	KENYA FOREST SERVICE		DOCUMENT TITLE:NATURAL FOREST CONSERVATION

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

REFERENCED DOCUMENTS		
S/NO	REF	TITLE : Natural Forest Conservation
1.	QPM	Quality Policy Manual
2.		Product Realization
3.		Procedure Manual
4.		Work instructions

COPY HOLDERS

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1. CCF
2. QMR
3. DCF(FCM)
- 4.HEAD : Natural Forest Conservation
- 5.CF
- 6.Technical officer
- 7.

RECORDS/ANEXXES

REC NO:

REC TITLE

Progress reports

Quarterly M&E reports

Strategic Plan


Forest Conservation and Management Act 2016

The Constitution of Kenya 2010

Forest Policy

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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

2 SCOPE

This procedure covers natural forests rehabilitation, regeneration and forest protection against wild fires and general degradation

3 PURPOSE


This is to enhance conservation of natural forest areas for social and economic growth

4 OBJECTIVES

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

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5 RESPONSIBILITY AND AUTHORITY

5.1 Chief Conservator of Forests

5.1.1 Give policy direction on forestry issues

5.2 Deputy Chief Conservator of Forests (FCM)

5.2.1 Development and implementation of the strategic plan

5.2.2 Development of tools for management and conservation of forests

5.3 Head: Natural Forests

5.3.1 Assessments of state of the natural forests and fire protection

5.3.2 Provide technical advice on activities to enhance forest rehabilitation and regeneration of natural forests

5.3.3 Development of Natural forest monitoring and management strategy

5.3.4 Developing fire danger rating program for determination of fire season declaration.

5.3.5 Develop program designed to create awareness of the need for the fire protection and control

5.4 Ecosystem Conservator

5.4.1 Coordination and mobilization of Community Forest Association in the county for rehabilitation and protection of the natural forests

5.4.2 Identifying strategic positions in the forest for installation of fire towers

5.5 Forest Manager

5.5.1 Develop and maintain indigenous tree nursery for Natural Forest Conservation and Management

5.5.2 Supervision of forest rehabilitation in the station

5.5.3. Maintenance forest boundaries

6. RESOURCES, INPUTS AND OUTPUTS

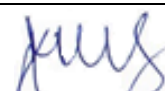
6.1. Resources


1.1.1. Finances

1.1.2. Personnel

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1.1.3. Infrastructure

6.1 Inputs

- Finances for seedling production and rehabilitation
- Human resources in terms technical officers in the field
- Tools and equipment

6.2 Outputs

- No. of indigenous seedlings produced
- No. of Hectares rehabilitated
- Progress reports as a result of monitoring and evaluation exercise

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10. DETAILS OF PROCEDURE

7.1 Management of Natural Forests

7.1.1 Identify degraded areas in the natural forests, take their coordinates and pictures.


7.1.2 Capture the data of the degraded areas into the natural forest data base.

7.1.3 Develop Maps of the degraded areas.

7.1.4 Disseminate the information to responsible officers

7.1.5 Rehabilitate the indentified degraded areas

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7.1.6 Develop pictures and maps of the rehabilitated areas

7.1.7 Capture the data of the rehabilitated areas in the natural forest data base

7.2 Impact monitoring of natural forest restoration

7.2.1 Undertake M&E every quarter for field assessment of the work progress

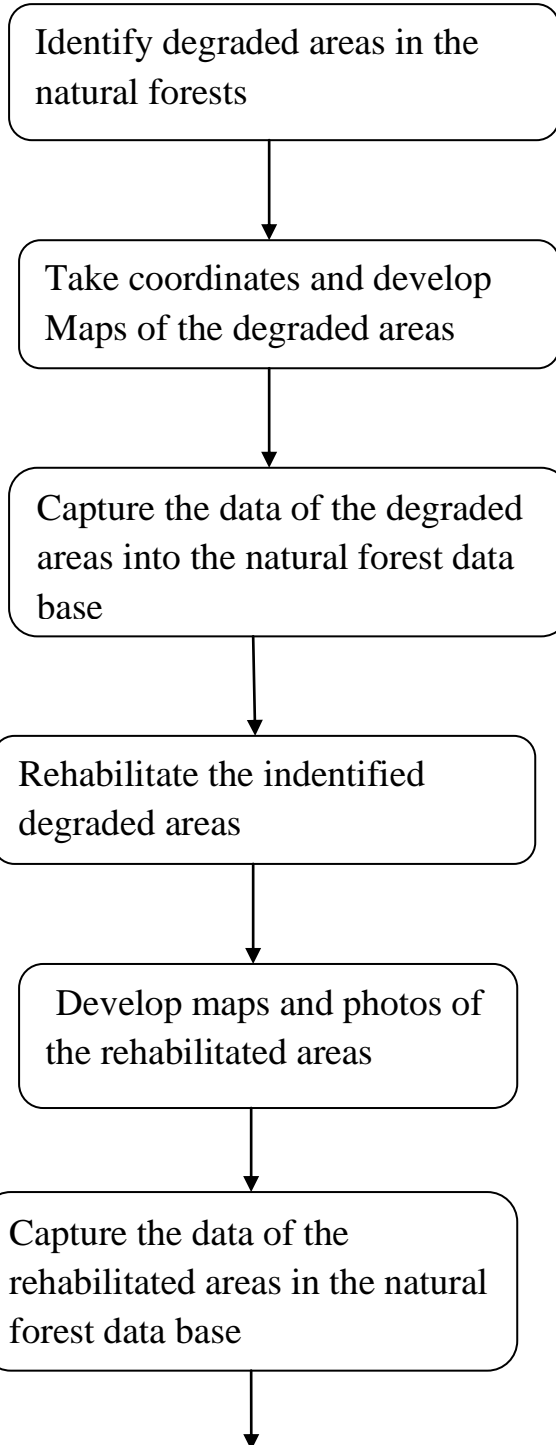
7.2.2 Compile the report highlighting major challenges with recommendations

7.2.3 Share the report with field officers

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11. PROCESS FLOW CHART



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Undertake M&E every quarter and compile reports and share with field

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