



# MONITORING AND EVALUATION PLAN

LIVING LANDSCAPES: SECURING HIGH CONSERVATION VALUES IN SOUTH-WESTERN BHUTAN

WWF is working together with partners to secure High Conservation Values in south-western Bhutan



## WWF

WWF is one of the world’s largest and most experienced independent conservation organizations, with over 5 million supporters and a global network active in more than 100 countries. WWF’s mission is to stop the degradation of the planet’s natural environment and to build a future in which humans live in harmony with nature, by conserving the world’s biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption.

## TARAYANA FOUNDATION

Tarayana Foundation was founded by Her Majesty The Queen Mother Ashi Dorji Wangmo Wangchuck and formally launched on 4th May 2003, by His Majesty Jigme Khesar Namgyel Wangchuck, the then Crown Prince of Bhutan. We are a Public Benefit Organization, registered with the Civil Society Organization Authority of Bhutan.

Tarayana Foundation believes in maximizing happiness and harmony among all Bhutanese people by providing opportunities for life improvement to the vulnerable communities in Bhutan. By helping community members learn and integrate new skills, Tarayana Foundation promotes self-empowerment and the importance of serving each other.

## Royal Government of Bhutan (RGoB)

Article 20 of the Constitution of the Kingdom of Bhutan states that “The Executive Power shall be vested in the Lhengye Zhungtshog which shall consist of the Ministers headed by the Prime Minister”. The Cabinet Secretariat was formally established in August 1999 after the enactment of 1999 Chattrim of Lhengye Zhungtshog. An office of excellence in facilitating the Government to effectively deliver national objective in pursuit of Gross National Happiness(GNH).

## ABOUT IKI

International Climate Initiative (IKI) is one of the most important instruments of the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) for the international financing of climate change mitigation and biodiversity. IKI operates within the framework of the United Nations Framework Convention on Climate Change (UNFCCC) and the Convention on Biological Diversity (CBD), financing climate change mitigation and biodiversity conservation in developing, emerging and transition countries. Since 2008 to 2019, IKI approved more than 730 climate and biodiversity projects with a total funding volume of EUR 3.9 billion in more than 60 countries.

The partner countries are supported with IKI funding to help them implement and ambitiously develop their nationally determined contributions (NDCs) anchored in the Paris Agreement. The NDCs include measures to adapt to the impacts of climate change and increase resilience to its unavoidable impacts. In the field of biodiversity, IKI supports partner countries in achieving the goals of the CBD to counteract the dramatic global loss of natural resources. The activities of IKI also contribute to the implementation of the 2030 Agenda for the United Nations’ 17 Sustainable Development Goals (SDG).



‘This project is part of the International Climate Initiative (IKI). The Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) supports this initiative on the basis of a decision adopted by the German Bundestag.’

Layout & Design by: Rinchen Dorji

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## CONTENTS

INTRODUCTION	5
LOGFRAME	7
INDICATORS DESCRIPTION	9
PROJECT MILESTONES	20
ROLES AND RESPONSIBILITIES	21
PROJECT REPORTS AND SCHEDULE	22
DATA FLOW	23
DATA MANAGEMENT	24
EVALUATION	25
APPENDICES	26



# ACRONYMS AND ABBREVIATIONS

BMU	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Germany
CID	Citizenship Identity Card
DFO	Division Forest Office
DoFPS	Department of Forest and Park Services
ESS	Environment and Social Safeguards
ESMF	Environment and Social Management Framework
GNHC	Gross National Happiness Commission
GNHCS	Gross National Happiness Commission Secretariat
HCV	High Conservation Value
HCVA	High Conservation Value Areas
HCVRN	High Conservation Value Resource Network
HH	Household Head
HWC	Human Wildlife Conflicts
HWCE	Human Wildlife Co-Existence
IKI	International Climate Initiative
M&E	Monitoring and Evaluation
MES	Monitoring, Evaluation and Safeguards
METT	Management Effectiveness Tracking Tool
MoAF	Ministry of Agriculture and Forests
NA	Not Available
NGO	Non-Governmental Organization
NI	National Interpretation
NLC	National Land Commission
NLCS	National Land Commission Secretariat
NLUZ	National Land Use Zoning
NSB	National Statistics Bureau
NTFP	Non-Timber Forest Produce
NWFP	Non-wood Forest Produce
PAC	Project Advisory Committee
PCU	Program Coordination Unit
PES	Payment for Environmental Services
PPD	Policy and Planning Division
RNR	Renewal Natural Resource
RSD	RNR Statistics Division
TF	Tarayana Foundation
WHS	Water Harvesting Scheme
WWF	World Wide Fund for Nature
WWF DE	WWF Germany

# INTRODUCTION

## Purpose of this plan

This M&E Plan is prepared with the following objectives:

1. To ensure that all project stakeholders and partners are aware of the project's goal, outcomes and deliverables
2. To establish a common understanding of the progress metrics for this project-how the progress is to be measured, by whom and the reporting requirements on the deliverables
3. To enhance accountability and coordination amongst stakeholders and partners
4. To support successful implementation of the project

It is prepared for all stakeholders and partners involved in the implementation of this project and also for others, who have stake and interest in the project, to better understand the monitoring and evaluation system instituted under this project.

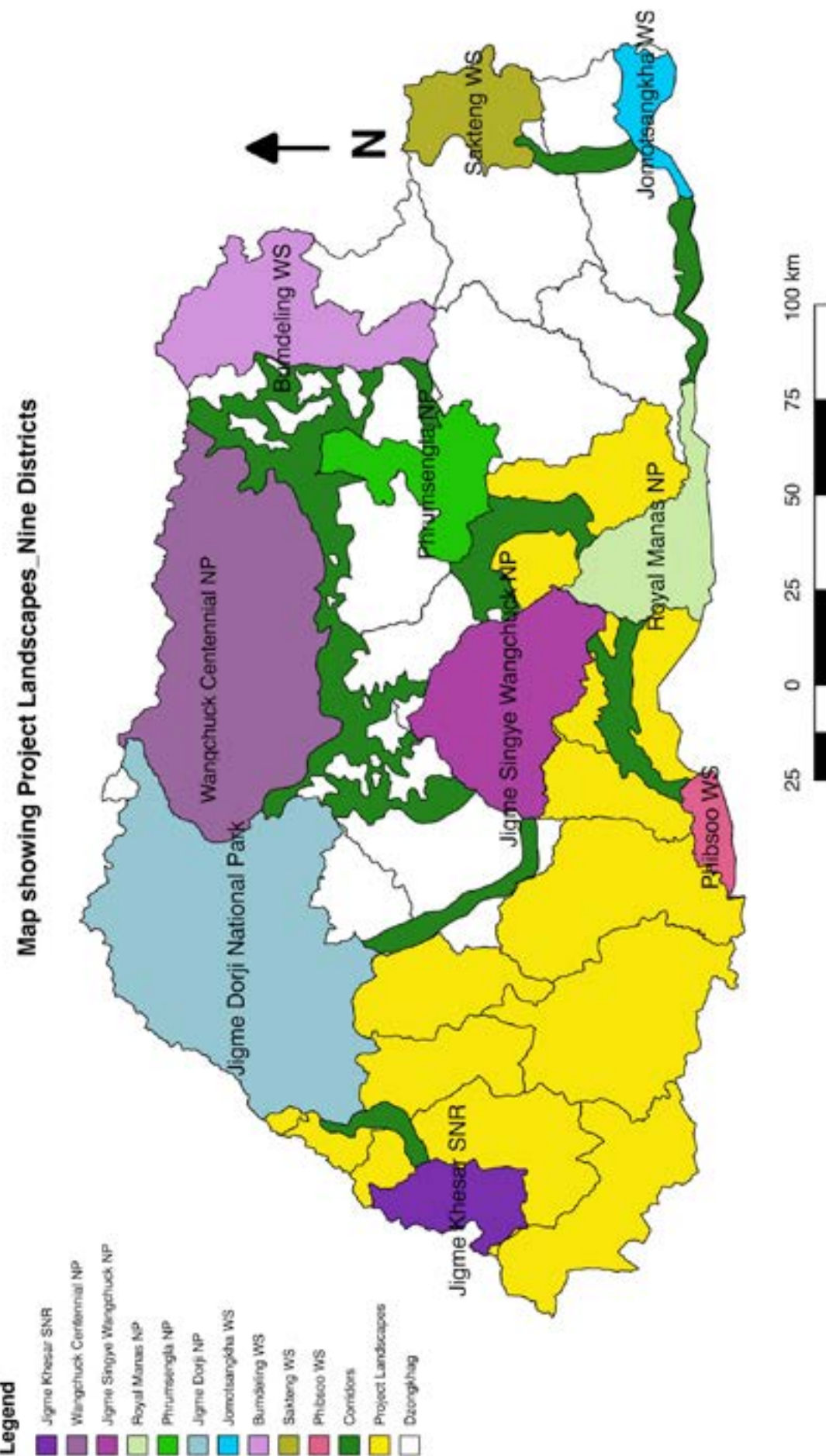
## How was it developed?

The M&E plan was developed through a very inclusive and consultative process involving project stakeholders and partners; first, a draft was formulated at the Program Coordination Unit (PCU) level and discussed. Then, it was circulated to all stakeholders and partners before a two days consultative workshop held on 29-30 April 2021. The M&E plan development workshop was attended by Focal Officers from the Department of Forest and Park Services (DoFPS) Head Office, nine Divisional Forest Offices (DFOs), Tarayana Foundation (TF), National Land Commission Secretariat (NLCS) and from Policy and Planning Division (PPD) of Ministry of Agriculture and Forests (MoAF). After the M&E plan development workshop, the final M&E Plan was put up in the Project Advisory Committee and formally endorsed.

The M&E plan is a dynamic document with possibility of changes based on the learnings from implementation. The PCU will make necessary changes and keep all stakeholders and partners informed.

## Project summary

<b>Title</b>	Living Landscapes: Securing High Conservation Values (HCV) in South-Western Bhutan
<b>Starting Date</b>	April 2020
<b>Duration</b>	8 years
<b>Partners</b>	<p><b>Political Partners</b></p> <ol style="list-style-type: none"> <li>1. Gross National Happiness Commission</li> <li>2. National Land Commission</li> <li>3. Ministry of Agriculture &amp; Forests</li> </ol> <p><b>Implementing Partners</b></p> <ol style="list-style-type: none"> <li>4. National Land Commission Secretariat</li> <li>5. Department of Forests &amp; Park Services, MoAF</li> <li>6. Tarayana Foundation</li> <li>7. WWF Bhutan</li> </ol>
<b>Target Area</b>	Nine South-Western Districts in Bhutan viz. Thimphu, Paro, Haa, Samtse, Chhukha, Dagana, Tsirang, Sarpang and Zhemgang
<b>Beneficiaries</b>	10,797 persons
<b>Cost</b>	EUR 9,736,839.00
<b>Funding Source</b>	BMU-IKI & WWF DE (Germany)
<b>Impact</b>	In Bhutan, long-term conservation of biodiversity and ecosystem services contributes to the country's sustainable development.



# LOGFRAME

	PROJECT SUMMARY	INDICATORS	MEANS OF VERIFICATION	RISKS / ASSUMPTIONS
<b>Impact</b>	In Bhutan, long term conservation of biodiversity and ecosystem services contributes to the country's sustainable development			
<b>Outcome</b>	In South-Western Bhutan, integrated planning and holistic management at the national, regional and local level secure High Conservation Values including biodiversity and ecosystem services in areas without legal protection status	<ol style="list-style-type: none"> <li>Until March 2028, at least 9 High Conservation Value areas are put under a management regime</li> <li>By March 2028, the population of indicator species in the programme landscapes (i.e., areas without legal protection status) is secured:                             <ul style="list-style-type: none"> <li>The number of tigers is stabilized at 30 individual tigers</li> <li>The presence of Rufous-necked hornbill in the seven districts of Haa, Samtse, Chhukha, Dagana, Tsirang, Sarpang &amp; Zhemgang under the programme landscape is assured</li> <li>The presence of Red Panda is assured</li> </ul> </li> <li>By March 2028, the average annual household income of the target communities has increased by 60%</li> <li>By June 2026, ESS and Gender Action Plans are mainstreamed into the Climate Smart Management Plans of the 9 DFOs and implemented in the programme landscape</li> </ol>	DFO Management Plans, RNR Sectoral Plan, HCV Database  National Tiger Population Survey, Camera Trap Survey, Photographs of the bird image, Results of farmer's interview, monitoring report, Sign survey, species presence-absence data for indicator species  Survey at programme start and completion, Internal records and survey reports  Relevant indicators in climate-smart management plans of the 9 DFOs	<b>A1:</b> GNHC & MoAF endorsement of HCV concept and National Interpretation.  <b>A2:</b> Integration of HCV into National Land Use Zoning Process by NLC.  <b>A3:</b> Capacity of DoFPS to oversee HCV implementation at the national level
<b>Outputs</b>	<ol style="list-style-type: none"> <li>Key Institutional actors at the national level Bhutan engage in an integrated planning approach, incorporating data on High Conservation Values in planning processes across all sectors</li> <li>The technical and institutional management effectiveness of 9 Divisional Forest Offices as key actors in the landscape is enhanced</li> </ol>	<ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>Until March 2028, 12 high-level official events organized within the institutional system for land use planning, were held by key sectors at the national level</li> <li>Until June 2023, HCV is mainstreamed into national land use zones</li> </ol> </li> <li> <ol style="list-style-type: none"> <li>Until March 2028, the management effectiveness tracking tool (METT+) score of DFOs has improved at least 20%</li> <li>Until June 2026, 9 holistic and climate-smart management plans including HCVs are endorsed by DoFPS</li> <li>By March 2028, at least 18 pilot activities (2 per DFO) of the management plans have been implemented</li> </ol> </li> </ol>	Minutes of meeting, Resolutions of the meeting, List of participating institutions, organizing institutions  National land use zone system, National land use zone maps and database  METT + Scores  Approved DFO management plan documents  Field verification and report (pictures, proceedings etc.)	<b>R1:</b> Exchange rate fluctuations  <b>R2:</b> Low fund disbursement due to low spending capacity of implementers e.g. DFOs and from delays caused by unforeseen adverse weather conditions  <b>R3:</b> Compliance of DFOs and other implementing partners on the requirement of WWF and IKI.  <b>R4:</b> Unforeseen disasters and natural calamities affecting implementation of planned project activities  <b>R5:</b> Change of focal officials in implementing partners/offices affecting project communication and delivery

	<p>III. Local communities in the landscape benefit from reduced Human Wildlife Conflict (HWC), environmentally friendly livelihood strategies and pilots for alternative income strategies</p>	<p><b>III.1.</b> The rate of HWC cases in 18 selected hotspots is reduced by at least 40% compared to the baseline</p>	<p>HWC database maintained with DFOs, Records from District Administration and Gewog Administration, Survey reports at program start and completion, Annual monitoring reports</p>	
		<p><b>III.2.</b> By March 2028, 18 water harvesting schemes deliver benefits for targeted communities</p>	<p>Documentation with photos of water harvesting schemes, the physical structure of water harvesting, Beneficiaries' feedback on increase in water availability for different purposes, especially poor women and vulnerable groups, Operating guidelines and instructions</p>	
		<p><b>III.3.</b> By March 2028, 4 additional community-based water PES (Payments for Environmental Services) schemes have been established in the programme landscape</p>	<p>PES document and by-laws, annual revenue receipts, annual financial transaction statements, PES member list (buyers and providers)</p>	
		<p><b>III.4.</b> By March 2028, 5 additional value chains based on ecosystem services have been established in the programme landscape</p>	<p>Value Chain document, Evaluation Report, Product list</p>	
Activities	<p><b>WPI.1.</b> Establish an HCV national interpretation for Bhutan and integrate into planning</p> <p><b>WPI.2.</b> Establish sound national monitoring system for HCV</p> <p><b>WPI.3.</b> Strengthen the existing institutional inter-sectoral coordination process</p>	<p><b>I.1.</b> HCVRN (HCV Resource Network) National Partner Group recognized by HCVRN Secretariat by June 2021</p> <p><b>I.2.</b> HCV national interpretation in place by June 2022</p>		
	<p><b>WP.1.1.</b> Identify HCV sites in DFOs of the programme landscape</p> <p><b>WP.1.2.</b> Establish holistic and climate-smart management plans including HCV sites in all DFOs of the programme landscape</p> <p><b>WP.1.3.</b> Build staff capacities of DFOs for implementing the holistic and climate-smart management plan</p> <p><b>WP.1.4.</b> Implement practical measures for biodiversity conservation and ecosystem services together with DFOs</p>	<p><b>II.1.</b> HCV sites identified and mapped by 2024</p> <p><b>II.2.</b> Immediate practical measures for biodiversity and ecosystem services initiated by July 2023</p> <p><b>II.3.</b> All 9 Management plans developed by June 2027 (plans will be developed in step-wise &amp; participatory approach)</p>		
	<p><b>WP.1.1.</b> Promote human wildlife coexistence (HWCE)</p> <p><b>WP.1.2.</b> Secure water resources for local communities</p> <p><b>WP.1.3.</b> Develop and implement sustainable livelihood strategies in selected communities</p> <p><b>WP.1.4.</b> Create environmentally friendly community-based business cases for alternative incomes</p>	<p><b>III.1.</b> HWC safe strategy developed by June 2024</p> <p><b>III.2.</b> Sustainable livelihood strategies developed by June 2023</p> <p><b>III.3.</b> Assessment of ecotourism and Non-Timber Forest Products (NTFP) finalized by June 2023</p>		

# INDICATORS DESCRIPTION

## OUTCOME INDICATORS

<b>Indicator</b>	<b>o.1. Until March 2028, at least 9 High Conservation Value Areas (HCVA) are put under a management regime</b>
Definition	Sum of the numbers of HCVA in 9 DFOs, which are under a sustainable management regime. Sustainable management regime means that at least each HCVA in 9 DFOs is managed/implemented as per management plan during the project period.
Purpose	To assess whether the identified and demarcated HCVAs are put under a sustainable management regime, so that biodiversity, ecological, social and cultural values are maintained or enhanced.
Unit	Numbers
Baseline	0
Target	9
Data Collection	<p>Focal Officer from DFOs will collect and report the following, annually</p> <ul style="list-style-type: none"> <li>DFO Management Plans, Renewable Natural Resource Sectoral Plan, HCV database</li> <li>Report on actions implemented as per the management plan or</li> <li>Update on the status of above two</li> </ul>
Tool	NA
Frequency	Every two years - biennial
Responsible	Focal Officers from DFOs
Reporting	The Focal Officers from DFOs will submit the indicator info and its status to Focal Officer at DoFPS HO, who will verify and share with the PCU at WWF Bhutan biennially-every two years. PCU will report to PAC, donor and WWF network as required.
Quality Control	<ul style="list-style-type: none"> <li>DoFPS will ensure that HCVA reported is in RNR Resource Sectoral Plan and HCV database</li> <li>HCVAs are identified based on the NI and Management plan developed as per the framework adopted.</li> </ul>



<b>Indicator</b>	<b>0.2. By March 2028, the population of indicator species in the programme landscapes (i.e. areas without legal protection status) is secured:</b> <ul style="list-style-type: none"> <li>The number of Tigers is stabilized at 30 individual tigers</li> <li>The presence of Rufous-necked hornbill in the seven districts of Haa, Samtse, Chhukha, Dagana, Tsirang, Sarpang &amp; Zhemgang under the programme landscape is assured</li> <li>The presence of Red Panda is assured</li> </ul>
<b>Definition</b>	<ul style="list-style-type: none"> <li>The total number of estimated Tigers in the programme landscape</li> <li>The presence or absence of Rufous-necked hornbill in the seven districts of Haa, Samtse, Chhukha, Dagana, Tsirang, Sarpang &amp; Zhemgang under the programme landscape</li> <li>The presence or absence of Red Panda in the programme landscape</li> </ul>
<b>Purpose</b>	To track the changes in current numbers and presence-status of three indicators species viz. Tiger, Rufous-necked hornbill and Red Panda in their habitat under the programme landscape. This would provide evidence on whether the project activities and outputs are effective.
<b>Unit</b>	<ul style="list-style-type: none"> <li>Numbers</li> <li>Presence/Absence</li> <li>Presence/Absence</li> </ul>
<b>Baseline</b>	<ul style="list-style-type: none"> <li>30 (Year 2015)</li> <li>Yes</li> <li>Yes</li> </ul>
<b>Target</b>	<ul style="list-style-type: none"> <li>30</li> <li>Presence assured</li> <li>Presence assured</li> </ul>
<b>Data Collection</b>	The WWF Bhutan will support DoFPS to acquire the following means of verification on this indicator: <ul style="list-style-type: none"> <li>Tiger: Year 2021-2022 &amp; 2028, National Tiger Survey of Bhutan. From the survey data, extract Tiger population within the programme landscape.</li> <li>RNH: Year 2024 &amp; 2028, Photographs of bird image/Monitoring Report/results of farmer's interview.</li> <li>Red Panda: Year 2024 &amp; 2028, camera trap survey/sign survey/monitoring report</li> </ul>
<b>Tool</b>	<ul style="list-style-type: none"> <li>National Tiger Survey Protocol</li> <li>Photographs, farmers' interview</li> <li>Camera trap survey</li> </ul>
<b>Frequency</b>	<ul style="list-style-type: none"> <li>Year 2021-2022 &amp; 2028</li> <li>Year 2024 &amp; 2028</li> <li>Year 2024 &amp; 2028</li> </ul>
<b>Responsible</b>	Focal Officers from DFOs
<b>Reporting</b>	The Focal Officers from DFOs will acquire data for the three indicators and share with Focal Officer at DoFPS HO, who will further share with the PCU at WWF Bhutan. The frequency of the data submission will depend on data collection frequency, which is indicated above. PCU will report to PAC, donor and WWF network as required.
<b>Quality Control</b>	DoFPS will ensure compliance to survey protocols and analysis of the survey data should be done using recognized scientific tools/software

<b>Indicator</b>	<b>0.3. By March 2028, the average annual household income of the target communities has increased by 60%</b>
<b>Definition</b>	Sum of individual annual household income divided by total numbers of target households in the target communities give the average annual household income. Include incomes from those activities supported directly by programme. Indirect benefits/contributions to HH income shall be reported in TPRs and later attributed during project evaluations.
<b>Purpose</b>	To assess and record whether economic livelihood of households in target communities are improving over time. This would provide evidence on whether the livelihood interventions from the programme support is effective.
<b>Unit</b>	Ngultrum (Nu.)
<b>Baseline</b>	Nu. 355,000.00 (2018)
<b>Target</b>	Nu. 568,000.00
<b>Data Collection</b>	Twice during project period, Tarayana Foundation with technical support from WWF Bhutan will conduct household survey in the target communities to estimate the average annual household income.
<b>Tool</b>	Household survey
<b>Frequency</b>	Twice during project period: mid-term (Year 2023) and Project end (Year 2027)
<b>Responsible</b>	Tarayana Foundation
<b>Reporting</b>	TF will acquire annual household income from the survey twice during project period, and share to the PCU at WWF Bhutan. Then, PCU will report to the donor and WWF US.
<b>Quality Control</b>	<ul style="list-style-type: none"> <li>To ensure, statistically sound sampling methodology is followed, survey methodology and questionnaire must be checked by WWF Bhutan.</li> <li>Enumerators will be trained thoroughly and will field-test the questionnaire before the actual survey.</li> </ul>

<b>Indicator</b>	<b>0.4. By June 2026, ESS and Gender Action Plans are mainstreamed into the Climate Smart Management Plans of the 9 DFOs and implemented in the programme landscape</b>
<b>Definition</b>	Environmental and social safeguards (ESS) <sup>1</sup> , and gender action plans <sup>2</sup> are developed and mainstreamed in the climate smart management plans of nine DFOs.
<b>Purpose</b>	To assess whether the nine DFOs have incorporated the ESS and Gender Action Plans in Climate Smart Management Plans and accordingly implemented in the landscape
<b>Units</b>	Numbers
<b>Baseline</b>	0 (2020)
<b>Target</b>	9
<b>Data Collection</b>	PCU will ensure and maintain verifiable info as below: <ol style="list-style-type: none"> <li>ESS and gender action plans are developed</li> <li>The nine DFO management plans are developed and both the ESS and gender components are mainstreamed, and implementation started</li> </ol>
<b>Tool</b>	Environment and Social Management framework (ESMF), Gender toolkit for mainstreaming gender, Management Plan Guidelines
<b>Frequency</b>	Every two years - biennial
<b>Responsible</b>	PCU – WWF Bhutan
<b>Reporting</b>	PCU – WWF Bhutan in collaboration with the DoFPS will collect relevant information, verify and update this indicator and then report to PAC, donor and WWF network
<b>Quality Control</b>	Critical interventions from ESS and gender action plans should be checked in the nine climate-smart management plans of DFOs. So, a checklist/tool should be prepared to check this.

<sup>1</sup> Link to what is ESS: <https://sites.google.com/wwf.panda.org/networkstandards/policy-areas/11-safeguards-essf-and-social-policies/11-1-essf>

<sup>2</sup> Link to Gender policies: <https://sites.google.com/wwf.panda.org/networkstandards/policy-areas/project-and-initiative-management/2-5-social-policies>

## OUTPUT I INDICATORS

<b>Indicator</b>	<b>I.1. Until March 2028, 12 high-level official events organized within the institutional system for land use planning, were held by key sectors at the national level</b>
Definition	The number of national level events organized to engage in an integrated planning approach through incorporation of HCV in planning processes across all sectors
Purpose	To assess whether the programme landscape has undertaken targeted number of high-level official events amongst key sectors at the national level as a part of Integrated Planning Approach. This will provide the evidence whether the sectoral coordination process has been strengthened or not, and land use planning is happening in an integrated manner
Unit	Numbers
Baseline	0 (2020)
Target	12
Data Collection	PCU/implementing office will maintain the following as and when the event is held; 1. Minutes/resolution of the meeting 2. List of participants (gender disaggregated) and their office names as per format annex 1
Tool	Records of minutes of meeting, participants, and their respective office names (use format Annex 1)
Frequency	Annually
Responsible	PCU – WWF Bhutan/NLCS
Reporting	PCU will maintain records using the above tool, update the indicator and share to the PAC, donor and WWF network
Quality Control	Person responsible for maintaining data for this indicator shall use the above tool and data collection methods to ensure that the maintained data is sufficient to report on the indicator

<b>Indicator</b>	<b>I.2. Until June 2023, HCV is mainstreamed into national land use zones</b>
Definition	The HCV is recognized and incorporated as one of the land use categories through the National Land Commission Secretariat's plans and programs including its policies and documents such as National Land Use Zoning (NLUZ) processes.
Purpose	To assess whether the HCV is incorporated as one of the criteria for land use categorization/zoning
Unit	Date
Baseline	NA
Target	HCV reflected in land use zones
Data Collection	NLCS will share with PCU - WWF Bhutan a copy of national land use zone maps/database, where HCVA is reflected
Tool	NA
Frequency	Annually
Responsible	NLCS
Reporting	NLCS Focal Officer will share a copy of national land use zone maps/database with PCU at WWF Bhutan, who will further share with PAC, donor and WWF network
Quality Control	NA

## OUTPUT II INDICATORS

<b>Indicator</b>	<b>II.1. Until March 2028, the management effectiveness tracking tool (METT) score of DFOs has improved at least 20%</b>
Definition	The management effectiveness score of DFOs to be increased by at least 20% from the baseline METT score using Bhutan METT+. Bhutan METT+ will be used to assess the management effectiveness of eight DFOs and two gewogs of Gakiling and Sangbaykha together under Haa Dzongkhag.  METT Scores of eight DFOs and two gewogs-together will be averaged for ease of reporting to donor and WWF Network.  FORMUULA:  <i>The METT has 33 questions; with the supplementary questions, the total score is 117. A final total score from completing the assessment can be calculated as a percentage of 117 or of the total score from those questions that are relevant to DFO. Thus, if a DFO scores 65 out of 117, the percentage score is calculated by dividing 65 by 117 and multiplying by 100 [(65/117) *100] The assessment is made by assigning a simple score ranging between 0(poor) to 3(excellent).</i>
Purpose	To assess whether the DFO management is improving over time. This would provide evidence on whether the capacity building and other interventions in the program landscape is effective.
Unit	Percent - Score
Baseline	50.31% (2021)
Target	Baseline + 20%
Data Collection	The technical team/DFOs will assess the management effectiveness of 8 DFOs and two gewogs under Haa together (Gakiling and Sangbaykha) twice during the project period as indicated in frequency below and submit to PCU at WWF Bhutan, who will compile, take average score, and calculate the increase/decrease percent against the baseline score
Tool	Bhutan METT+
Frequency	Twice in project period: mid-term (2024) & project end (2028)
Responsible	Technical team/ Focal Officer from DoFPS HO
Reporting	Focal Officer from DoFPS HO shall share the METT assessment report of all DFOs to PCU at WWF Bhutan twice during project period, and PCU will update the indicator, share with PAC, donor, and WWF Network. METT Scores of eight DFOs and two gewogs-together can be averaged for ease of reporting. However, PCU will maintain and track individual METT scores.
Quality Control	Capacity building of relevant (DoFPS/DFOs/PCU) officers on how to use METT and administer it in the field

<b>Indicator</b>	<b>II.2. Until June 2026, 9 holistic and climate smart management plans including HCVs are endorsed by DoFPS</b>
Definition	The number of holistic and climate smart management plans including HCVs, which are endorsed by DoFPS
Purpose	To assess whether the nine DFOs have their own holistic and climate smart management plans including HCVs endorsed by DoFPS HO
Unit	Numbers
Baseline	0 (2020)
Target	9
Data Collection	Focal Officer from DFOs will submit updates on the status of Management plans with evidence such as approved DFO management plan, if its developed and also formally endorsed by DoFPS HO
Tool	NA
Frequency	Annually
Responsible	Focal Officers from DFOs
Reporting	Focal Officer from DFOs will submit updates to the Focal at DoFPS HO, who will share the same annually with PCU at WWF Bhutan. WWF Bhutan will update PAC, donor and WWF Network
Quality Control	DFOs to submit approved DFO management plan

<b>Indicator</b>	<b>II.3. By March 2028, at least 18 pilot activities (2 per DFO) of the management plans have been implemented</b>
Definition	The total number of pilot activities implemented in nine DFOs/project landscape through this project. The pilot activities are, those which are part of the DFO management plans, but came out as priority, requiring immediate implementation prior to formal endorsement of plans by DoFPS
Purpose	To assess whether nine DFOs have implemented 2 pilot activities, each identified based on priority as part of Management Plans
Unit	Numbers
Baseline	0 (2020)
Target	18
Data Collection	Annually, the Focal Officer from DFOs using the format Annex - 2 will collect and maintain the list of pilot activities implemented by DFOs. The pilot activities are part of climate smart management plans of DFOs
Tool	Data collection format annex - 2
Frequency	Annually
Responsible	Focal Officers from DFOs
Reporting	Focal Officer from DFOs will submit to Focal Officer at DoFPS, who will verify and further share with PCU at WWF Bhutan. WWF Bhutan will then update to PAC, donor and WWF Network
Quality Control	DoFPS HO as the head office for all DFOs shall verify the list of pilot activities with details as per format annex-2 before submitting to PCU at WWF Bhutan WWF Bhutan could also include monitoring of these activities during the field visits

## OUTPUT III INDICATORS

<b>Indicator</b>	<b>III.1. The rate of HWC cases in 18 selected hotspots is reduced by at least 40% compared to the baseline</b>
Definition	HWC cases in 18 selected hotspots to be reduced by 40% from the baseline. HWC will mean all cases related to human and wildlife coming into conflict, and includes the following: <ul style="list-style-type: none"> <li>• Crop &amp; livestock depredation by wild animals</li> <li>• Household property damages/destruction by wild animals</li> <li>• Human attacks by iconic wild animals like Tiger, Elephant, Bear, leopard, Guar etc.</li> <li>• Retaliatory killings by human</li> </ul> What will count as one HWC case? Each of the following will constitute One Case of HWC: <ol style="list-style-type: none"> <li>A lone wild animal causing negative effects on human, livestock, crops and properties at a particular time and location</li> <li>A group of wild animals causing negative effects on human, livestock, crops and properties at a particular time and location. For e.g. 5 Elephants destroying crops in a field at a particular time and location will be counted as 1 HWC case, irrespective of the size of herd. Even if this group destroys both crops and houses, it will still be counted as 1HWC, since it happened at a particular time and location. If the same group comes back to the same field some other time, it will be counted as another 1 HWC case, since it happened at different time.</li> <li>A group of farmers who committed together retaliatory killing of wild animal(s) at a particular time and location</li> <li>A lone farmer who committed a retaliatory killing of wild animal(s) at a particular time and location</li> </ol> The annual change (increase or decrease) in HWC cases is calculated as: <ul style="list-style-type: none"> <li>• Annual change in HWC cases: difference between total annual HWC cases and baseline</li> <li>• Percent change in HWC cases: Change in the number of HWC cases divided by baseline and multiply by 100</li> </ul>
Purpose	To assess whether the interventions targeted towards reducing the HWC are effective or not
Unit	Numbers
Baseline	Hotspots to be identified based on the hotspot mapping study of DoFPS. Using that, baseline figures of current HWC cases to be acquired from the Range/Beat Office of the respective DFOs by TF.
Target	Baseline minus 40%
Data Collection	TF will bi-annually collect the number of HWC cases using format annex-3 from 18 selected hotspots. All cases from each of the 18 hotspots will be collected and maintained individually. TF will collect using their Field Officers
Tool	Data collection format annex 3
Frequency	Annually
Responsible	Tarayana Foundation in collaboration with DFOs
Reporting	TF will collect data for the indicator bi-annually and then share annually with PCU at WWF Bhutan, who will update PAC, donor and WWF network
Quality Control	<ul style="list-style-type: none"> <li>• Definition of HWC and what constitutes a case of HWC should be followed as described above</li> <li>• Recording of HWC incidences should be done following a standard format annex 3, verified by responsible and competent authority</li> <li>• Collaborative linkages with DFOs, Gewog and district administration is critical to acquire quality data</li> </ul>



Indicator	<b>III.2. By March 2028, 18 water harvesting schemes (WHS) deliver benefits for targeted communities</b>
Definition	The total count of number of functional water harvesting schemes in the selected program landscapes. 18 targeted communities must have at least one each water harvesting schemes established. Water harvesting scheme will include, but not limited to the following: <ul style="list-style-type: none"> <li>Water resource protection, water harvesting, water storage and distribution and the capacity building programs to maintain it. A scheme generally should have an operation &amp; maintenance plan, which also includes who will do what</li> </ul>
Purpose	To assess whether the targeted communities in the 9 districts are benefiting from water harvesting schemes, with at least two water harvesting schemes established in each district
Unit	Numbers
Baseline	0 (baseline figure could be determined only when target communities are identified by TF)
Target	18
Data Collection	Tarayana Foundation will annually collect the number of functional water harvesting schemes established in the 9 Districts with their details as per format annex 3
Tool	Data collection format annex - 4
Frequency	Annually
Responsible	Tarayana Foundation
Reporting	TF will collect data for the indicator in the prescribed format annex 4 and then share annually with PCU at WWF Bhutan, who will update PAC, donor, and WWF network
Quality Control	<ul style="list-style-type: none"> <li>Collection of data should be done following the format-annex 4</li> <li>PCU could make monitoring visits to the sites to verify the operational status and benefits of the water harvesting schemes</li> </ul>

Indicator	<b>III.3. By March 2028, 4 additional community-based water PES schemes have been established in the programme landscape</b>
Definition	The total count of number of new functional community-based water PES established in the programme landscape
Purpose	To assess whether the four additional community-based PES schemes are established in the programme landscape
Unit	
Baseline	3 (2018)
Target	7 (Baseline + additional 4 Schemes)
Data Collection	Annually Tarayana Foundation will collect the number of functional community-based water PES with their details as per format annex 5 or update on its status and share with PCU at WWF Bhutan
Tool	Data collection format annex - 5
Frequency	Annually
Responsible	Tarayana Foundation
Reporting	TF will collect data for the indicator in the prescribed format annex 5 and then share annually with PCU at WWF Bhutan, who will update PAC, donor and WWF network
Quality Control	<ul style="list-style-type: none"> <li>Collection of data should be done following the format-annex 5</li> <li>WWF Bhutan/PAC could make monitoring visits to the sites to verify the operational status and benefits of PES</li> </ul>

Indicator	<b>III.4. By March 2028, 5 additional value chains based on ecosystem services have been established in the programme landscape</b>
Definition	The number of ecosystem services-based value chains established in the programme landscape.
Purpose	To assess whether 5 new ecosystem services-based value chains are established as an alternate income source for the target communities
Unit	Numbers
Baseline	2 (2018)
Target	7 (Baseline + additional 5 Schemes)
Data Collection	Annually TF will collect the number of ecosystem services-based value chains with their details as per the format annex-6. For every established value chains, following are the means of verification that has to be maintained and submitted: <ul style="list-style-type: none"> <li>Value chain document, Evaluation report/product list</li> </ul>
Tool	Data collection format-annex 6
Frequency	Annually
Responsible	Tarayana Foundation
Reporting	TF will collect data for the indicator in the prescribed format annex 6 and then share with PCU at WWF Bhutan, who will update PAC, donor and WWF network
Quality Control	<ul style="list-style-type: none"> <li>Collection of data should be done following the standard format-annex 6</li> <li>WWF Bhutan/PAC could make monitoring visits to the sites to verify the value chains</li> </ul>

## Standard Indicators

Indicator	<b>1. Action People: Number of people directly supported by the programme to adapt to climate change or to conserve ecosystems</b>
Definition	The total count of people (one individual-one count <sup>3</sup> , gender disaggregated) directly supported by the programme to adapt to climate change or to conserve biodiversity and ecosystem services
Purpose	To assess how many people are directly supported by the programme to adapt to climate change or to conserve ecosystems
Unit	Numbers
Baseline	2 (2020)
Target	10,797 <sup>4</sup> (5399 women)
Data Collection	PCU and all implementing partners/agencies that coordinate any activities (training, workshop, awareness meetings, input/equipment, etc.) under this programme support shall maintain beneficiary list after activity implementation in the format annex 7
Tool	Data collection format-annex 7
Frequency	Annually
Responsible	PCU, TF, DoFPS HO, DFOs, NLCS
Reporting	Focal officer from the activities implementing agency will verify and submit the list to PCU at WWF Bhutan, who will update PAC, donor and WWF network
Quality Control	<ul style="list-style-type: none"> <li>Collection of beneficiary details should be done following the standard format-annex 7</li> <li>To avoid double counting beneficiaries; one beneficiary should be counted only once, even if he is benefitted by more than one intervention. For this, all beneficiaries should be recorded using their unique identities like CID, Household numbers etc.</li> </ul>

<sup>3</sup>To count one person as beneficiary only once, even though he is benefitted by more than one intervention such as one capacity building and other input support

<sup>4</sup>10,125 farmers + 585 people from Department of Forests and Park Services-DFOs + 18 Gewog staffs + 18 District Administration staff + 6 UWICER staff + 45 National Land Commission staff

Indicator	<b>2. Action Ecosystem: Area of ecosystems improved or protected by programme measures</b>
Definition	The total area of ecosystems improved or protected by programme interventions including areas designated as HCVAs, PES area and areas secured for water source protection and for controlling invasive species of plants in the project landscape
Purpose	To assess the extent in terms of areas, the program measure has help improved or protect the ecosystems in the landscape
Unit	hectares
Baseline	2630 <ul style="list-style-type: none"> <li>Burkhey, Sampheling Gewog, Chhukha (28 hhs)</li> <li>Namay Nichu PES Scheme, Paro</li> <li>Pawkhola-Darachu Watershed conservation scheme, Patsaling Gewog, Tsirang</li> </ul>
Target	Area designated as HCVA, PES and others
Data Collection	Every three years, Focal Officers from DFOs shall share the map and area in hectares demarcated and designated as HCVAs, PES area and areas secured for water source protection/improvement and for controlling invasive species of plants. Following means of verification shall be used, maintained, and submitted: <ul style="list-style-type: none"> <li>Climate smart management plans of DFOs – where specific HCVAs are under management</li> <li>NLUZ – where HCVAs are mapped</li> <li>PES document including map</li> <li>Reports/documents on water source protection/improvement</li> <li>Reports/documents on areas under controlling invasive species of plants</li> </ul>
Tool	Use the HCVAs map and PES site area
Frequency	Every three years – triennial (2022, 2025, 2028)
Responsible	Focal Officers from DFOs
Reporting	Focal officers from DFOs will submit information to Focal Officer at DoFPS HO, who will share to PCU at WWF Bhutan. WWF Bhutan will maintain the information and update PAC, donor and WWF network
Quality Control	Standardize the measurement methods. Support by NLCS and DoFPS

Indicator	<b>3. Capacity Policies: Number of new or improved policy frameworks developed to address climate change and /or conserve biodiversity</b>
Definition	The total number of new or improved policy related frameworks developed through the programme support to address climate change, conserve biodiversity and ecosystem services
Purpose	To assess how many new or improved policy related frameworks are developed through the programme support to address climate change, conserve biodiversity and ecosystem services
Unit	Number
Baseline	0 (2020)
Target	<ul style="list-style-type: none"> <li>1 HCV National Interpretation document</li> <li>9 Climate Smart Management Plans of DFOs</li> <li>1 National Land use zone system incorporating HCV</li> </ul>
Data Collection	Data collection will be done annually as given below: <ul style="list-style-type: none"> <li>PCU to maintain information on HCV NI,</li> <li>Focal Officer from DoFPS HO to collect info on 9 DFO management plans</li> <li>Focal Officer from NLCS to collect info on NLUZ system with HCV</li> </ul>
Tool	NA
Frequency	Annually
Responsible	PCU, DoFPS & NLCS
Reporting	Focal officers from the DoFPS HO and NLCS will share copies of policy frameworks developed to PCU at WWF Bhutan, who will maintain copies and update PAC, donor and WWF network
Quality Control	NA

Indicator	<b>4. Capacity Institutions: Number of new or improved institutionalized structures or processes to address climate change and conserve biodiversity</b>
Definition	The total number of new or improved institutionalized structures or processes put in place through this programme support to address climate change, conserve biodiversity and ecosystem services
Purpose	To assess how many new or improved institutionalized structures or processes are put in place through the programme support towards addressing climate change, conserve biodiversity and ecosystem services
Unit	Number
Baseline	0 (2020)
Target	<ul style="list-style-type: none"> <li>1 National Land Use Zoning Guideline with HCV incorporated</li> <li>DFO capacity building plan and corresponding training program by UWICER</li> <li>9 DFO climate smart management plans</li> </ul>
Data Collection	Data collection will be done annually as given below: <ul style="list-style-type: none"> <li>Focal Officer from NLCS for national land use zoning guideline</li> <li>Focal Officer from DoFPS HO for 9 DFO management plans</li> <li>Focal Officer from DoFPS HO to acquire DFO capacity building plan and training program from UWICER</li> </ul>
Tool	NA
Frequency	Annually
Responsible	Focal Officer from NLCS and DoFPS HO
Reporting	Focal officer from NLCS and DoFPS HO will share copies of the institutionalized processes/structures developed to PCU at WWF Bhutan, who will maintain copies and update PAC, donor and WWF network
Quality Control	NA

# PROJECT MILESTONES

OUTPUTS	MILESTONES
<b>Output I:</b> Key Institutional actors at the national level Bhutan engage in an integrated planning approach, incorporating data on High Conservation Values in planning processes across all sectors	<ol style="list-style-type: none"> <li>1. HCVRN (HCV Resource Network) National Partner Group recognized by HCVRN Secretariat by June 2021</li> <li>2. HCV national interpretation in place by June 2022</li> </ol>
<b>Output II:</b> The technical and institutional management effectiveness of 9 Divisional Forest Offices as key actors in the landscape is enhanced	<ol style="list-style-type: none"> <li>3. HCV sites identified and mapped by June 2024</li> <li>4. Immediate practical measures for biodiversity and ecosystem services initiated by July 2023</li> <li>5. All 9 Management plans developed by June 2027 (Plans will be developed in stepwise)</li> </ol>
<b>Output III:</b> Local communities in the landscape benefit from reduced Human Wildlife Conflict, environmentally friendly	<ol style="list-style-type: none"> <li>6. HWC safe strategy developed by June 2024</li> <li>7. Sustainable livelihood strategies developed by June 2023</li> <li>8. Assessment of ecotourism and NTFPs finalized by June 2023</li> </ol>
<b>Output o:</b> An effective project management is set up and functioning	<ol style="list-style-type: none"> <li>9. The executive summary of the ESMF will be translated into Dzongkha and made available on the website of the MoAF, DoFPS as well as that of the WWF Bhutan, Tarayana and WWF Germany by June 2020</li> <li>10. Grievance Redress Mechanism developed and ready for implementation by November 2020</li> </ol>

# ROLES AND RESPONSIBILITIES

The M&E roles and responsibilities of PCU at WWF Bhutan and all its implementing partners in relation to data collection, management and reporting are given here under, as discussed during the M&E plan Workshop. These roles described here are generic and applies to what the agency will do through their respective Focal Officers. All implementers will submit all reports/information and data through their agency focal, who will then share and liaise with WWF Bhutan. PCU at WWF Bhutan will be the unit to report to donors, WWF networks and also the project advisory committee.

All agencies will designate their Focal Officers, who will be PCU's first contact point with regard to this project.

M&E Roles & Responsibilities	Indicators Responsible
<b>Program Coordination Unit, WWF Bhutan</b>	
<ol style="list-style-type: none"> <li>1. Report timely on the progress of indicators to the donors, WWF networks and Project Advisory Committee</li> <li>2. Coordinate with all Focal Officers to get updates, data and information on indicators progress, compile and conduct analysis data based on need</li> <li>3. Maintain data and information on all indicators and act as data/information repository</li> <li>4. Lead monitoring visits and all evaluations for the project</li> <li>5. Capacity building of partners and implementers on M&amp;E works</li> </ol>	0.4, I.1, SI-1, SI-3,
<b>Tarayana Foundation</b>	
<ol style="list-style-type: none"> <li>1. Timely compile and submit updates, data and information on all assigned indicators to PCU at WWF Bhutan</li> <li>2. Through the support of WWF Bhutan, build the capacity of Field Officers on data collection, management and reporting</li> <li>3. Maintain data and information on all assigned indicators</li> </ol>	0.3, III.1, III.2, III.3, III.4
<b>Department of Forests &amp; Park Services, Head Office</b>	
<ol style="list-style-type: none"> <li>1. Serve as Lead Office for all offices under DoFPS. All DFOs and other offices under DoFPS will route indicator reporting through DoFPS HO</li> <li>2. Timely compile and submit updates, data and information on the assigned indicators to PCU at WWF Bhutan</li> <li>3. Timely compile and submit reports/information and data from DFOs and other offices under the department to PCU at WWF Bhutan</li> <li>4. Maintain data and information on all assigned indicators</li> </ol>	0.1, 0.2, II.1, II.2, II.3, SI-1, SI-2, SI-3, SI-4
<b>Division Forest Offices</b>	
<ol style="list-style-type: none"> <li>1. Timely compile and submit updates, data and information on the assigned indicators to DoFPS HO</li> <li>2. Maintain data and information on all assigned indicators</li> </ol>	0.1, 0.2, II.1, II.2, II.3, SI-1, SI-2,
<b>National Land Commission Secretariat</b>	
<ol style="list-style-type: none"> <li>1. Timely compile and submit updates, data and information on the assigned indicators to PCU at WWF Bhutan</li> </ol>	I.2, SI-1, SI-3, SI-4



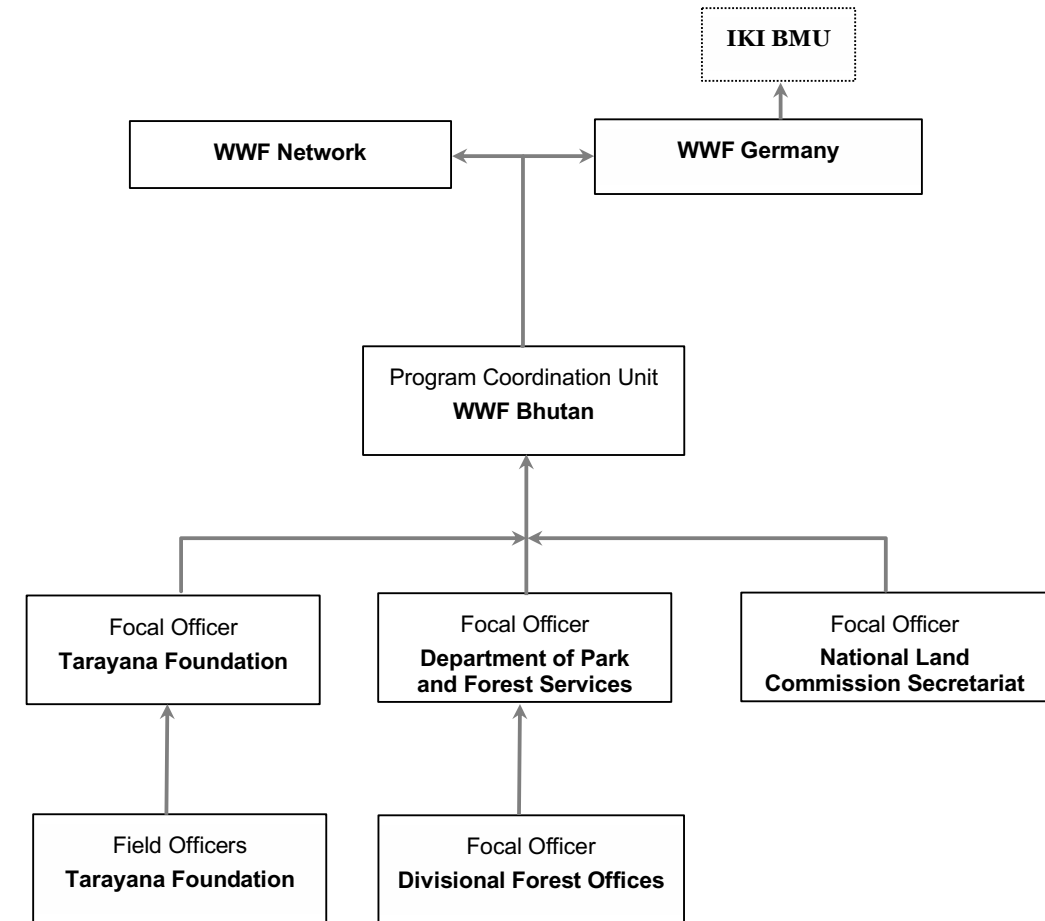
# PROJECT REPORTS AND SCHEDULE

The different types of reports that WWF Bhutan is mandated to submit and their frequency is given below:

Report	To	Frequency & Date
Technical Progress Report-PART 1	Network Office-WWF International	Bi-annually
Technical Progress Report-PART 2	Network Office-WWF International	Annually
Semi-annual project update (Technical)	WWF Germany/IKI Secretariat	Semi-annually <ul style="list-style-type: none"> <li>15 March</li> <li>15 September</li> </ul>
Annual Technical and Financial Report	WWF Germany/IKI Secretariat	<ul style="list-style-type: none"> <li>31 July for Jan-June reporting period</li> <li>31 January for Jan-December reporting period</li> </ul>
Interim Financial Report	WWF Germany/IKI Secretariat	<ul style="list-style-type: none"> <li>30 April for Jan-March reporting period</li> <li>31 October for Jan-September reporting period</li> </ul>

# DATA FLOW

The PCU is the overall coordination office for this project and is housed under WWF Bhutan. Tarayana Foundation and WWF Bhutan are primary implementing partners, who will collaborate with partners at all three levels of national, regional and local government to implement the project. Hence, the data flow is also designed following this program organization.



# DATA MANAGEMENT

## a. Storage

All agencies that lead the implementation of any programme activities shall maintain the data of the respective activities in the agreed template (if any) all in the soft copies, preferably in excel spreadsheet, but for policy frameworks and maps, PDF, jpeg, word doc and other formats are also fine. Tarayana Foundation, as an implementing partner to WWF Bhutan and as sub-grantee to WWF Germany will maintain full data for all indicators under output III and some from standard indicators, as assigned. All agencies will ensure that data is backed up periodically to avoid data losses.

At the national project level, since the Program Coordination Unit under WWF Bhutan is tasked with overall coordination, implementation and reporting to the donor – IKI BMU through WWF Germany, all implementing agencies will follow the agreed frequency and format of data submission to the PCU for consolidation and final submission to donor and WWF Network. PCU based on the data from implementing partners will maintain the data for all indicators in the programme.

## b. Analysis

The complete data on all project indicators will be maintained by the PCU in WWF Bhutan, and based on need and objective, data analysis could be carried out regularly for insights to allow adaptive management. However, all agencies could carry out analysis at their own level and share with the project team.

## c. Privacy

In this programme, all agencies will be maintaining records of beneficiaries using their unique identities such as names, citizenship ID and household numbers, therefore, agencies maintaining the records shall ensure full confidentiality of the beneficiaries' data. The data shall be stored safely with access limited to direct users and will be destroyed after the project requirement period.

# EVALUATION

All project evaluations shall be led by PCU from WWF Bhutan. PCU will undertake following evaluations and compilation of learning notes during the project period.

S/N	Type of Evaluation	Frequency	Evaluation Period	Who will do?
1	Baseline Study	One time		admin data
2	Mid-term Review	One time		Third party
3	Terminal Evaluation	One time		Third party
4	Best Practices/Lesson Learnt	Annually		PCU

# APPENDICES

## Annex 1: Format to record high-level events organized within institutional system for land use planning held by key sectors at national level

(Format below filled up just as an example)

S/N	Name of Event	Organizer Agency	Objective	Date	Location	Names of Participating Agency
1	HCV awareness meeting with key partners	WWF Bhutan	To create awareness on HCV concept	1 Feb 2020	Taj Hotel, Thimphu	• GNHC, NLCS, UWICER, NCD-DoFPS, TF

### Attachments:

1. Minutes/resolution/report of meeting/workshop etc.

## Annex 2: Format to record of pilot activities (at least 2/DFO) from Management plan implemented

(Format below filled up just as an example)

S/N	Dzongkhag	Name of Activity	Objective	Location	No. of Beneficiary HHs	Activity Status (Describe briefly)	Cost (Nu)
1	Chhukha	Establishing forest nursery	Reforestation in Bongo CF	Bongo	15	30% complete: land prepared, fenced, poly house established.	

### Attachments:

1. Relevant photos
2. Complete list of beneficiary with basic info (name, cid, household number)
3. Relevant documents



**Annex 3: Format to record of human wildlife conflict cases**

(Format below filled up just as an example)

#	Date of Incidence	Name of HH <sup>5</sup>	Village	Gewog	Dzongkhag	Wildlife Damage To					Retaliatory Killing		
						Wildlife involved	Crops	Livestock	Human	HH structure	Yes/No	Name of Wildlife killed	Number of Wildlife killed
1	2/3/2019	Dawa Kado	Bhur	Samtenling	Sarpang		Yes	No	No	Yes			
2	4/5/2019	Santa Maya Rai	Nichula	Nichula	Dagana		Yes	No	No	No			

**Note:** Refer indicator III.1 description under output III on what constitutes a HWC case

<sup>5</sup> To Name of household head present

**Annex 4: Format to record of Water Harvesting Schemes established**

(Format below filled up just as an example)

S/N	Type WHS	Objective	Village	Gewog	Dzongkhag	No. of Beneficiary HHs	Activity Status (Describe briefly)	Cost(Nu)
1	Silpaulin-lined water harvesting pond	For vegetable cultivation	Zamsa	sento	Paro	1	90% complete: land prepared, fenced, silpaulin laid	2000.00
2	Concrete water harvesting tank	Drinking & farming	Pangna	Drujeygang	Dagana	10	10% complete: materials at site, tank half constructed, conveyance pipes yet to be laid	40,000.0

**Attachments:**

1. Operating guidelines
2. Beneficiaries HH list
3. Photos of schemes//structure

**Annex 5: Format to record of Water Harvesting Schemes established**

*(Format below filled up just as an example)*

S/N	Name of PES	Objective	Village	Gewog	Dzongkhag	No. of Beneficiary HHs	Activity Status (Describe briefly)	Cost (Nu)

**Attachments:**

1. PES documents & bylaws
2. Annual revenue receipts
3. Annual financial transaction statements
4. PES member/beneficiary list
5. Buyer and provider list?
6. Relevant photos

**Annex 6: Format to record of ecosystem-based value chains developed**

*(Format below filled up just as an example)*

S/N	Name of Value Chain	Objective	Product/ Services	Location	No. of Beneficiary HHs	Activity Status (Describe briefly)	Cost (Nu.)

**Attachments:**

1. Value chain document
2. Evaluation report
3. Product list if any
4. Relevant photo

**Annex 7: Format to record of people directly supported by the Programme to adapt to climate change or to conserve ecosystems**

*(Format below filled up just as an example)*

#	Title of Program	Implementing Agency	Name of Participant	Gender	CID	Occupation/ Designation	Dzongkhag	Gewog	Start Date	End Date	Ex-country/ In-country
1	HCV Training	WWF Bhutan	Mr. Younten P	M	xx	Program Coordinator	Thimphu	Thimphu	16-Nov-20	24-Nov-20	In-country/ virtual
2	Training on PES to farmers of Gakidling gewog	Tarayana Foundation	Mr. Pema Thinley	M	xx	farmer	Chhukha	Bjacho	23-Dec-20	27-Dec-20	In-country







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