



KENYA FOREST SERVICE

DOCUMENT TITLE:CLIMATE CHANGE

REF NO:KFS-SDCCF-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: Climate Change Response Programme	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Head: Climate Change Response Programme	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	FCMA	Forest conservation and Management Act 2016
5	FP	Forest Policy
6	SP	KFS Strategic Plan 2018-2022
7	CCA	Climate Change Act 2016
8	CCPF	Climate Change Policy Framework
9	NCCRS	Climate Change Response Strategy
10	NCAAP	Climate Change Action Plan
11	GESIP	Green Economy Strategy And Implementation Plan
12	NAP	National Adaptation Plan
13	NDC	Nationally Determined Contributions to climate change
14		Roadmap for establishment of Forest Reference Level and the National forest Monitoring System
15		Project Document for REDD+ Strategy Formulation
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PREPARED BY:SDCCF-FO

APPROVED BY: CCF



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25	NCAAP	Climate Change Action Plan
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29		Roadmap for establishment of Forest Reference Level and the National forest Monitoring System
30		Project Document for REDD+ Strategy Formulation

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	SDCCF
4	ACCF
5	CF
6	ACF-I
7	ACF-II

RECORDS/ANNEXES

REC. NO	REC. TITLE
KFS-SDCCF-003	Reports

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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
DCCF	Deputy Chief Conservator of Forests
FCMA	Forest conservation and Management Act 2016
FP	Forest Policy
SP	KFS Strategic Plan 2018-2022
CCA	Climate Change Act 2016
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NDC	Nationally Determined Contributions to climate change
KFS	Kenya Forest Service
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
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FCMA	Forest conservation and Management Act 2016
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NDC	Nationally Determined Contributions to climate change

2. SCOPE

To promote and support implementation of climate change response measures in KFS programmes.

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3. PURPOSE

Integrate national climate change mitigation and adaptation activities into on-going programme in the forest system.

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Foresters

- 5.1.1. Adequate financing of proposed climate change activities
- 5.1.2. Overall policy guidance and leadership
- 5.1.3. Adequate personnel deployment
- 5.1.4. Support to inter-institutional collaboration.

5.2. Senior Deputy Chief Conservator of Forests

- 5.2.1. Approval of funds for climate change activities
- 5.2.2. Approval of consultation and participation in climate change activities
- 5.2.3. Approval of deployment of personnel
- 5.2.4. Supervision and technical backstopping of the department activities

5.3. Assistant Chief Conservator of Forests

- 5.3.1. Coordination of climate change activities in the forest sector
- 5.3.2. Formulation of National REDD+ Strategy
- 5.3.3. Implementation of NDC
- 5.3.4. Support stakeholders involvement in climate change activities

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5.3.5. Contribute to the National GHG emission inventory

5.4. Conservator of Forests

5.4.1. Assist in coordination of climate change activities in the forest sector

5.4.2. Assist in formulation of National REDD+ Strategy

5.4.3. Mobilize stakeholders involvement in climate change activities

5.4.4. Support implementation of NDC

5.5. Senior Forester

5.5.1. Support GHG emission inventory

5.5.2. Support monitoring and evaluation of climate change activities

5.5.3. Biomass modelling and carbon assessment

5.6. Assistant Conservator of Forests II

5.6.1. Support implementation of climate change activities in KFS programmes.

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

6.1.1. Finances

6.1.2. Personnel

6.1.3. Infrastructure

6.2. Inputs

6.2.1. Strategic Plan

6.2.2. National Climate change Action Plan

6.2.3. Performance contracts

6.2.4. Work plan and Budget

6.3. Outputs

6.3.1. Workshop/ meetings proceedings

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6.3.2. Quarterly reports

6.3.3. Conference reports

6.3.4. Annual 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. Coordinate climate change activities in the forest sector

10.1.1. Identify climate change issues relevant to the forest sector.

10.1.2. Carry out scoping and feasibility study on proposed forest related climate change interventions.

10.1.3. Draw climate mitigation and adaptation programme/projects.

10.1.4. Partner with stakeholders to implement climate change activities.

10.1.5. Draw work plan and budget.

10.2. Formulate the National REDD+ Strategy

10.2.1. Form thematic groups to develop the project document for National REDD+ strategy

10.2.2. Consult key stakeholders at National and County on the draft project document for National REDD+ strategy

10.2.3. Finalize the draft project document to support implementation of the National REDD+ strategy

10.2.4. Develop strategies to support REDD+ implementation

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10.3. Implementation of NDC

10.4. Support stakeholders involvement in climate change activities

10.5. Contribute to the National GHG emission inventory

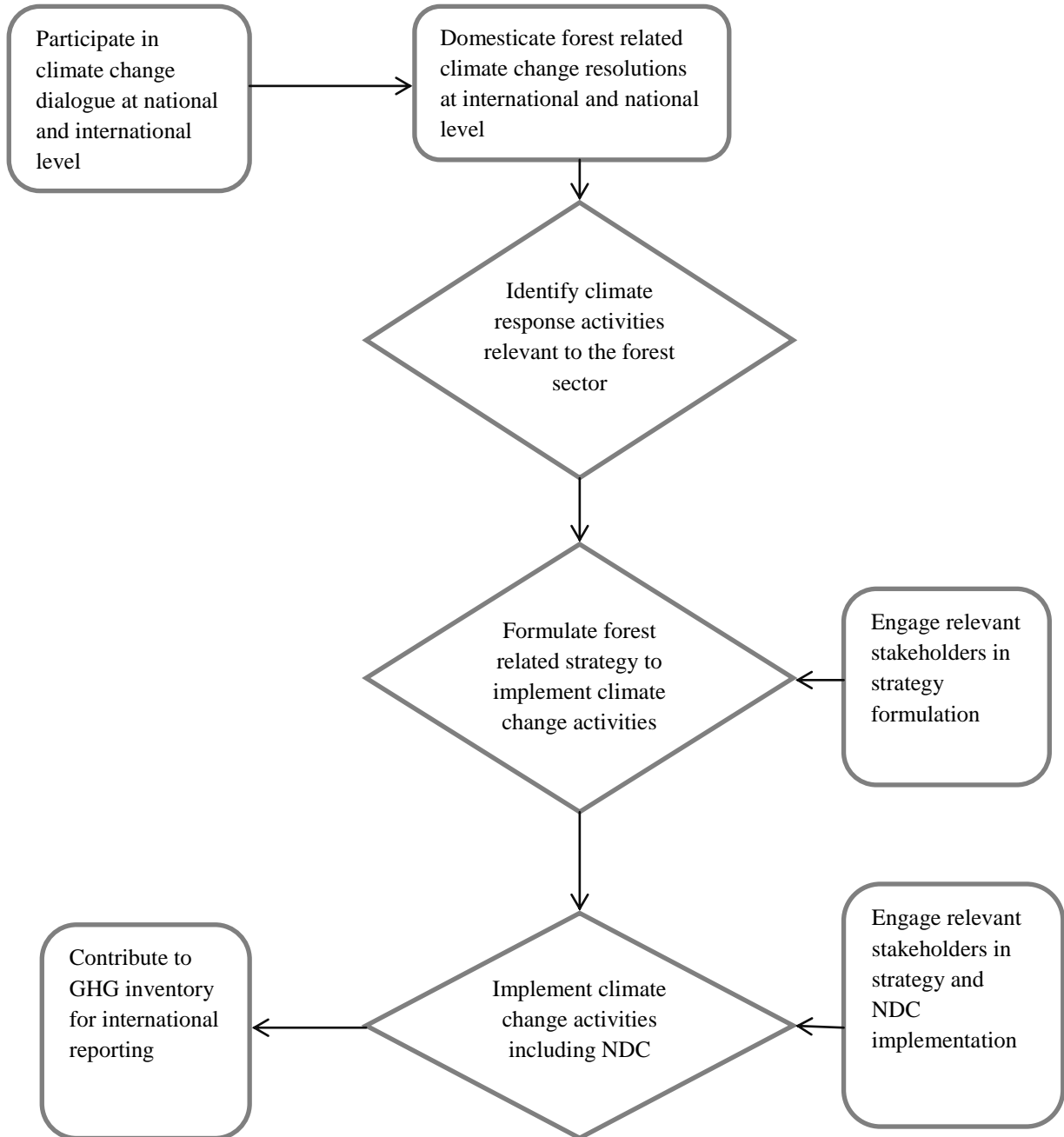
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11. PROCESS FLOW CHART



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