



# KENYA FOREST SERVICE

DOCUMENT TITLE: HEAD OF CONSERVANCY

REF NO: KFS-SDD-001

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	HOC	10 <sup>th</sup> June 2010
2	Changes Done to conform to ISO 9001:2015 standard	HOC	31 <sup>st</sup> May 2018

## REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	QPM -7	Product Realization
3	PM	Procedure Manual
4	SP	Strategic Plan
5	FCMA 2016	Forest Conservation and Management Act 2016
6	AWP	Annual Work Plan

## COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	SDCCF-FO
4	FCAC
5	HOC

## RECORDS/ANNEXES

REC. NO	REC. TITLE
1	Monthly Report
2	Quarterly Report

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APPROVED BY: CCF



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**1. TERMS AND DEFINITION**

<b>TERM</b>	<b>DEFINITION(S)</b>
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	Deputy Chief Conservator of Forests
FCC	Forest Conservation Committee

**2. SCOPE**

This procedure covers from forest protection, facilitating rangers to increasing forest cover

**3. PURPOSE**

This is to ensure adequate control of managing Conservancies

**4. OBJECTIVE**

**NB: Refer to the performance contract.**


<b>CSF</b>	<b>KPI</b>	<b>TARGET(S)</b>	<b>DUE</b>
Increase net forest cover in public forest areas	Number of Hectares		
Increase net forest cover outside public forest areas	Number of Hectares		

**5. RESPONSIBILITY AND AUTHORITY****5.1. Chief Conservator of Forests**

5.1.1. Approve appropriate FCC policies and strategies

5.1.2. Provide adequate resources

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## 5.2. Head of Conservancy

- 5.2.1. AIE holder for the office and zonal offices.
- 5.2.2. Overall in charge for forest conservation and management.
- 5.2.3. Planning, organizing, coordination and communication within Conservancy.
- 5.2.4. Prepare reports on all Forest Conservancy Committee(FCC) activities as the secretary to the Committee
- 5.2.5. Provide technical and policy guidance during FCC meeting
- 5.2.6. Monitoring and evaluation of implementation activities within a conservancy.
- 5.2.7. Dispatch funds to officers
- 5.2.8. Reporting to senior Deputy Chief Conservator of Forests


## 5.3. Deputy, Head of Conservancy

### 5.4. Regional Commandant

- 5.4.1. Deal with all matters of forest protection, investigation, arrest and prosecution in the conservancy
- 5.4.2. In charge of rangers, investigators and enforcement.
- 5.4.3. In charge of discipline and working issues of uniformed officers, weapons, armory and forest rangers camps.

### 5.5. Ecosystem Conservator

- 5.5.1. In charge of Forest Managers and sub county Forestry Forest officers.
- 5.5.2. Supervise implementation of forest activities in the Ecosystem in public, community and private land
- 5.5.3. Planning, Monitoring and evaluating forest activities.
- 5.5.4. In charge of day to day implementation of forest activities.
- 5.5.5. Provides technical guidance on tree planting and management.

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- 5.5.6. Organize fora such as groups, Barazas for awareness creation and guidance on forestry issues.
- 5.5.7. Implements the chain of custody protocol for forest products in the Ecosystem
- 5.5.8. Undertakes prescription of plantation management in station compartment registers

**5.6. Forest Manager**

- 5.6.1. In charge of management of forest estate
- 5.6.2. In charge of issues of forest protection.
- 5.6.3. In charge of forest fire protection.
- 5.6.4. Ensures regular preventive forest patrols
- 5.6.5. Control fire wood collection and grazing in forests.
- 5.6.6. Ensure there is an operational tree nursery.
- 5.6.7. Implements tree planting programme in the forest
- 5.6.8. Undertakes prescribed silvicultural operations in plantations

**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. Initiate process of constituting FCC Members
- 6.2.2. Schedule of FCC meetings
- 6.2.3. Quarterly funds for FCC meetings and other full activities
- 6.2.4. FCC Meetings

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6.2.5. Monitoring of field activities

## 6.3. Outputs

6.3.1. FCC constituted

6.3.2. Quarterly FCC minutes

6.3.3. Field reports

6.3.4. Actions on FCC minutes and field reports

6.3.5. Feedback by KFS Board/Manager on FCC minutes and field report

## 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. Forest Protection

*Note 1: Forester must be housed within the forest station.*

*Note 2: Forest protection/patrol is done on a 24-hour daily basis.*

10.1.1. Forest protection is rendered to both public (State and Community) forests and provisional forests.

10.1.2. For the public forest the Forest Manager allocates rangers forest beats.

10.1.3. Forest Manager prepares a rotational forest beat timetable on quarterly basis.


10.1.4. Each beat is allocated two forest rangers.

10.1.5. Communicates the timetable to the relevant rangers.

10.1.6. For effective and efficient forest protection the following is followed:-

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- Every forest bit is allocated two rangers.
- If rangers are given a vehicle for patrol, they cover a bit of 160 hectares.
- If the rangers are provided with a motor bike, they cover a bit of 80 hectares.
- If the rangers patrol by foot, they cover a bit of 40 hectares.

*Note 3: Motor bikes are most preferred for the rangers patrol.*

10.1.7. To facilitate the forest protection, the rangers are provided with the following:-

- Motor bike,
- Fire arms
- Communication equipments,
- Appropriate Uniform,
- Adequate housing,
- Proper armory.

10.1.8. Rangers give situation reports daily to the forester.

10.1.9. The situation report is recorded in the daily report book.

10.1.10. In case of emergency situation, rangers call the forester, regional commandant, HOC or the police as appropriate.

10.1.11. The necessary authority takes the relevant action as appropriate.

10.1.12. After work, rangers return all the facilities to the Forest Manager or Regional Commandant as required, on daily basis.


*Note 4: Karura scouts patrol the Karura forest daily, but are unarmed.*


10.1.13. For the ungazetted forests, the relevant Forest Manager provides to the farmers:-

- Necessary advice,
- Trees to plant,
- Where to plant trees,
- How to plant the trees.

## 10.2. Increase Forest Cover

10.2.1. Forester identifies open areas for tree planting within the forests.

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10.2.2. Develops tree nurseries, assisted by support staffs.

10.2.3. Plants the trees as necessary.

10.2.4. Maintain the planted trees for 3 years, and then move to another open area for tree planting.

10.2.5. Encourages farmer, schools and other institutions to plant trees within their lands.

10.2.6. Encourages farmers, schools and other institutions to put up tree nurseries.

10.2.7. Plants a minimum of 64 trees per acre.

10.2.8. Gives technical advice to farmers and other stakeholders in barazas etc.

10.2.9. Maintain the planted trees for 3 years, and then move to another open area for tree planting.

*Note 5: Every station to have support staff for maintaining tree nurseries.*

*Note 6: For efficiency, there are 5 support staffs for every 100, 000 seedlings.*

10.2.10. For the purpose of forest conservation management, involve stakeholders and associated communities as per the work instructions.

10.2.11. Replanting of gazetted forest land should involve the stake holders and associated communities.


### **10.3. Fencing Gazetted Forest**

10.3.1. Respective head of conservancy to ensure forests within respective conservancy are fenced.

10.3.2. HOC develops project proposal.

10.3.3. Champions for support from stake holders.

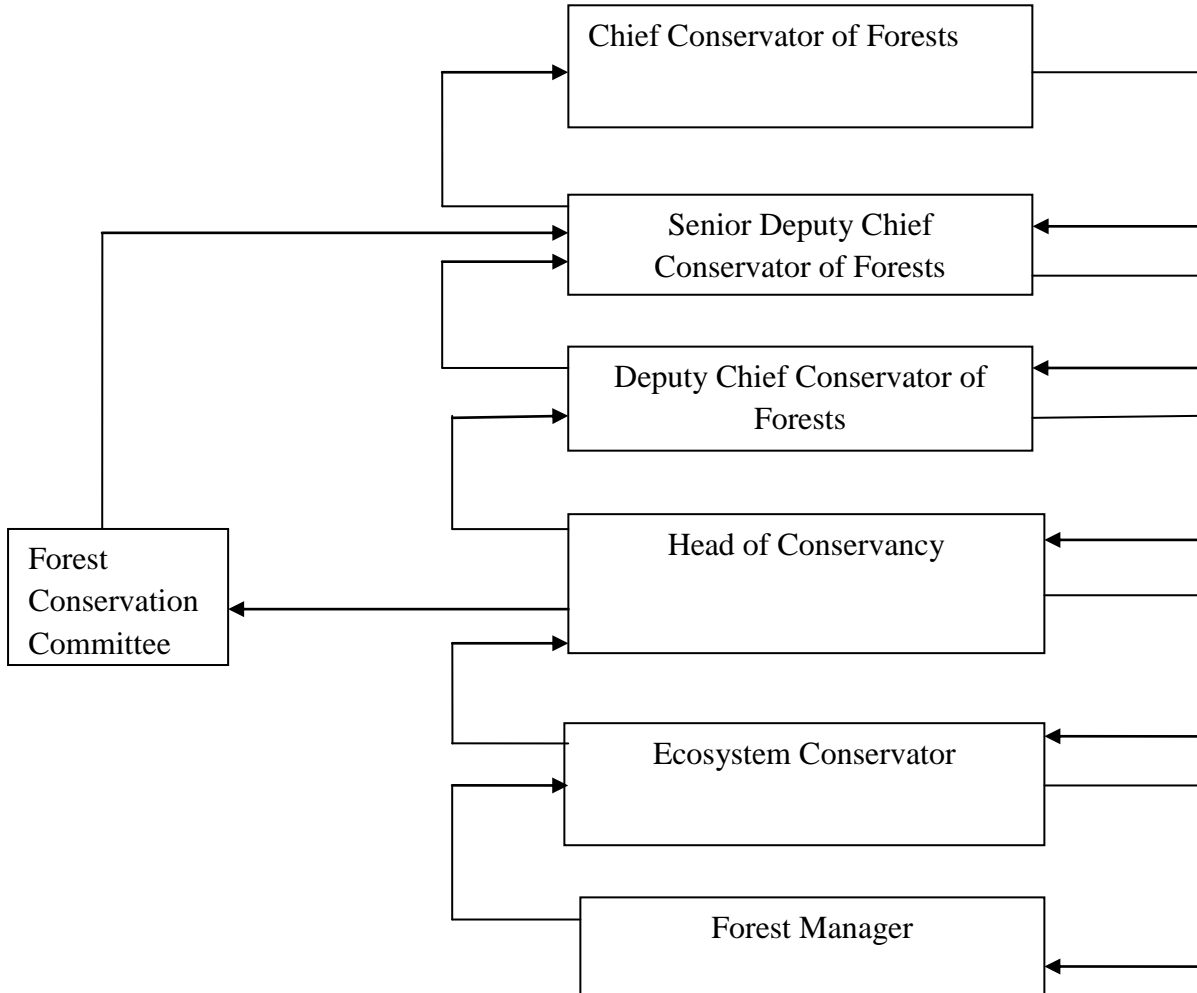
10.3.4. Fences one (1) station in every two (2) years using electrical fence.

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**11. PROCESS FLOW CHART**



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