

5.3 Head: Participatory Forest Management

- Carry out PFM Planning, assessment, analysis & reporting processes, and associated with community participation.
- Develop and implement Community engagement frameworks including

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Forest Management Plans and Agreements

- Support Restoration and maintenance of forest resource base through community engagement in all Forest Stations
- Develop and implement Community engagement procedures, guidelines, Plans and growth pathways.
- Support identification, awareness creation on formation of CFA
- Capacity development of CFAs on organization development
- Support Forest Management Agreement Implementation
- Support Review and Revise Forest Management Plans
- Support Community Livelihoods through Forest enterprise and Table banking innovation.
- Impact Monitoring of PFM implementation
- Provide PFM services and disseminate information to communities and stakeholders
- Develop and implement sustainable management and standards rules for Monitoring PFM & Community Engagement.

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Finances and equipments

6.3. Outputs

- Finances and equipments

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. Create Awareness

7.1.1 Identify the community and the forest area that is to be managed.

7.1.2 Make initial contact with the community and stakeholders (Forest Users)

7.1.3 Create awareness about PFM within the main stakeholders from the area. The stakeholders may be formally; Individual farmers Organised into a group, a company, or, associations and Forest adjacent households.

7.2. Support Formation/Strengthening of CFAs and Relevant Stakeholders.

7.2.1 Facilitate the development or modification of existing local organisational structures to form one that will be appropriate for PFM and in line with the legislation

7.2.2 Provide capacity development support to the Forest Association(s)

7.2.3 Form a local level forest management committee where appropriate

7.2.4 Organize meeting with the stakeholders for election of officials.

7.2.5 Sensitize the officials on the registration of the CFA.

7.2.6 Register the Community Forest Association

7.2.7 Consolidate National CFA Register

7.3. Assess Forest areas, Resources and Community

7.3.1. Conduct a socio-economic survey and participatory resource assessment in the proposed forest area

7.3.2. Collect and analyse data

7.3.4 Present results to stakeholders.

7.4. Prepare and approve forest management plan.


7.4.1 LPT prepares 5-year FMP


7.4.2 The plan must balance local needs with conservation measures and national priorities.

7.4.3 Negotiate and agree on the overriding objectives for the management of the forest.

7.4.4 Discuss openly about the potential costs and benefits involved in developing the FMP

7.4.5 Identifying and negotiating around stakeholder

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expectations and assumptions.

7.4.6 Modify or develop a local organizational structure to suit PFM and to be in line with legislation.

7.4.7 CFA Capacity Building and form a local forest management committee where appropriate.

7.5. Negotiating and signing forest management agreement

7.5.1 Develop and sign a Forest Management Agreement (FMA).

7.5.2 This is a legally binding document and must explicitly address the costs, benefits, expectations and assumptions of the parties as per existing legal framework.

7.5.3 Publicly presented and discussed the agreement in the local area, submitted to the Forest Conservation Committee and discussed.

7.5.5 Signing of the FMA “kick starts” implementation phase of the FMP.

7.6. Implement the Forest Management Plan

7.6.1 Use agreed management mechanisms to initiate the implementation process.

7.6.2 Hold regular progress and review meetings.

7.6.3 Provide technical back-stopping support where necessary to forest level management committee as well as members of the Forest Associations.

7.7. Review and Revise FMP based on Experience

7.7.1 The Forest Level management committee together with the Forest Association(s) & other stakeholders review and report the implementation at the end of each year vis-à-vis the objectives of the operational plan.

7.7.2 Data collected from each PFM area are to be recorded and catalogued by KFS headquarters.

7.7.3 Documented experiences from the first PFM areas as they will offer important lessons for subsequent applications of the approach in other forest areas and M&E processes.


7.7.4 Publicise the documented experiences through appropriate media channels.

7.7.5 Based upon these experiences, revise the PFM process outlined with some of these revisions being specific to certain forests or geographical locations.

7.8. Impact Monitoring of Participatory Forest Management plans implementation

7.8.1 The initial experiences from the first PFM areas will offer important lessons for subsequent applications of

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7.8.2 The approach in other forest areas. Outcomes from the initial forest management agreement areas

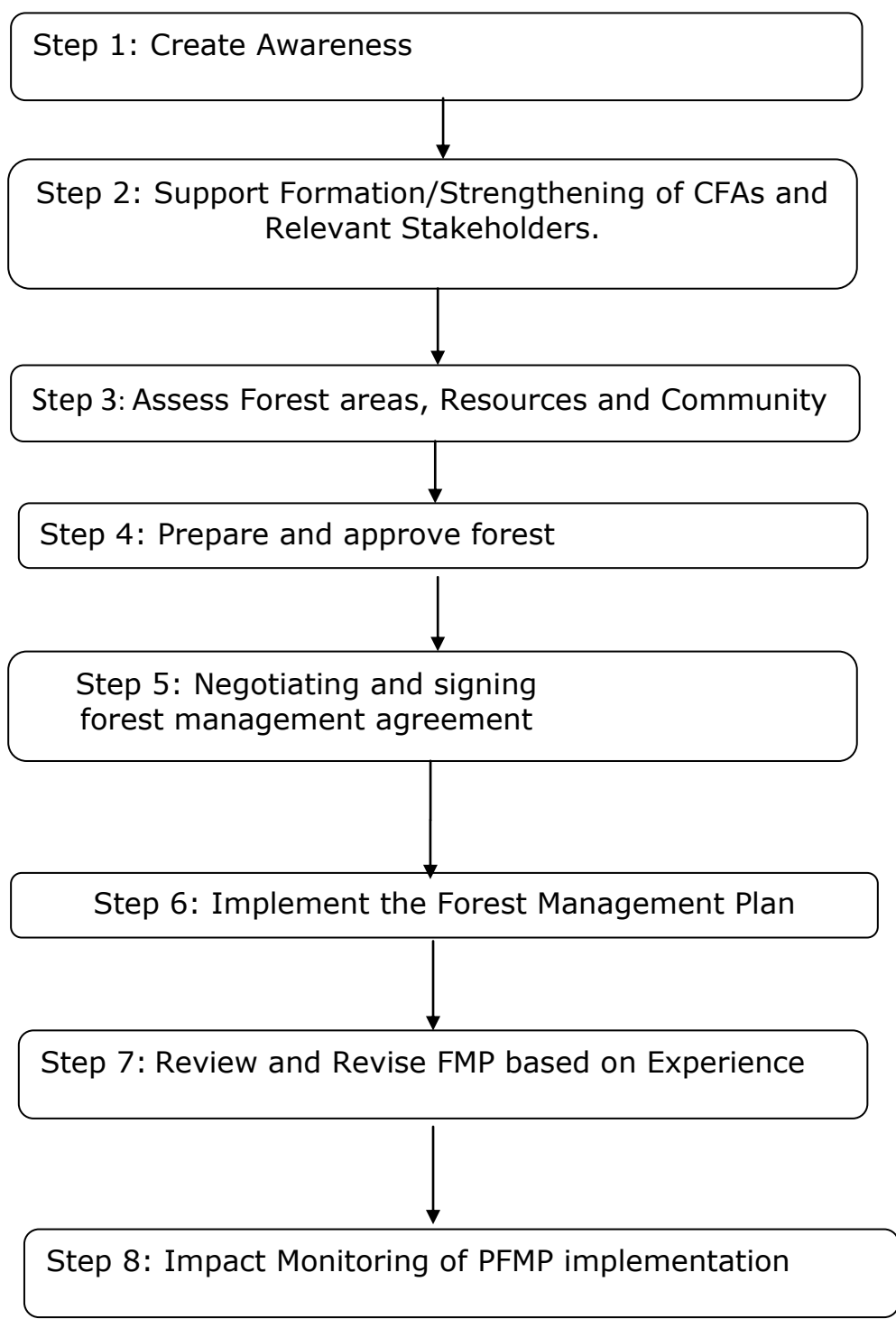
7.8.3 Should be documented and publicised through appropriate media channels.


7.8.4 Based upon these experiences of PFM it may be necessary to revise the PFM process outlined above, with some of these revisions being specific to certain forests or geographical locations

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11. PROCESS FLOW CHART: STEPS OF PFM



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