	KENYA FOREST SERVICE		DOCUMENT TITLE: WATERSHED MANAGEMENT
	REF NO: KFS-FCM-005	ISSUE NO: 2	REVISION NO: 1

ISSUE HISTORY			
ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done.	ACCF	10 th June 2010
2	Changes to conform to ISO 9001:2015 standard	ACCF	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.		Participatory Management Planning Guidelines
5.		Draft Forest policy 2015
6.		Forest Management Plans Preparation Manual
7.	SP	Strategic Plan
8.	RPP	Readiness Preparation Proposal
9.		

COPY HOLDERS
1. CCF 2. QMR 3. ACCF 4. Conservator of Forests 5. Technical Officer

PREPARED BY: DCCF FCM	APPROVED BY: CCF 
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RECORDS/ANEXSES

REC NO:

REC TITLE

Readiness Preparation Proposals

Reports

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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 Interest
FCM	Forest Conservation Management Division

2. SCOPE

This procedure covers from watershed management, catchment management and hydrology to licensing and way leaves

3. PURPOSE


To ensure adequate control of watershed management operations

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 Gives policy direction on watershed management

5.2.2 Provides resources for watershed management

5.2 Deputy Chief Conservator of Forests

5.2.1 Recommends approval of watershed management policies.

5.3 Head Watershed Management

5.3.1 Hydrological measurements and assessments of water resources for analysis, interpretation and storage

5.3.2 Restoration and maintenance of water catchment areas through natural regeneration and tree planting

5.3.3 Development of catchment management framework for monitoring hydrological parameters in all water towers

5.3.4 Identify, map and protect water catchment area that include wetlands for conservation

5.3.5 Review Environmental Impact Assessment/environmental Audit Reports

5.3.6 Monitoring of stage of natural forests and watersheds

5.3.7 Process applications for water easements, way leave and licensing

5.3.8 Develop and implement sustainable management and standards rules

5.4 Licensing and Wayleave Officer


5.4.1 Preparing licenses and agreements

5.5 Head Survey and Mapping

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5.5.1 Survey and position beacons of the water project sites and identify project sites with disputes

5.5.2 Drafting letters to the CCF on land related matters

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Finances
- Equipments

6.3. Outputs

- Water Easement Permits issued

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

6.1 Ecotourism & recreation enterprises development process


6.1.1 Identify the watershed

6.1.2 Map the watershed areas

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6.1.3 Carryout hydrological measurements and assessments of water resources for analysis

6.1.4 Do data collection, analysis, interpretation and storage for retrieval

6.1.5 Capture data into the watershed database

6.1.6 Disseminate the information to necessary authorities

6.1.7 Take the corrective action appropriately

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11. PROCESS FLOW CHART

Watershed Management Flow Chart

