



FORESTRY PLANNING & DEVELOPMENT PROJECT
Government of Pakistan-USAID

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

WORK PLAN

TECHNICAL ASSISTANCE TEAM

JULY, 1987 - JUNE 1988

WINROCK INTERNATIONAL

Islamabad, Pakistan



FORESTRY PLANNING & DEVELOPMENT PROJECT
Government of Pakistan-USAID

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

WORK PLAN

TECHNICAL ASSISTANCE TEAM

JULY, 1987 - JUNE 1988

WINROCK INTERNATIONAL

Islamabad, Pakistan



FORESTRY PLANNING & DEVELOPMENT PROJECT

Government of Pakistan-USAID

Letter # 45/83

March 10, 1988

To: Ishtiaq A. Qazi
From: H. Eugene Ostmark 
Subject: Revised work plan, July 1987 - June, 1988.

A meeting was held on February 25 and 26 to discuss and approve the work plan for the Technical Assistance Team from July 1987 through June, 1988.

The following is the revised work plan.

Note that following the Summary of Tangible Outputs and Tasks are work plans for the 5-man Technical Assistance Team. All work plans in the original report have been discussed, the priorities changed, deletions and additions made, and a Pakistani counterpart added who will be directly involved in the completion of each task.

When you have reviewed the plans please sign below as approval or return them with your corrections and we will discuss them.

I have read the attached work plans
and I approve them as stated

Ishtiaq Ahmed Qazi
Addl. Inspector General of Forests

Albert L. Merkel
Project Officer - USAID

HEO/kn

 **Winrock International**

Technical Assistance Team

58, Khayaban-e-Iqbal, Margalla Road, F-7/2, Islamabad, Pakistan. Tel : 813262 - 813272 Tlx : 54252 WIFPD PK

- 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. April 1988
- benchmark: Meeting with IGF and policy expert to discuss the form and content of the policy paper. May 1988
- benchmark: Conduct open forum with CCFs, Provincial foresters, USAID Project Officer, Agriculture officials and TA Team on policy paper. June 1988
- benchmark: Discuss methods of presenting forest policy to Government of Pakistan July 1988

Counterparts: IGF

- 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: April 1988
Counterparts: IGF

- A-I-5 Prepare a series of manuals with short term consultant assistance.

Target date: May 1988
Counterpart: O/IGF, PD-PFI

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 modifications in approach as appropriate.
- A-I-9 Oversee and coordinate all logistic arrangements.
- A-I-10 Support AID Mission in coordinating the FP&D 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 Assist in establishing field demonstration of tree planting on small farms. Continuing

SUMMARY OF TANGIBLE OUTPUTS AND TASKS

<u>Job No.</u>	<u>Category/Output</u>	<u>TAT</u>	<u>Date</u>
1.	<u>Planning, Policy, Program, Budget</u>		
A-I-1	Quarterly Reports - TAT	Ostmark	Sept. 87 Dec. 87 Mar. 88 June 88
A-I-2	Arrange for short term consultant on Prosopis	Ostmark	Oct. 87
A-I-3	Assist O/IGF in formulating forestry policy	Ostmark	July 88
A-I-4	Formulate plan with O/IGF for demonstration forest in Islamabad.	Ostmark	Apr. 88
B-I-1	1987/88 Work Plan drafts	Hart	Oct. 87
E-I-1	Job Descriptions	Hart	Dec. 87
E-I-1	Field Operations Training	Hart/Dove	May 88
E-I-2	Install Computer Software	Hart	Feb. 88
E-I-2	Complete first cycle of computer training	Hart	Jun. 88
E-I-3	Training Evaluation Comprehensive Training Plan	Hart Hart	Oct. 87 Apr. 88
B-I-4	Install Computer Hardware	Hart	Mar. 88
C-I-4	Report on 'Village interest in farm forestry'	Dove	Aug. 87
C-I-4	Report on 'Farm forestry in <u>Barani</u> vs irrigated areas'	Dove	Oct. 87
C-I-4	Report on 'Wood-dung replacement in farm forestry development'	Dove	Jan. 88
C-I-4	Report on Farmers priorities for farm forestry: Fuelwood vs. fodder vs. timber vs. cash.	Dove	June 88
C-I-10	Guidelines regarding project goals and clientele	Dove	Aug. 87
C-I-10	Report on 'Outreach capacity of project foresters'	Dove	Oct. 87

<u>Job No.</u>	<u>Category/Output</u>	<u>TAT</u>	<u>Date</u>
2. <u>Farm and Energy Forestry Research</u>			
A-I-2	Arrange for consultant to study "Hurries".	Ostmark	Aug. 87
C-I-1	Work order for daily farm household record-keeping	Dove/ Qureshi	July 87
C-I-10	Proposal for Sind base-line sociological studies, for revised PC-1.	Dove	Feb. 88
D-I-1	A Comprehensive Research Plan	McNabb	Nov. 87
D-I-2	Revised Research Committee Rules and	McNabb	Jan. 88
D-II-1	Recommendations for the implementation of fixed amount reimbursement (FAR) nurseries.	McNabb	Dec. 87
D-II-2	Research Report on nurseries Research Report on Hurries	McNabb McNabb	Jan. 88 Feb. 88
D-II-4	International Research Tour	McNabb	2nd Qtr. 88
D-II-5	A number of individual experiment work plans and field initiations.	McNabb	2nd Qtr. 88
D-III-1	A seminar on Saline and Waterlogged lands.	McNabb	2nd Qtr. 88
D-III-2	Recommendations for the design of an FEF laboratory at PFI.	McNabb	2nd Qtr. 88
3. <u>Farm Forestry Field Operations</u>			
A-I-1	Arrange for short term consultants:	Ostmark	
	a. Prosopis authority		Oct. 87
	b. Marketing-economics of farm wood products		Jan. 88
A-I-5	Prepare nursery manual	Ostmark	Apr. 88
B-I-4	Training of Trainers Existing Course	Hart	Oct. 87
B-I-5	Consuct Asia Farm Forestry Tour	Hart	July 87
B-I-7	Description of in-country tours	Hart	Sept. 88
C-I-2	Farmer advisory committees guidelines	Dove/Hart	Sept. 88

<u>Job No.</u>	<u>Category/Output</u>	<u>TAT</u>	<u>Date</u>
C-I-3	Workshop on farmer contact methods in Punjab	Dove/Hart/ Qureshi	June 88
C-I-4	Report on 'Farmer interest in planting trees and operating nurseries in Baluchistan.	Dove	July 87
C-I-4	Report on 'Farmers' preferred timing for tree planting	Dove	Mar. 88
C-I-4	Report on 'Traditional sources of advice for farmers' trees'	Qureshi	Mar. 88
C-I-4	Report on 'Forest Department outreach techniques and sociological outreach techniques'	Qureshi	June 88
C-I-4	Conference paper on social forestry in Pakistan.	Qureshi	Apr. 88
C-I-6	Proposal for monitoring of Farmer Response to Project Activities.	Dove	Mar. 88
C-I-7	Computer-based worksheet for monthly/quarterly monitoring of project activities	Dove	June 88
E-I-1	Special Courses	Hart	Mar. 88
E-I-5	Farm Foresters' course	Hart	Feb. 88
E-I-6	Train Forest Officers	Hart	Mar. 88
E-I-6	Report, first Asia tour	Hart	Oct. 87
	Senior Officers' tour	Hart	Sept. 88
	Second Asia farm forestry tour	Hart	Apr. 88
E-II-1	Interprovincial tour	Hart	Nov. 87
E-II-4	Nominee status report	Hart	Quarterly
	Re-entry register update	Hart	Semi-Annual
4. <u>General</u>			
E-II-1	End of tour report	Hart	Oct. 87

The following are on-going tasks:

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

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

Target date: Quarterly

- c. Recommend slate of institutions and faculties able to conduct required training.

- d. Monitoring career development upon trainees' return to service.

Target date: Semi-annual

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.

Counterpart: Dir.For.Education, P.C. PFI.

benchmark: Confirmed itinerary February 1988
Target date: Senior officers March 1988
benchmark: Include in training plan October 1987
benchmark: Confirmed itinerary January 1988
Target date: April 1988
Counterpart: DIGF

E-II-1 Encourage Farmer and Forester in-country tours

benchmark: Reminder to IGF October 1987
Target date: November 1987
Counterpart: DIGF December 1987

E-II-2 Communications Training

benchmark: Consultant contract for 3 courses December 1987
Target date: Finalize arrangements May 1988
Counterpart: DIGF

E-II-3 Write end-of-tour report

Target date: October 1987

The following are on-going tasks:

E-II-4 Monitor Long- and Short-term Participant Training

a. Informal identification of best qualified candidates.
b. Tracking of requests for nominations through transmittal of PIO/P to AED.
Target date: Quarterly
c. Recommend slate of institutions and faculties able to conduct required training.
d. Monitoring career development upon trainees' return to service.
Target date: Semi-annual

E-III-1 Monitor adoption process for Farm and Energy Curriculum

benchmark: Start of course February 1988
a. Begin approval process for nine courses
b. Prepare faculty for teaching courses
c. Modify B.Sc. Forestry curriculum
Counterpart: PC(PFI), Dir.For.Edu.(PFI).

E-III-2 Quarterly project newsletter

Serve as advisor for editing and publishing a quarterly project newsletter.
Target date: January 1988
Counterpart: Punjab DFO M&E Quarterly

WORK PLAN 1987-1988

MICHAEL R. DOVE
ANTHROPOLOGIST

C-I-1 Daily Farm Household Records.

i. 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 recorders and field researchers	August 1987
benchmark: complete testing of daily form	September 1987
benchmark: review daily records	July 87-Nov.88

target date:

November 1988

counterpart: DIGF M&E.

ii. Assist in adapting this methodology for use by PFI researchers:

benchmark: assist in preparation of methodology & proforma	1st Qtr. 1988
benchmark: assist in field-testing of proforma & methodology	1st Qtr. 1988

target date:

3rd Qtr. 1988

counterparts: DIGF M&E, PD PFI.

C-I-2 Farmer Advisory Committees.

Establish guidelines for setting up farmer advisory committees in each project area, for recording the meetings of these committees, and for ensuring that this feedback gets incorporated into project implementation.

benchmark: prepare draft of guidelines	August 1987
benchmark: revise guidelines	September 1987
benchmark: assist Punjab in establishing trial committees	2nd Qtr 1988

target date:

June 1988

counterparts: DIGF M&E, PD Punjab.

C-I-3 Farmer Contact Methods.

Evaluate alternative farmer contact methods in the field with the Punjab FD.

benchmark: prepare work plan	4th Qtr. 1987
------------------------------	---------------

benchmark: carry out field evaluation 1st-2nd Qtr 88
target date: 3rd Qtr. 1988
counterpart: DIGF M&E, PD Punjab.

C-I-4 Base-Line Data Analysis and Reports.

Prepare the following series of reports for the office of the IGF, to provide guidelines for project policy-making and field implementation:

benchmark: 'Farmer Interest in Planting Trees & 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
benchmark: 'Prospects for Wood-Dung Fuel Replacement through 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: 'Farmers' Priorities for Farm Forestry: Fuelwood vs Fodder vs Timber vs Source of Cash. 2nd Qtr. 1988
target date: 1st Qtr. 1989
counterpart: DIGF M&E.

C-I-5 Assist in USAID 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 1987

C-I-6 Monitoring & Evaluation Techniques & Methods.

i. Assist in monitoring & evaluating farmer response to project activities, as part of the internal project evaluation of field operations.

benchmark prepare draft methodology & proforma January 1988
benchmark: prepare task order, select/hire

field researchers 1st Qtr. 1988
 benchmark: select study villages/
 households/nurseries 1st Qtr. 1988
 benchmark: test proforma 1st Qtr. 1988
 benchmark: interview 225 farm house-
 holds in 45 villages 2nd Qtr. 1988
 target date: 4th Qtr. 1988
 counterpart: DIGF M&E.

ii. Assist in standardizing and computerizing reporting and monitoring of project activities.

benchmark: prepare draft proforma &
 worksheets 1st Qtr. 1988
 benchmark: prepare analytic tools 2nd Qtr. 1988
 target date: 2nd Qtr. 1988
 counterpart: DIGF M&E.

C-I-7 Womens' Study

Depending upon GOP/USAID approval, repeat the base-line studies with women from the same study households.

benchmark: select/hire expatriate &
 Pakistani personnel 2nd Qtr. 1988
 target date: 4nd Qtr. 1988
 counterpart: DIGF M&E, PD PFI.

C-I-8 Conferences

target date: present paper on results of base-
 line studies at IUFRO seminar at PFI October 1987
 target date: present paper on results of base-
 line studies at annual meeting of
 American Anthropological Association November 1987

C-I-9 Coordinate use of base-line study data and model villages for field demonstrations, experiments, and training.

benchmark: assist Punjab Research Station
 director in social methodology of
 agroforestry survey 4th Qtr.87-2nd Qtr.88
 target date: 1st Quarter, 1989
 counterpart: DIGF M&E, Research Station Director
 other benchmarks as required.

C-I-10 Coordinate all other socio-cultural and operational participatory tasks of TA support to the project.

benchmark: assist Sind PD in designing
 Sind base-line studies for PC-1
 revision February 1988
 counterpart: DIGF M&E, Sind PD.
 other benchmarks as required.
 target date: 1st Quarter, 1989

101

WORK PLAN 1987-1988

JAMIL A. QURESHI
Project Sociologist

C-I-1 Daily Farm Household Records.

- i. 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: complete selection of 13 participating households July 87
benchmark: translate forms into local languages July 87
benchmark: complete training of farmer recorders and field researchers August 87
benchmark: complete testing of daily form Sept. 87
benchmark: maintain supply of forms and supervise finances of farmers and researchers July 87-Nov. 88
benchmark: supervise field researchers and 13 participating households July 87-Nov. 88
benchmark: review daily records July 87-Nov. 88

target date: Nov. 88
counterpart: DIGF M&E.

- ii. Assist in adapting this methodology for use by PFI researcher:

benchmark: assist in preparation of methodology & proforma 1st quarter 88
benchmark: assist in field-testing of proforma & methodology 1st quarter 88

target date: 3rd quarter 88
counterparts: DIGF M&E, PD PFI.

C-I-2 Farmer Advisory Committees: Establish guidelines for setting up farmer advisory committees in each project area, for recording the meetings of these committees, and for ensuring that this feedback gets incorporated into project implementation.

benchmark: Assist in revising guidelines Sept. 87
benchmark: assist Punjab in establishing trial committees 2nd quarter 88

15

benchmark: attend meetings of the advisory committees 2nd quarter 88

target date: June 88

counterparts: DIGF M&E, PD Punjab.

C-I-3 Farmer Contact Methods: Evaluate alternative farmer contact methods in the field with the Punjab FD.

benchmark: translate field materials into Urdu. 1st quarter 88

benchmark: address mass meetings in the field on-going

benchmark: carry out field evaluation 1st-2nd quarters 88

target date: 3rd quarter 88

counterpart: DIGF M&E, PD Punjab.

C-I-4 Base-Line Data Analysis and Reports:

benchmark: Co-relate census questionnaire and in-depth interview questionnaire Jul.87

benchmark: Paper report "Traditional sources of advice for farmers planting trees: Recommendations for outreach program" 1st quarter 88

benchmark: Paper report ".Forest department techniques and sociological techniques for contacting farmers" 2nd quarter 88

target date: 1st quarter 89

counterpart: DIGF M&E.

C-I-5 Assist in USAID Project Evaluation: Assist evaluation team as necessary in the field, through briefings, and field visits in the project area.

benchmark: accompany evaluation team on joint visits to base line study sites 3rd quarter 87

benchmark: give briefings on sociological components of the project 3rd quarter 87

target date: Aug. 87

C-I-6 Monitoring & Evaluation Techniques & Methods. Assist in monitoring & evaluating farmer response to project activities, as part of the internal project evaluation of field operations.

benchmark: select/hire/train field researchers 1st quarter 88

benchmark: select study villages/

households 1st quarter 88
benchmark: translate interview
schedule 1st quarter 88
benchmark: supervise researchers 2nd quarter 88
target date: 4th quarter 88
counterpart: DIGF M&E

C-I-7 Womens' Study: assist in carrying out women's
study (depending upon GOP/USAID approval).

benchmark: assist in writing work order and
hiring personnel. 2nd quarter 88
target date: 4th quarter 88
counterpart: DIGF M&E, PD PFI.

C-I-8 Conferences

benchmark: present paper on "Traditional
sources of advice for tree cultivation
at F/FRED meeting in Karachi Nov. 87

C-I-9 Coordinate use of base-line study data and model villages
for field demonstrations, experiments, and training.

benchmark: assist Punjab Research Station
director in farmer contact
methods 4th quarter 87-2nd quarter 88
counterpart: DIGF M&E, Research Station Director
target date: 1st quarter 89

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 Jan. 88
benchmark: distribution for review Feb. 88
target date: final draft and distribution Apr. 88
counterpart: PD PFI
- D-I-2 In collaboration with counterparts, participate in the implementation of the Research Plan prepared in D-I-1 by assisting in 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
counterparts: PD and Research Directors, PFI
- D-I-3 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 Dec 87
benchmark: review comments and prepare a final draft Feb 88
target date: committee approval and adoption Feb 88
counterpart: Research Director Ashiq Ahmed

- D-II-1 Assist in the preparation and distribution of technical reports
- | | | |
|--------------------|------------------------------------|------------|
| nursery report | target date | June 88 |
| counterpart | Jahan Ara, Research Officer | |
| hury report | target date | Mar. 88 |
| counterpart | Mansur Ali Sangi, Research Officer | |
| FAR Nursery report | target date | 1st qtr 88 |
| counterpart | K.M. Siddiqui, PD PFI | |
-
- D-II-2 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: | 2nd 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. Assist in a limited capacity to organize and teach the three new FEF courses at PFI
- | | |
|--|---------------|
| | Jan - June 88 |
|--|---------------|
- counterpart: Bashir Shah Hussain, Research Director
-
- 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 |
| benchmark: | arrange a meeting between IGF, PFI, PARC, and Ag. Universities of Faisalabad and Peshawar | June 88 |
- | | |
|----------------------------------|-------------|
| target date: begin joint studies | 3rd qtr. 88 |
|----------------------------------|-------------|
- counterpart: Ashiq Ahmed, Research Director
-
- 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 | Mar 88 |
| target date: workshops | 3rd qtr. 88 |
- counterpart: PD PFI

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 2nd qtr 88
 benchmark: identify the location 2nd qtr 88
 benchmark: recommend modifications 2nd qtr 88
 target date: modifications completed 4th qtr 88
 counterpart: Ashiq Ahmed, Research Director

D-III-3 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 Nov 87
 benchmark: finalize the itinerary and timing 1st qtr 88
 target date: tour 2nd qtr. 88
 counterpart: PD PFI and DIGF

The following are on-going tasks:

D-III-1 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: 2nd qtr 88
 b. establishment of nurseries and/or demonstration plantings at D.I. Khan 2nd qtr 88
 counterpart: PD PFI and Research Directors

D-III-2 Assist in the improvement and utilization of the PFI computer laboratory.
 counterpart: Qasim Shah, Research Officer

D-III-3 Upon request, serve as a thesis guide for FEF Masters students at PFI.
 counterpart: three masters students