



KENYA FOREST SERVICE

DOCUMENT
TITLE:REFORESTATION

REF NO:KFS-PEDD-003

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, Reforestation Section	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Head, Reforestation Section	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality policy manual
2	FCM	
3	QPM-7	Product Realization
4	PM	Procedure Manual
5	AWP	Annual workplan
6		Forest Conservation and Management Act
7		Technical orders
8		Forest Service General orders
9	MTP	Medium term framework
10	MTEF	Medium term expenditure framework
11		Strategic plan
12		Forest plantations management plans
13		Forest policy
14		Environmental impact assessment reports & certificates

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	SDCCF-FO
4	DCCF P&E
5	ACCF
6	HOD IA
7	HOD SCM
8	HOD PM&R

PREPARED BY:DCCF-P&E

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RECORDS/ANNEXES

REC. NO	REC. TITLE
AWP	Annual work plan
	Minutes of annual work plan meetings/workshops
	Sector reports
	Forest Plantation documents
	Progress reports
	Compartment registers
	Photos

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1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
SDCCF	Senior Deputy Chief Conservator of Forests
DCCF PE	Deputy Chief Conservator of Forests Plantations and Enterprise
FSM	Forest Station Manager
EC	Ecosystem Conservator
HOC	Head of Conservancy
SCM	Supply Chain Management

2. SCOPE

This procedure covers from setting, procuring seeds, seedling production, maintenance tree nurseries to establishment and maintenance of young plantations.

3. PURPOSE

This is to ensure effective and efficient control of operations and procedures for successful establishment of forest plantations.

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY


5.1. Chief Conservator of Forests

5.1.1. Approve appropriate forest plantations development policies and strategies.

5.1.2. Provide adequate resources.

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5.2. Deputy Chief Conservator of forests

- 5.2.1. Monitoring of plantation development.
- 5.2.2. Tree seed sources and dissemination.
- 5.2.3. Development of guidelines & regulations for plantation development
- 5.2.4. Liaison Research on plantation development and management

5.3. Assistant Chief Conservator of Forest

- 5.3.1. Monitoring of plantation development.
- 5.3.2. Tree seed sources and dissemination.
- 5.3.3. Development of guidelines & regulations for plantation development
- 5.3.4. Liaison Research on plantation development and management

5.4. HOC

- 5.4.1. Monitoring of plantation development.

5.5. Ecosystem Conservator

- 5.5.1. Monitoring of plantation development.
- 5.5.2. Tree seed sources and dissemination


5.6. Forest Station Manager

- 5.6.1. Sourcing of seeds
- 5.6.2. Seedlings production
- 5.6.3. Tree nursery maintenance
- 5.6.4. Forest Plantation establishment
- 5.6.5. Forest Plantation maintenance

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- 6.1.1. Finances
- 6.1.2. Personnel

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6.1.3. Infrastructure

6.2. Inputs

6.2.1. Seed Procurement plan

6.2.2. Survey and Mapping

6.2.3. Seed Indent Data

6.2.4. Planting Guidelines

6.3. Output

6.3.1. LPOs from KEFRI

6.3.2. Nursery Register

6.3.3. Seed Indent Report

6.3.4. Compartment Register

6.3.5. Monthly/Quarterly reports

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


10.1. Setting targets

10.1.1. Forest Station Manager compiles area that has been clear felled and areas with no established plantations from their stations by November.

10.1.2. Forest Station Manager writes a report & budget to Ecosystem Conservators, by January. The report must capture the following among others:

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10.1.3.Targets for planting, area due for weeding & cleaning, fire patrol & fighting, Road maintenance, Patrolling & Policing, maintenance of Electric Fence and Forest plantation establishment plan.

10.1.4.Ecosystem Conservator consolidates all targets (report/budgets) from all stations.

10.1.5. Ecosystem Conservator sends the complied report to the respective HOC.

10.1.6.HOC consolidates the reports from the Ecosystem Conservators.

10.1.7.HOC forwards the consolidated report to CCF

10.1.8.CCF suggests any amendments.

10.1.9.CCF communicates to the HOCs, Ecosystem Conservators & Forest Station Managers and come to an agreement.

10.1.10. Head Reforestation draws final targets and budgets.

10.2. Procuring Seeds

10.2.1.FSM Carry out seed indents from the targets.

10.2.2.FSM Makes detailed request to EC.

10.2.3.EC sends LPO and indent to KEFRI.

10.2.4.KEFRI gives feedback to inform the EC.

10.2.5.KEFRI packages the seeds.

10.2.6.EC collects the seeds and distributes to all the stations.

10.3. Seedlings Production


10.3.1.FSM prepares seedbeds and sows the seeds.


10.3.2.Attend to the seedbeds accordingly.

10.3.3.Prick out the ready seedlings and put them in beds or polythene bags.

10.3.4.Attend to the seedlings accordingly until they're plantable.

10.4. Forest Plantations Establishment

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10.4.1. Clear bushes three months before planting in case of no PELIS programme

10.4.2. Cut stakes

10.4.3. Do staking out and pitting two months before planting.

10.4.4. Start planting the plantable seedlings.

10.4.5. Carry out survival count four months after planting.

10.4.6. If the survival is below 30%, the plantation has to be re-planted.

10.4.7. If the survival is between 30 to 75%, do beating up.

10.4.8. If the survival is above 75% and above the plantation is considered established

10.4.9. Carry out survey and mapping of the young plantation one year after planting and survival is over 75%.

10.4.10. Continue weeding and cleaning three times per year.

10.4.11. Ensure compliance to PELIS implementation rules.

10.4.12. Carry out weeding as need be.

10.4.13. Monitor and protect the plantation

***NOTE 1:** Tree planting should be done when there is enough moisture builds up.*

***NOTE 2:** Hired casual labour is used for planting trees.*

10.5. Reporting

10.5.1. Reporting is done on monthly basis by EC to HOCs.

10.5.2. Reporting on follow up is done on quarterly basis by HOCs to the CCF.

10.5.3. Head, Reforestation samples some of the reports and conduct physical verification.

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11. PROCESS FLOW CHART

ACTIVITY	RESPONSIBLE
START	
Set Targets for forest plantations to be established.	FSM
Compile seed indent	Head Reforestation
Procure seeds at KEFRI	SCM
Distribute seeds to forest stations	EC
Sow the seeds	FSM
Prick out the seedlings into bags or swaziland beds	FSM
Attend to seedlings until they are plantable	FSM
Clear Bushes 3 month before therains if no PELIS programme.	FSM
Cut stakes	FSM
Do Staking out	FSM
Do Pitting	FSM
Plant the seedlings	FSM

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Do Survival after four months	FSM
Weed the young plantation thrice a year if no PELIS programme	FSM
Do beating the following short rains if survival is between 30 and 75 %	FSM
Replant the plantation if survival is less than 30%.	FSM
Monitor the whole process, control, and give feed back.	Head Reforestation.

END

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