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सिंहदरवार, काठमाडौं

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नेपाल सरकार
रेड कार्यान्वयन केन्द्र
बबरमहल, काठमाण्डौं
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श्री रेड कार्यान्वयन केन्द्र,
बबरमहल, काठमाडौं।

विषय: अनुदान निर्देशिकाहरू संशोधन सम्बन्धमा।

प्रस्तुत विषयमा तहाँ केन्द्रको च. नं. ३७० मिति २०८२/१०/१८ को पत्रको सन्दर्भमा लेखिदै छ। अर्थ मन्त्रालयको राय सहमति अनुसार समृद्धिका लागि वन परियोजनाको समुदायमा आधारित दिगो वन व्यवस्थापन अनुदान निर्देशिका (पहिलो संशोधन) तथा वृक्षारोपण अनुदान निर्देशिका (दोस्रो संशोधन) रेड कार्यान्वयन केन्द्रले लक्षित वर्ग र समुदायमा पुग्ने सुनिश्चितता सहित विवाद र विरोध नहुने गरी कार्यान्वयनको लागि पठाईएको व्यहोरा यस मन्त्रालय(मा. मन्त्रीस्तर) को मिति २०८२/१२/०३ को निर्णयानुसार अनुरोध छ।

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Government of Nepal

Ministry of Forests and Environment

REDD Implementation Centre

Project Management Unit

Forests for Prosperity Project

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त्रिभुवन विश्वविद्यालय
अनुसन्धान विभाग

Plantation Grant Manual

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त्रिभुवन विश्वविद्यालय
अनुसन्धान विभाग

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Forests for Prosperity Program Plantation Grant Manual

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Acronyms

DFO	Divisional Forest Office
ESMF	Environment and Social Management Framework
ESS	Environmental and Social Standard
FFPP	Forests for Prosperity Program
IP	Indigenous People
LRC	Land Registration Certificate
WO	Municipal Ward Office
PEM	Plantation Establishment and Management Plan
PFD	Province Forest Directorate
PLMG	Public Land Management Group
PM	Provincial Ministry
PMU	Program Management Unit
PPG	Performance-Based Plantation Grant
SDFO	Sub-Division Forest Office(r)
UG	User Group (including COFUG, CFUG, and LFUG)



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1. Background

The Government of Nepal recognizes the country's forestry sector as one of the economic sectors to contribute to the national vision "Happy Nepali, Prosperous Nepal." Various forestry programs are currently under implementation across the country contributing to the well-being of local communities, national prosperity, and climate change adaptation and mitigation through communities and ecosystem resilience building and reduced emissions from deforestation and forest degradation. Forestry for Prosperity Program (FFPP), identified as one of the game-changer programs, is currently under implementation in Lumbini and Madhesh Province. The program's goal is to improve sustainable forest management, increase forest benefits, and reduce net greenhouse gas emissions in the participating municipalities. The FFPP program, henceforth the program, provisions necessary resources, and inputs to initiate and expand private and public land plantations and improve natural forest management practices through technical assistance and performance-based grants in the participating municipalities.

This manual focuses on private and public land forest management through the initiation, establishment, and expansion of performance-based plantations on private and public lands. Plantation forests vary widely, in terms of species, location, and size, as well as for their objectives. Most of the private plantations in Nepal are made for household supply of fodder, fruit, shade, fuelwood, or timber for the market. There is a need for private landowners, Public Land Management Groups (PLMGs), and the supporting organizations to understand, more carefully plan, and responsibly manage plantations to participate in Performance-Based Plantation Grant (PPG) payments in the program area. Under this initiative, the participating Municipalities (Annex 2) will receive a **Conditional Grant** from the federal government in order to provide PPG payments and technical support to private landowners and PLMGs for plantation establishment and management.

The Government of Nepal, Ministry of Forests and Environment, hereby operationalizes this **Performance-Based Plantation Grant Payment Manual** in support of participating landowners, farmer's groups, farmer's cooperatives, and PLMGs to raise and manage plantations and participate in PPG payments in participating 50 Municipalities from Madhesh and Lumbini Province.

2. Objectives

The overall objective of this manual is to support participating Municipalities in expediting PPG payments to landowners and PLMGs. The specific objectives are to:

- Support the interested individual farmers and farmer's groups, cooperatives, public organizations, private institutions, and PLMGs to establish, protect, and manage plantations on private and public lands.
- Provide a stepwise direction to registered "Private Forest" owners, "Public Land Management" groups, and participating Municipalities for planning, implementation, monitoring, performance assessment, and PPG payments.



3. Definitions

Unless the subject or context otherwise requires, in this Manual,

- ✓ (1) "Beneficiaries" means private landowners (individual farmers, farmer's groups, and cooperatives) and PLMGs who participate in the PPG payment schemes including Province Forest Directorate, Division or Sub-Division Forest Offices.
- (2) "Landowner" means any individual farmer having a Land Registration Certificate (LRC) and includes a registered farmer's group, or cooperative or public organization.
- (3) "Plantation" for the purpose of this manual is planting, raising, and maintaining a minimum of 100 trees in block or bond for an individual farmer and a minimum of 800 trees for group plantation for household or commercial purposes.
- (4) "Private forest" means a forest planted and nurtured or conserved in any private land owned by any person or group pursuant to the prevailing law.
- (5) "Public land" means registered or unregistered public land under the jurisdictional management of local Municipality.
- (6) "Municipality" means Rural Municipality, Municipality, Sub-Metropolitan Municipality, and Metropolitan Municipality.
- (7) "Public Land Management Group" means a group of local people who are organized and legally registered in the Municipality to plan, manage, and use public land for plantation and agroforestry under section 37 (1) of the Forest Act (2019).
- ✓ (8) "PFD" means Province Forest Directorate.
- ✓ (9) "DFO" means Division Forest Office.
- ✓ (10) "SDFO" means Sub-Division Forerst Office.
- (11) ESMF means Environmental Social management Framework prepared for addressing the environmental and social risk of FFPP project activities.
- ✓ (12) "**Plantation schemes by provincial agencies**" means plantation and supporting activities planned, implemented, and managed directly by the Province Forest Directorate, Division Forest Office or Sub-Division Forest Office under prevailing government systems, norms, and modalities. , without direct PPG payments to individual landowners or PLMGs.

4. Provisions Related to Technical Support for Performance-Based Plantation Grant

The FFPP program will provide technical and financial assistance to the interested landowners (individual farmers, farmer's groups, and cooperatives) and PLMGs through the participating municipalities and DFOs to undertake the following works.

- (1) Awareness-raising, facilitation, and skill development support for establishing and managing plantations and/or agroforestry in private and public lands through:
 - a. Access to information - local media, booklets, brochures, awareness-raising, and coaching events on matters related to socio-economic, environmental, and regulatory aspects including ESMF to meet the private and public land forestry regulatory guidelines and standards.



- b. Access to facilitative support - identification of potential landowners, farmer's groups, cooperatives, and PLMGs for private and public land plantation; preparation of necessary documents for private and public land forest registration; preparation of PPG payment proposals.
 - c. Access to skill and appropriate technology - designing and implementing appropriate skill enhancement events with particular attention and priority to gender and social inclusion.
- (2) Extended support for
- a. Private forests through farmers' groups and cooperatives including group formation, information gathering and analysis, necessary constitutions and community regulation preparations, registration in the relevant office, and related works.
 - b. User identification, negotiations, PLMG group formation, and constitution preparation including cost and benefit-sharing schemes amongst the participating households and between PLMGs and the municipalities with particular attention and priority to include women, Indigenous Peoples (IPs), Madhesis, Dalits, Muslims, and landless poor.
- (3) Establishment and management of nurseries ensuring necessary inputs and resources for quality seed and seedlings from
- a. Private individuals or groups or cooperatives.
 - b. Division Forest Office or concerned Municipality.
- (4) Development of a simple five-year (at least) Plantation Establishment and Management (PEM) Plan including activity-wise estimated costs, implementation calendar, and proposed cost-sharing between the landowner and the municipality for the next five calendar years for activities such as but not limited to (Table 2). Make sure that the PEM is consistent with ESMF requirements and there are no PPG payment provisions for plantations on forestland or unregistered cultivated land and no invasive species are used.

Table 2 Plantation Establishment and management plan

(Name) Plantation Establishment and Management Plan							
Fiscal year 20../.. to 20../..							
(Address)							
Source nursery: (Name and address of nursery)				GPS Location: X			
Species planned: (Name the species of choice)				Y			
				Cadastral Survey Kitta No:			
Activities	Unit	Unit cost	Activity calendar		Estimated cost in NRs.		
			Year	Month	Landowner	Municipality	Total
Seedling purchase	No						
Land preparations (site clearance, pitting, manuring)	Ha						
Fencing/watcher (if required)	Meter						
Seedling transportation	No						
Planting	No						

Soumitra

Replacement planting	No						
Watering, weeding	Times						
Pruning, thinning	Times						
Others (identify and add rows)							
Total							

Note to the proposal: It is informed that the proposed activities' performance will be evaluated on the following criteria before PPG payments are made:

- i. Implementation of planned operations as per the calendar (90% for individuals and 80% for groups and cooperatives)
 - ii. Growth performance of the established plantation (10%)
 - iii. Maintenance of transparency and accountability including regular meetings and inclusivity for groups, cooperatives, and PLMGs (10% for cooperatives and groups)
- (5) Preparation of PPG proposal and submission with a cover letter to the WO or Municipalities for necessary approval and inclusion in the PPG payment planning. The proposal must contain the following documents.
- a. Land Registration Certificate for individual landowners
 - b. Registration certificates for farmer's groups, cooperatives, and PLMGs
 - c. A copy of management committee decision additional for public schools, health posts, and other public organizations for PEM plan as above
 - d. A copy of lease agreement additional for plantation on leased private land.
 - e. A commitment letter agreeing with the terms and conditions of this manual.
- (6) Ensure technical support for PEM plan implementation with necessary resources.
- (7) Regular maintenance of plantation register, preparations of necessary documents required for PPG payment installment claims, grievance addressing.
- (8) Ensure compliance with the Public Procurement Act and (2007), the Public Procurement Rule (2008), and the government of Nepal's standard norms while estimating costs and procuring service providers.
- (9) Support Lumbini Province and Madhesh Province DFOs to fulfill their assigned roles and responsibilities.
- (10) The Province Forest Directorate, Division Forest Offices, or Sub-Division Forest Offices may initiate and implement plantation schemes and related supporting activities on eligible national forests, community-based forest lands, or government-owned lands, including areas designated for wetland and public pond conservation. Technical and financial resources required for such initiatives shall be mobilized and disbursed through the regular governmental mechanisms and procedures. All implementation activities shall comply with the provisions and requirements of the Environmental and Social Management Framework (ESMF).

5. Provisions Related to PPG Payments for Private and Public Land Plantations

Private landowners and PLMGs will receive PPG payments from the concerned Municipality based on the performance of their "Private Forests" and "Public Land Forests".

5.1 Identification of Interested Landowners

Each year, Municipality or through the Ward Office (WO) of either office of the project municipalities will make a public call to identify interested landowners for participating in the plantation. The WO will thus collect applications of the interested farmers or groups and submit them to the Municipality with ranking and recommendation. The municipality will perform the following actions.

- (1) Each participating Municipality will publicly notify the PPG payment scheme to interested landowners. Participating Municipalities will also conduct awareness-raising events such as workshops and focus group discussions for women, Indigenous Peoples (IPs), Madhesis, Muslims, and Dalits.
- (2) All landowners having Land Registration Certificates (LRC) are eligible to apply to plant and raise "trees" in the following quantity.
 - a. 100 trees (equivalent to 0.0625 ha plantation) or more for individual landowners.
 - ✓ b. 800 trees or 0.5 ha or more for farmer's groups and cooperatives.
 - c. Participating landowners are advised to set aside the necessary land for annual food production prior to plantation planning (food security perspective).
 - d. Ensure that isolated plantation patches are not formed in the middle of agricultural land. The negative externality might have an impact on social cohesion.
- (3) Interested landowners can apply on individual or group bases to the WO expressing their interests with the following documents attached. Women, Indigenous Peoples (IPs), Madhesis, and Dalits are encouraged in particular.
 - a. LRC of potential plantation area and latest paid land revenue receipt
 - b. Detailed PEM plan and budget required for five years as according to section 5(4) of this manual.
 - c. Lease agreement additional in case of leased land
 - d. Registration certificate and a copy of the committee decision additional for farmer's groups and cooperatives
 - e. Management committee decision additional to Public Schools, Health Posts, and other public organizations
- (4) Each WOs will collect, compile, and forward the compiled applications with recommendations to the concerned Municipality for the necessary screening, planning, and budgeting.

5.2 Identification of Potential Public Management Group

Each WO will identify the potential PLMGs, collect their application, and submit them to the Municipality on the following basis:



- (1) Each participating Municipality, DFOs, and Provincial PMU will publicly notify PPG payment scheme to PLMGs for public land plantations and accompanying technical assistance through mass media, pamphlets, and awareness-raising events such as workshops and focus group discussions for women, Indigenous Peoples (IPs), Madhesis, Dalits, Muslims, and landless poor.
- (2) All PLMGs registered in the concerned Municipalities for forestry/agroforestry on 0.5 ha or more of public land are eligible to apply to the WO expressing their interests and submitting the documents listed below.
 - a. PLMG registration certificate
 - b. A copy of PLMG's decision
 - c. Detailed PEM plan and budget required for five years as according to section 5(5) of this manual
- (3) Each WOs will collect, compile, and forward the compiled application with a recommendation to the concerned Municipality for necessary screening, planning, and budgeting.

5.3 Plantation Planning and Budgeting

Each Municipality will integrate PPG payment schemes to private landowners and PLMGs into the municipality planning and budgeting system on the following basis.

- (1) Each Municipality will assign, with dedicated resources, a forest technician responsible for plantation and forest-related matters.
- (2) A screening committee formed under the convenorship of a Municipal Executive Member will select the potential landowner and PLMG participants for each Municipal Wards. The committee will comprise the following members.

a. Municipal Executive Member assigned by the Municipality	Convener
b. Women member of concerned municipal executive member	Member
c. Representative from municipal account section	Member
d. Forest technician	Member-secretary

The convener will be from the committee of forest and environment or disaster related committee,

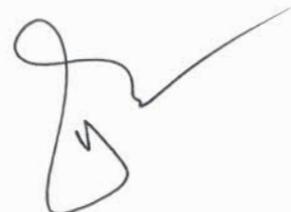
- (3) With prior considerations for the following, the committee will prepare and operationalize its working procedure and selection criteria based on local circumstances, with special attention and priority given to including women, Indigenous Peoples (IPs), Madhesis, Muslims, and Dalit landowners.
 - a. The minimum number of plants or plantation area as in sections 5.1 (2) and 5.2 (2)
 - b. Group of farmers making clusters (blocks) for plantation either on individual or on a group basis
 - c. Follow the land use plan of the municipality for plantation. Any private and public land plantation that may trigger entrepreneurship or small industry will receive priority.




- d. Priority for bamboo along the stream, degraded area, legumes along with the farmland, priority for local and multipurpose species
- ✓ e. The planned PPG payments do not exceed 50% of the estimated cost and are made in three installments of 90%, 5%, and 5% for the first, second, and third years or as per agreement based on the fund availability for public land plantation and 60%, and 40% for the private land (forests) plantation.
- ✓ f. Regarding plantation on the public land, the ratio of forest plants and fruit plants can be made to be 60:40. Income-generating agriculture (herbs and vegetable cultivation only) can also be used in the agro-forestry program on public land, but at least 50 percent of forest plants must be planted.
- ✓ g. The grant money received by private farmers for private plantation will be provided for the purchase of plants, land preparation, digging pits, maintenance and plant protection. However, if the farmers receive seedlings from any government agencies, the grant money can be used for the protection, maintenance, land preparation and pitting.
- ✓ h. In case of public land plantation, local municipality may co-invest to pay for the seedling purchase and transportation based on the estimation for plantation. In addition, if the public land is to be prepared based on the environmental and social safety measures to mitigate the risks (flooding, protection, soil erosion and so on) the budget can be expended from other supporting allocated budgets/ activities.

After performing evaluation and monitoring of plantation, the payment will be not exceeding NRs 60 for forest-based seedlings and NRs 100 for fruit based (horticulture) seedlings for private plantation for two years and the payment ratio will be based on the section 5.3 clause (3) sub clause (e) ; and, for the public land, the payment will be not exceeding NRs 70 for forest-based seedlings and NRs 100 for fruit based (horticulture) seedlings for three years and the payment installment ratio will be based on the section 5.3 clause (3) sub clause (e). However, if the payment period of the project is less than three years, the payment can be made in the second year, including the amount of the third year in case of public plantation.

- ✓ i. If the farmers and public land management group need additional funds to carry out the tasks estimated for tree plantation protection and tree plantation management, they can use other resources if available.
- ✓ (4) The municipality forest technician will collect (site photos and GPS locations etc) , compile, and verify the applications, prepare the draft PPG payment agreements, and submit the applications to the screening committee.
 - (5) The committee will select the potential grantee based on the criteria and available annual budget ceiling for plantations. The applicants not covered in the first-year plan will be included in the following year plan and immediately notified accordingly.
 - (6) The following year's annual plan and budget will include the second installment of the first-year participants and the first installment of the new participating landowners.
 - (7) The screening committee will submit the list of selected grantees with their names, address, plantation area, and proposed budget to the Budget and Program Formulation Committee (Local

Government Operation Act of 2017, section 67) for necessary discussion, revision, and inclusion in the municipal annual plan and budget.

- (8) A PPG payment agreement with the Municipality and the landowner in witness with at least one Municipal Executive Member.
- (9) The municipality will notify the concerned SDFO or directly to DFO of the necessary records for documentation, technical, and other facilitative support.
- (10) This process will follow the Municipality planning calendar and will be an integral part of the municipal-level regular annual planning process.

5.4 Implementation, Monitoring, and Performance Evaluation

It must be ensured that the approved annual plantation activities under the project are aligned and integrated into the Municipality annual plan of operations. Plantation will be one of the activities of the approved Municipal integrated plan and will be implemented by the respective Municipalities with technical support from the project employed forest technicians or technical service providers and the nearest SDFOs. The approved annual plantation activities should be carried out consistent with the ESMF meeting the requirements of approved standards and guidelines.

Each municipality will carry out the implementation, monitoring, and performance evaluation of the PPG payment schemes to landowners and PLMGs in the following ways:

- (1) Each participating landowner and PLMG will maintain a plantation register with activity-wise dates and encountered problems (if any).
- (2) The concerned SDFO, WO, and the Provincial PMU staff will regularly visit (with prior consent) the plantation sites, discuss with the participant members, and provide necessary technical and other suggestions in writing on the plantation register.
- (3) The criteria to be complied with for payment of each installment and documents to be submitted for each installment payments will be outlined in the agreement with grantee.
- (4) The Municipality will deposit the PPG payments into the grantee’s bank account based on the recommendation (a report with site photos and global positioning system location etc) of the Forest Technician of the Municipality.
- (5) The performance assessment rationale and the PPG installment will be as depicted in Table 3. The payments will be based on the Forest Technician’s report based on performed activities. This payment is performance-based payment system. After performing the agreed activities, the grantee will be eligible to get the payments.

Table 3. Performance assessment rationale and installment payments

Installments	Baseline to compare	When to assess and pay	Proportion of grant	
			Private Land Plantation	Public land plantation
First installment	Progress of PEM plan’s activities for the first year	Within 60 days of completion of planned activities	60% at the most	90% at the most

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Second installment	Survival count (maximum 10% allowable mortality), private forest registration in the MEO	By the end of the second fiscal year	40% at the most	5% at the most
Third installment	Survival count, growth performance, completion report submitted to Municipalities	By the end of the third fiscal year	Not applicable	5% at the most

Note: According to Table No. 3, in the case of grants for public and private tree plantations, if the plantation is completed within the project completion year, the first, second, and third installments for that year may be released upon satisfactory monitoring. Additionally, the first installment may be provided if the plantation is carried out during the first trimester of the same fiscal year after completion of the plantation.

- (6) There are no PPG payment provisions for plantations on forestland or unregistered cultivated land.
- (7) There will also be occasional joint monitoring by a group of stakeholders and line agency representatives and frequent monitoring from higher-level institutions including the monitoring from the Ministry, Departments, and PMU.
- (8) Notwithstanding what is written in Clause No. 5 and other points in other sections, if the project duration ends before the year of the final payment or falls within the same year as the agreement, the total payment to be made as per this grant manual can be executed within that year. This matter shall be included in the grant agreement.

5.5 Plantation by Provincial agencies

- (1) The Forest Directorate or Division Forest Office or Sub-Division Forest Offices shall identify potential sites for plantation and supporting activities under its own prevailing implementation modality.
- (2) Such plantations and supporting activities shall follow the species and technical guidelines under this manual and as per ESMF of the project.
- (4) Monitoring and reporting of such plantations and supporting activities shall be integrated into municipal and provincial reporting systems and as per the project guideline.

6. Maintenance of Plantation Records and Reporting

- (1) The entire activities under private and public land plantation management will be implemented, monitored, recorded, and reported strictly with the principle of participation, inclusion, and adaptive management while action learning, best practices, and both successes and failures will be documented for learning across the different levels.
- (2) It will be ensured that each year's plantation monitoring data are recorded, maintained, and managed at the Municipal, District, Provincial, and Federal level and that they are integrated into reporting across all governance levels.




- (3) The plantation beneficiaries, concerned Municipality, DFO, and Provincial Forest Directorates will be involved in the monitoring and reporting at various governance levels.
- ✓ (a) Forest-level (site-level) data will be collected by the Municipality employed service provider, SDFOs. Or the Province Forest Directorate and Division Forest Office in case of the plantation by provincial agencies.
 - (b) The landowners and PLMG members will also be involved in measuring and monitoring activities, collecting forest-level information, and socio-environmental baseline data for the Safeguard Information System (SIS)
 - (c) GPS location and digital map of the plantation site, the name of the place, the number of plants and species planted, and the year of the plantation will be recorded.
- (4) The data thus captured will be fed and integrated into the publicly accessible web-based National Forest Management Information System which is also envisioned by the project under the different components. Each beneficiary, implementer, interested individual, and organization across all governance levels can access the updated data thus contributing to the maintenance of transparency and accountability.
- (5) The process of capturing data, managing, and reporting will be institutionalized and continued even after the project support. The concerned DFO and the Municipality under applicable law and regulations will continue providing technical and administrative service to the plantation landowners and PLMGs even after the project.

7. Miscellaneous

- (1) The Municipalities, DFOs', PPMUs will ensure harmonized coordination with the beneficiaries and stakeholders and maintain consistency with the ESMF and ESS requirements for the smooth implementation of the plantation under the project's support. Respective Municipalities, DFOs', PPMUs will receive any grievances over the use and misuse of funds, choice of species, and other related matters. Those grievances will be recorded and immediately submitted to the concerned Provincial Forest Directorate and PMU for necessary action and follow-up. The Provincial Forest Directorate and PMU will include the details of grievance redressed in their annual report.
- (2) This manual can be revised and updated as necessary during the project period. The amendment will be made by the Ministry based on the recommendation of Federal Level PSC and Province Level PSC.
- (3) If a controversy, dispute, or claim arises during the implementation process, the DFO will immediately notify the PFD for arbitration, and the PFD's decision will be final.



Annex 1: PPG Payment Grant Agreement (A sample)

Performance-Based Plantation Grant (PPG) Payment Agreement

This PPG payment contract is signed between the [Name of Municipality] and the [landowner, PLMG] for the implementation of PEM planned activities (Table 2) in [Name of the landowner, PLMG] plantation, and has been made effective on [date of the contract] and shall remain in effect until [date of termination].

Terms and conditions

(1) Scheduled activities must be completed within the set end date.

- a. Starting date:
- b. Completion date:

(a) Location of Plantation site:

- c. Address:
- d. Areas (ha):
- e. Boundary:

(b) The activities will be as follows:

- f. Plantation of Seedlings number: or Ha.
- g. Agroforestry plantation ha....

(2) PPG payments will not exceed 50% of the approved estimated total cost of NPR (...in words...) and will be provided in two installments of 60 %, and 40 % {Private land (forests) plantation} and 90 %, 5 %, and 5% (for public land plantation) for the first, second, and third years, with payment due by the end of the third trimester of each year.

However, According to Table No. 3, in the case of grants for public and private tree plantations, if the plantation is completed within the project completion year, the first, second, and third installments for that year may be released upon satisfactory monitoring. Additionally, the first installment may be provided if the plantation is carried out during the first trimester of the same fiscal year after completion of the plantation.

(3) Landowner's/PLMG's PPG payments will be based on an annual performance assessment by the Forest Technician on the following basis.

- b. Implementation of planned operations as per the calendar (90% for individuals and 80% for groups and cooperatives)
- c. Growth performance of the established plantation (10%)
- d. Maintenance of transparency and accountability including regular meetings and inclusivity for groups, cooperatives, and PLMGs (10% for cooperatives and groups)

(4) The landowner or the PLMG may request PPG payments with a report including proof of the progress of the agreed activities mentioned in the approved proposal. A progress report may be submitted to the WO or Municipalities. The Municipality will process the performance grants and deposit the assessed grant amount in the grantee's bank account upon receiving the performance report by the Forest Technician.



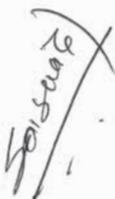
- (5) In case one or more activities as indicated in the approved proposal are not successfully completed, the Municipality may also reduce the PPG payments allocated to the activity or, if necessary, terminate the PPG payment contract.
- (6) The landowner/PLMG will be solely responsible for carrying out the planned activities. Failure to implement the planned activities will not induce any financial obligations to the DFO and the Provincial PMU.

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Note: The agreement points may be adjusted as per mutual understanding between two clients without major provision of grant system.



Annex 2: Recommended Species for Plantation

(1) Recommended tree species for private forests (source: Private Forest Development Directives (2011))

SNo.	Scientific name	Nepali name
1	<i>Dalbergia sissoo</i>	Sissoo
2	<i>Eucalyptus spp</i>	Masala
3	<i>Neolamarckia cadamba</i>	Kadam
4	<i>Bombax ceiba/Ceibapentandra</i>	Simal/Kapok
5	<i>Melia azedarach</i>	Bakaino
6	<i>Albizia spp</i>	Siris
7	<i>Dendrocalamus spp</i>	Bans
8	<i>Populus species</i>	Lahare pipal
9	<i>Tectona grandis</i>	Teak
10	<i>Leucaena latisiliqua</i>	Ipil Ipil
11	<i>Acacia arabica</i>	Babul
12	<i>Azadirachta indica</i>	Neem
13	<i>Acer oblongum</i>	Phirphire
14	<i>Syzygium cumini</i>	Jamun
15	<i>Syzygium jambos</i>	Gulab Jamun
16	<i>Acacia catechu</i>	Khair
17	<i>Garuga pinnata</i>	Dabdabe
18	<i>Bauhinia purpurea</i>	Tanki
19	<i>Shorea robusta</i>	Sal
20	<i>Pterocarpus marsupium</i>	Bijaya Sal
21	<i>Gmelinaarborea(Gamari)</i>	Gamari
22	<i>Phyllanthus emblica</i>	Amala
23	<i>Artocarpus integra</i>	Katahar
24	<i>Artocarpus lakoocha</i>	Badahar
25	<i>Mangifera indica</i>	Aanp
26	<i>Michelia champaca</i>	Chaanp
27	<i>Aquilaria malaccensis</i>	Agarwood
28	<i>Citrus limon</i>	Kagati
29	<i>Tamarindus indica</i>	Imli
30	Other tree species as selected by the landowner	

(2) Recommended tree species for public land forests.

S.No.	Scientific name	Local name
1	As of private forest	
2	<i>Ficus bengalensis</i>	Bar
3	<i>Ficus religiosa</i>	Pipal
4	<i>Ficus benjamina</i>	Sami
5	<i>Fraxinus floribunda</i>	Lankuri
6	Other tree species as selected by the PLMG	

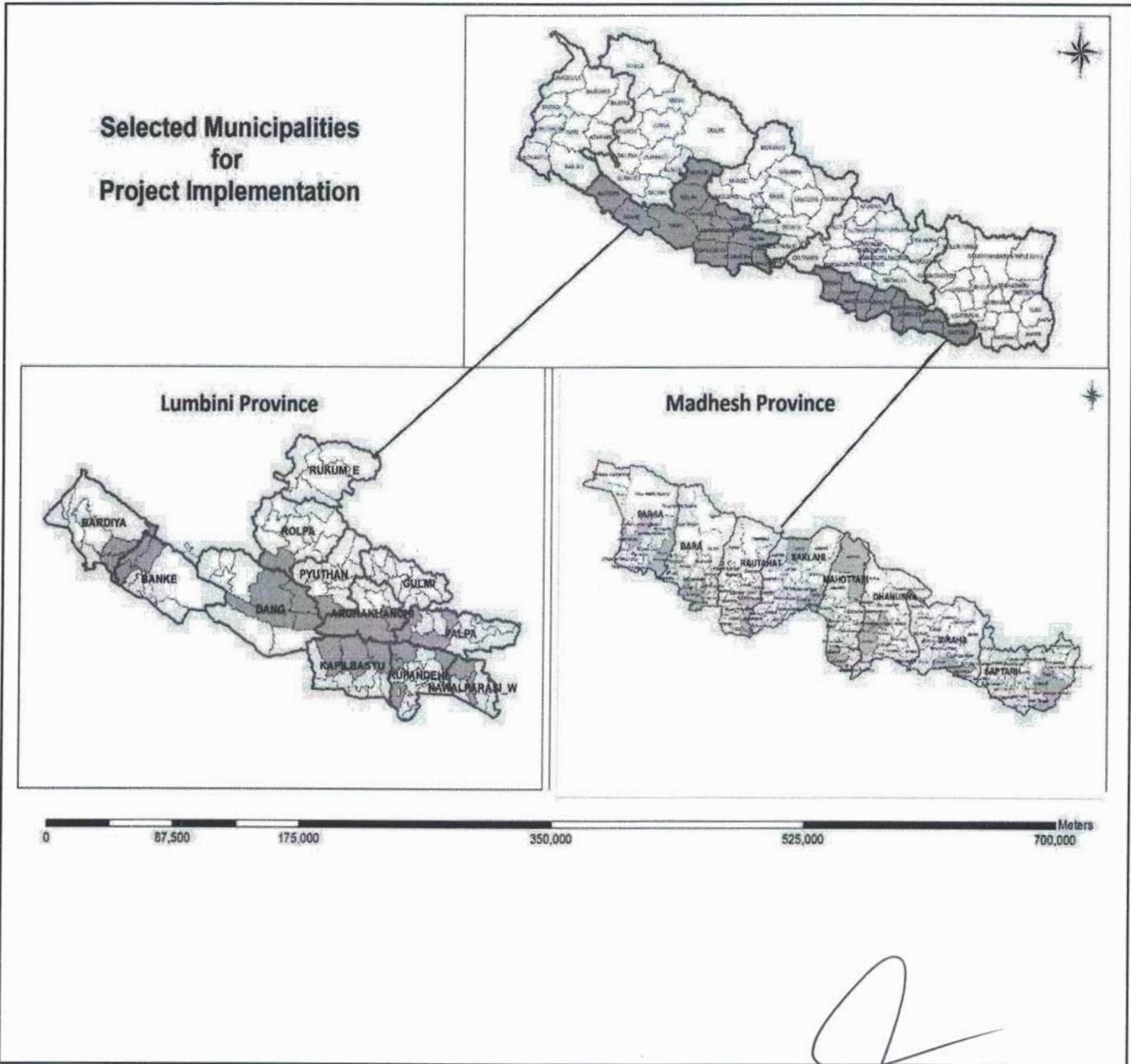
Annex 3: Program Municipalities

PPG payments are operationalized in the fifty municipalities of Lumbini and Madhesh Province (Table 1) under the terms and conditions outlined in the following sections.

Table 1. Participating Municipalities in Lumbini and Madhesh Province

Lumbini Province			Madhesh Province			
District	Municipality		District	Municipality		
1	Bardiya	1	1	Sarlahi	1	Parsa Rural Municipality
		2			2	Bramhapuri Rural Municipality
2	Banke	3			3	Haripurwa Municipality
		4			4	Harion Municipality
		5	5	Jaleshwar Municipality		
3	Dang	6	2	Mahottari	6	Bardibas Municipality
		7			7	Ekdara Municipality
		8	3	Siraha	8	Aurahi Rural Municipality
		9			9	Nawarajpur Rural Municipality
4	Rolpa	10			10	Bariyapatti Rural Municipality
5	Pyuthan	11	4	Saptari	11	Hanumannagar Kankalini Municipality
6	Arghakhanchi	12			12	Tirhut Rural Municipality
		13			13	Mahadewa Rural Municipality
7	Palpa	14	5	Rautahat	14	Madhavnarayan Municipality
		15			15	Durga Bhagwati Municipality
		16			16	Rajdevi Municipality
8	Kapilbastu	17	6	Parsa	17	Birgunj Metropolitan City
		18			18	Jagarnathpur Municipality
		19			19	Paterwa Sugauli Rural Municipality
9	Rupandehi	20	7	Bara	20	Pachrauta Municipality
		21			21	Devtal Rural Municipality
		22			22	Subarna Rural Municipality
		23	8	Dhanusha	23	Janakpurdham Sub-Metropolis
24	24	Mithila Bihari Municipality				
10	Nawalparasi West	25			25	Laxminiya Rural Municipality

Figure 1: Participating Municipalities in Lumbini and Madhesh Provinces



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Annex 4: Key Actors and their Roles and Responsibilities

Forest Policy (2019), Forest Act (2019) and the new regulations, and the Local Government Operation Act (2017 duly placed the right of private forestry and public land forestry in the Municipality jurisdictions. The Municipalities, also considered as the government of the community’s backyard, are the principal governing bodies’ for forestry in private and public land. Further to the roles mentioned in the earlier sections of this manual, the participating municipalities will also formulate and operationalize municipal-level operational guidelines for forestry in public and private land with clear trees tenure, and friendly harvesting and transportation procedures. Participating municipalities will also incentivize to upscale and promote private and public land plantations from their internal resources.

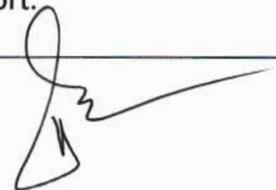
Further to the principal role of the Municipalities, the below table presents the key actors, stakeholders, and their major roles in promoting private and public land forestry.

Table 4. Key actors and their major roles and responsibilities in the PPG payments

Key actors	Major roles and responsibilities
Federal PMU	<ul style="list-style-type: none"> • Project Level Planning and policy directions to PPMU and Municipalities • Planning and budgeting. • Determine and revise the rate of grant according to geographical features, grant proposal and protection plan. • Monitor and evaluate the progress and report to the Project Steering Committee.
PFD	<ul style="list-style-type: none"> ▪ Province-level policy directions ▪ Planning and budgeting ▪ Estimate the plantation cost based on the ongoing practices and fix the grant amounts taking consent from Federal PMU ▪ Monitoring and reporting ensuring the inclusion of private and public land plantations in the provincial progress ▪ Plan and implement plantation schemes using prevailing government modalities, ensuring alignment with the project goal.
Municipality and WO	<ul style="list-style-type: none"> ▪ Provide policy directions to farmers, farmer’s groups, cooperatives, and PLMGs ▪ Arrange regular monitoring and reporting. ▪ Guide to monitor and report to the Forest Technician. ▪ Support and assist with the necessary funding. ▪ Empower landowners, farmer’s groups, farmer’s cooperatives, and PLMGs to promote gender equality, social inclusion, and social safeguards ▪ Arrange joint monitoring and performance assessments. ▪ Organize relevant skill development and capacity building events
DFO and SDFO	<ul style="list-style-type: none"> ▪ Support forestry staff for performance-based plantations ▪ Support and facilitate the private forest registration process. ▪ Design and implement district-level training and capacity building events for private forest owners and PLMGs. ▪ Facilitate private forest owners and PLMGs and work as technical adviser. ▪ Conduct regular monitoring and provide supportive feedback.

	<ul style="list-style-type: none"> ▪ Include private and public land forestry in regular planning and monitoring reports. ▪ Encourage and inspire wildlife victims' families, women, Indigenous Peoples, Dalits, Muslims, and landless poor to participate in PPG payments. ▪ Ensure nursery management, quality seedling production, facilitate and technically support private nurseries. ▪ Plan and implement plantation schemes using prevailing government modalities, ensuring alignment with the project goal.
Provincial PMU	<ul style="list-style-type: none"> ▪ Facilitate and financially assist with inputs and other required resources such as service support from Municipality Extension Organizer, provide technically sound and quality inputs such as quality planting material of species of farmer's and PLMG's choice. ▪ Monitor and report to the WO, DFO, and PFD ▪ Respect and comply with federal and provincial policy and regulatory instruments on private and public land forestry. ▪ Other relevant works as assigned by the federal PMU
Experts and Specialists in PPMUs	<ul style="list-style-type: none"> ▪ Oversee the implementation of the technical assistance in collaboration with local stakeholders and ensure that the required products and services are produced in a timely manner and to the quality expected. ▪ Ensure the activities related to community empowerment and technical assistance are implemented in a timely and coordinated manner. ▪ Facilitate plantation management activities including plantation grant mechanism. ▪ Monitor and provide ongoing technical advice and guidance to Province Ministry, Forest Directorate, DFO, Local Government, project implementation teams and service providers ▪ Collaborate with concerned government officers, implementers, relevant stakeholders, and institutions to improve the management of social and environmental safeguards and maintain the technical quality of private and public land plantations
Extension service provider	<ul style="list-style-type: none"> ▪ Facilitate and support private landowners, farmer's groups, farmer's cooperatives, and PLMGs. ▪ Organize capacity building events. ▪ Organize and participate in joint monitoring events. ▪ Report to the WO, PMU, and SDFO/DFO
Private Forest Growers, PLMGs	<ul style="list-style-type: none"> ▪ Register the private forest in MEO with a prior recommendation from SDFO or DFO ▪ Participate in skill development and awareness-raising events organized by Municipality, WO, SDFO/DFO, and PMU ▪ Organize in groups or cooperatives for economies of scale of production. ▪ Remain in constant contact with connected CFUGs and COFUGs (for members) and get other relevant assistance including financial support. ▪ Use appropriate species and quality planting materials.

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	<ul style="list-style-type: none"> ▪ Maintain a file that includes all the official letters and documents, and a plantation register with records such as activity dates, annual survival counts and growth performance, protection status, diseases, and pests to mention. ▪ Remain in communication with WO, SDFO/DFO, and report problems (if any)
Community and Collaborative Forest User Groups (communities)	<ul style="list-style-type: none"> ▪ Mobilize private forest owners and PLMGs perspectives within the group's constitutional jurisdictions, encourage and empowerment especially IPs, Dalits, Muslims, and marginalized groups. ▪ Provide group's incentives to the members participating in the PPG payments in private and public land. ▪ Monitor plantation performance and bring best and innovative practices to the higher level. ▪ Advocate for transparency and accountability
Concerned Local-level, CBOs, NGOs,	<ul style="list-style-type: none"> ▪ Awareness raising and capacity building. ▪ Social mobilization ▪ Encourage, empower, and facilitate the private forest owners and PLMGs for inclusive, quality, and competitive performance. ▪ Advocate for transparency and accountability




Plantation Grant Manual (2024 vs 2025)

Second Amendment 2025

Point, Clause and Sub Clause	Existing Provisions (2023 First Amendment)	Revised Provisions (2024 Second Amendment)	Justification for Revision
3 Clause 1	(1) "Beneficiaries" means private landowners (individual farmers, farmer's groups, and cooperatives) and PLMGs who participate in the PPG payment schemes.	(1) "Beneficiaries" means private landowners (individual farmers, farmer's groups, and cooperatives) and PLMGs who participate in the PPG payment schemes including Province Forest Directorate and Division or Sub-Division Forest Offices.	प्रदेश वन निर्देशनालय, डिभिजन वन कार्यालय तथा सब डीभिजन वन कार्यालयले पनि वृक्षरोपणको कार्य कार्यन्वयन गर्ने भएको र सरकारको तर्फबाट लाभान्वित क्षेत्र पनि भएकोले थप गरिएको।
3 Clause 8, 9 and 10		(8) "PFD" means Province Forest Direcotrate Office. (9) "DFO" means Division Forest Office. (10) "SDFO" means Sub-Division Forerst Office.	माथिको बुँदा अनुसार परिभाषामा थप गरिएको।
3 Clause 12		(12) "Plantation schemes by provincial agencies" means plantation and supporting activities planned, implemented, and managed directly by the Province Level Directorate of Forests, Division Forest Office or Sub-Division Forest Office under prevailing government	मिति ०८२।३।२७ को परियोजना निर्देशन समितिको निर्णय अनुसार थप गरिएको किनकी वृक्षरोपणको लक्ष्य पुरा गर्नको लागि प्रदेश तहको कार्यालयहरु डिभिजन वन कार्यालयहरुबाट समेत

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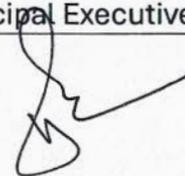
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		without direct PPG payments to individual landowners or PLMGs.	आवश्यक भएको ।
4 Clause 10		(10) The Province Forest Directorate, Division Forest Offices, or Sub-Division Forest Offices may initiate and implement plantation schemes and related supporting activities on eligible national forests, community-based forest lands, or government-owned lands, including areas designated for wetland and public pond conservation. Technical and financial resources required for such initiatives shall be mobilized and disbursed through the regular governmental mechanisms and procedures. All implementation activities shall comply with the provisions and requirements of the Environmental and Social Management Framework (ESMF).	मिति ०८२।३।२७ को परियोजना निर्देशन समितिको निर्णय अनुसार थप गरिएको किनकी वृक्षरोपणको लक्ष्य पुरा गर्नको लागि प्रदेश तहको कार्यालयहरू डिभिजन वन कार्यालयहरूबाट समेत कार्यान्वयन गर्नको लागि आवश्यक भएको । यसरी कार्यान्वयन भएको खण्डमा मात्र परियोजनाको लक्ष्य बमोजिमको उपलब्धि हासिल गर्न सकिने देखिएको छ ।
5.1 Clause 2 Sub-clause b	b. 800 trees (equivalent to 0.5 ha plantation) or more for farmer's groups and cooperatives.	b. 800 trees or 0.5 ha or more for farmer's groups and cooperatives.	थप स्पष्ट गर्नको लागि ।
5.3 Clause 2	(2) A screening committee formed under the convenorship of a Municipal Executive Member will select the	(2) A screening committee formed under the convenorship of a Municipal Executive Member will	सर्वप्रथम सङ्घीयताको कार्यान्वयन वन क्षेत्रमा सुदृढ गर्नको लागि



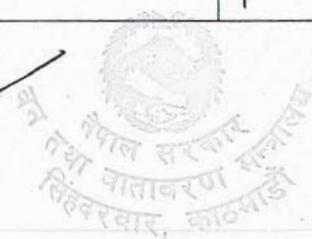




	<p>participate in each Municipal Wards. The committee will comprise the following members.</p> <ol style="list-style-type: none"> Municipal Executive Member assigned by the Municipality Convener Women member of concerned municipal executive member Member Representative from SDFO (minimum 5th level technical) Member Representative from municipal account section Member Forest technician Member-secretary 	<p>Municipal Wards. The committee will comprise the following members.</p> <ol style="list-style-type: none"> Municipal Executive Member assigned by the Municipality Convener Women member of concerned municipal executive member Member Representative from municipal account section Member Forest technician Member-secretary <p>The convener will be from the committee of forest and environment or disaster related committee,</p>	<p>विशेष गरी स्थानीय सरकार सञ्चालन ऐन २०७४ अनुसार हुने गरेको छ। स्थानीय सरकार सञ्चालन ऐन २०७४ बमोजिम बजेट तर्जुमा तथा यसको कार्यान्वयन पनि हुने गरेको छ। अतयवः यसकै मर्म अनुसार नै निर्देशिकाहरु कार्यान्वयनको लागि परिमार्जन प्रस्ताव गरिएको हो । थप स्पष्ट तथा सहज परिचालनको लागि परिमार्जन ।</p>
<p>5.3. Clause 3 and sub-clause e</p>	<p>(e) The planned PPG payments do not exceed 50% of the estimated cost and are made in three installments of 90%, 5%, and 5% for the first, second, and third years or as per agreement based on the fund availability for public land plantation and 60%, 20% and 20% for the private land (forests) plantation.</p>	<p>(e) The planned PPG payments do not exceed 50% of the estimated cost and are made in three installments of 90%, 5%, and 5% for the first, second, and third years or as per agreement based on the fund availability for public land plantation and 60%, and 40% for the private land (forests) plantation.</p>	<p>परियोजनाको अवधि पनि छोटो भएको र निजी धनीहरु विशेष गरी थोरै विरुवा रोप्ने गरेकोमा पटक पटक भूक्तानीको लागि थप व्ययभार पर्ने भएको र झन्झट पनि भएकोले दुई किस्तामा गर्न आवश्यक भएको ।</p>

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public lands, the ratio of trees to plants and fruit plants can be made to be 60:40. Income-generating agriculture (herbs and vegetable cultivation only) can also be used in the agro-forestry program on public land, but at least 50 percent of forest plants must be planted.

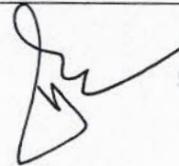
(g) The grant money received by private farmers for private plantation will be provided for the purchase of plants, land preparation, digging pits, maintenance and plant protection. However, if the farmers receive seedlings from any government agencies, the grant money can be used for the protection, maintenance, land preparation and pitting.

(h) In case of public land plantation, local municipality may co-invest to pay for the seedling purchase and transportation based on the estimation for plantation. In addition, if the public land is to be prepared based on the environmental and social safety measures to mitigate the risks (flooding, protection, soil erosion and so on) the budget can be expended from other supporting allocated budgets/ activities.

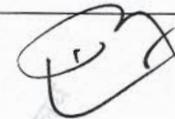
यस स्पष्ट गणना लागू
आवश्यक भएको ।


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payment will be not exceeding NRs 60 for forest-based seedlings and NRs 100 for fruit based (horticulture) seedlings for private plantation for two years and the payment ratio will be based on the section 5.3 clause (3) sub clause (e) ; and, for the public land, the payment will be not exceeding NRs 70 for forest-based seedlings and NRs 100 for fruit based (horticulture) seedlings for three years and the payment installment ratio will be based on the section 5.3 clause (3) sub clause (e). However, If the payment period of the project is less than three years, the payment can be made in the second year, including the amount of the third year in case of public plantation.

(i) If the farmers and public land management group need additional funds to carry out the tasks estimated for tree plantation protection and tree plantation management, they can use other resources if available.

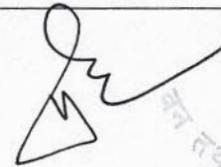
5.3 Clause 4

(4) The municipality forest technician will collect, compile, and verify the

(4) The municipality forest technician will collect **(site photos and GPS**

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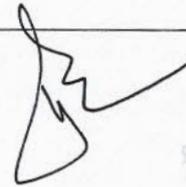
applications to the screening committee.

PPG payment agreements, and submit the applications to the screening committee.

योजना बनाइ कार्यान्वयन गर्ने व्यवस्था रहेको र उपदफा (६) मा गाउँपालिका तथा नगरपालिकाले योजना तर्जुमा गर्दा योजनाको सम्भाव्यता अध्ययनको आधारमा स्रोत साधनको पूवानुमान, आयोजनाको प्राथमिकीकरण, योजना कार्यान्वयन तालिका र अनुगमन तथा मूल्याङ्कन योजना समेत तयार गर्नु पर्नेछ भन्ने व्यवस्था पनि रहेको छ। यसै अनुरूप सुदृढ गर्नको लागि पनि अनुगमनको जिम्मा स्थानीय तहकै राख्न उपयुक्त भै परिमार्जनको लागि पेश गरिएको हो । यसै गरी सोही ऐन बमोजिम दफा ७८ मा आन्तरिक नियन्त्रण प्रणाली कार्यान्वयन गर्ने जिम्मेवारी पनि स्थानीय तहको अध्यक्ष । प्रमुखलाई नै रहेको छ ।
बुँदा नं ३ को हकमा सङ्घीयता कार्यान्वयनको शिलशिलामा वन ऐन २०७६ को दफा ३५ देखि



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हुने र निजी वनको विकास लगायत निजी वनको रुखहरु कटान ओसार पसार समेत स्थानीय तह भित्र स्थानीय तहले नै इजाजत दिन सक्ने प्रावधान रहेको छ । यसै गरी सार्वजनिक जग्गाको व्यवस्थापन लगायत सहरी वनको व्यवस्थापन पनि स्थानीय तहले नै गर्ने प्रावधान बमोजिम स्थानीय तहले नै व्यवस्थापन गर्ने गरी यो प्रावधान राखिएको हो । यसको लागि स्थानीय तहमा वन प्राविधिक पनि रहेको हुँदा निजले नै प्राविधिक सहयोग गर्ने व्यवस्था भएकोले राखिएको हो ।

<p>5.4 Table 3</p>	<p>Proportion of grant Private Land Plantation 60% at the most. 20% at the most 20% at the most most</p>	<p>Public Land 90 % at the 5 % at the 5 % at the</p>	<p>Proportion of grant Private Land Plantation 60% at the most. 40% at the most most Not applicable most</p>	<p>Public Land 90 % at the 5 % at the 5 % at the</p>	<p>भूक्तानीको लागि व्यवस्था गर्न ।</p>
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		<p>the case of grants for private tree plantations, if the plantation is completed within the project completion year, the first, second, and third installments for that year may be released upon satisfactory monitoring. Additionally, the first installment may be provided if the plantation is carried out during the first trimester of the same fiscal year after completion of the plantation.</p>	<p>निर्णय अनुसार थप गरिएको किनकी वृक्षरोपणको लक्ष्य पुरा गर्नको लागि प्रदेश तहको कार्यालयहरु डिभिजन वन कार्यालयहरु समेतबाट समेत कार्यान्वयन गर्नको लागि आवश्यक भएको ।</p>
5.4 Clause 8		<p>(8) Notwithstanding what is written in Clause No. 5 above, if the project duration ends before the year of the final payment or falls within the same year as the agreement, the total payment to be made as per this grant manual can be executed within that year. This matter shall be included in the grant agreement.</p>	<p>परियोजनाको अवधि आगामी आ ब ०८२।०८३ मात्र रहेकोले सोही बमोजिम किस्ता भएता पनि पुरा भूक्तानीको व्यवस्था गर्ने प्रावधान राख्नको लागि ।</p>
5.5		<p>5.5 Plantation by Provincial agencies</p> <p>(1) The Forest Directorate or Division Forest Office or Sub-Division Forest Offices shall identify potential sites for</p>	<p>मिति ०८२।३।२७ को परियोजना निर्देशन समितिको निर्णय अनुसार थप गरिएको किनकी वृक्षरोपणको लक्ष्य पुरा गर्नको लागि प्रदेश तहको कार्यालयहरु डिभिजन वन</p>

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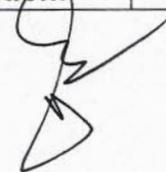
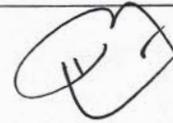
		<p>activities under its own implementation modality.</p> <p>(2) Such plantations and supporting activities shall follow the species and technical guidelines under this manual and as per ESMF of the project.</p> <p>(4) Monitoring and reporting of such plantations and supporting activities shall be integrated into municipal and provincial reporting systems and as per the project guideline.</p>	<p>कार्यान्वयन समिति लागू आवश्यक भएको ।</p>
6. Clause 3 and sub clause a	(a) Forest-level (site-level) data will be collected by the Municipality employed service provider, SDFOs.	(a) Forest-level (site-level) data will be collected by the Municipality employed service provider, SDFOs. Or the Province Forest Directorate and Division Forest Office in case of the plantation by provincial agencies.	माथिको बुँदा अनुसार मिलान गरिएको ।
Annex 1 Terms and Conditions Clause 1	(1) Scheduled activities must be completed within the set end date.	(1) Scheduled activities must be completed within the set end date. Starting date: Completion date: (a) Location of Plantation site: Address: Areas (ha):	विवरणहरूलाई थप व्यवस्थित गर्नको लागि ।

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		Plantation of Seedlings number: or Ha. Agroforestry plantation ha....	
Annex 1 Terms and Conditions Clause 2	<p>(2) PPG payments will not exceed 50% of the approved estimated total cost of NPR (...in words...) and will be provided in three installments of 60 %, 20 %, and 20 % {Private land (forests) plantation} and 90 %, 5 %, and 5% (for public land plantation) for the first, second, and third years, with payment due by the end of the third trimester of each year.</p>	<p>(2) PPG payments will not exceed 50% of the approved estimated total cost of NPR (...in words...) and will be provided in two installments of 60 %, and 40 % {Private land (forests) plantation} and 90 %, 5 %, and 5% (for public land plantation) for the first, second, and third years, with payment due by the end of the third trimester of each year. However, According to Table No. 3, in the case of grants for public and private tree plantations, if the plantation is completed within the project completion year, the first, second, and third installments for that year may be released upon satisfactory monitoring. Additionally, the first installment may be provided if the plantation is carried out during the first trimester of the same fiscal year after completion of the plantation.</p>	<p>भूक्तानी किस्ता व्यवस्थित गर्नको लागि एवम् परियोजनाको अवधि आ ब ०८२।०८३ सम्म मात्र रहेकोले एवम् मिति ०८२।३।२७ को परियोजना निर्देशक समितिको बैठकको निर्णय अनुसार मिलान गरिएको र यसै अनुसार भएमा मात्र परियोजनाको लक्ष्य अनुसारको उपलब्धी हासिल हुन सक्ने देखिएको ।</p>



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