

PD-AAW-934



FORESTRY PLANNING & DEVELOPMENT PROJECT  
Government of Pakistan-USAID

ISLAMABAD - PAKISTAN

CONTRACT NO.391-0481-00-C-5021-00

QUARTERLY REPORT

TECHNICAL ASSISTANCE TEAM

JULY-SEPTEMBER, 1987



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# FORESTRY PLANNING & DEVELOPMENT PROJECT

## Government of Pakistan-USAID

Letter No.56  
File No. 61

25 October, 1987.

To: Albert L. Merkel  
Project Officer

From: H. Eugene Ostmark  
Chief of Party

Subject: Quarterly Report - July-September, 1987.

The enclosed report covers activities of the Technical Assistance Team from July-September, 1987.

- I. Achievements during July-September, 1987.
- II. Problems and recommended solutions.
- III. Actions required by USAID, Government of Pakistan and Winrock International's Technical Assistance Team.
- IV. Outline of activities planned for next quarter, (October-December), 1987.
- V. Financial Summary.
- VI. Appendix - Details of work accomplished from the Annual Work Plan by priority.

cc: IGF  
DIGF  
AIGF  
TAT

HEO/kn



**Winrock International**

**Technical Assistance Team**

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SECTION - I

ACHIEVEMENTS DURING JULY-SEPTEMBER, 1987

Chief of Party - H. Eugene Ostmark

The main activities consisted of coordinating team and home office activities, writing scopes of work, Annual Work Plans, and a Quarterly Report for the 1st Quarter, Fiscal Year - 1987-88

In addition, he met and travelled with the evaluation team and discussed the project's requirements with a USAID auditor.

Scopes of work and travel plans were written for three short term consultants, and job descriptions for a proposed Field Demonstration Forester and a short term computer expert.

On September 20, one of the short term consultant, Dr. Peter Felker, arrived and conducted a 3-week series of lectures on the pros and cons of Prosopis. He brought a collection of clones of Prosopis with characteristics of potential value to Pakistan forestry (thornless, fast growing, cold tolerant). The rooted clones were sent to the PFI for raising until a decision is made whether or not to go into large scale vegetative reproduction.

The other two short term consultancies involved a study of the "hurry" system of tree plantations in the Sind, and a Marketing-Economist team scheduled for the 2nd or 3rd quarter.

During the August 26, Project Directors' meeting in Quetta an agreement was reached with Abeedullah Jan, Inspector General of Forests, to begin a discourse on a forest policy.

A job description for a Field Demonstration Forester was written, approved by the Inspector General of Forests and USAID and sent to Winrock International to use as a guide for suitable candidates. Filling this position is essential to the Technical Assistance Team.

William J. Hart, Farm Forestry Outreach Specialist

The first Asia Farm Forestry Tour was completed on 20 July; the Philippines, Nepal, and Thailand were visited by 7 foresters and 2 farmers. A post-tour questionnaire was prepared and those returned were tabulated. Finances, including expense reports, were submitted.

Workshops for FY 1987/88 Work Plans were held under auspices of O/IGF for Baluchistan, Sind and NWFP.

Training was held for 14 Stenographer-typists in the Pakistan Computer Bureau under an arrangement made by the IGF.

All computer installations were completed by the end of the quarter except Quetta, Lahore, Hyderabad (rooms not ready to receive machines), and NWFP (defective power supply unit). Problems of power, air conditioning, and tape drives were resolved; UPS problems not entirely resolved.

Three faculty members who started 3-segment training of trainers course completed the second segment. Principals were queried for appropriate dates and subject matter for a training of trainers course. A search for an organization to conduct the course was started.

Policy decisions were taken by the Punjab Forest Department to further support training infrastructure in the Punjab Forest School in Ghora Gali.

A schedule of all proposed interprovincial tours was presented to the IGF and Project Directors and approved; descriptions of possible itineraries and levels of participation sent to IGF for guidance. Specific work plan mention of intraprovincial farmer tours and budgets were included in Baluchistan and Punjab Work Plans.

GOP overseas training plan amendments were made by the IGF and accepted by U.S.AID. The amended plan provides for additional training in economics and farm forestry systems.

Proposed procurement policies were proposed to the IGF.

Michael R. Dove, Project Anthropologist  
Jamil A. Qureshi, Project Sociologist

Daily recording of fuelwood use and purchase, as well as other farm forestry activities was begun in 13 model households in the 13 project tehsils.

A guideline was prepared for the establishment of farmer advisory committees.

Two technical reports were written on farmer interest in farm forestry:

"Farmer Interest in Planting Trees and Operating Nurseries: Baluchistan".

"Village Interest in Farm Forestry: The Punjab, NWFP, Baluchistan".

Assisted the outside evaluation team in their assessment of the sociological aspects of the project.

Presented report on "Impact of farm size and seedling number on farmer interest" at Project Directors meeting, Quetta, August 26, 1987.

Kenneth L. McNabb, Farm Forestry Research Advisor

The work of this quarter has been affected by the results of the USAID Evaluation Report. As a consequence the Office of the Inspector General of Forests has correctly insisted on Project Work Plans and considerable effort at PFI has been devoted to the competition of the 1987-88 Annual Work Plan. This plan is to be discussed at the Farm and Energy Forestry Executive Research Review Committee meeting planned for September 29 and attended by the Inspector General of Forests.

Discussed the evaluation report at the two day Project Directors meeting in Quetta, August 26-27, 1987. Also the Project Research program was presented and discussed.

A letter was prepared and sent from PFI to the IGF's office recommending certain individuals to be included on the proposed International Research Tour. The general requirements of Tour participants was specified.

The PFI master student thesis, "A Survey of Hurry Plantations in the Hyderabad District of Sind", was completed. This work was Project sponsored and guided by the TAT.

Assisted on Work Plans, evaluation, and implementation for six experiments.

Participated in Project Expansion Team discussions.

Participated in planning discussions for the November meeting of F/FRED in Karachi.

Visited the Punjab Forest Research and Training Center at Faisalabad to follow up on recommendations made during the previous quarter. Laboratory modifications had been made and specific tasks initiated by individual research officers.

Visited the Dera Ismail Khan Project sponsored research station to assist in general layout of the station and nursery as well as individual studies.

Home Leave July 10 - August 15.

#### MISCELLANEOUS

1. Government of Pakistan Appropriations and Budgeting Procedures.
  - a. Budget allocations made by the O/IGF to the PFI and the Provincial Forest Departments clearly shows amounts allocated to training from reimburseable and GOP sources.
  - b. Agreement that the Work Plan, or programming phase, is over and that a cycle of budget preparation workshops in the field will take place later in the Financial Year to justify a FY 1988/89 budget request.

- c. Intra- and provincial tours are included in the Work Plan prepared by the Provincial Forest Departments and payment for training of trainers from the provincial forest school is being made for project funds.
  - d. U.S.AID has ended the problem of funding for the Project newsletter.
2. Agreement was reached between the O/IGF and Project Directors that the installation of computers does not require the creation of new computer operator posts in the PC-1.
3. The O/IGF will be implementing a policy of sending notifications of the complete slate of nominees for all courses to the Project Directors shortly after the U.S.AID training plan is sent to the GOP (EAD).
4. One Project Coordinating meeting was held during the quarter; the rate of meetings is now one per quarter and their utility is being recognized.

## SECTION - II

### PROBLEMS AND RECOMMENDED SOLUTIONS

#### 1. PROBLEM

Lack of personnel continued to be the largest obstacle for research implementation during this quarter. Specific activities affected by lack of personnel were:

- a. No Work Plans have been prepared for experiments approved by the Committee in January or for the D. I. Khan station.
- b. Incorrect and late implementation of existing experiment Work Plans.
- c. No completed commodities list for the PFI laboratory.

#### SOLUTION

The GOP reports that full time people will soon be appointed to the Project two Directors of Research and five Grade-17 Research Officers.

A meeting should be held at PFI with these people in order to review the 1987-1988 Work Plan and define their responsibilities in relation to that plan. The PFI Project Director should call the meeting, to be attended by these officers and the Research Advisor.

The appointed officers should understand that they are to work full time on Project activities. Experience has shown in the past that part time work on the Project does not result in satisfactory progress.

#### 2. PROBLEM

USAID has informed PFI that no reimbursements for research expenses will be provided unless they can be attributed to a specific research project budget.

#### SOLUTION

Reimbursement for research expenditures must be tied to a specific Work Plan or in the case of commodities, as part of an overall development plan. Individual Work Plans must have a budget. This is the responsibility of the research officer in charge and should be approved by the Research Committee. A budget proforma should be used. Such a procedure was proposed in the July 1986 meeting of the Research Committee but was never put into practice. The Research Advisor in collaboration with the PFI Project Research Directors should update the standard Work Plan format and include a budget proforma.

#### 3. PROBLEM

The overall coordination for the International Research Tour is presently in a state of confusion. Up till this quarter the TAT Research Advisor has been corresponding with possible tour sponsors, participants, and schedules. The decision by the IGF's office that all tours be handled by the DIGF and the Outreach Specialist, has complicated tour planning.

### SOLUTION

A coordination meeting should take place in October to decide a course of action and decide who is to do what. This should be attended by the IGF, the PFI Project Director, and the Research and Outreach Advisors.

#### 4. PROBLEM

The time constraint on thesis work severely restricts both the quality and quantity of Masters degree thesis.

### SOLUTION

Improvement in the thesis procedure is very complex and is tied into the overall curriculum restructuring. However, PFI should consider adopting the following:

1. Assignment of a thesis advisor and topic during the first year of studies.
2. Reducing physical training (P.T.) for Masters students so they could work on the thesis.
3. Collaborate with the provinces in determining the thesis topic and manner of execution.

The 1987-1988 PFI Work Plan includes several activities relating to the Masters Degree program and its these ideas may be discussed.

#### 5. PROBLEM

The statistical software for the computers is urgently needed at PFI. Although the graphics and word processing packages are available and are being used, statistical analysis is presently lacking.

### SOLUTION

These packages have been ordered. The Project computer consultant in Islamabad needs to track them down through Winrock USA and expedite their shipment.

#### 6. PROBLEM

The need still exists for a series of manuals to use as guides for proper nursery management, tree planting, and silviculture and management of Sind plantations. Although manual preparation was planned for the 1st quarter of Fiscal Year 1987-88 the press of other work particularly in preparing for and attending short term consultants, has forced a postponement of this important activity.

### SOLUTION

A series of short term consultants should be employed to write these manuals as well as conduct a series of seminars to explain their use.

## 7. PROBLEM

The Technical Assistance Team lacks a Field Demonstration Forester to properly carry out the work under the contract with the GOP/USAID.

### SOLUTION

A full time Field Demonstration Forester should be hired. A suggested job description has been passed through both USAID and the Government of Pakistan. Candidates are being screened by Winrock International.

## 8. PROBLEM

Posting of Staff

There are four areas of staffing needing attention which were disclosed during the preparation of work plans in the quarter.

- a. The number of Range Forest Officers and Foresters shown in the PC-1 for the NWFP Forest Department is inadequate for the task assigned.
- b. The size of the staff shown in the PC-1 for the O/IGF is inadequate, specifically in terms of junior professional personnel to organize and coordinate the training activities required for successful project implementation.
- c. There is a mismatch in project objectives between subsidizing the training of large number of B.Sc. Forestry and M.Sc. Forestry students while maintaining that a major farm and energy forestry program will be started and maintained with little or no expansion of the forest services.

### SOLUTION

Winrock proposes several remedies for the above problems.

1. Working with the IGF to establish Scopes-of-Work for all levels of project staff. This will lead to determination of required qualifications, training requirements, and levels to effort for each job. The Scopes of Work will also provide justification of required staff to the Ministry of Agriculture and the Ministry of Finance for sanctioning and filling of the posts.
2. The AIGF and DIGF's should meet with Winrock staff to review the actual situation. Much of the information has been gathered by a DIGF and updated during Work Plan workshops. Based on the data, the IGF should approach the Secretaries to present the outline of the project and its requirements, and then work with the Secretary to find staff for posting.

## 9. PROBLEM

The nomination process for all classes of training was proven to be inefficient.

1. The impact has been most notable in:
  - a. Receipt of formal written nominations for the Asian Farm Forestry Tour 56 hours before the tour was to commence;

- b. Cancellation of a 90-day Advanced Management short course in the U.S.; and
  - c. Loss of an academic year in processing long-term M.Sc. students. Examples of the time required are found in Table-1.
2. The difficulties have had an effect on securing suitable personnel for in-country courses, such as computer training and training of trainers.

#### SOLUTION

- A. An updated training plan being developed with the IGF will try to harmonize the needs for formal and on-the-job training, recognizing the already ongoing field activities and the already posted staff. Training will utilize long-term TA staff and short-term consultants as well as indigenous training facilities and overseas training operations. These will be delineated in the new training plan to be submitted in October, 1987, to the IGF and USAID.
- B. USAID should develop better procedures with the GOP for clearance of out-of-country training candidates. The TA Team cannot assist in this area as we are not staffed to be able to do the kind of tracking required to assure that nominees more reasonably quickly through the clearance processes.
- C. See Achievements Miscellaneous (3).

#### 10. PROBLEM

There has been no effort made to install the nine new courses recommended by the Farm and Energy Forestry Curriculum Development Team M.Sc. Forestry students curriculum.

#### SOLUTION

We must provide professional assistance to the teaching staff of the PFI to write lecture notes and lesson plans. USAID has not yet provided the books for these courses even though the request for purchase went to AID in March, 1987. This is a constraint for this training.

Additional constraints are posed by the fact that no project staff have been appointed at PFI. The solution to this problem is outside the ability of the TA Team and should be corrected by USAID and the IGF. Wirock is ready to assist with justifications and scopes-of-work as required.

#### 11. PROBLEM

Some provincial officers maintain that the level of farmer interest in the project is lower than reported in the project's base-line studies. The project social scientists maintain that this is due to incorrect outreach methods.

#### SOLUTION

The project social scientists and training specialist will begin to work with the provincial Forest Departments, beginning with the Punjab, to jointly develop effective methods for delivering seedlings and technical advice to interested farmers.

TABLE - 1

		Government of Pakistan/U.S.AID FORESTRY PLANNING & DEVELOPMENT PROJECT OVERSEAS PARTICIPANT TRAINING PROGRAM Status Report as of 30 September 1987											
Category/Name/Field	Agency	Date	HRT	O/IGF	Action	EAD	PIO/P Data	PIO/P	TOEFL	Accepted by	Accepted	Date	Estimated
		ARD	Request	Received	Cleared	Nomination	to ARD	to AED				Called	
Long-Term U.S.													
Mohammad Rafiq	Policy, Planning & Admin. NWFP FD	Aug 85	6 Oct 85	21 Oct 85	27 Jan 86	19 Mar 86	15 Mar 86	19 Jun 86					
Mahboub Ali Ansari	" O/IGF Sind	Aug 85	6 Oct 85	28 Oct 85	27 Jan 86	11 Mar 86	15 Mar 86	31 Jul 86	570	Duke		17 Aug 86	Jul 88
Sardar Ali Khan	Forestry Outreach PFI	Aug 85	6 Oct 85	31 Jul 85	27 Jan 86	17 Mar 86	15 Mar 86	1 Jul 86	573	Iowa State		23 Aug 86	Jul 88
Abdul Qadeer	Policy, Planning & Admin. Baluchistan FD	Aug 85	6 Oct 85	++	15 Jan 86	May 86	15 Mar 86		450	Missouri	27 Dec 86	06 Jan 87	Dec 88
Malik Mnd. Khan	" Punjab FD	Aug 85	6 Oct 85	**	15 Jan 86	01 Jul 86	15 Mar 86	13 Nov 86	578				
Mohammad Khan	Farm Forestry Systems O/IGF PFI	Aug 85	6 Oct 85	3 Oct 85	15 Jan 86	11 Mar 86	15 Mar 86	25 Nov 86	563	Miss. State	Jul 87	18 Aug 8	Jul 89
Fazli Subhan	Resource Economics PFI	Aug 86	5 Oct 86	27 Nov 86	15 Mar 87		11 May 87	6 Jul 87	573				
Saleem Ahaed	Farm Forestry Systems PFI	Aug 85	5 Oct 86	27 Nov 86	15 Mar 87	27 Apr 86	11 May 87		*				
Short-Term U.S.													
90-Days													
Nasrullah Khan Azziz	Advanced Management O/IGF	Aug 86	5 Oct 86	11 Jul 86	15 Mar 87								
Mohammad Rafiq	" O/IGF												
Miscellaneous Short Courses													
S.K. Khanzada	Punjab F.D.	Aug 86	5 Oct 86		15 Mar 87								
Muhammad Rafiq	Baluchistan F.D.	****											

- ++ Papers sent directly by Bal.F.D.
- \* Has not sent TOEFL score to HRT
- \*\* Papers sent directly by Punjab FD in October, 1985
- \*\*\*Papers sent directly by Punjab FD in July, 1987
- \*\*\*\*Papers sent directly by Baluchistan FD in May, 1987.

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## 12. PROBLEM

Some project field officers are imposing minimum limits on the number of seedlings that they will give to interested farmers. The officers say that without these minimums, too many farmers will get involved, there will be too many planting sites, and they will not be able to monitor them all.

## SOLUTION

All project officers must realize that their job is to not to look after the project plants, but to help the farmers to do this job by themselves.

Project officers must also realize that the impact of the project will be greater if they give a few plants to many farmers than many plants to a few farmers.

Motivators must be utilized to extend the outreach capacity of the project foresters.

PC-1 targets should be reduced according to the actual outreach capacities of the project staff.

SECTION - III

ACTIONS REQUIRED

A. BY U.S.AID

1. Get clearances from GOP for short-term consultants as required.
2. Assist the TA Team in interpreting the Project Paper and the ProAg as required.
3. Remove roadblocks causing delays in getting GOP candidates approved for out of country training.
4. Bring about full staffing of GOP Project Offices as required in the ProAg.
5. Clearing new Winrock long-term position for a "Farm Demonstration Forester".
6. Provide another project vehicle as the three we now have are not sufficient to do the work.
7. Clearly define its position/policy on:
  - a. Support and requirements of FAR nurseries.
  - b. Requirements and expectations of research work plans, particularly budgets.
  - c. Support to provincial research building construction.
8. Assist GOP in revising PC-1 targets.

B. BY G.O.P.

1. Finalize the hiring process of the PFI project personnel, convene a meeting to plan their activities and assign to specific tasks in the Annual Work Plan.
2. Clear as quickly as possible short-term consultants as identified in various scope-of-work submitted as required.
3. Set up a clearance procedure with specific persons to monitor and take action with various GOP Offices to get clearances for all training approved by USAID and IGF for this project.
4. Have more project coordinating meetings to give instructions for project implementation.
5. Actively participate in the rewriting of the Research Committee Rules and Protocol. This will require the nomination of specific individuals for this task and review by other members of the committee.
6. Convene the FAR nursery committee for discussions and actions. Write up the committee recommendations.
7. Continually push the nomination process for the International Research Tours to see that the best people are sent.

8. Nominate members and organize the group at PFI to guide the Education Division's development within the Project.
9. Write the Work Plans for experiments that should be started during the winter planting season.
10. Prepare a list of commodities to be procured for a project laboratory at PFI.
11. Issue guidelines to field staff on minimum limits on seedlings given to project farmers.
12. Reduce PC-1 targets, and enumerate in terms of households assigned as well as trees and acres planted.
13. Punjab Forest Department participate in joint field training exercise with project social scientists and training specialist.

C. BY WINROCK

1. Conduct a search for appropriate candidate for the Farm Demonstration Forester position. Need these candidates by 1 December, 1987.
2. Amend contract to provide for the Farm Demonstration Forester Position.
3. Develop a set of resumes for the short-term consultants identified in this report. The TA Team will develop scopes-of-work as soon as possible.
4. Increase the dept of home office back stopping so that this project can get support with appropriate priority.
5. Prepare the first draft and after review, the final draft of the Comprehensive Research Plan requested by the IGF.
6. Actively collaborate in the rewriting of the Research Committee rules.
7. Define the responsibilities of the various people and organizations involved in the International Research Tour. Specify the itinerary and decide on a specific methodology to plan the trip.
8. Report on the results of the nursery studies and Hurry Survey and distribute to Project personnel.
9. Participate in joint field exercise with Punjab Forest Department.
10. Prepare analysis of outreach capacity of project foresters.
11. Prepare training program for project field officers, which will clarify the goals of the project, the best methods of attaining these goals, and the officers' role in this process.

SECTION - IV

OUTLINE OF ACTIVITIES PLANNED FOR NEXT QUARTER (OCTOBER-DECEMBER) 1987

H. EUGENE OSTMARK - Chief-of-Party

1. Write scope-of-work for two projects:
  - a. Marketing-Economist study of forest products from farms.
  - b. Nursery farm forestry advisor.
2. Finalize plans for home office consultant to assist on clarifying reports to USAID.
3. Discuss candidates for Field Demonstration Forester with AIGF Qazi, and home office.
4. Annual Leave - November.

KENNETH L. McNABB - Farm Forestry Research Advisor

1. Prepare draft of comprehensive research Project Research Plan.
2. Draft revised Rules and Protocol for research review committee.
3. Finalize International Research Tour.
4. Coordinate activities of consultants for Prosopis seminars and hurry study.
5. Act as Chief-of-Party (November).

MICHAEL R. DOVE - Project Anthropologist

JAMIL A. QURESHI - Project Sociologist

1. Review daily records kept by selected farm households.
2. Write report on Interest in farm forestry in Barani vs Irrigated areas.
3. Present paper on results of base-line studies at IUFRO seminar at PFI.
4. Present results of base-line studies at F/FRED workshop in Karachi in November (Qureshi).

WILLIAM J. HART - Training Specialist

1. Assist Provincial Forest Departments in preparing work Plans. Plans to expedite release of funds.
2. Write end-of-tour report.
3. Write annual summary of training.
4. Present report on Asia tour.
5. Annual leave October-November.

SECTION V  
FINANCIAL SUMMARY

<u>Line</u>	<u>Item</u>	<u>4-Year Budget Amounts</u> \$	<u>July-Sept.1987 Expenses</u> \$	<u>Cumulative Expenses</u> \$
1.	Salaries and Wages	1,250,000	60,117.23	572,990.90
2.	Fringe Benefits	301,000	18,577.74	165,290.88
3.	Indirect Costs (Overhead)	707,000	31,693.80	320,685.05
4.	Differential & Allowances	442,000	21,952.22	179,013.74
5.	Travel & Transportation	521,000	12,474.16	188,640.98
6.	Defence Base Act Insurance	29,000	2,167.09	15,195.77
7.	Commodities	400,000	10,359.39	284,387.09
8.	Other Direct Costs	182,000	16,804.69	156,447.65
9.	Sub-contractors	215,000	-	-
TOTAL	Direct Costs	<u>4,047,000</u>	174,146.32	1,882,652.06
	Fixed Fee	700,000	2,749.38	29,860.02
	Fixed Management Fee for Commodity Acquisition	200,000	517.97	14,219.37
GRAND TOTAL:		<u><u>4,137,000</u></u>	<u><u>177,413.67</u></u>	<u><u>1,926,731.45</u></u>

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APPENDIX

SECTION - VI

DETAILS OF WORK ACCOMPLISHED FROM THE ANNUAL WORK PLAN BY PRIORITY

The section consists of copies of the Annual Work Plan for each member of the TAT. The Work Plan is followed by the actual work accomplished by each TAT member during July-September, 1987.

The code numbers preceding each task are designed to identify the team member (A,-D), the priority of the task (I=highest, II, III....) and the number of task under each priority.

WORK PLAN 1987 - 1988

H. E. OSTMARK  
Chief of Party  
and  
Senior Farm and Energy Forester

- Supervise all long- and short-term Technical Assistance Staff in Pakistan.

A-I-1    Oversee preparation of Quarterly Reports

Target dates:

September 1987  
December 1987  
March 1988  
June 1988

A-I-2    Assist in identifying tasks and the short term consultants to complete it.

a. Specialist in Prosopis spp. to explain the value of this species in arid lands - Dr. Peter Felker.

benchmark: Work, travel plans

August 1987

benchmark: Lectures

September 1987

Target dates: Final report

October 1987

b. Survey and measure "Hurrie" system of planting in Sind.

benchmark: Work, travel plans

August 1987

benchmark: Surveys

October 1987

benchmark: Data on diskettes

January 1988

Target dates: Lecture on results

February 1988

c. Economics - marketing study of farm forestry products - Eric Hyman, Ozzie Bender

benchmark: Work, travel plans

September 1987

benchmark: Surveys

November 1987

Target dates: Final report

February 1988

d. Computer specialist to oversee correct use, installation and repair of computers and assist in training of operators.

Target dates: Work plan, selection of specialist

October 1987

e. Assistance in formulating forest policy - W.R. Bentley

Target dates: Work plan

December 1987

Meeting with IGF

January 1988

- A-I-3      Work with Inspector General of Forests (IGF) to begin the formation of a farm forestry policy.
- benchmark: Present a list of subjects to be discussed for inclusion in a farm forestry policy December 1987
  - benchmark: Meeting with IGF and policy expert to discuss the form and content of the policy paper. January 1988
  - benchmark: Conduct open forum with CCF's, Provincial foresters, USAID Project Officer, Agriculture officials and Technical Assistance Team on policy paper. May 1988
  - benchmark: Discuss methods of presenting forest policy to Government of Pakistan. June 1988
- A-I-4      Meet with Inspector General of Forests and Additional Inspector General of Forests to formulate a plan for a demonstration forest in Islamabad.
- Target date: January 1988

The following are continuing tasks:

- A-I-5      Coordinate activities of contractor's home office, TA Team, and the Government of Pakistan.
- A-I-6      Participate in the planning and coordination of all overseas and in-country training to ensure full GOP assumption of all responsibilities prior to project termination.
- A-I-7      Oversee and contribute to development of a comprehensive farm and energy forestry research program.
- A-I-8      Monitor and evaluate project progress and recommend modification in approach as appropriate.
- A-I-9      Oversee and coordinate all logistic arrangements.
- A-I-10     Support AID Mission in coordinating the Forestry Planning and Development project with other related Mission projects in the Agriculture and Energy sectors.

- A-I-11 Participate in and contribute to AID Mission policy dialogue and discussion within the GOP to achieve coordination among forestry, energy and agricultural policies, programs and institutions.
- A-I-12 Work with Additional Inspector General, (A/IGF), DG/PFI and provincial Chief Conservator of Forests (CCFs) on all aspects of project planning, implementation and management.
- A-II-1 Prepare a series of manuals with short term consultant assistance.
- Target date: April 1988
- A-II-2 Assist in establishing field demonstrations of tree planting on small farms. Continuing









B-II-1 Monitor Long- and Short-Term Participant Training

- a. Informal identification of best qualified candidates
- b. Tracking requests for nominations through transmittal of PIO/P to AED

Target dates:

Quarterly

- c. Recommending slate of institutions and faculties able to conduct required training
- d. Monitoring career development upon trainees' return to service.

B-II-2 Monitor Adoption Process for Farm and Energy Curriculum

- a. Approval of three courses by University of Peshawar
- b. Begin approval process for nine courses
- c. Prepare faculty for teaching courses

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MONTHLY WORK PLAN

TAT MEMBER WILLIAM J. HART

MONTH JULY 1987

B- I-1	Workshops for FY 1987/88 Work Plans were scheduled for Baluchistan, Sind, PFI and NWFP.
B- I-2	Training was scheduled for Stenographers/typists and computer novice Foresters in the Pakistan Computer Bureau under arrangements made by IGF. The first course was undersubscribed and was postponed.
B- I-3	Work not started.
B- I-4	All installations were complete by the end of the quarter except Quetta & Hyderabad (rooms not ready for machine set up), Lahore and Gatwala (machines not shipped from Karachi), and NWFP (delivered but not set up). Problem of air conditioning being resolved; power and UPS problems emerging.
B- I-5	Tour was completed on 20 July; Philippines, Nepal, Thailand visited by 7 foresters and 2 farmers. Post-tour questionnaire prepared and distributed. Letters of appreciation drafted for IGF. Drafting of tour report started.
B- I-6	Three faculty members who started 3-segment training of trainers course completed the second segment. Principals were queried for appropriate dates and subject matter for training of trainers course
B- I-7	Specific work plan mention of intra-provincial farmer tours and budget included in Punjab Work Plan. Funding not well understood.
B- I -8	Participated in the work of the Project Mid-Term Evaluation.
B-II-1	Prepared clarifying comments on Nancy Ruther report; routine checks with HRT and AED.
B-II-2	No actions taken.
Other	Assist the work of those designing an expansion of the Project in scope and geography.
	Assist the work of the Auditor.

MONTHLY WORK PLAN

TAT MEMBER WILLIAM J. HART

MONTH AUGUST 1987

B- I-1	A workshop for FY 1987/88 Work Plan was held in Quetta for Baluchistan; the Sind session was postponed because of travel restrictions.
B- I-2	Training for 15 Stenographers/typists in the Pakistan Computer Bureau under the arrangements made by IGF was held in abeyance until the matter of computer posts was cleared up. A potential local contractor to manage the computer program was located and interviewed. Scope of service for software installation and training drawn and proposals requested.
B- I-3	Work not started.
B- I-4	The rooms designated in Quetta and Hyderabad were not ready for machine set up; the Lahore and Gatwala machines were delivered. <del>The NWFP machine was not set up.</del>
	The problem of air conditioning was resolved; power and UPS problems emerging. Problem with tape back-up devices. Computer person recommended to oversee work.
B- I-5	Issued Tour Bulletin #4 requesting expense reports and questionnaires; coordinated with AED; no progress on tour report pending receipt of all questionnaires and materials shipped from Kathmandu. Process 250 slides of tour.
B- I-6	Report status and recommendations to IGF.
B- I-7	Schedule of all proposed interprovincial tours was presented to the IGF and Project Directors and approved. Specific work plan mention of intra-provincial farmer tours and budgets included in Baluchistan Work Plan. Funding understood.
B- I-8	Continued participation in the work of the Project Mid-Term Evaluation.
B-II-1	Prepared 3 PIO/P style training descriptions for 3 different classes of economists; routine checks with AED and HRT; edit quarterly PT status report and update semi-annual re-entry report.
Other	Assist F/FRED library consultant with respect to PFI and Provincial training school libraries.
	Participate in scoping work for proposed field agroforester position. Compile final status of first cycle of commodities from authorization to delivery noting shortfalls.



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MONTHLY WORK PLAN

TAT MEMBER WILLIAM J. HART

MONTH SEPTEMBER 1987

B- I-1	A workshop for FY 1987/88 Work Plan was held for Sind and NWFP; Work Plans were received from Baluchistan and Sind and a draft from the PFI.
B- I-2	Agreement was reached with a local contractor to manage the computer program. Training for 14 Stenographers/typists in the Pakistan Computer Bureau was completed. Contract with BCI to install software and train operators on-site was completed and software installation begun. Follow through on software package shortages.
B- I-3	Report outlines and rough draft completed.
B- I-4	The Quetta, Lahore, and Hyderabad rooms were not ready for machine set up; the Gatwala and NWFP Forest Development Corporation machines were set up. NWFP not set up (power supply unit defective). Power problem resolved; UPS's problems partially solved. Consult with home office on tape back-up problem.
B- I-5	Tabulate those questionnaires returned. Submit expense reports to AED on 30 September.
B- I-6	IGF requests Punjab and Sind FD's to send three men to final Training of Trainers sessions; complain about transfer of one to territorial post. Request home office support in locating qualified contractor to conduct training of trainers and communications short courses on short notice. Meet with CCF Central Zone and Director Gatwala for increasing Ghora Gali staff and deputing one of trained trainers to Ghora Gali for Farm Forester and Farm Forestry Motivator training.
B- I-7	Send to the IGF the approved schedule of interprovincial tours with suggested itineraries and levels of participants. Research tour in PFI work plan.
B- I-8	Reviewed draft report of the Project Mid-Term Evaluation.
B-II-1	Submitted to the IGF recommendations for amendments in the GOP training plan to provide for additional training in economics and farm forestry systems with emphasis on posts for the O/IGF and Provincial Forest Departments. Found no progress had been made in placing Malik Mohammad Khan. Reviewed proposed HRT Training Plan before submission to GOP. Assisted in making arrangements for 3 participants in the U.S. to attend Farming Systems Symposium.
B-II-2	No action.



WORK PLAN 1987 - 1988

Michael R. Dove  
Project Anthropologist

- C-I-1 Daily Farm Household Records: Have 13 farm households in the Punjab, NWFP, and Baluchistan keep daily records on their production and consumption of farm forestry products over a 18-month period.
- |   |                   |
|---|-------------------|
| benchmark: prepare work order   | July 1987         |
| benchmark: complete selection of 13 participating households          | July 1987         |
| benchmark: complete selection/hiring of 4 field researchers           | July 1987         |
| benchmark: complete training of farmer recorder and field researchers | August 1987       |
| benchmark: complete testing of daily form                             | Sept. 1987        |
| benchmark: review daily records                                       | July 87-Nov. 1988 |
| target date:  | November 1988     |
- C-I-2 Farmer Advisory Committees: Establish guidelines for setting up farmer advisory committees in each project area, for recording the observations and decisions of these committees, and for ensuring that this feedback gets incorporated into project implementation.
- |   |                     |
|---|---------------------|
| benchmark: prepare draft of guidelines                    | Aug. 1987           |
| benchmark: revise guidelines                              | Sept. 1987          |
| benchmark: assist Punjab in establishing trial committees | 1st & 2nd Qtr. 1988 |
| target date:  | June 1988           |
- C-I-3 Base-line Data Analysis: Continue initial hand-tabulations of the base-line data of most importance to current policy-making and project implementation.
- |  |               |
|--|---------------|
| benchmark: reflected in C-I-4 following. |               |
| target date:                             | December 1988 |

- C-I-4 Base-line Reports: Prepare the following series of reports for the office of the IGF, to provide specific guidelines for project policy-making and field implementation:
- benchmark: 'Farmer Interest in Planting Trees and Operating Nurseries: Baluchistan' 3rd Qtr. 1987
  - benchmark: 'Village Interest in Farm Forestry: The Punjab, NWFP, Baluchistan' 3rd Qtr. 1987
  - benchmark: 'Interest in Farm Forestry in Barani vs Irrigated Areas' 4th Qtr. 1987
- Dung
- benchmark: 'Use for Fuel vs. Fertilizer, Replacement by Wood for Fuel, Role in Farm Forestry Development' 4th Qtr. 1987
  - benchmark: 'Timing of Tree-Planting on Farms: Farmers' Perceptions of Availability of Labor and Appropriateness of Season' 1st Qtr. 1988
  - benchmark: 'Fuelwood: Sources and Costs, Adequacy of Supply, Species Preferences, Role in Farm Forestry Development' 1st Qtr. 1988
  - benchmark: 'Current Pruning and Lopping Practices in Farm Forestry: Incidence, Causes, Tools, Recommendations' 2nd Qtr. 1988
  - benchmark: 'Fodder: Sources and Costs, Adequacy of Supply, Current use of Tree Fodder, Species Preferences, Seasonal Variation, Role in Farm Forestry Development' 2nd Qtr. 1988
- target date: June 1988

- C-I-5 Assist in Project Evaluation: Assist evaluation team as necessary in the field, through briefings, and by preparing written reports.
- benchmark: Accompany Evaluation Team on joint visits to base-line study sites 3rd Qtr. 1987
  - benchmark: Prepare memo on status of sociological component of project 3rd Qtr. 1987
  - benchmark: Prepare memo on degree of farmer interest in project 3rd Qtr. 1987
  - benchmark: prepare memo on integration into project of base-line study findings 3rd Qtr. 1987
- target date: August 1988

- C-I-6 Base-line Re-study: Re-study the villages included in the initial base-line studies in the Punjab, NWFP, and Baluchistan, to assess the farmers' response to the initial project activities and thereby adjust the delivery of services more closely to farmer needs, thus facilitating project implementation.
- benchmark: prepare work order 1st Qtr. 1988
  - benchmark: select/hire field researchers 1st Qtr. 1988
  - benchmark: select study villages/households 1st Qtr. 1988
  - benchmark: prepare interview schedule 1st Qtr. 1988
  - benchmark: test interview schedule 1st Qtr. 1988
  - benchmark: interview 600 farm households in 40 villages 2nd Qtr. 1988
- target date: June 1988
- C-I-7 Womens' Study: Depending upon GOP/USAID approval, the base-line studies - which have all depended upon men for informants - will be repeated with some of the women from the same study households. This is essential since women are the principal consumers of the most important farm forestry products - namely fuelwood and fodder.
- benchmark: select/hire expatriate and Pakistani personnel 2nd Qtr. 1988
- target date: September 1988
- C-I-8 Conferences:
- a. Present paper on results of base-line studies at IUFRO seminar at PFI Oct. 1987
  - b. Present paper on results of base-line studies at annual meeting of American Anthropological Association Nov. 1987
- C-I-9 Coordinate use of base-line study data and model villages for field demonstrations, experiments, and training. on-going activity
- C-I-10 Coordinate all other socio-cultural and operational participatory tasks of TA support to the project. Ongoing activity

DETAILS OF WORK ACCOMPLISHED FROM THE ANNUAL WORK PLAN

TAT MEMBER Michael R. Dove

FY QUARTER 1ST 1987-1988

C-I-1	i. Prepared work order.
	ii. Completed selection of 13 participating households.
	iii. Completed selection/hiring of 4 field researchers.
	iv. Completed training of farmer recorders and field researchers.
	v. Completed testing of daily form
	vi. Reviewed daily records for July, August, and September.
C-I-2	i. Prepared draft of guidelines.
	ii. Revised guidelines.
C-I-3	(See C-I-4 following)
C-I-4	i. Prepared report on 'Farmer Interest in Planting Trees and Operating Nurseries: Baluchistan'.
	ii. Prepared report on 'Village Interest in Farm Forestry: The Punjab, NWFP, Baluchistan'.
	iii. Co-menced report on 'Interest in Farm Forestry in <u>Barani</u> vs Irrigated Areas'.
C-I-5	i. Accompanied evaluation team on joint visits to base-line study sites.
	ii. Prepared memo on status of sociological component of project.
	iii. Prepared memo on degree of farmer interest in project.
	iv. Prepared memo on integration into project of base-line study findings.
C-I-6	No activity planned.

TAT MEMBER Michael R. Dove

C-I-7	No activity planned.
C-I-8	Prepared and submitted paper for IUFRO Symposium.
C-I-9	i. identified farmers in Jhelum district willing to make project demonstration plantings on their lands, for forestry res. specialist.
	ii. Prepared for Punjab team proforma for assessing contacts with base-line study farmers.
C-I-10	i. Meeting of Project Officers, 26-27/8/87 Quetta:
	a. Prepared memo for TAT/COP on what project sociologists can/cannot do for the field staff.
	b. Prepared/presented paper 'Guidelines for Farmer Advisory Committees'.
	c. Prepared/presented paper 'Guidelines to Project Goals and Clientele'.
	d. Following meeting, prepared for O/IGF first draft of paper 'Questions and Answers Regarding the Operational Component of the FP&D Project'.
	ii. Assisted project M.Sc. candidate M. Rafiq in design and execution of thesis research in base-line study villages of NWFP.
	iii. Assessed prospects for extending base-line studies to Sind.
	iv. Prepared memo for COP on 'Farmer-Related Project Research'.
	v. Prepared memo for COP on proposed 'agroforester' position.
	vi. Prepared memo for COP on proposed 'marketing/economic' consultancy.
	vii. Prepared memo for COP on measures undertaken to protect plantings against grazing.
C-II-1	TAT Administration:
	i. Prepared 2nd quarter 1987 report.
	ii. Prepared 1987-1988 work plan.
	iii. Prepared (in outreach expert's absence) summary 'Participant Training Plan for FY-88'.

MRD/kn

WORK PLAN 1987 - 1988

Jamil A. Qureshi  
Project Sociologist

- C-I-1 Daily Farm Household Records: Select and train 13 Farm households in the Punjab, NWFP, and Baluchistan to keep daily records on their production and consumption of Farm Forestry products over an 18 months period.
- benchmark: Test and revision of the forms July 1987
  - benchmark: Translation of the schedule into local languages July 1987
  - benchmark: Selection/hiring field researchers July 1987
  - benchmark: Train farmers and researchers July-August 1987
  - benchmark: Checking/editing of daily record forms monthly July 87-Nov.1988
  - benchmark: Maintain supply of forms and supervise finance of farmers and researchers July 87-Nov.1988
  - benchmark: Supervise field researchers and 13 farm families for keeping daily records July 87-Nov.1988
- target date: November 1988
- C-I-2 Farmer Advisory Committees: Assist in establishing guidelines for setting up farmer advisory committees in each project area, for recording the observations and decisions of these committees, and for ensuring that this feedback gets incorporated into project implementation.
- benchmark: Assist in the preparation of guidelines Sept.1987
  - benchmark: Assist Punjab in establishing trial committee 1st & 2nd Qtr.88
  - benchmark: Attend meetings of the advisory committees 1st & 2nd Qtr.88
- target date: December 1988
- C-I-3 Base line data analysis: Assist in pulling out of the base line studies data considered important for project implementations.
- benchmark: Lists of corresponding numbers of schedule #3 and #4 of base line studies July 1987
  - benchmark: Assist in pulling out of the base line data. July 87-Dec.88
- target date: December 1988

- C-I-4 Base line reports
- benchmark: Traditional source of advice for farmers planting trees; recommendations for outreach program 4th Qtr. 1987
  - benchmark: Forest Department Techniques and Sociological Techniques for contacting farmers  
Comparison and recommendations 1st Qtr. 1988
  - benchmark: Establishmetn of utilization of farmer advisory committees: Initial Analysis 2nd Qtr. 1988
  - benchmark: Reports to COP on results of field trips Periodic
- target date: December 1988
- C-I-5 Base-line re-study: Re-study the villages included in the initial base-line studies in the Punjab, NWFP and Baluchistan, to assess the farmers response to the initial project activities and thereby adjust the delivery of services more closely to farmer needs, thus facilitating project implementation.
- benchmark: Select/hire/train field researchers 1st Qtr. 1988
  - benchmark: Select study villages/households 1st Qtr. 1988
  - benchmark: Prepare interview schedule 1st Qtr. 1988
  - benchmark: Translate interview schedule 1st Qtr. 1988
  - benchmark: Test interview schedule 1st Qtr. 1988
  - benchmark: Final version/Final translation 1st Qtr. 1988
  - benchmark: Interview 600 farm households in 40 villages 2nd Qtr. 1988
  - benchmark: Supervise researchers 2nd Qtr. 1988
- target date: July 1988
- C-I-6 Assist in Project Evaluation: Assist evaluation team as necessary in the field, through briefings, and field visits in the project areas.
- benchmark: Accompany evaluation team on joint visits to base-line study sites 3rd Qtr. 1987
  - benchmark: Give briefings on sociological component of project 3rd Qtr. 1987
- target date: August 1987
- C-I-7 Women's study: Assist in carrying out women's study (depending upon GOP/USAID approval), considered essential since women are the principal consumers of the most important farm forestry products.
- benchmark: Assist in writing work order and hiring personnel for carrying out women's study. 2nd Qtr. 1988
- target date: September 1988
- C-I-9 Coordinate use of Base-line study data/sample 4th Qtr. 1987

TAT MEMBER JAMIL A. QURESHI

3rd QUARTER - 1987

C-I-1	Daily Farm Household Records
	i) Pretest and Revision of Daily Farm Household completed
	ii) Translation of Daily Farm Household Records completed
	iii) Selection/hiring of 4 field researcher's completed
	iv) 13 Farm Households selected and given training to keep the daily record
	v) Reviewed and checked 3 month daily record forms of 13 farm household farmers in project area.
	vi) Maintained supply of Forms and finances
	vii) Supervised field researchers and 13 farming families for keeping daily records.
C-I-2	Assisted in the preparation of guidelines for Farm Advisory Committee.
C-I-3	Base line data Analysis
	i) Assisted in pulling out of the base-line studies data considered important for project implementation.
	ii) Prepared lists of corresponding numbers of schedule #3 and #4 of Base Line Studies.
	iii) Prepared coding lists for timing questions for 450 questionnaires from base line studies data
	iv) Prepared 6 reports for COP based on results of field trips.
C-I-4	Initiated Data tabulation for paper on traditional Sources of Advice for farmers planting trees.
C-I-6	Assisted in Project Evaluation:
	i) Accompanied evaluation team on joint visits to base-line study sites.





WORK PLAN 1987 - 1988

Ken Mc Nabb  
Farm Forestry Research Advisor

- D-I-1 Prepare a comprehensive plan for the research component of the Project for the Inspector General's Office.  
benchmark: first draft Oct. 87  
benchmark: distribution for review Oct. 87  
target date: final draft and distribution Nov. 87
- D-I-2 In collaboration with PFI and provincial research counterparts, rewrite the Rules and Protocol of the Research Review committee.  
benchmark: include in 1987 - 1988 Annual Work Plan for PFI Aug 87  
benchmark: prepare a first draft with the PFI Research Directors and distribute to provinces for comments Nov 87  
benchmark: review comments and prepare a final draft Dec 87  
target date: committee approval and adoption Jan 88
- D-I-3 In collaboration with PFI counterparts, assist in the Education Division's Project activities. Included in the PFI Annual Work Plan are the following tasks:  
a. help define necessary commodities and facilities  
target date: 1st qtr 88  
b. reschedule the existing M.Sc. program to include three additional Farm and Energy Forestry (FEF) courses  
target date: 1st qtr 88  
c. Recommend M.Sc. and B.Sc. candidate qualifications to the provinces  
target date: 2nd qtr 88  
d. Begin the 3 Farm and Energy Forestry (FEF) courses  
target date: Jan 88

- D-1-4 Attend the quarterly Executive Research Review Committee meetings and assist in the preparation for these meetings.  
target date: meeting at PFI Sept 87  
target date: meeting at Miani Jan 88  
target date: meeting at Gatwala Apr 88  
target date: meeting at Quetta July 88
- D-II-1 Participate in the activities of the Project committee formed to prepare the guidelines for the establishment of Fixed Amount Reimbursement (FAR) nurseries.  
target date: final committee report Dec 87
- D-II-2 Assist in the preparation and distribution of research reports.  
target date: nursery report Jan 88  
target date: hury report Feb 88
- D-II-3 Assist in the identification of scientists working in the Pakistan agriculture and university community who might productively collaborate in Project sponsored research, and assist in this collaboration as it develops.  
benchmark: identify institutions and individual scientists Dec 87  
benchmark: travel to meet possible collaborators with PFI counterparts Feb 88  
target date: begin joint studies 2nd qtr. 88
- D-II-4 Participate in the organization of an International tour of research facilities in south Asian countries.  
benchmark: assist in the identification of tour participants Sept 87  
benchmark: meet with tour organizers and determine individual responsibilities Oct 87  
benchmark: finalize the itinerary and timing Nov 87  
target date: tour 2nd qtr. 88

- D-III-1 Write the Scope of Work of a Project sponsored consultant in the regeneration and management of saline and waterlogged areas.  
benchmark: write task order Jan 88  
target date: seminars 2nd qtr. 88
- D-III-2 With the collaboration of a PFI counterpart, assist in designing an FEF laboratory at PFI for basic soil and plant tissue analysis.  
benchmark: specify commodities Nov 87  
benchmark: identify the location Dec 87  
benchmark: recommend modifications Jan 88  
target date: modifications completed 2nd qtr 88
- The following are on-going tasks:
- D-II-5 In collaboration with counterparts, review the execution of laboratory, nursery, and field experiments.  
a. Assist in the preparation of Study Plans  
b. Review field execution  
c. Assist in the evaluation of results  
d. Review manuscripts and reports
- D-III-3 In association with PFI and provincial counterparts, assist in the Project sponsored activities at the provincial research stations.  
a. promote and attend discussions that could clarify the procedures for station construction  
target date: 4rth qtr 87  
b. review modification/construction progress  
target date: Miani and Dera Ismail Khan 1st qtr 88  
Dera Murad Jamali and Kharian 2nd qtr 88  
d. establishment of nurseries and/or demonstration plantings at D.I. Khan  
1st qtr 88
- D-III-4 Assist in the improvement and utilization of the PFI computer laboratory.
- D-III-5 Upon request, serve as a thesis guide for FEF Masters students at PFI.





