

LAI CHAU PROVINCIAL PEOPLE COMMITTEE  
Forest protection sub-department

**GUIDELINE MATERIAL  
FOR MONITORING AND EVALUATION  
OF FOREST PROTECTION AND DEVELOPMENT AT VILLAGE LEVEL**

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Lai Chau, November 2002

## PREFACE

Lai Chau forest protection sub-department developed this monitoring and evaluation system for the forest protection and development regulation being implementation in Lai Chau province and this method had been tested and gained some experiences on the 10 villages in Thanh Luong commune, Dien Bien District with the support of Social Forestry Development Project (SFDP).

With the results from the field survey and workshop, the village forest protection and development regulation (FPR) guidelines material had been developed.

The fact after one year implementation the regulations since it developed and experiences shown that there is a need for monitoring and evaluation in order to find out whether there is detects/disadvantages needed to re-adjust.

This material consists 3 sections.

- 1- Criteria defined for evaluation
- 2- Step by step process for village FPR in term of monitoring and evaluation
- 3- Methods for data aggregation and process at district level

Since the timing and area scale for the implementation and experiment on field limited, we appreciate the readers, related authorities/agencies, our colleagues giving suggestion and opinions.

## Section I Criteria and methods for village FPR evaluation

### Evaluation criteria groups:

#### I. The evaluation criteria groups of village FPR development

##### 1. *Participants:*

- Facilitators;
- Number of participants;
- Types of participants.

##### 2. *Evaluation on the village FPR developed method*

- Step by step process;
- Present the time of village FPR forming;
- Village FPR contents;
- Examining the village FPR;
- Approve the village FPR;
- Disseminate, implement the village FPR.

#### II. The evaluation criteria group of village FPR implementation

##### 1. *Evaluation method on village FPR implementation*

- Parties involved in the village FPR implementation process;
- Monitoring method of village FPR;

##### 2. *Method for settlements of village FPR violent cases*

- Parties involved settlements of violent cases;
- Monitoring method settlements of violent cases;
- Results of settlements of violent cases.

#### III. The evaluation criteria group of village FPR understanding

##### 1. *Evaluation on the suitability levels of village FPR with communities*

- Village FPR impacts on the management and protection tasks at village level.
- Village FPR impact to the traditional customs in term of village forest protection.

##### 2. *Evaluation on the violent case detection and the settlements of violent cases at village level*

- Parties involved settlements of violent cases;
- Systematic report for the violent cases being detected violated the community village FPR;
- Methods for settlements of violent;
- Management, using the compensation money from the village FPR violent cases.

### Evaluation method

#### I. *Evaluation method:*

For the implementation of monitoring and evaluation of village FPR with the mentioned criteria above, we propose the two methods bellowed.

- Internal monitoring and evaluation done by villagers including 25 questions (Annex IA)
- Internal monitoring and evaluation done by forest protection staff including 18 questions (Annex IB)

## II. Village FPRs monitoring and evaluation cycle

The village FPRs monitoring and evaluation needs to be done once a year. This monitoring and evaluation apply only in the village where the village FPR has been implemented after the period 6 months.

## Section II Step by step process for village FPRs Monitoring and evaluation at village level

### I. Preparation

1. Preparation at district level
  - Planning the monitoring and evaluation village FPRs for the entire commune;
  - Questionnaire printing;
  - Papers, pens and material folders preparation.
2. Preparation at the commune level
  - Passing the monitoring and evaluation of village FPRs implementation plan on the entire commune;
  - Assign commune staff for their cooperation in the implementation.
3. Preparation at village level
  - Agreed working procedure, time frame at the village;
  - Working task assigned in the Village Management Board and staff from Commune, district for their collaboration.

### II. Monitoring and evaluation steps for the village FPRs carry out at village level.

1. For the internal monitoring and evaluation done by the communities at the villages, the two methods followed can be carried out.
  - A village meeting is arranged and it includes the participating of village head, the questionnaires are distributed by village head and answered by villagers.
  - The questionnaires are handed out to households individually by the village management board and to be answered by villagers.
2. For the external monitoring and evaluation done by the forest protection staff, the three methods followed can be carried out:
  - Forest protection staff directly interview in the village meeting accordingly with questionnaires;
  - Interview in key group with different participants;
  - Interview households directly using questionnaires.

**Requirement: Each village shall have at least 30% of the households interviewed accordingly with 2 methods. (Note: the interview also should be done with women participants)**

## **Section III            Method for data aggregation and process at district level**

### **I. Information collection through two evaluation methods**

- 1 For the internal monitoring and evaluation done by the communities at the villages: the questionnaires answered will be collected by the village management board then transfer it to Commune agroforestry worker or commune based forest protection staff. Commune people committee will therefore have all the answered questionnaires checked before forward to the next agency.
- 2 For the internal monitoring and evaluation done by forest protection staff: the answered questionnaires will be collected by the commune based forest protection staff and then forwarded for checking at the Commune people committee.
- 3 All the checked questionnaires are recollected again by commune based forest protection staff. The two internal and external questionnaires will be collected and forwarded to forest protection unit for aggregation.

### **II. Data aggregation by evaluation criteria**

- Data aggregation will be done by the forest protection unit.
- Aggregation method: data aggregation collected at grass root level though the questionnaire system is for the finding out of advantages and disadvantages for each village FPR. The aggregation data will be collected as criteria group for each village. (Annex 2)

### **III. Data analysis**

- Data analysis will be processed after the data aggregation.
- The evaluation criteria chosen bases on the necessary proposals and results in accordance with legal status and law; this changes or adjustments also need to present for Justice department for adjustment permission.

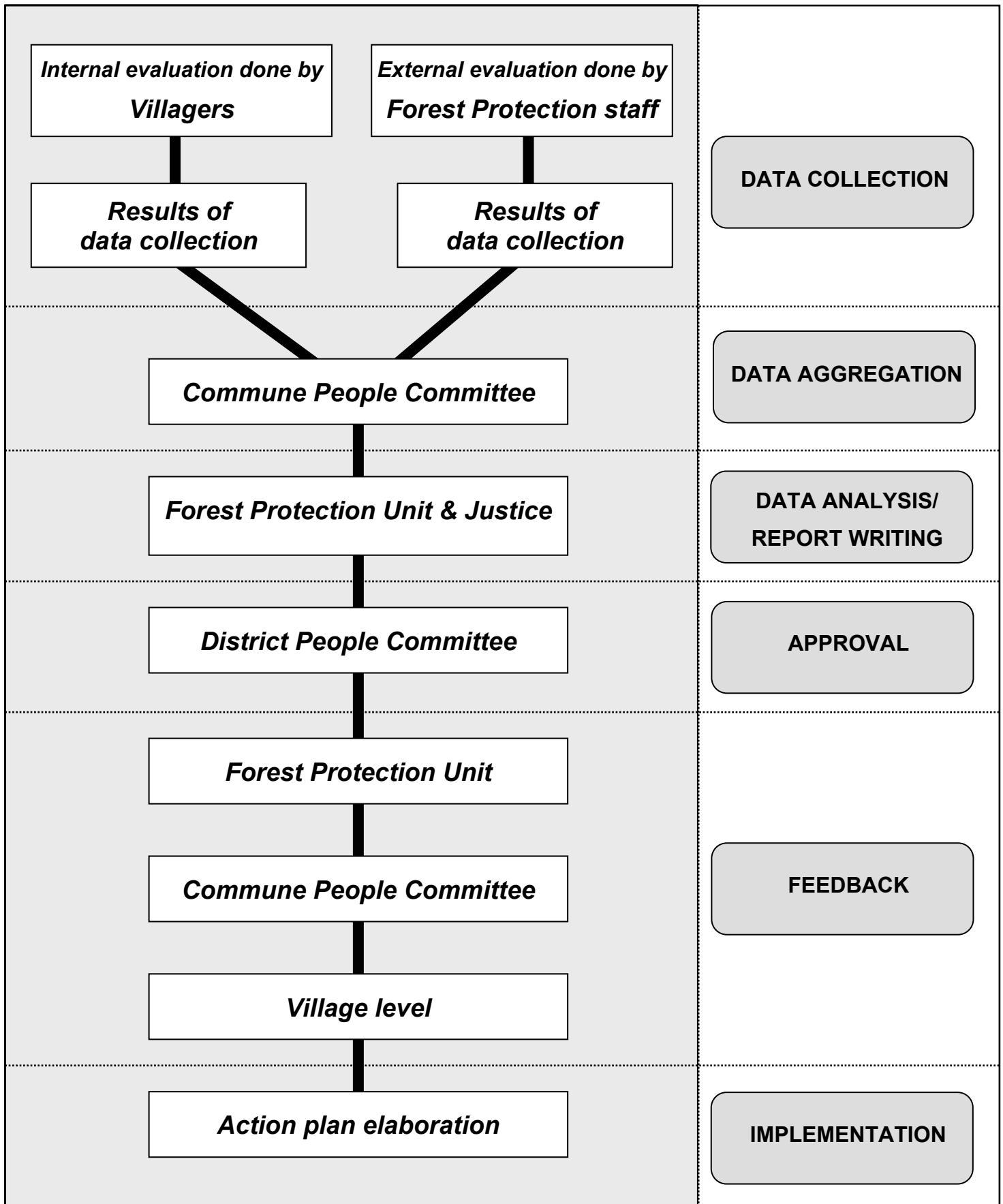
### **IV. Village FPR's adjustments**

- After the proposals from the communities are approved by the Forest protection and Justice agencies, a village meeting will be arranged by the commune based forest protection staff for adjustment suitably and in time.

### **V. Examination and dissemination of the village FPR**

- After the village FPR adjusted as the proposal of village communities, commune based forest protection staff should advise commune people committee presenting for approving to district people committee before implementation.
- After the examined village FPR done, commune based forest protection staff should arrange a village meeting to disseminate and collaborate with local authorities for supervision and implementation the village FPR.

**MONITORING AND EVALUATION OF  
VILLAGE FOREST PROTECTION AND DEVELOPMENT  
FLOW CHART**



**Annex 1A**

**Monitoring and evaluation questionnaire  
for the Forest protection and development regulation  
done by villagers**

**Lai Chau Province**

**Village.....**  
**Commune.....**  
**District.....**  
**Date...../...../200.....**  
**Done by .....**

**Monitoring and evaluation questionnaire for the Forest protection and development regulation done by villagers**

**Development process (1<sup>st</sup> year after implementation)**

1) When did you have a village meeting about FPR?

Month..... Year.....

2) What village representatives were invited to the meeting?

Village head  Village Management Board  Women Union  Youth Union  Other.....

3) How many villagers participated? Number of women?

No. of people..... Number of women.....

4) Who has facilitated the FPR development during the village meetings?

Forest Protection Staff  Extension Worker  Agriculture and Rural Development Section  Other.....

5) Was the content of the regulation already prepared by FP before the meeting or did you develop the regulation yourself during the meeting?

Yes  No  Comment.....

6) After the meeting was done, were the villagers listened and agreed with the contents of the FPR?

Yes  No

7) To whom did you send the regulation after the village meeting?

Commune People Committee  Forest Protection Staff  Extension Worker  Other.....



## Present knowledge of Forest Protection Regulations (annual basis)

8) Do you remember what mentioned in your village Forest Protection Regulations (main points)?

Yes  No

*Forbidden activities*..... *Benefits*.....

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9) Do you know who is in charge of keeping the money gained from compensations?

*Forest Protection Staff*  *Village head*  *Village Management Board*  *Other*.....

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10) Do you know what are the compensations used for?

*Payment for commune staff*  *Village fund to compensate damage and for reward detector*  *Other*.....

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11) To whom would you report cases of burning/ violent cases? And how?

*Forest Protection Staff*  *Village head*  *Police*  *Oral*  *Written*

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12) Do you remember what happened on the last violation case?

*Contents*..... *People involved*..... *Result*.....

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13) What benefit do you get after the implementation of the FPR?

*Timber*  *Firewood*  *Watershed protection*  *Other*.....

14) Has the number of forest violations caused by accident or intention decreased or increased after having the FPR?

Yes  No  Why?..... No. of cases.....

15) How do you organise yourself within a group to implement the Forest Protection Regulation?

Forest protection groups  Individual  Employed forest guards

16) Where do you have a copy of the complete regulations?

Village center  House of village head  Every house  Only in the commune

17) Have you problems with violators not following the punishment terms identified in the regulation?

Yes  No  Problems.....

18) What is the role of the village head in solving violation cases?

Reporting to higher level  Manage and distribute compensation fees  Other.....

19) Are the villagers in your village aware of neighbouring villages Forest Protection Regulation?

Yes  No  Example.....

20) Do neighbouring villages violate your FPRs?

Commune People Committee  Forest Protection Staff  Extension Worker  Other.....

21) Are there cases that can not be solved by your village? Why?

Yes  No  Explanation.....

22) Who help you with violation cases that can not be solved by yourself?

Yes  No  Who..... Month..... Year.....

23) Do you get sufficient support from commune level when dealing with violation cases?

Yes  No  Details.....

24) Are you talking about FPR related issues during village meetings?

Yes  No  Example from last meeting.....

25) Do you set up additional regulations?

Yes  No  Details.....

26) Do you see the necessity to re-adjust, leave out some issues?

Yes  No  Details.....

**Annex 1B**

**Monitoring and evaluation questionnaire  
for the Forest protection and development regulation  
done by forest protection staff**

**Lai Chau Province**

**Village.....**  
**Commune.....**  
**Distrist.....**  
**Date...../...../200.....**  
**Done by .....**  
**Forest Protection Unit.....**

**Monitoring and evaluation questionnaire for the Forest protection and development regulation done by forest**

**Development process (1<sup>st</sup> year after implementation)**

27) Who has facilitated the FPR process during village meetings?

*Forest Protection Staff*     *Extension Worker*     *Agriculture and Rural Development Section*     *Other.....*

28) Are main aspects of the methodology incorporated in the regulation? Why not?

*Yes*     *No*     *Explanation.....*

29) Does the regulation include specific regulations concerning area and land-use types?

*Yes*     *No*     *Examples.....*

30) Does the regulation also include detailed management aspects?

*Yes*     *No*     *Examples.....*

31) Which authority approved the Forest Protection Regulation (commune; district)?

*District People Committee*     *Commune People Committee*     *Agriculture and Rural Development Section*

32) Where is the regulation available (how is the dissemination carried out)?

*Village center*     *House of village head*     *Every house*     *Only in the commune*   
*A0 poster*     *A4 Photocopy*

33) The commune received copies of all village regulations?

*Yes*     *No*     *Comment.....*

## Present knowledge of Forest Protection Regulations (annual basis)

34) Are villagers still able to briefly repeat main aspects in the process of elaborating FPR?

Yes

No

Examples.....

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35) Are women participating in the planning and implementation process? And how?

Yes

No

Explanation.....

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36) Is the FPR appropriate to local traditional customs?

Yes

No

Comment.....

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37) Can you find and identify a specific area according to the classification in the FPR? (Give some examples)

Yes

No

Examples.....

## Implementation (annual basis)

38) How many violation cases have been reported?

No. of violation cases.....

39) How is the monitoring of the FPR in the village carried out?

*Details*.....

40) Are villagers confident in handling and solving violation cases?

Yes       No       *Problems*.....

41) Who is keeping record about the violation cases?

*Village head*       *Forest Protection staff*       *Village Management Board*       *Other*.....

42) Are higher level properly informed about the violation cases?

Yes       No       *Comment*.....

43) Are the FPR regularly discussed during village meetings?

Yes       No       *Details of last meeting*.....

44) Do the regulations have been changed and updated with some more details?

Yes       No       *Details*.....

## FOREST PROTECTION MONITORING AND EVALUATION TABLE

Village:.....Commune:.....District:.....

NO	ITEMS	EVALUATION RESULT			CONCLUSION		PROPOSAL AND ADJUSTMENT
		YES	NO	RELATED INFORMATION	ACCEPTED	NOT ACCEPTED	
1	1) When did you have a village meeting about FPR?						
2	2) What village representatives were invited to the meeting?						