



INCEPTION REPORT

Developing and Piloting M&E Framework for Payments for Forest Environmental Services (PFES) in two provinces of Viet Nam.

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Abbreviations

ADB	: Asian Development Bank
CarBi	: Carbon Sink and Biodiversity Project
DoNRE	: Department of Natural Resources and the Environment
FPDF	: Forest Protection and Development Funds
M&E	: Monitoring and Evaluation
MARD	: Ministry of Agriculture and Rural Development
PFES	: Payment for Forest Environmental Services
TT Hue	: Thua Thien Hue
VNFF	: Viet Nam Forest Protection and Development Fund

1. Background

PFES has been addressed in Viet Nam's forestry policies since the mid-1980s. However, the government recently issued a range of new PFES policies that specify the contents of the Law on Forest Protection and Development 2004; Viet Nam Forest Strategies 2006-2020; and the Biodiversity Law of 2008 (Phu 2009).

The most important legal documents relating to PFES are Decision 380/TTg, dated 10th April 2008, by the Prime Minister on the piloting of PFES; and Decree No. 99, dated 24th September 2010, by the government on the implementation of PFES nationwide. To further support the PFES implementation, the government of Viet Nam issued Decree No. 05 in 2008, on the establishment of a fund for forest protection and development.

After almost two years of piloting PFES under the Decision 380 TTg, the government of Viet Nam promulgated Decree 99/2010/ND-CP on the payment for forest environmental services (VNForest 2012). The Decree is considered as the legal background for provinces to request users of environmental services, like hydro power plants, water supply companies, and tourism businesses, to pay a certain amount of their income to the relevant providers of environmental services, namely forest owners and forest protectors. Environmental services explicitly recognized by the Decree are water provision, aesthetic landscape, forest products, genetic resources, biodiversity and prevention of soil erosion and flooding. The types of forests that are eligible for PFES are protection, special use and production forests (Ha and Hoan 2011).

Decree No. 99 authorized the Ministry of Agriculture and Rural Development (MARD) to establish the Viet Nam Forest Protection and Development Fund (VNFF) and the Fund's Executive Board at the central level. At lower levels, Steering Committees for PFES have been established in 40 provinces, of which 36 provinces have established Funds for Forest Protection and Development (FPDF), and 29 of these provincial funds are now regularly receiving PFES money (VNFF 2015).

The total amount of PFES obtained from January 2011 to August 2014 was VND 3,329,018 million, equivalent to USD 157 million; of which 8.5% in 2011, 35.6% in 2012, 32.9% in 2013 and 23% up to August of 2014 (Winrock International 2015). Most PFES funds have been raised from hydropower companies over the past 3 years (97.7%), with only small amounts being raised from water supply (2.1%), and tourism enterprises (0.2%) (VNFF 2015).

The PFES programme in Viet Nam is meaningful for forest management and development especially at a time when the government's budget to fund protection and conservation

Payment for Forest Environmental Services (PFES) is the arrangement whereby beneficiaries of ecosystem services make payments towards the providers or caretakers of those services. PFES can be thought of as a contribution from the users for ecosystem services rendered, and defined as an instrument to create a market for environmental services, for which the sellers and buyers can negotiate and agree to establish a suitable payment scheme.

Environmental services are those services and functions provided by biodiversity which have an economic value, including: watershed services, biodiversity conservation, landscape beauty and carbon sequestration (Nga 2009).

activities is limited. The programme can also create sustainable livelihoods and generate considerable income for the local people who protect and manage the forests.

However, many issues have been raised after 5 years of PFES implementation nationwide, such as the rate of payment from environmental users and especially, the monitoring and evaluation (M&E) of the system. Some PFES projects have created and tested M&E tools, but there is no national M&E system that has been approved for use. It is necessary for VNFF to introduce an overarching PFES M&E system, and to pilot it before it can be verified, approved and rolled out.

2. Introduction

Quang Nam and Thua Thien Hue (TT Hue) provinces have been implementing PFES for last five years, and have achieved positive results from the programme.

PFES in Quang Nam

Quang Nam was selected to pilot the PFES programme under the Decision 380/QD-TTg. From 2009 – 2012, Winrock International supported the province to design a financial mechanism for forest and biodiversity protection, and piloted the model in Ma Cooih commune in Dong Giang district. The project had three specific objectives:

- To develop a sustainable financing mechanism for biodiversity conservation, in the form of a long term programme with sustainable financial sources based on market orientation.
- To establish a core team of PFES experts in Quang Nam.
- To support biodiversity conservation in the central Annamites.

Key project activities:

- Training PFES responsible government staff on national and provincial PFES policies and guidelines.
- Establishing a PFES working group.
- Conducting a study tour to Lam Dong province for 15 PFES responsible government staff.
- Identifying forest areas under PFES in Ma Cooih commune, Dong Giang district.
- Building capacity for district and provincial staff in forest inventories and forest patrolling.
- Developing regulations on PFES in Ma Cooih commune, Dong Giang district.
- Developing the benefit sharing mechanism on PFES in Ma Cooih commune, Dong Giang district.
- Making contracts with individual households for forest protection and management. Two villages in Ma Cooih commune were chosen and 2,200 ha of natural forest were contracted to 111 households for protection. On average, each household protected from 20 -25 ha of forest. So far these households have been paid 274,000 VND (13 USD) per hectare per year for their protection and

management. Each household would annually receive 200 to 250 USD under this programme. This amount equates to almost enough rice for one year.

Conclusion:

After the implementation of the project, government agencies' and staff capacity in PFES was strengthened, and they were able to conduct and expand to the whole province. Some aspects that determined the success of PFES were: (i) quality documentation and maps, (ii) practical experience for technical staff and (iii) support from the Provincial People's Committee (Winrock International 2012).

PFES in TT Hue

Unlike Quang Nam, PFES implementation in TT Hue is still in a preliminary stage. The province has set up an FPDF: which has been collecting fees for three years from hydropower plants and fresh water companies, and making payment to forest owners such as households, group of households, and local communities. They have received some support in PFES from WWF's CarBi project (though this was not the main focus of the project).

Specific objectives:

- Delivering sustainable management and protection of approx. 200,000ha of trans-boundary forest, rich in species and carbon.

Key project activities:

- Capacity building for PFES responsible provincial and district staff.
- Piloting PFES community forest management in A Roang commune, A Luoi district.
- Developing a PFES technical guideline and a benefit sharing mechanism for TT Hue and Quang Nam.

Conclusions:

The greatest achievement of CarBi's PFES component was that Quang Nam and TT Hue provinces committed to using a proportion of FPDF to support Forest Guards in the Nature Reserves, meaning PFES had a direct impact on conservation.

PFES and M&E

There is currently no nationally agreed M&E system for PFES implementation in Viet Nam, however several studies conducted recently have done much to move the discussion forward.

Under funding by ADB, Angus McEwin and Nguyen Manh Ha (2015), conducted an assessment on PFES M&E systems in Viet Nam. This research recommended that the M&E system should serve the needs and interests of all stakeholders, including buyers and suppliers, not just, as hitherto, administrative and government agencies; that the scheme should be transparent and allow all stakeholders the same access to information on provision and socio-economic impacts. They proposed 44 possible indicators focusing on forest area, forest quality, landscape aesthetics, social concerns, livelihoods, water quality and quantity and sedimentation.

Nguyen Viet Dung (PanNature/ CORENARM, 2015) piloted a PFES M&E tool in Lam Dong

province and focused on forest quality and PFES's budget transparency for forest owners. PFES payments are based on the area of forest owned by forest or subcontracted by households or groups or forest protection staff. Therefore the report proposed to monitor at least some forest data to the level of the forest title, as this is needed to determine the eligibility to receive PFES payments and also the level of payment due.

The project will build on and benefit from the PFES activities by Winrock International, ADB, CarBi and PanNature/ CORENARM.

Lessons learnt to date:

- In order for PFES to be implemented successfully, the M&E system must be tested and since knowledge and understanding of the M&E framework varies between provinces, and between provincial and local levels, it is essential to pilot any system in at least two provinces before it can be verified and approved for wider use.
- In addition to better monitoring of forests and environmental conditions, VNFF and FPDFs need better monitoring of contracts and beneficiaries of PFES activities. This monitoring should try to involve local stakeholders and communities as partners in the process.
- Under the Forest Guard model forest patrols were carried out by local communities using SMART¹ and other software tools. Data was uploaded and could be shared in real-time to stakeholders and GIS assured accuracy in location.
- Project staffs need to work collaboratively with national government PFES staff, local stakeholders and relevant NGO and CSO partners to ensure that planned activities respond to their needs and maximize long-term ownership.
- A realistic project needs to work with national PFES staff, provincial PFES staff, forest owners and relevant agencies to select only the most practical indicators from those proposed by McEwin and Nguyen under ADB (44) and by Nguyen (PanNature/ CORENARM) (49) for the development of a practical and useful PFES M&E framework which can be applied by the provincial forest protection and management funds.

3. Project overview

Vietnam's system has encouraged decentralization to build the capacity for district and commune levels so they will be involved in monitoring, training, information sharing and M&E that can be reported upwards. The ADB project will focus on transparency, accountability, effectiveness, participation, fairness and efficiency of PFES implementation, as well as taking into account that buyers of environmental services will increasingly want to know the impact of their financial support, so a monitoring system needs to be public and easily shared with others.

¹ www.smartconservationsoftware.org

Aims and objectives

With financial support from ADB, WWF-Viet Nam will develop a national level M&E framework for PFES implementation, then test its tools in two pre-selected provinces TT Hue and Quang Nam, with results feeding back up into national level agreements on country-wide adoption of an M&E framework.

Due to limited contract duration, the project has three specific objectives as follows:

- Developing a national M&E framework for PFES implementation.
- Piloting and testing M&E tools at commune, district and province levels in TT Hue and Quang Nam.
- Disseminating the outputs and knowledge results to provincial, national and international stakeholders for further uses and expansion in connection with National PFES Program.

4. Specific key activities

Set of key activities for each objective of the project are as below:

Objectives 1: Developing an M&E framework for enhanced PFES implementation in Viet Nam.

As recommended from Angus McEwin and Nguyen Manh Ha (ADB 2015), and Nguyen Viet Dung (PanNature/CORENARM, 2015) that the national M&E framework for PFES should include indicators to do the M&E for (i) the impacts of the PFES scheme: particularly the impacts on the forests and social-economic concerns of relevant communities, (ii) the scheme's implementation and operation for how efficiency and effectiveness of the M&E framework for PFES serving its purpose are.

The PFES M&E Framework under this project would be basically developed with following key elements:

- (i) Selected indicators (OVIs) against overall or sub-projects/program
- (ii) Practical tools (planning, meeting, reporting, re-planning...)/Software for PFES M&E
- (iii) Local people and staff (personnel arrangement into the framework), and
- (iv) Target forest resources and sites for the PFES.

For the project, we really need to know that (i) how the PFES Framework works/operates and (ii) how these key elements of the framework (indicators, tools, software, people/staff, and target forests and sites) interact with each other during the actual operation.

In order to achieve this Objective 1, the following key activities need to be conducted:

- Develop a draft of PFES M&E framework for enhanced PFES implementation with its key elements as mentioned above
- Finalize the PFES M&E framework and its tools for testing and piloting

To implement this objective, WWF-Viet Nam will recruit a part-time consultant, Dr. Ngo Tri Dung who is a PFES and M&E expert. He will be the National PFES M&E Advisor and will work with WWF-Viet Nam's PFES Manager; VNFF; CIFOR'S PFES M&E expert; and relevant agencies to develop an M&E framework for PFES at the national level, which can be

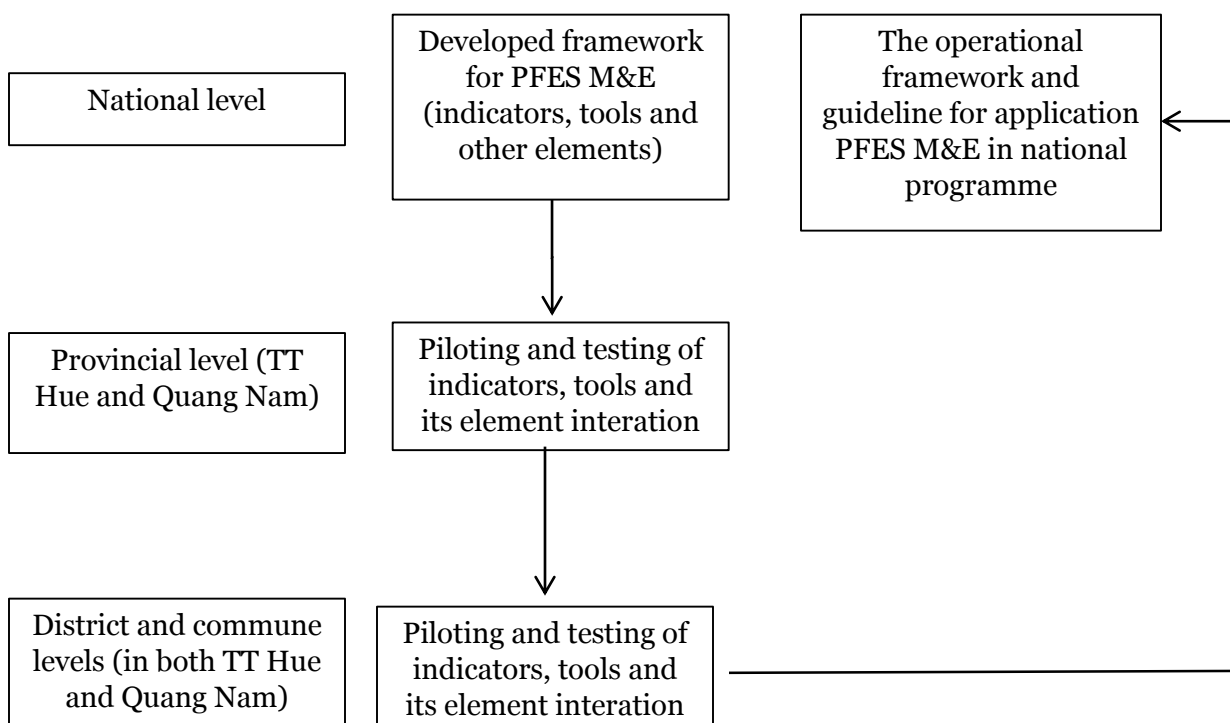
integrated with other current systems of forest and environmental monitoring. These include: ADB’s assessment on PFES M&E indicators, Viet Nam’s Forestry Information Portal (FORMIS), Winrock International’s data, the National Forest Assessment, and REDD baselines, etc.

The PFES M&E Consultant will then work with government PFES staff in at provincial, district and commune levels through meetings, workshops, and interviews to finalize the suggested PFES M&E framework. This project will work with relevant partners in TT Hue and Quang Nam provinces as well as two other provinces in the central highlands, where projects are being implemented by PanNature/ CORENARM (funded by CIFOR).

Objective 2: Piloting and testing the M&E tools at commune, district and provincial levels in TT Hue and Quang Nam provinces.

After the PFES M&E framework developed, its Indicators and Tools will be piloted and tested with target forest resources and sites under the PFES at different levels from province to district and commune in TT Hue and Quang Nam to see how the M&E framework operates and how its key elements work and interact with each other at different levels of the operation.

The process of implementation:



In order to achieve this Objective 2, the following key activities will be implemented:

- Identify working groups to carry out the M&E testing (within CarBi project site),
- Train relevant staff (members of working groups) in PFES M&E,
- Conduct field trials, piloting and testing of a designed Software linked to TABLET with GPS function and other selected tools for the PFES M&E at different scale levels,

- Based on field trials formulate an operational framework and a national guideline for the PFES M&E

At the provincial and district levels, the National PFES M&E Advisor will work with the provincial FPDF and Officers of the Provincial Forest Protection Department to test PFES M&E framework and its tools. The timeframe is about six months.

To pilot the proposed M&E framework with communities, the communes will be selected to meet criteria, such as the percentage of forest cover, belonging the PFES programme, the interest of local people, etc. The project also needs to select relevant local government agencies to carry out the pilot. The timeframe for testing at commune level is around seven months, and will include M&E of the implementation and operation as well as M&E for the impacts of the PFES scheme on the forests and on forest communities.

Working groups, together with the project staff, will be responsible for the day-to-day work of piloting M&E framework. They will consist of representatives from provincial Forest Protection Departments, Sub- Forest Protection Departments at district level, commune authorities, forest owners and local community members.

At the start of piloting and testing, technical training for government staff will be conducted for the two provinces. First participants will be selected from relevant agencies, Forestry departments, the Department of Natural Resources and the Environment (DoNRE) and related departments. This training will focus on developing a group of technicians that understand the M&E framework and have sufficient knowledge of M&E and are able to train the local community to collect information regarding M&E.

New, user-friendly software, technology and practical tools offer an opportunity to improve the current PFES M&E systems. These tools are linked to TABLET with GPS function updated satellite imagery maps, national forest classification database and will promote the development of an integrated forest information database including one set of detailed forest maps that contain all updated data for management. The practical tools will be selected by related PFES experts, VNFF, the provincial PFES funds, and forest owners for testing in the provincial, district and commune levels in TT Hue and Quang Nam.

The working groups will test the PFES framework and selected tools. Based on results, the Consultant will finalize PFES M&E framework for the national level, as well as provide operational guidance for national PFES M&E.

Objective 3: Dissemination for further uses of results

In order to achieve this Objective 3, the following key activities will be implemented:

- Disseminate to provincial and national audiences via reflection workshop, sharing workshops
- Disseminate to international audiences via WWF, ADB network and international
- Make uses of the outputs and knowledge results (M&E Framework, tools, guideline) in other provinces in connection with national PFES program

After the fieldwork has finished, its experiences and lessons learnt will be drawn, and the guideline on M&E framework for PFES implementation will be finalized.

To share and disseminate the results of the piloted M&E, provincial and national workshops will be organized. These workshops are to present the whole process of the M&E piloting, and which indicators are recommended.

In addition, since a national M&E framework is new to the region and globally, WWF will disseminate findings to its network, the ADB network and wider audiences via papers and conferences.

5. Designed outputs and deliverables

The project will be implemented to produce and deliver following designed outputs and deliverables:

- (i) Developed M&E Framework for enhanced PFES implementation in Vietnam with its clear elements and structural arrangement among each other (*selected indicators, practical tools selected, personnel arrangement, target forests and sites*) and that should be put in a logical Diagram,
- (ii) Training materials and training plan on the PFES M&E activities for a number of participants from Working Groups and other relevant staff,
- (iii) User friendly software (linked to Tablet with GPS function) and other practical tools successfully piloted and tested for field trials of the PFES M&E in target sites,
- (iv) A formulated operational framework for the PFES M&E,
- (v) A developed national level guideline on PFES M&E adoption,
- (vi) A package of the outputs and knowledge results (including M&E Framework, tools, guideline, etc.) to be distributed to other provinces for introduction and use in connection with national PFES program.

6. Implementation arrangements

The WWF PFES will work with the Environment Operations Center (EOC) based in Bangkok. The project will cooperate with VNFF to facilitate project activities at the national level and to ensure implementation is in close collaboration with the national PFES Programme. The project should also be aligned with the PFES programme in the provinces of TT Hue and Quang Nam.

Experience and qualifications of consultants

NGO Tri Dung, National PFES M&E Advisor.

Mr Ngo is a part-time consultant and will be engaged to provide 172 working days over 13 months from June 2016 to June 2017. Mr Ngo's activities and tasks include:

- Work with VNFF and related PFES projects to develop a framework and tools for PFES M&E.
- Support and participate in consultation meetings and workshops, with relevant PFES implementers and stakeholders, on existing PFES implementation practices,

- assessing implementation capacity, and information needs in order to develop a framework for PFES M&E.
- Support capacity building activities in PFES M&E at national, provincial and district levels for relevant government PFES staff.
 - Compile detailed PFES M&E guidelines after testing in TT Hue and Quang Nam, and draft an operational framework for PFES M&E.
 - Advise key government participants at technical meetings and trainings, and present the PFES M&E results for validation.
 - Attend national PFES meetings and workshops to disseminate the lessons learnt on PFES M&E and introduce the operational framework on national level PFES M&E.

NGUYEN Anh Quoc, WWF Landscape Manager.

A Landscape Manager will provide six person months of inputs, as below:

- Set up the working mechanism with government agencies in TT Hue and Quang Nam.
- Create platforms for the project to cooperate other on-going PFES projects.
- Input into the PFES M&E framework review, its tools and operational framework.
- Establish the Working Group to train and supervise communities in PFES M&E.
- Support capacity building activities and development of PFES M&E framework. The activities and tasks will include:
 - Identify communes for testing.
 - Oversee PFES training courses at provincial, district and commune levels in Quang Nam.
 - Oversee field trials of PFES M&E in TT Hue and Quang Nam provinces; including collecting baseline data on land use, development of a sampling strategy for the pilot areas, and arrangement of random sample plots in individual strata on map.
 - Lead in field trial activities at Quang Nam (as the project only has community staff in TT Hue).

NGUYEN Quang Hoa Anh, WWF PFES Project Manager.

The PFES Project Manager will provide six person months, as below:

- Oversee technical aspects of the project, guide team members, develop work plans with National PFES M&E Advisor, and ensure that deliverables are on time.
- Liaise with ADB and national counterparts to develop activities jointly and report progress.
- Input into the PFES M&E framework review, propose M&E tools for testing, and feedback on the PFES M&E operational framework.
- Support capacity building activities of PFES M&E capacity building, including:
 - Identifying target Working Groups for PFES M&E tools testing.
 - Oversee trial testing at district and community levels.

- Oversee field trials of PFES M&E in two communes.
- Provide inputs to draft PFES M&E operational framework.
- Oversee delivery of PFES awareness raising and technical training of trainers, including identification of participants, development of materials and evaluation of workshops and training.
- Assist the project in the preparation of a province level workshop (workshop design, list of participants, workshop contents), and present the draft guidelines in the workshop.
- Support Landscape Manager to lead field trial activities in Quang Nam.

(Vacant), WWF Community Officer for TT Hue.

While Landscape Manager and PFES Project Manager will take the lead for field testing in Quang Nam, a Community Officer will provide eight person months to implement all field based activities in TT Hue:

- Work with authorities at district and commune level to select Working Group, for field project activities.
- Support capacity building, in PFES M&E framework and tools, for the Working Group, at district and commune levels, including:
 - Produce PFES M&E training for commune and district levels materials and training manuals in Vietnamese language.
 - Conduct community level trainings in TT Hue site.
- Accompany Working Groups to conduct field trials of PFES M&E in one district, one commune to test PFES M&E framework and tools.
- Support the identification of lessons learnt on PFES M&E at commune level:
 - Collect baseline data on PFES M&E and selected tools.
 - Prepare a report for each commune identifying potential tools.
- Support Project Manager and PFES M&E Advisor to develop training materials and deliver PFES M&E framework and tools at commune and district levels.

THAM Ngoc Diep, Communication and Internal M&E Manager

A Communication and M&E Manager will provide three person months of inputs:

- Develop communications and outreach materials for the project.
- Additional comments for progress reports and project deliverables and liaise with ADB team and government counterparts.
- Develop an internal M&E framework for the project and report against the framework.
- Evaluate the effectiveness of the training and workshop activities.

LE Thi Hoai Thu, Finance and Admin Support

A Finance and Admin Support will provide five person months of inputs, including:

- Support technical staff to set annual targets and quarterly work-plans for project

including an expenditure budget.

- Assists technical staff to develop and monitor the annual project budget.
- Identify operational problems in implementing the annual and quarterly action plans and provides solution plan to mitigate the risk.
- Lead in preparing financial reports, budgets and financial forecasts of project on a quarterly basis and ad-hoc as required.
- Provide finance training to the project team and/or partners and/or third parties as required.
- Process advances, and payments for implementing project activities.
- Provide administrative support to project technical experts when required.

Updated work plan and personnel schedule

Please see updated work plan in Annex 1 and Annex 4.

Due to delays in project approval some WWF staff, originally assigned to implement the project, have either left WWF or are committed to another project. Therefore, WWF has replaced personnel in these positions. Currently, the Landscape Manager, Project Manager, Communications and M&E Manager and Finance and Admin Officer are ready to implement the project. The Community Officers for TT Hue needs to be recruited. WWF would like to submit their CVs to ADB for approval. Please see enclosed.

7. Monitoring and reporting

Please see Monitoring Plan in Annex 3

The following reports will be submitted and subject to EOC's acceptance and ADB's approval:

Project Inception Report: This includes, among others, objectives, activities, designed outputs and deliverables, detailed annual work and financing plan, project management and monitoring system, reporting, terms of references and other relevant information.

Project Interim (Mid-term) Report: Financial and Technical progress report.

Final Report detailing recommendations for how to apply the M&E Framework, its tools/software for PFES programmes in other provinces in connection with the National PFES Programme, and its operational framework.

8. Integration of gender considerations into the project

In the implementation phase, favorable conditions will be created so that women can participate. For instance, women will be supported to participate in the field testing of PFES M&E tools in selected communes by scheduling appropriate times for training, providing suitable equipment (e.g. with weight considerations). It is noted that local women are often

shy to outsiders and not willing to raise their voices in meetings with presence of many people. Therefore, women groups will be separated from men groups to encourage the participation of women in addressing the benefit sharing issues and field data collection at the commune levels. This is to ensure that the design of interventions considers the unique way that women use the forest, and that benefit sharing mechanisms reach women.

Annex 1: Work Plan for PFES M&E project

Project objectives and activities	Expected results	Responsible	Participants	Duration
Objective 1: Developing an M&E framework for national PFES implementation in Viet Nam.				
1.1. Develop draft PFES M&E framework for enhanced PFES implementation	A draft of PFES M&E framework at national PFES programme with selected indicators, proposed tools and other elements.	PFES advisor, Dr Ngo Tri Dung	PFES Expert team (Winrock, PanNature, CORENARM), VNFF, project manager	1.5 months
1.2. Finalize PFES M&E framework and its tools for testing and piloting	The finalized framework for PFES M&E including selected indicators and tools for testing in the provincial, district and commune levels	PFES advisor, Dr Ngo Tri Dung, PFES project manager	VNFF, provincial PFES staffs	1.5 months
Objective 2: Piloting and testing PFES M&E tools at commune, district and province levels in TT Hue and Quang Nam provinces.				
2.1. Identify Working Groups (government PFES staff) to carry out the M&E testing (within CarBi project sites in TT Hue and Quang Nam)	List of participants (Working Groups) to carry out PFES M&E testing in the provincial, district and commune levels in both TT Hue and Quang Nam provinces	PFES Project Manager, Community Officer	PFES staff	0.5 month
2.2. Train relevant government PFES staff, forest owners, and members of Working Groups on PFES M&E framework and tools.	Government PFES staffs, forest owners and working groups are cleared about PFES M&E framework and selected tools for testing	PFES advisor, Dr Ngo Tri Dung, VNFF, Project manager	Community staff, relevant government PFES staffs	1 month
2.3. Conduct field trials, piloting and testing of a designed Software linked	User friendly software (linked to Tablet with GPS function) and other	Community Officer, Working Groups	PFES advisor, Sub-FPD in district level, authority in	6 months

to TABLET with GPS function and other selected tools for the PFES M&E at different scale levels	practical tools successfully piloted and tested for field trials of the PFES M&E in target sites; Data for selected tools and Lesions learnt for developing draft of operational framework		commune level, forest owners	
2.4. Based on field trials, draft operational framework for PFES M&E	The final draft of operational framework for PFES M&E dissemination and use	PFES Advisor, Dr Ngo Tri Dung	PFES Expert team (Winrock, PanNature, CORENARM), VNFF, project manager	1 month
2.5. Develop national level guidelines on PFES M&E adoption	A guideline for PFES M&E application	PFES Advisor, Dr Ngo Tri Dung	PFES Expert team (Winrock, PanNature, CORENARM), VNFF, project manager	1.5 months
Objective 3: Dissemination of results				
3.1. Disseminate to provincial and national audiences via workshops	Government PFES staff in national and provincial levels understand framework for PFES M&E and apply	PFES Advisor, Project manager, VNFF	Government PFES staff, FPD, commune authorities, forest owners,	2 months
3.2. Disseminate to international audiences via WWF, ADB network and international conference presentation and paper	Relevant PFES partners understand and disseminate the framework for PFES M&E.	PFES advisor, Project Manager, VNFF	Relevant PFES organisations,	1.5 months

Annex 2: Project timeframe

No	Activity	Activity											
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	Objective 1: Developing an M&E framework for enhanced PFES implementation in Vietnam.												
1.1	1.1. Develop the draft of PFES M&E framework for enhanced PFES implementation												
1.2	1.2. Finalize PFES M&E framework and its tools for testing and piloting												
2	Objective 2: Piloting and testing PFES M&E tools at commune, district and province levels in TT Hue and Quang Nam provinces.												
2.1	2.1. Identify working groups (government PFES staff) to carry out the M&E testing (within CarBi project sites in TT Hue and Quang Nam provinces)												
2.2	2.2. Train relevant government PFES staff, forest owners, and members of working groups on PFES M&E framework and its tools.												
2.3	2.3. Conduct field trials at provincial, district and commune levels												
2.4	2.4. Based on field trials, draft operational framework for M&E												

3	Objective 3: Dissemination of results												
3.1	3.1. Develop national level guidelines on PFES M&E adoption												
3.2	3.2. Disseminate to provincial and national audiences via workshops												
3.3	3.3. Disseminate to international audiences via WWF, ADB network and international conference presentation and paper												

Annex 3: Project M&E (project duration July 2016 – June 2017)

Hierarchy	Target duration/ deadline for completion	Actual completion time	Indicators (what to measure?)	Baseline	Target	Method and Data source (how to collect data)	Frequency (when to collect data)	Responsibility (who to collect data)	Analysis; reporting
Objective 1: Developing an M&E framework for enhanced PFES implementation in Vietnam.									
1.1. Develop the draft of PFES M&E framework for enhanced PFES implementation	August 2016		<ul style="list-style-type: none"> - Draft PFES M&E framework developed. - Provincial authorities (at piloting sites) understood and agreed to test PFES M&E framework. 	<p>Two assessment on PFES M&E implemented by National and International PFES experts.</p> <p>An assessment of PFES M&E in VN conducted and a pilot PFES M&E conducted in Lam Dong province.</p> <p>PFES M&E is not legalized at national level</p>	Framework for PFES M&E, PFES expert team, VNFF	<p>Desk study, field visit, meeting with relevant partners.</p> <p>NA (no specific methodology needed to measure the output)</p>	Once action completed	Project manager	The framework reviewed and analysed by project manager

Hierarchy	Target duration/ deadline for completion	Actual completion time	Indicators (what to measure?)	Baseline	Target	Method and Data source (how to collect data)	Frequency (when to collect data)	Responsibility (who to collect data)	Analysis; reporting
1.2. Finalize PFES M&E framework and its tools for testing and piloting	September 2016		The final PFES M&E framework and selected tools which will be tested in TT Hue and Quang Nam provinces. Final PFES M&E framework and tools for implementation made available based on testing experiences in TTHue and Quang Nam	- The proposed tools for PFES M&E based on the current PFES M&E assessments Some PFES M&E tools tested in Lam Dong Opportunities for other tools to be integrated/developed for use in PFES M&E	04 provincial workshops and 06 district/commune meetings with Government PFES staffs, forest owners	Meetings and workshops Site visits and face to face	Once action completed	PFES advisor, project manager	Data reviewed and analysed by PFES advisor and report to landscape manager, project manager, according progress report timeline
Objective 2: Piloting and testing PFES M&E tools at commune, district and province levels in TT Hue and Quang Nam provinces.									
2.1. Identify working groups (government PFES staff) to carry out the	September 2016		# working group(s) established and operated	N/A	04 meetings with relevant PFES staff	Meeting	Once action completed	Project manager, community staff	Community staff to select members of working

Hierarchy	Target duration/ deadline for completion	Actual completion time	Indicators (what to measure?)	Baseline	Target	Method and Data source (how to collect data)	Frequency (when to collect data)	Responsibility (who to collect data)	Analysis; reporting
M&E testing (within CarBi project sites in TT Hue and Quang Nam provinces)					and forest owners				groups and submit to project manager for final decision.
2.2. Train relevant government PFES staff, forest owners, and members of working groups on PFES M&E framework and its tools.	October 2016		# of relevant staff with knowledge and use newly developed PFES M&E framework	0 government officials have been trained on M&E framework	06 training courses for government staff and 06 training courses for forest owners with total of 320 participants	Training report, training material, training evaluation, list of participants,	Once action completed	Communication and M&E staff, Community staff	Communication and M&E and community staffs to analyze
2.3. Conduct field trials at provincial, district and commune levels	March 2017		# of field trials, pilots and tests (indicators, tools/software) conducted to collect field data and to operate the	0 M&E framework trial has been conducted	02 communities and 02 district in TT Hue and Quang Nam.	Activity report	Every month	Community staff	Data reviewed and analysed by community staff and report to project

Hierarchy	Target duration/ deadline for completion	Actual completion time	Indicators (what to measure?)	Baseline	Target	Method and Data source (how to collect data)	Frequency (when to collect data)	Responsibility (who to collect data)	Analysis; reporting
			developed PFES M&E framework						manager and PFES advisor,
2.4. Based on field trials, draft operational framework for M&E	April 2017		Draft operational framework prepared	0 operational framework	Meetings with VNFF, PFES expert team, lessons learnt after trial testing in the field.	Meetings and report writing	Once action completed	PFES advisor	Data reviewed and analysed by PFES advisor and report to landscape manager, project manager, according progress report timeline
2.5. Develop national level guidelines on PFES M&E adoption	April 2017		Draft national guideline	0 guideline on PFES M&E	Lessons learnt after trial testing in field	Report writing	Once action completed	PFES advisor	The guideline developed by PFES advisor and report to project

Hierarchy	Target duration/ deadline for completion	Actual completion time	Indicators (what to measure?)	Baseline	Target	Method and Data source (how to collect data)	Frequency (when to collect data)	Responsibility (who to collect data)	Analysis; reporting
									manager and ADB according report timeline.
Objective 3: Dissemination of results									
3.1. Disseminate to provincial and national audiences via reflection workshop, sharing workshops	June 2017		# dissemination workshops, one at provincial and the other at national level, organized	o knowledge on M&E shared from VN	04 provincial/ national workshops with relevant governmen t PFES agencies	Workshops	Once action completed	PFES advisor, VNFF	The workshop's comments summarized by PFES advisor and report to project manager and ADB according report timeline
3.2. Disseminate to international audiences via WWF, ADB network and international conference	June 2017		# dissemination events undertaken # audience reached	o knowledge on M&E shared from VN	02 meeting with relevant PFES agencies	Meeting	Once action completed	Project manager, VNFF	

Hierarchy	Target duration/ deadline for completion	Actual completion time	Indicators (what to measure?)	Baseline	Target	Method and Data source (how to collect data)	Frequency (when to collect data)	Responsibility (who to collect data)	Analysis; reporting
presentation and paper									

Annex 4: Personal schedule of project staff team.

Name (Position)	Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42					
Ngo Tri Dung (PFES M&E Advisor)	Consultant	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F		
Nguyen Anh Quoc (Landscape Manager)	WWF	H	H	H	H	F	F	F	H	H	F	F	F	H	H	H	H	F	F	F	F	F	H	H	H	H	F	F	F	F	F	H	H	H	H	H	H	H	F	F	F	F	F	H	H	H	H	
Nguyen Quang Hoa Anh (PFES Project Manager)	WWF	H	H	H	H	F	F	F	H	H	H	H	H	F	F	F	F	H	H	H	H	H	F	F	F	F	F	H	H	H	H	F	F	F	F	F	F	F	H	H	H	H	H	F	F	F	F	
Tham Ngoc Diep (Communication and M&E)	WWF	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
Le Thi Hoai Thu (Finance and Admin Support)	WWF	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
Vacancy (Community Officer)	WWF										F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	



Note:

H : Home/ office, Intermittent

F : Field, Full-Time

F : Field, Intermittent