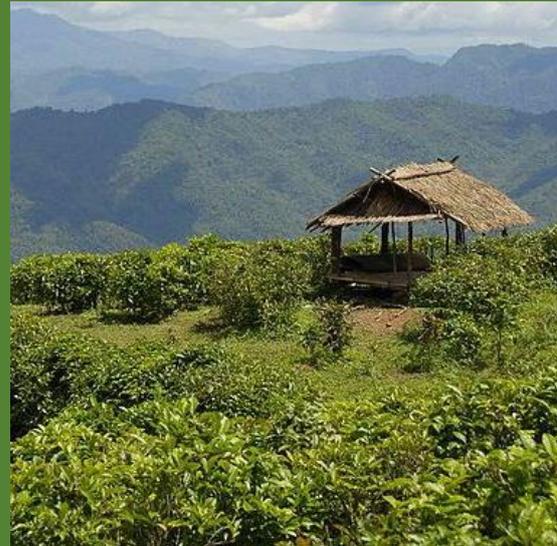




Promotion of Sustainable Agricultural Practices (PSAP) Guideline



**Climate Protection through Avoided Deforestation (CliPAD)/
Scaling Up the Implementation of the Lao PDR Emission
Reduction Programme through Improved Governance and
Sustainable Forest Landscape Management (SU-IGFLM)**

CliPAD/ SU-I-GFLM Project

Organizers:



July 2024 (Updated)

PREFACE

Scaling Up the Implementation of the Lao PDR Emission Reduction Programme through Improved Governance and Sustainable Forest Landscape Management (SU-IGFLM) project is the direct continuation of the Implementation of Governance, Forest Landscapes and Livelihoods (I-GFLL) project, funded by the Green Climate Fund (GCF) and the German Federal Ministry for Economic Cooperation and Development (BMZ). It aims to reduce greenhouse gas (GHG) emissions from deforestation and forest degradation in northern Laos. The project operates in 6 provinces: Houaphan, Luang Prabang, Sayaboury, Luang Namtha, Bokeo, and Oudomxay.

The guideline on the project approach “Promotion of Sustainable Agricultural Practices” (PSAP) has been produced to assist target villages in adopting and implementing sustainable agriculture. Local communities and government agencies can use this guideline as a tool to plan and carry out sustainable agricultural initiatives.

Promotion of Sustainable Agricultural Practices (PSAP) is one of the key components contributing to forest protection and reduction of deforestation. It focuses on integrated agricultural production that avoids chemical inputs, while enhancing the value of natural resources. This approach promotes the adoption of new technologies to support local farmers, especially in upland areas. Based on a “Whitelist” of suitable crops and agricultural methods, PSAP activities facilitate the shift from unsustainable land use and farming methods to more sustainable agriculture.

The guideline includes methodologies and procedures that serve as a foundation for provincial and district units in organizing and implementing activities to promote agriculture in target villages.

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Abbreviations and Acronyms

CLUFC	Current Land Use and Forest Cover
DONRE	District Office of Natural Resources and Environment
DPMU	District Project Management Unit
DAFO	District Agriculture and Forestry Office
FPIC	Free, Prior and Informed Consent
FLUMZ	Future Land Use Management Zone
I-GFLL	Implementation of Governance, Forest Landscapes and Livelihoods
SU-I-GFLM	Scaling Up the Implementation of the Lao PDR Emission Reduction Programme through Improved Governance sustainable Forest Landscape Management
MAF	Ministry of Agriculture and Forestry
PSAP	Promotion of Sustainable Agricultural Practices
PLUP	Participatory Land Use Planning
PAFO	Provincial Agriculture and Forestry Office
PSA	Private Sector Analysis
VFAG	Village Forest and Agriculture Grants
VFMP	Village Forest Management Planning
VLPMC	Village Land and Forest Management Committee

Lesson I: Introduction

Promotion of Sustainable Agricultural Practices (PSAP)

1. PSAP Implementation Guidelines

The establishment of PSAP at the provincial and district levels will enable farmers in the target villages to cultivate sustainable farming methods on their own property. The outreach is intended for farmers who depend on monoculture or upland farming in Future Land Use Management Zone (FLUMZ) to prevent the extension of agricultural producing areas into areas used for village forest management areas.

The implementation of activities in SU-I-GFLM project's target villages is a sequential process that begins with free, prior, and informed consent (FPIC1). The implementation of Participatory Land Use Planning (PLUP 2.0) will start once FPIC 1 has been successfully finished and approved by the villagers which are willing to be involved in the project. It will take about seven working days to complete this task. It will be carried out by qualified personnel from the District Natural Resources and Environment Office and District Agriculture and Forestry Office. The participatory land use planning will identify and define future land use zones and draw boundaries between agricultural and forest land. Activities related to the Village Forest and Agriculture Grants (VFAG) include the selection and training of committees for the management of village funds.

Following the completion of FPIC1, PLUP, and VFAG, the PSAP can be put into practice by fostering knowledge of sustainable agricultural production, evaluating potential and needs, analyzing land use, and assisting in the identification of preferences for each target household to transition to more sustainable production. In parallel, the Village Forest Management Planning (VFMP) activity will work with village organizations to define actions for forest management and protection. In conclusion, future threats to forests will decrease as a result of the coordination between forestry and agricultural activities.



Implementation process at village level

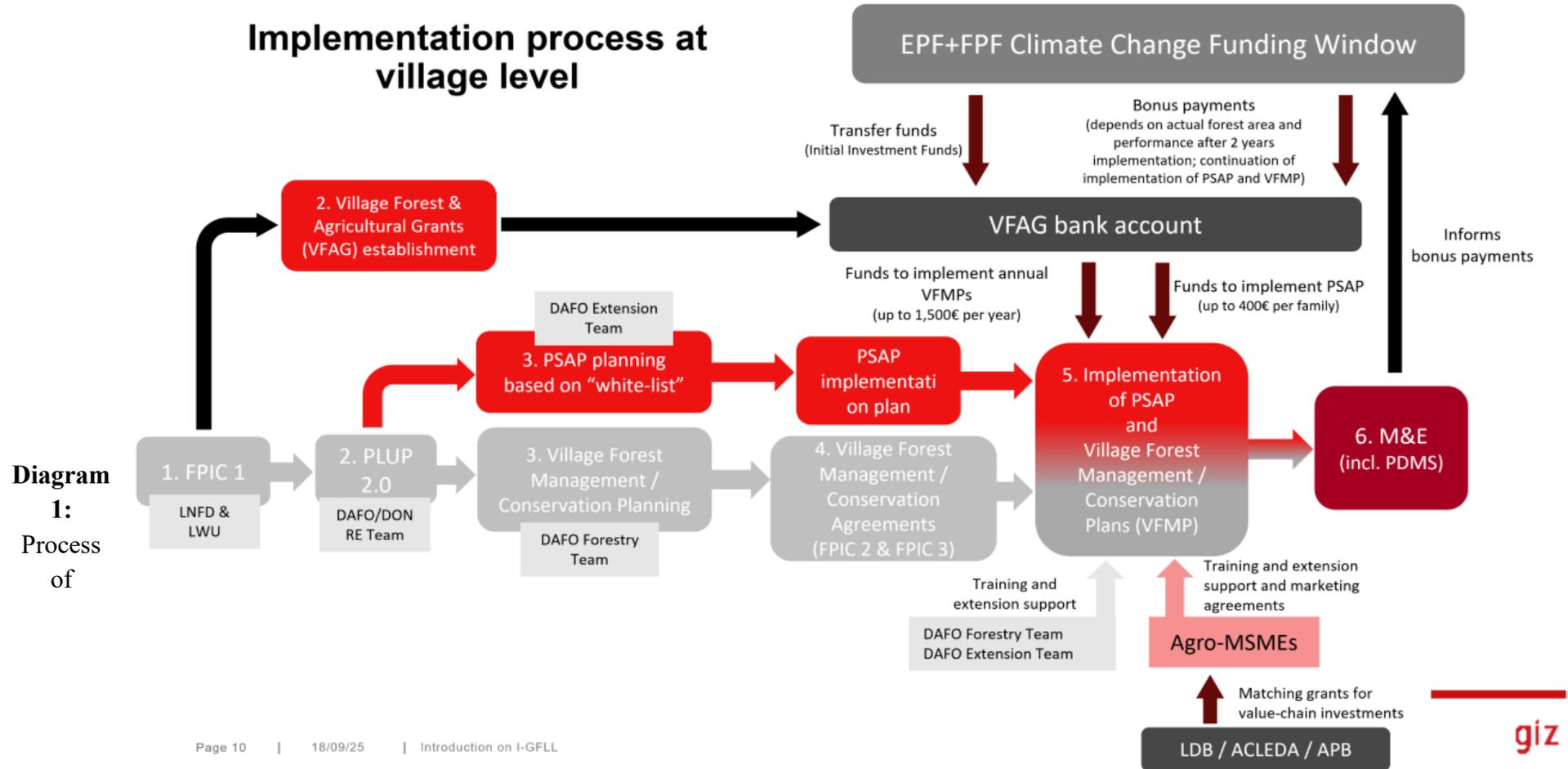


Diagram 1: Process of

2. Objectives

The project's goal is to reduce greenhouse gas (GHG) emissions caused by deforestation and utilizing inappropriate land-use methods. unchecked land-use change. The Promotion of Sustainable Agricultural Practices (PSAP) seeks to advance safe, clean, and ecologically friendly farming methods that aid in the mitigation of greenhouse emissions.

3. Goal

The SU-I-GFLM project is implemented in 6 northern provinces of the Lao PDR (Houphan, Luang Prabang, Sayaboury, Luang Namtha, Bokeo and Oudomxay) consisting of 25 districts and 530 villages, with an estimated direct rural beneficiary of 153,700 and indirect rural beneficiary of 332,990.

4. The Expected Outcomes of Implementation Estimate Implementation

Providing activities to promotion of sustainable agriculture practices in 290 target villages, with an expected participation of more than 10,000 households taking part. with an estimated number of families participating in the activities exceeding 10,000.

5. PSAP implementation model and methodology

5.1. Model

- In accordance with the green movement, clean agriculture, chemical-free, eco-friendly, and lowering greenhouse gas emissions. Responding to the sustainable direction, clean agriculture, chemicals-free, environmentally friendly, reducing greenhouse gas emissions
- Linked to village forest management, generating value addition and fostering market expansion via public-private collaborations. Linked to village forest management, adding value, promoting the market through public-private partnerships
- Encourage integrated production, convert rotational farming into sustainable farming, and implement new equipment, methods, and technologies to adjust to the changing climate. Promote intercropping production, convert rotational agriculture into sustainable agriculture, and implement new techniques, equipment, and technologies to adjust to climate change.
- Encourage collaborative production; designate family representatives to take part in events and serve as positive production role models. Promote group production and appoint family representatives to participate in activities and perform as outstanding role models for production.
- Incorporate local knowledge to change agricultural production methods to be sustainable, generating short-term income along with long-term stability.
- Establish a process that is participatory and includes different perspectives, from implementers to decision-makers.
- • Promote disadvantaged groups, gender equality, and youth in the agricultural sector.

5.2. Methodology

- Collaborate with multiple stakeholders to gather knowledge developing tools, models, and methods.

- Build capacity for government sector partners to transfer sustainable agricultural techniques to the production base through training.
- Assess socio-economic potential, survey actual production areas before planning activities with families
- • Attend to technical standards, quality control, and non-cash manufacturing input elements.
- Sharing information and experiences between farmers
- To accomplish sustainability goals, on site should receive technical guidance, inspect and assess implementation outcomes, review and learn lessons, and deploy.
- • Respect local organizations' and individuals' decision-making.

Lesson II:

PSAP Components and Implementation Process

1. PSAP Unit Components

<ul style="list-style-type: none"> • The provincial PSAP team consists of 4 persons from Department of Agriculture and Forestry 	<p>After completing training, staff members from the Department of Agriculture and Forestry (Provincial PSAP Team) are assigned to advise, guide, and coordinate with the District PSAP team. They are also responsible for monitoring to ensure that promotion activities in target villages are carried out in accordance with the Lao government's green policy.</p>
<ul style="list-style-type: none"> • The district PSAP team consisting of 4 persons from District Agriculture and Forestry Office 	<p>Trained staff members from the District Agriculture and Forestry Office (District PSAP Team) are responsible for carrying out activities and procedures to promote PSAP in target villages, providing technical support to farmers, and coordinating with Project Management Unit (FPIC/VFAG, PLUP and VFM) and relevant stakeholders to ensure the implementation of promotion activities in target villages. This includes creating the necessary paperwork to apply for village allowance in accordance with the Environmental Protection Fund's (EPF) guidelines, keeping track of and assessing the outcomes, and informing the appropriate parties.</p>
<ul style="list-style-type: none"> • GIZ Advisors 	<p>The responsibilities include assessing the success of PSAP implementation, enhancing the expertise and abilities of provincial and district PSAP team, and offering technical advice and services.</p>

2. PSAP Technical Components

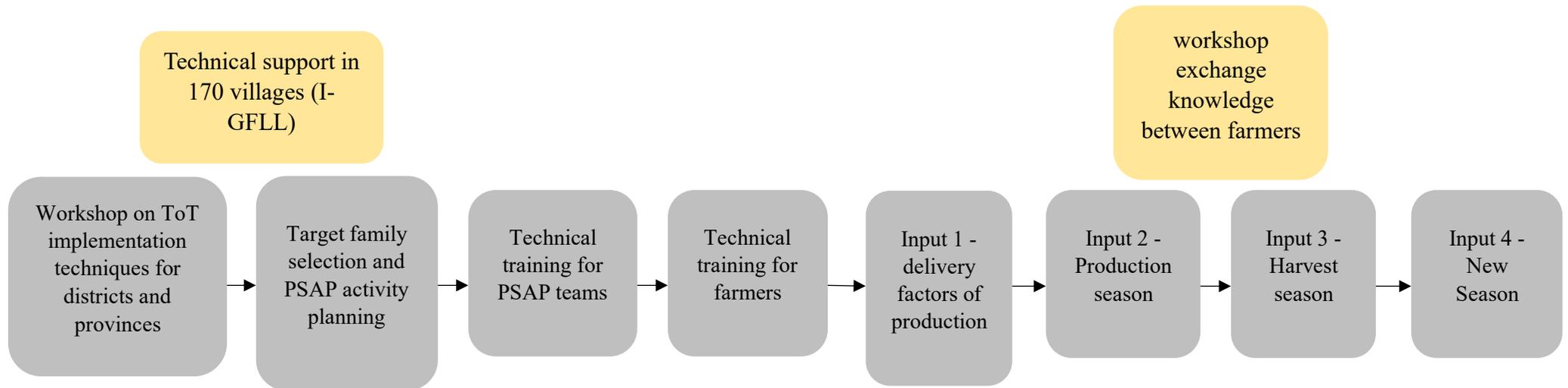
PSAP aims for integrated, chemical-free agricultural production and the utilization of resources to add value by bringing new technology to support farmers in the upland areas consequently supporting the protection of forest areas and reduction of deforestation. The Whitelist (Annex 1), which is appropriate for converting unsustainable patterns of land use and production to sustainable agricultural production.

The main components of Promotion of Sustainable Agriculture Practices are as follows:

- PSAP is always based on the results of Participatory Land Use Planning (PLUP 2.0)
- Prior to assisting villagers with manufacturing, one must be aware of production and marketing potential information.
- PSAP's primary partners are the village organization, Village Land and Forest Management Committee (VLFMC) and Village Forest and Agriculture Grants Committee (VFAGC).
- The whitelist of activities to be promoted is chosen by evaluating how well they align with the green direction, are eco-friendly, aid in absorbing greenhouse gases, create revenue, and guarantee food security for households.
- The project aims to assist with grazing area improvement to give current cattle a sufficient supply of wholesome feed. The Village Forestry and Agriculture Grants (VFAG) cannot be used to purchase any livestock.
- The project focuses on families doing upland farming doing monocropping, such as corn, cassava, etc.
- Households can only select and participate in one whitelist activity.
- Individuals or groups of farmers may apply. Paddy field establishment and grazing area improvement are two examples of projects that several families might work on jointly.
- The household choices and whitelist selection should be done with input from the village organizing committee and PSAP team to guarantee alignment with production and marketing potential.
- The PSAP team will facilitate the exchange of knowledge between farmers and encourage the supply of inputs and production methods.

3. Diagram of PSAP process activity

The provincial and district PSAP teams will receive training on how to carry out each activity before they start implementation. The next sections will go into more detail about each implementation step, which are illustrated in the figure below.



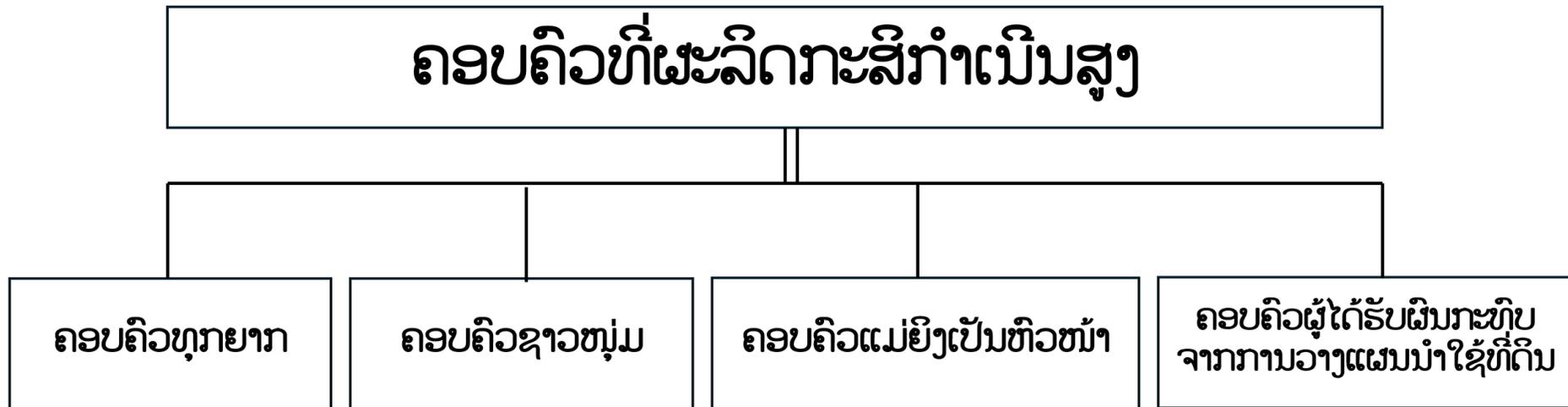


Diagram 3: Conditions and priorities for families to participate in PSAP activities

Lesson III:

Procedures and steps in conducting PSAP process

First: Preparation before implementation

Step 1: Review and update the PSAP implementation guidance document and advocacy technical document

Learning from the I-GFLL project's (Phase 1) implementation in the three provinces of Xayaburi, Luang Prabang, and Houaphan revealed both successes and areas that required improvement for the SU-I-GFLM project (Phase 2). As a result, a review meeting was arranged with the participation of numerous stakeholders, including farmers, GIZ consultants, international organizations, the private sector engaged in agricultural activities nationwide, and project owners in the target provinces and districts.

Step 2: TOT training for province and district PSAP team

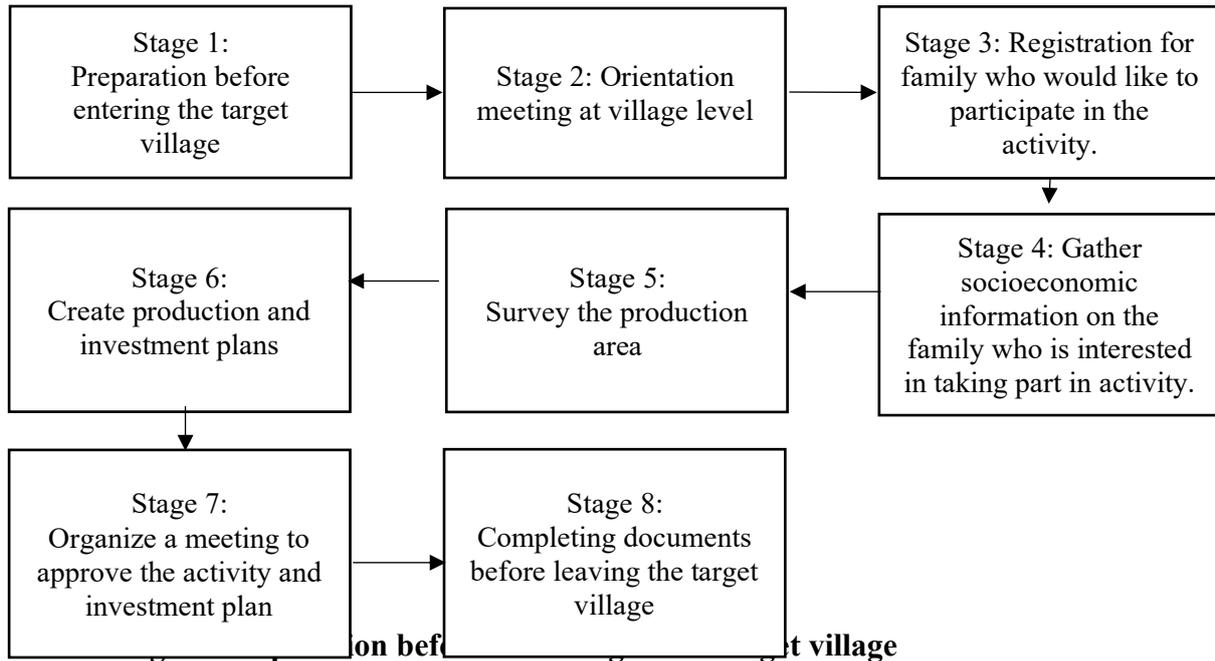
Prior to each provincial and district PSAP team conducting activities in the target villages, GIZ consultants, in collaboration with the provincial PSAP team and other stakeholders with agricultural expertise, will provide a two-part training:

A) Instruction on the PSAP implementation process for province and district PSAP teams, including tips for advancing sustainable agriculture, planning activities, and funding target families, as well as an outline of the advocacy process.

B) Technical training on crop cultivation related to the whitelist preparing to transfer the techniques to target farmers. The training will follow the whitelist activities and PSAP technical documents.

Second: plan production of PSAP participants

There are eight steps in all, as explained below:



Creating a field work plan is the first step after receiving training on PSAP. Following the completion of participatory land use planning (PLUP), the PSAP team will need to study the gathered information, data and documentation from the PLUP team, and assess the target village's potential before carrying out the following activities:

1.1. Equipment and materials to be used in task implementation

Essential equipment, materials, and tools for PSAP work to be implemented in the village include:

- One laptop and one portable printer.
- LCD projector for planning and data visualization
- Large white paper and writing and drawing markers
- Camera or mobile phone camera
- Two GPS for PSAP team
- Whitelist poster
- Posters of requirements and priorities for families to participate in PSAP activities
- Data collection forms, related documents
- PSAP implementation guidelines

1.2. Survey and analysis of village baseline data

Prior to the PSAP team starting to visit the target villages, the information collected during the implementation of PLUP 2.0 have to be studied. Key data includes:

- Village PLUP report
- Form 1: Fundamental village data
- Form 2: Village socio-economic, land and forest data collection

- Current Land Use and Forest Cover map (CLUFC)
- Future Land Use Management Zone map (FLUMZ)
- Data on family impacted by land use planning
- Village regulations (especially those referring to agricultural areas and land use)

The PSAP team should meet briefly to review and exchange on important points from the PLUP and VFMP teams to better understand the village information before beginning work in the target village.

The PSAP team should examine the district's socio-economic development plan and the 348 assessment's data on poor households in addition to the PLUP data. This would help them to better evaluate the village's situation and opportunities.

1.3. Marketing Information Preparation

For field work, the PSAP team needs to study the current market demand and supply of agricultural commodities as a reference. This will support farmers farmers to meet their goals and ensure that there is sufficient market for the produce. Therefore, the PSAP team must first obtain information from the private sector operating in their districts and province.

Finally, the PSAP team needs to notify the village organization, the Village Forest and Agriculture Grant Committee (VFAGC), Village Land and Forest Management Committee (VLFMC), and the inhabitants before they travel to the target village. To assist with task distribution and preparation, the team should make use of a To-Do list and a check list.

Stage 2: Orientation meeting at village level

Following the completion of all office preparations, the PSAP team will travel to the target community to start fieldwork. The village organizing committee will meet with the PSAP team upon arrival to discuss the goals and methods of the project, conduct interviews, and gather socioeconomic information from the village (Annex 2).

The Village Land and Forest Management Committee (VLFMC) and the Village Organization Committee will collaborate to conduct the first village meeting, which representatives of all village households are required to attend.

2. First village meeting

The first village meeting implementation of the PSAP had the following objectives:

2.1. An Overview Presentation

- Present the PSAP team's work steps, including outlining the organization's goals, to the village organization and villagers.
- The techniques and steps that must be taken to accomplish the desired outcome.
- Organize working plan with the villagers, VLFMC, and Village Organizing Committee for 7 or 8 days.

2.2. Whitelist Activity Presentation and Technical Promotion Document

The agricultural activities on the "Whitelist" are focused on sustainable farming and integrated management of village forests to prevent degradation and deforestation. There are 12 activities in all, including climate change-adaptive agriculture, integrated cropping, integrated cropping systems with forests, and the promotion of crops like tea, coffee, and others on the Whitelist (Annex 1).

To describe each activity based on market potential data, needs, criteria, and things needed to compute the input budget in the technical extension document, the PSAP will either use A0 posters or display the whitelist activities on projector screen during the village meeting. Following then, the PSAP will respond to inquiries and provide the villages with additional information.

Note: The selection of whitelist activities in one village should not exceed 5 activities and one activity must have at least 5 applicant households as this will ease the delivery of inputs, knowledge transfer and overall management, with some exceptions depending on the potential of target households.

All villagers, men and women alike, will have a clear understanding at the end of the discussion that the SU-I-GFLM project would only fund sustainable agricultural activities on the whitelist. Based on the activities, interested and qualified families can register to take part in PSAP activities.

2.3. Criteria and Priorities for Selecting Families/Groups to Receive Support from PSAP

Households that depend on **upland agriculture** must be prioritized farming households, as determined by the following priorities and criteria:

❖ Main criteria for determining family selection:

1. In upland areas, families who are either fully or partially dependent on upland agriculture must have cultivated fields or old forest land (young old forest no more than 5 years old) to be eligible to apply.
2. Farmers who do not farm in upland areas are not eligible for support.
3. A family can choose 1 activity from the Whitelist.
4. The family's selected activity must be suitable for the plot's size, slope, and other characteristics (such as labor availability, access roads, and water supplies).
5. The chosen activities are not allowed to be located within the village's three forest zones and must be on land that Future Land Use Management Zone (FLUMZ) has authorized for agricultural production.
6. All participating families must commit to abstaining from the use of chemicals that harm life and the environment, such as pesticides, herbicides, insecticides, chemical fertilizers, plant growth boosters, and other chemicals.

❖ The target groups listed below should be prioritized:

- Poor family
- Young families, under or equal to 35 years old.

- Women headed family
- Family is affected by PLUP 2.0

At this stage, villagers should be aware and understand the conditions and priorities for participating in project activities, and those who do not meet the conditions and priorities will not be considered.

2.4. Provision of Funding for Sustainable Agricultural Production through Village Forest and Agriculture Grants (VFAG)

The PSAP team must clarify if the chosen families or farmer groups fit the requirements and priorities as well as how they will be financially supported by the SU-I-GFLM project to adopt sustainable agricultural production. To create a Village Forest and Agriculture Grants (VFAG) under the SU-I-GFLM project, each target village must: (1) approve the fund management regulations; (2) select and designate three members for the fund management committee to oversee, pay, and report; and (3) open a village bank account to receive three funds as followed:

- 1) Funds for investments according to PSAP production requirements. The overall number of households and the number of poor families in each village determine how much each village will get (details in Section 6). As a result, it is essential to assess each family's capability and create a practical strategy for each community that stays within the predicted budget.
- 2) Funding for local forest management, roughly 2,000 euros per village annually (the precise amount that each village will receive depends on their actual planning).
- 3) Performance-based payment upon project completion; each village's forest cover and performance determine how much money it will receive. Note: Refer to the Village Forest and Agriculture Grants (VFAG) criteria for more information.

The village will receive the investment funds once the district PSAP team and the villagers have finished planning the activities based on whitelist, known as "village financing plan," which has been approved by the village and the district committee. This will ensure the package meets the requirements for promoting sustainable agricultural practices. The plan for transferring funds to the village account will be submitted to the Environmental Protection Fund (EPF). The only purpose of these payments is to support sustainable agricultural production.

A farming family must abide by the VFAG financing regulations if they sell their production area to another party or halt operations since the funding, they receive from VFAG to support sustainable agricultural production is a grant. The maximum amount that can be allocated to a family is no more than 400 euros.

This fund can be used by selected target families to acquire various inputs, which will be divided into two parts: 75% is invested in primary activities and the other 25% is invested in integrated crops according to the project framework. **Note:** Excluded activities are (1) Paddy field establishment/rehabilitation, (2) Fishpond establishment/rehabilitation, (3) Home vegetable garden.

The following production factors are available for investment:

- Purchase seeds or seedlings.

- Purchase tools, equipment and materials necessary for cultivation (details according to technical promotion documents)
- Purchase organic fertilizer
- Production equipment, such as grass cutters, water pumps, pipes, sprinklers for the agricultural, vegetable, and fruit tree industries, etc.
- Hire equipment for tillage and soil preparation (for fishpond and rice farming operations).
- Using the available funds to construct production-related shelters and small buildings and etc....

Funding will be provided in consultation between farmers and PSAP team according to the selected activities and farmers will be required to contribute labor and equipment that they have or can obtain, such as:

- Family labor
- Provide locally sourced resources, such as manufacturing shelters, fence poles made of bamboo or wood, and other appropriate materials.
- Some production varieties that family has.

Promotion of sustainable agricultural production, target villages can manage and safeguard their forest areas in compliance with their agreements and plans for village forest management, as well as engage in agricultural practices that do not contribute to deforestation. Following an evaluation of their real forest acreage and forest cover at the end of the project, villages will receive a second payment. We refer to this as a "performance payment." The amount given depends on the findings of a satellite imagery-based estimate of the forest cover.

At this stage, all villagers, both men and women, understood the mechanism of financial support through VFAG and realized that the financial support is a grant with a maximum amount per family not exceeding 400 euros.

Stage 3: Registration for family who would like to participate in the activity.

The PSAP team will provide an opportunity for families interested in participating in sustainable agricultural production and will be supported by VFAG funds. Family registration for the activity will take place after the village meeting is completed according to the criteria and priorities. Registration will be open until the morning of the next day so that families who are still undecided can consult within family before choosing the activity to implement. Families who are ready can register now.

During the registration process, the PSAP team will reiterate the Whitelist activity and the requirements for taking part. When registering, the following data will be gathered (Annex 3):

- Name Registration as head of household or implementer (according to the census book)
- Indicate the chosen whitelist activity's name.

- Verify the legality of their own land use within the village (VLFMC certification is required).

After completing the registration, the PSAP team must consult and select the first grant recipients together with the Village Organization Committee, Fund Management Committee, and Village Land and Forest Management Committee to arrange families who meet the project criteria and conditions. Families who do not meet the criteria will not be considered, including the Fund Management Committee. They will not be able to receive funds according to VFAG regulations (there are specific regulations for the VFAGC committee). Families who meet the criteria at the intermediate level will be given second priority.

Finally, the PSAP team must notify eligible and interested families that following registration, more information from each family would be required (details Stage 4: Gather socioeconomic information on the family who is interested in taking part in activity).

Stage 4: Gather socioeconomic information on the family who is interested in taking part in activity

Following village registration, the PSAP team will start gathering more specific socioeconomic and agricultural data from the households registered for the PSAP activity in the village in collaboration with the Village Organization Committee, Village Forest and Agriculture Grants Committee (VFAGC), and Village Land and Forest Management Committee (VLFMC) (Annex 4). To gather the data, the following actions need be performed:

Interviews with household representatives must be conducted in the homes of registered households. Members of the three teams and PSAP must split up and visit and question several families simultaneously using this procedure until all registered households have been interviewed. To prevent the concealing of facts and aid the team in making decisions, these home visits will give an impression of the homes, offer privacy during the interview, and offer insight into the reality, status, and production conditions of each household.

The information collected will help teams better understand each family's situation, consider the appropriateness of the activities they choose, and the conditions for support from the SU-I-GFLM project. Furthermore, each family must be informed that they may be denied funding if they provide false, ineligible, or inappropriate information.

Current agricultural production, output levels, land plot types and locations utilized by households, their labor force, and livestock are all subject to the data collection process. Since the primary goal of the SU-I-GFLM project is to encourage agricultural output that is sustainable and deforestation-free, and the selection of households to receive help is mostly concentrated in highland areas.

The format outlined in Annex 4 will be used by PSAP for data collection. Prior to performing a survey of appropriate production sites for PSAP operations in the target villages, the PSAP team gathers comprehensive data on every registered household at the conclusion of stage 4. This data will help with the second selection of households.

Stage 5: Survey the production area

With the participation of landowners and officials from the VLFMC committee, the PSAP team will be split up into smaller groups to survey the territories of the chosen families following the conclusion of the interviews with the registered households. Depending on the distance to the farm land, the required time might differ. It will also be more convenient and timesaving if the farmers' productive land is close to one another.

To determine whether the plot is in an agricultural land use zone as defined by the Future Land Use Management Zone (FLUMZ), the PSAP will first import the FLUMZ into the GPS. This will make it easier to view the land map and allow the PSAP team to quickly determine the plot's location in the village and whether it will not overlap with the forest area. For this purpose, the PSAP will record GPS points on the ground, measure the elevation above sea level, and walk around the area to be produced. A new plot must be made if the existing one crosses the forest area or is outside the village limits.

Through visual inspection and physical examination of the soil (clay, sand, or stony soil, etc.), the PSAP team will then determine whether the plot is pasture, whether it is fenced, and what crops are grown there, as well as how steep the slope is and whether the soil is suitable for production. The team will determine whether the suggested activity plan is appropriate for the PSAP activity and will talk about the necessary actions and procedures to carry out the PSAP activity on the plot, including asking for initial production requirements. Lastly, the land's unique characteristics prior to the shift to sustainable agriculture is documented by taking pictures of the plot, including the landowner. All plot related data will be entered into the form included in Annex 5.

The farming family may offer a new plot of land but will need to conduct a new survey and gather data if the area they have suggested is unsuitable for PSAP operations for any reason. Alternatively, if the new activity is on the whitelist and appropriate for the plot, the farmer can modify the originally registered activity to fit the specifications of their plot.

During the survey, the PSAP team should coordinate with PLUP 2.0 team and VFM team to discuss and modify the village map to be more precise if it discovers that certain areas are not forest areas as defined in the FLUMZ map. Examples of these areas include rice fields in forests, flat areas suitable for production, or overlaps between agricultural land and forest management areas that do not match the FLUMZ map and do not match reality.

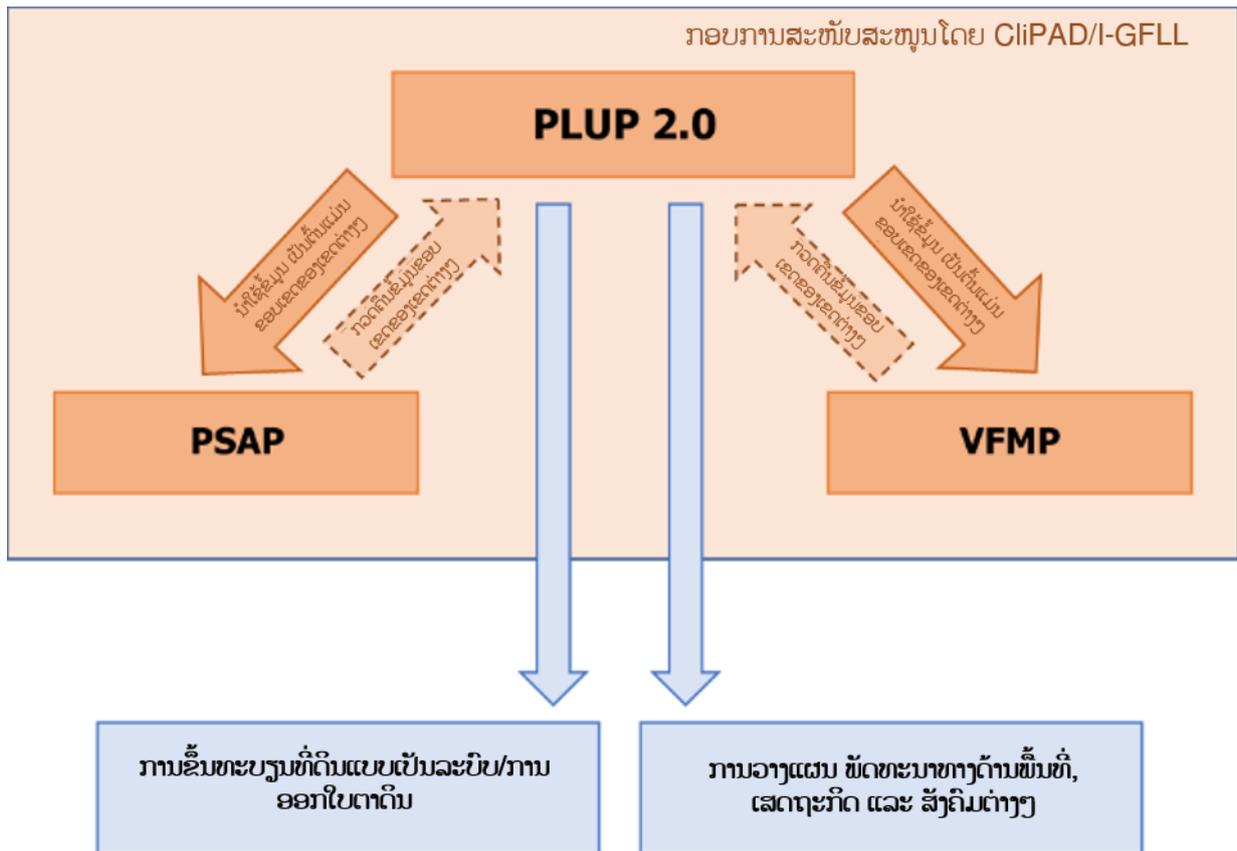


Diagram 4: Coordination between PSAP, PLUP and VFMP

To complete the selection of households based on the outcomes of the previous processes, the PSAP team will visit all areas suggested for PSAP activities, do an overall appropriateness assessment and reach an agreement with the target households to write a production plan for the following phase.

Stage 6: Create production and investment plans

Planning activities and production requirements will be the next step after families are chosen and meet the requirements. The project in this instance will fund a portion of the tools and equipment required for each household, but it might not cover all of them based on the tasks, requirements, and financial resources allotted to each family. Together, the farmers must contribute if they already have something that project is unable to supply (Annex 5). Based on an integrated agricultural system, each activity on the whitelist will invest a proportionate amount in production elements in accordance with stage 2.4.

The community's agricultural activity and investment plan (Annex 6) will contain the final list of chosen households, which will be approved at the last village meeting.

Stage 7: Organize a meeting to approve the activity and investment plan

Following the completion of the investment and activity planning, the PSAP team will convene a final meeting to discuss the outcomes of the earlier work, go over each family's list and activity plan, and conduct a referendum to unanimously approve the families who will get monies from the meeting. This action gives the village's residents a chance to exercise their

rights. If they disagree or have any worries about a certain family's approval, they can suggest a conversation and give an explanation.

Stage 8: Completing documents before leaving the target village

To finalize the village's application for the transfer of money, the PSAP team will bring the investment plan document and meeting minutes for the signatures and approval of the Fund Management Committee, the Village Organization Committee with all three members after unanimous consent. The team will need to prepare the following documents as part of this process: investment plan (Annex 6), meeting minutes (Annex 7), and application for a fund transfer (Annex 8). To request the transfer of funds, three copies of the documents will be prepared: one for the village to retain, one for district governor's approval, and one for Environmental Protection Fund (EPF).

Day 1	Day 2	Day 3	Day 4 – 5	Day 6	Day 7
1. Orientation meeting at village level: - an overview of PSAP - List and explain whitelist activities - Specify the standards and priorities for choosing households or groups will be supported. - Explaining funding	2. Registration for family who would like to participate in the activity. - Preliminary selection 3. Gather socioeconomic information on the family who is interested in taking part in activity	3. Continue to collect information from family interested in participating - Second round selection 4. Survey the region (divide into 2 teams)	4. Continue surveying the region	4. Continue surveying the region - Final selection 5. Create production and investment plans	6. Organize a meeting to approve the activity and investment plan 7. Filling out the refund application

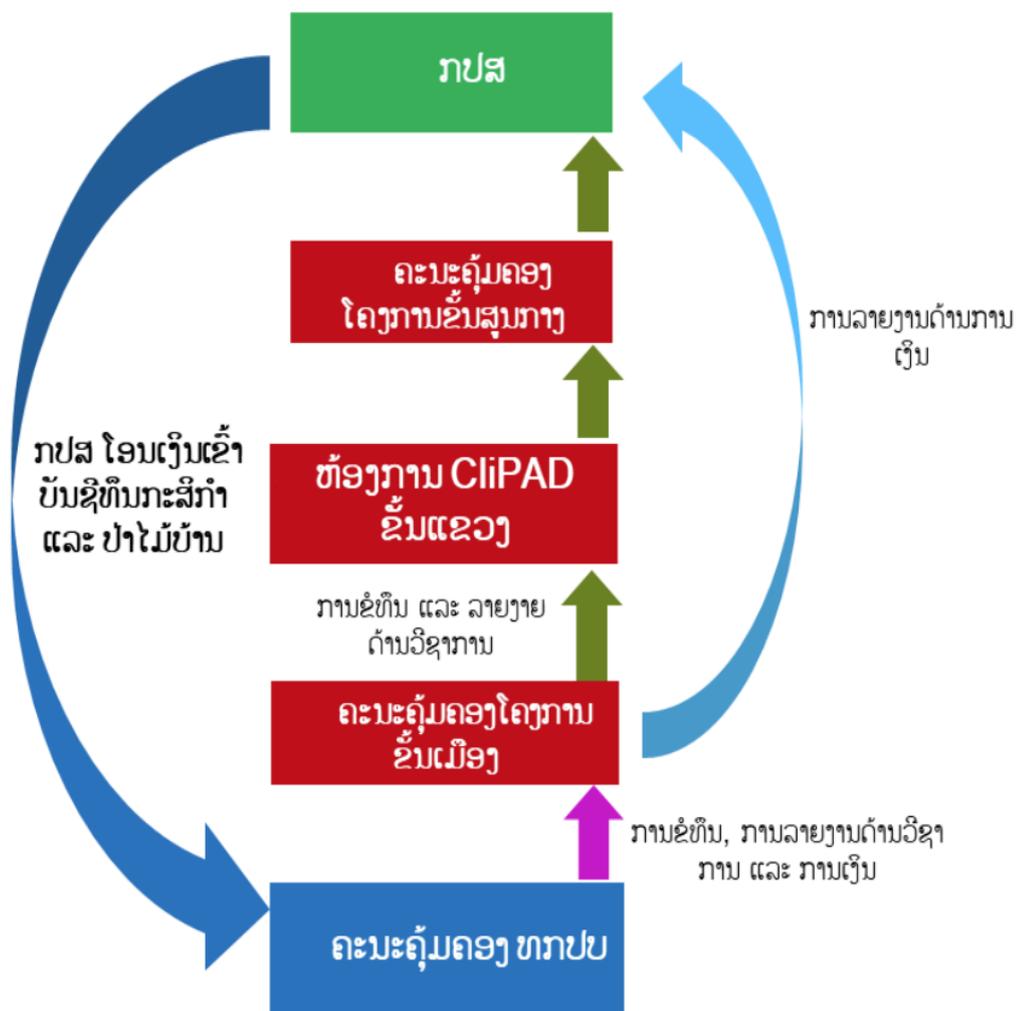
Table 1: PSAP activities implementation in the field

3. requesting a financial transfer to the village and compiling data

Stage 1: The village investment plan proposal for approval

The PSAP team has finished the village's activities. The village activity plan and budget must be brought to the office upon return, along with a letter requesting approval from the district governor by approval signing or board of the District Agriculture and Forestry Office (Annex 9). A draft approval of the village activity plan and budget must also be sent to the district governor for approval before being forwarded to the Environmental Protection Fund (EPF), the Department of Forestry, and the project's VFAG & PSAP advisory team for review and approval before being forwarded to the central GIZ project, the Department of Forestry, and the Environmental Protection Fund (EPF) for approval and the village's funding.

Diagram 5: The process of requesting funds to village



Stage2: Collecting data into Cloud database

In addition to submitting the application for approval of the village investment plan, the PSAP team must gather information from the field, including the investment plan (Annex 6), area survey (Annex 5), and detailed family information (Annex 4). They also need to summarize

the work and documents in the database system, which they must do within 10 official days of the field activities ending.

Lesson IV:

Technical Capacity Building

Step 1: Technical Training for PSAP Team

In addition to carrying out activities in the designated villages, the district team will have to gather data and activities chosen by the villagers to work with the province PSAP team and GIZ advisors to create a handbook and conduct trainings. In the villages, each district should have at least finished implementing several PSAP activities and compiled the technical prerequisites needed to carry them out. To get ready to teach farmers new approaches, the training consists of technical information presentations and exchanges. The following are the specifics:

Procedures and Techniques for PSAP Team Technical Training

Sequence	Procedures	Techniques
1	Analyze and Summarize Data	<ul style="list-style-type: none"> - Assemble data on whitelist initiatives that align with local capabilities. - Assess potential opportunities such as: PSAP expertise, technical support documents from various sectors, climate change information, and marketing.
2	Discuss and Plan Training	<ul style="list-style-type: none"> - Coordinate and arrange for trainers or experts from DAFO, PAFO, and GIZ. In situations where the team lacks knowledge on a given subject, it may go to outside specialists to impart knowledge. - Assemble training related paperwork, printed materials, and equipment. - Assign tasks and responsibilities based on each person's capabilities.
3	Conduct Training on Various Topics	<ul style="list-style-type: none"> - Present technical promotional materials such as: presentations on specific techniques, the use of new innovations in production, and slides and videos on specific production techniques. - Communicate creatively and engage in discussions. - There should be practical work alongside the theory (some activities that are deemed appropriate). - Determine directions, methods, and tools for training farmers in target villages.

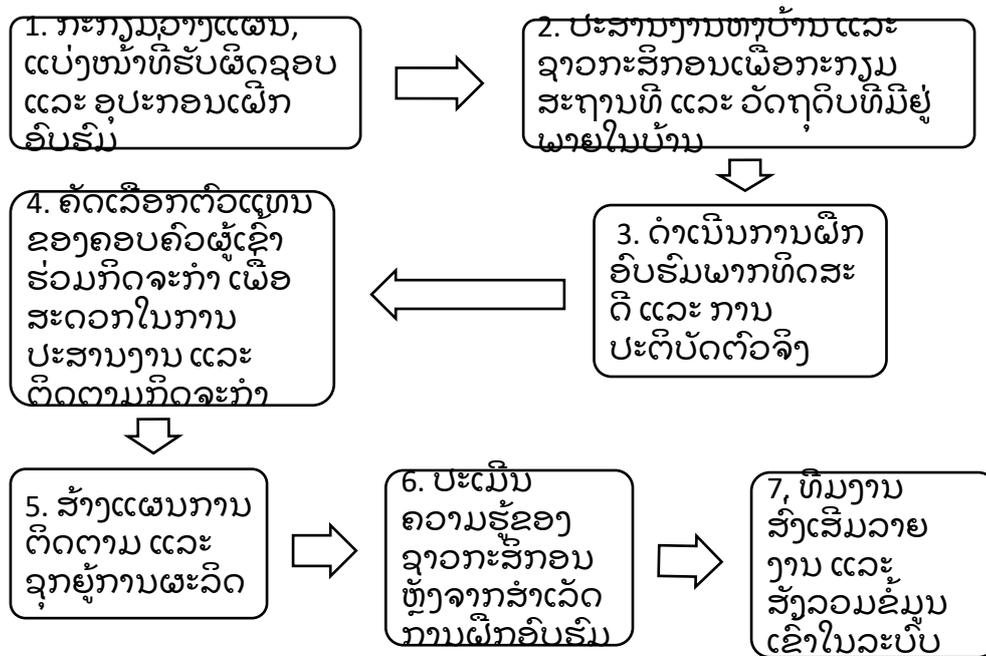
Following the training, the team will need to compile and assess the training outcomes, which will ultimately lead to the team acquiring technical knowledge and expertise that farmers may apply.

The main goal of promotion of sustainable agriculture practice is to develop farmers' production models towards more efficient production, reducing deforestation from farmers' agricultural production by using existing resources efficiently and using sustainable agricultural production techniques. This requires a radical shift from traditional perspectives and production models based on traditional practices to the use of new varieties, techniques, and tools that are appropriate for the region and changing climate.

Step 2: Provide Technical Training to Farmers Before Production Begins

The extension team will conduct training in the production region or target village following technical training. The extension team may facilitate learning, provide firsthand farmer experiences, and foster sustainable production knowledge. Farmers may engage in genuine dialogue, observe the issues they face, and learn about solutions. Being in their own local setting and exchanging experiences with people in the same area would boost farmers' confidence.

The Training for selected farmers is carried out in the following steps:



Stage 1: Prepare a plan, assign responsibilities, and provide training materials.

The extension team is responsible for preparing the necessary materials and equipment for the training, including printing manuals to give to farmers. In the training, there should be a separation of duties. To get farmers' attention, two or three people should assist one another during the lesson. Teams should utilize checklists and To-Do lists to aid in the division of labor and planning.

Stage 2: Coordinate with villages and farmers to prepare the site and materials available within the village.

The extension team must provide the target village with at least one week's notice of the training date and time so that the villagers may get ready and arrange the space and tools needed for the session.

After focusing on families that initially get funds, the training will be made available to other interested farmers in the village. Interested farmers from nearby communities may be invited or permitted to attend the training if there is still space. Depending on the travel circumstances and the subject being taught the training, which will include theory and practical sessions, will last between two to four days per village. To ensure the quality of knowledge transfer and facilitate the training, there should be no more than fifty participants.

Stage 3: Conduct Theoretical and Practical Training

Training manuals must be given to villagers by the extension staff, particularly to households that receive assistance. The project manuals will be the primary source of information for the training. To make it appropriate for each location, the presentation may also incorporate images and videos, and input from farmers' real experiences will be shared.

The team must lead farmers through hands-on activities to enhance their comprehension in addition to teaching them theory. These activities include teaching them how to drill holes for tree planting, creating organic fertilizer and other fertilizers, and caring for, or show pruning different trees. Seeing things and putting them into practice can help farmers comprehend and remember them better. The team is required to produce demonstration materials that are relevant to subject matter being taught for every training session.

Stage 4: Representatives selection of family participating in the activity to facilitate coordination and monitoring.

Following the training, the team will collaborate with all farmers to choose one or two representatives from the participating families to help with communication between the village and the district PSAP team. They will also help all members with information transmission, gathering production issues, and managing village members.

Representatives of participating families should be creative, literate, articulate, selfless, and responsible for the common good.

Stage 5: Creating a plan to monitor and promote production

Following training, the PSAP team and involved farmers must collaborate on planning, which includes supplying production variables, scheduling production to correspond with the season, and offering technical assistance at every stage.

Stage 6: Assess farmers' knowledge after completing the training

The team will gather 50% of the farmers' registration forms after the theoretical and practical training is finished to determine whether or not the farmers have gained more knowledge and comprehension. Since this evaluation will help the team identify the facts so they may proceed with future training format, technique, and tool improvements, the team will attempt to persuade the farmers to write down the facts rather than directing or pressuring them to respond to questions.

Stage 7: PSAP team reports and compiles data into the system

The PSAP team has ten official days to gather the outcomes of the village's activities and generate reports and relevant documentation that will be posted to the project's online database (Cloud database).

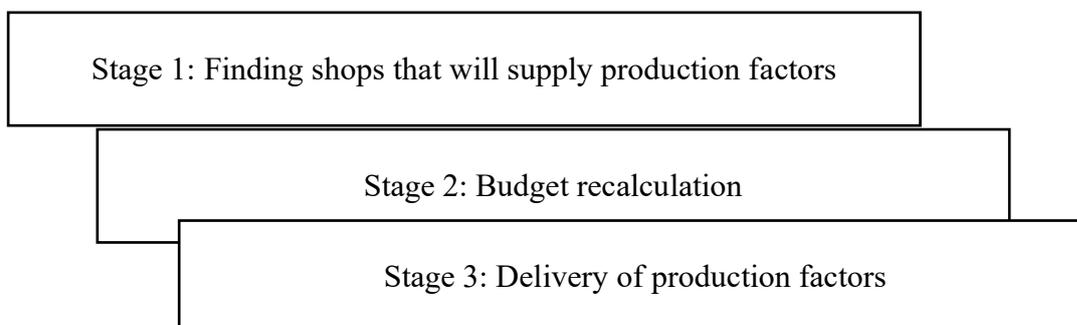
Farmers gain new tools, methods, techniques, and varieties during this process, and they can use what they have learned to produce agricultural products in their local regions.

Lesson V:

Encourage and Promote PSAP Activities Implementation

Step 1: Delivery of Production Factors

Following the transfer of funds to the village account by the Environmental Protection Fund (EPF), the PSAP team will process the procurement and delivery production inputs to the village:



Stage 1: Finding shops that will supply production factors

The PSAP team and district VFAG will collaborate with farmers and village VFAG to identify suppliers that can provide the inputs with guaranteed quantity and quality once EPF has transferred the fund to village. These providers could be individuals or legal entities from the village, other districts or provinces. At least three quotations must be included in the shop search so the pricing can be compared. A mutual agreement will then be reached. Farmers can choose to buy on their own or enlist the assistance of the district PSAP team to facilitate and organize the process. At this stage, farmers can reject the shops recommended by the district and can purchase themselves by coordinating with the district PSAP and the VFAG (the project will not have a budget for travel or finding suppliers). Farmers will be responsible for the results of their own inputs. Procurement must be in accordance with the Village Forest and Agriculture Grant (VFAG) regulations.

Stage 2: Budget Recalculation

This step will be divided into 2 cases:

- **In the case of district PSAP team's help:** Once the shop that will supply the production inputs has been decided upon, the district PSAP team will work with the district VFAG team to calculate the budget and procurement plan. They will then notify the farmers for their information and consent (Annex 12) and proceed with the purchase order.
- **In case the farmers procure it themselves:** Once the beneficiary farmers and the village VFAG team have located a store that can supply production inputs, they need to let the PSAP team and the district VFAG team know the prices of the items they would like to buy for their records. The PSAP team will then assist in determining the budget and repurchase plan. Once this is done, the PSAP team will work with

the VFAG district to let them know about all production input requirements (Annex 11) and advise the Village Forest and Agriculture Grant committees and target farmers on how to make the purchase in following the fund regulations.

Stage 3: Delivery Production Factors

- **In the case of district PSAP team's help with procurement:** The district VFAG team must help the village complete financial paperwork, the district PSAP team must prepare for the handover, and the community and farmers must be informed of the delivery date and time.
- **In case the farmers will procure it themselves:** The PSAP and VFAG district teams must be notified by farmers to monitor and inspect the quality, technical standards, and completeness of the items in accordance with the list and the quantity ordered. The VFAG district team must assist the village in completing financial documentation at the same time.

After the delivery of production inputs from each shop is completed, the district and village VFAG teams will jointly prepare the disbursement documents and make payments to the suppliers of production inputs. When the production inputs are delivered, the PSAP and district VFAG teams must be present (the number of participants depends on the suitability of the task) to help arrange the production inputs and prepare financial documents. At the same time, the PSAP teams will work with the suppliers of the inputs to provide technical advice on production inputs, the use, maintenance, and other related matters, as well as demonstrate some of the activities that can be done.

Step 2: Promoting activities during production

Following the delivery of the production factors to the target farmers, the team will inspect and measure technical performance, provide guidance on land preparation, planting (spacing and size), fertilization, maintenance, pest control, and other issues that farmers require support and assistance with, and offer advice on production techniques in the farmers' areas.

The PSAP team will take pictures of each activity's progress and record the production area's coordinates (for all target families). The farmer must record the location and measure the real production area once more as the final data for carrying out the activity if they change the production area.

The District PSAP team may split up into two teams to monitor activities to save time and budget. It is important to survey every family currently. The following are measures to be taken:

- Organize meetings with target farmers and review technical criteria
- Organize groups to implement the technique in each family's area
- Summarize, review the results of technical support and determine future

Step 3: Promoting activities during the harvest season

Depending on the activities selected, farmers' output will differ in each village and area. The harvest season may not always fall on the same day. Coffee, tea, fruit, rubber, and other crops may take a long time to collect, whereas short-term crops like vegetables, perennial crops, maize, job's tears (fruit), and rice may be harvested first. At this point, the team must offer technical guidance on harvesting and storing products in addition to gathering data on

production progress, issues, and solutions, including farmer yields, to evaluate production efficiency. As a result, there will be two types of support during this time:

- **Short-term crop activities:** Crops that can be gathered in a single producing season or within a year. Some crops might have been harvested at the time of the survey, while others might still be in the harvesting stage. The team can provide technical advice based on the appropriate timing and can collect data by conducting in deep interviews with farmers (Handbook 1).
- **Long-term crop activities:** For some long-term activities, we will simply gather information on significant tasks, issues, and solutions while introducing new methodologies and the yield cannot be collected. However, if the project supports and there are perennial and mixed crops in the same area, we will only gather data on perennial crops, providing further details in the notes section.

Harvest season monitoring is like the production season, which can be split up into distinct time frames according to the kinds of crops farmers grow or can be assigned and finished all at once, depending on the circumstances and each village's suitability for production. In this final step, the team will gather data regarding the farmers' output potential and plans for the upcoming season.

Step 4: Promoting Production Techniques in the New Season

During this time, production practices will be promoted through the harvest season. Technical assistance and data collection can be continued for certain families who have not yet finished the activities. They can also assist in planning and gathering data for the production plan for the upcoming season to assess the outcomes and add new activities once the project's funding is secured.

Note: In addition to promoting activities in the Phase 2 project, also known as SU-I-GFLM, the PSAP team must continue to promote production practices in 170 target villages in the three provinces of Xayabury, Luang Prabang, and Houaphan after the I-GFLM project (also known as the Phase 1 project).

Step 5: Planning field trips amongst farmers

Technology transfer to the basis of sustainable agricultural production is accomplished through the "Farmer to Farmer" study tour. It is a particular kind of learning and experience sharing between farmers from their practical perspective. A community communication network and idea sharing also come from this, combining information with the creation of innovative farming methods to shift conventional agricultural production models into more sustainable ones.

Targeting young farmers from PSAP member households who are literate, have strong interpersonal skills, and could impart knowledge is the aim of the observer selection process. They might be well-known families in each target village's new agricultural output. It will be the responsibility of these observers to share their information and insights with other families in the target community.

In the beginning, the selection of research sites is centered on model locations for integrated agricultural production in adjacent villages within the district or in other districts

within the province, utilizing novel methods, equipment, and cultivars. If necessary, study locations outside the province will be considered.

Educational tours implementation, within the quarterly project implementation plan, a budget has been allocated to the District Agriculture and Forestry Office, and the Department of Agriculture and Forestry, District PSAP team and Provincial PSAP team to jointly plan activities and budgets as well as the agenda of the educational tours. With the advice and guidance of GIZ, the number of participants should be farmers at least seventy percent of the total number of participants. During the planning, the financial regulations of the project must be considered. It may be necessary to consult with relevant parties, especially Environment Protection Fund.

Important details to consider are:

- The time, location, and mode of transportation must all be clearly stated in the daily trip schedule.
- Using "To Do List" to clearly delineate the roles and tasks of the committees responsible.
- Using the "Check List" to prepare all required tools and equipment, including recording and audio equipment. The questionnaire might need to be modified to fit each research topic.
- In collaboration with GIZ consultants, the District PSAP and Provincial PSAP teams drafted unified travel management regulations.

Safety is the top priority during the excursion. The tour's effectiveness stems from the essential components of good management including teamwork, prioritizing the shared goal over individual interests, maintaining a laid-back atmosphere, concentrating on theoretical discussions and real-world demonstrations, taking notes, taking pictures and recording audio, and gathering printed materials and phone numbers of all participants.

At any point during the PSAP process, this step can be completed. The target farmers have gained knowledge of the new procedures, comprehended them, been able to share them, and may use them as a model for their communities after educational tour.

Lesson VI:

Budget Allocation for PSAP Promotion Investment

Lessons learnt from the I-GFLL project's first phase revealed the investment budget for PSAP promotion was allocated equal for large and small villages. As a result, the budget allocation will change in the SU-I-GFLM project's second phase.

The method of allocating budget to each target village is based on the total number of households per village (the size of each household's per village) and the number of poor households per village, both of which are collected from project management teams in each district.

Based on the total number of households per village:

- The total number of households per village is less than 27 households. All households are eligible for PSAP funding.
- The total number of households per village is between 28-100 households and only 27 households are eligible for PSAP funding.
- The total number of households per village is between 101-200 households and only 30 households are eligible for PSAP funding.
- The total number of households per village is between 201-300 households and only 35 households are eligible for PSAP funding.
- The total number of households per village exceeding 300 households and only 40 households are eligible for PSAP funding.

When considering the ratio of the number of poor households to the total number of households in the village, the allocation will be as follows:

- The ratio of poor households to the total number of households in the village is less than 25%, and there will be no increase in the number of households.
- The ratio of poor households to the total number of households in the village is between 25% - 60%, which will increase 5 households.
- The ratio of poor households to the total number of households in the village is more than 60%, which will increase to 10 households.

Note:

- Funds are provided to the village based on the actual planning of each eligible family, which cannot be more than the initial estimated budget (For instance, A Village's maximum estimated funding is 10800 Euros, and each household can receive up to 400 Euros in support. On average, 27 households can be supported. However, if only 20 households meet the criteria based on selection and actual planning and A village will receive 8000 Euros in support).
- Funds cannot be given to more families than there are families in the village (for instance, A village with 22 families, which has a 100% ratio to the number of poor families and cannot give funds to more than 22 households).

Flexibility in Targeted Households Promotion

The following flexibility can be attained based on the target village's unit and consensus:

- Based on the target family activity, in cases where some families do not reach 400 euros, the number of households can be increased. For example:
 - 27 households could receive funding (maximum 400 Euros/household). If 20 households receive 360 Euros.
 - 20 households x 40 Euros (remaining balance) = 800 Euros = can add 2 more households.
- If the number of households eligible for funding is nearly equal to the total number of households, the village may raise the number of households to maintain control over all households. As an illustration:
 - Village with a total of 30 households but can only receive funding for 27 households (27 households meet the criteria and priorities of PSAP)

- If village decides to give it to all households, the amount per household will be reduced to 360 euros/household = 10,800 euros/30 households.
- A maximum increase of 5 households is possible.

Annex

Annex 1: Whitelist Activity

ລາຍການສິ່ງເສີມ ການເຜີຍແຜ່ກະສິກໍາແບບຍືນຍົງໂດຍບໍ່ທໍາລາຍປ່າໄມ້-ບັນຊີຂາວ (White list) ຂອງໂຄງການ SU-I-GFLM

 <p>ການປູກກາເຟ ກ້ອງຮົ່ມໄມ້ / ປະສົມປະສານ Coffee shade-grown / intercropping</p>	 <p>ການປູກໝາກແຫ້ງ ກ້ອງຮົ່ມໄມ້ Shade-grown Cardamom</p>	 <p>ການບຸກເບີກ / ປັບປຸງ ເນື້ອທີ່ນາ Paddy field establishment / rehabilitation</p>	 <p>ການປູກຜັກສວນຄົວ Home Vegetable Garden</p>
 <p>ການປູກຊາ ກ້ອງຮົ່ມໄມ້ / ປະສົມປະສານ Tea shade-grown / intercropping</p>	 <p>ການປູກໄມ້ໃຫ້ໝາກ ປະສົມປະສານ Fruit tree with intercropping</p>	 <p>ການສ້າງ / ປັບປຸງ ໝອງປາ Fish pond establishment / rehabilitation</p>	 <p>ການປູກແຂມ ປະສົມປະສານ Broom grass with intercropping</p>
 <p>ການປູກຢາງພາລາ ປະສົມປະສານ Rubber with intercropping</p>	 <p>ການປູກໄມ້ປ້ອງ ປະສົມປະສານ Bamboo with intercropping</p>	 <p>ການປູກມອນລ້ຽງມ້ອນ ປະສົມປະສານ Sericulture with intercropping</p>	 <p>ການປັບປຸງສວນຫຍ້າລ້ຽງສັດ Grazing area improvement</p>

ສະໜັບສະໜູນທຶນໂດຍ:



ຈັດຕັ້ງປະຕິບັດໂດຍ:



Village Organization Committee Interview Form

1. Basic information

1.1 Village Organization Committee*: 1.1 Village...../

1.2 District*:

1.3 Province*: / 1.4 Tel*:.....

1.5: What is the primary source of income for the village?

1.....

2.....

3.....

2. Agricultural information

2.1 Which agricultural products are the village's primary sources of income?* (Please specify.)

1.....

2.....

3.....

2.2 Total agricultural land area is(ha) Note: Cross-checked with data from PLUP

2.3 How many households still practice upland farming (rotating farming)?*
.....(HH)

2.4 How long does it take for a production producing area to resume production
(production cycle)?

1 2 3 4 5 Over 5 years

2.5 How many households are unable to sustain themselves due to little productive area?
There are.....households?

2.6 How many households from other villages come to use the land area in our village?
There are households

2.7 How many households in our village use land area in other villages? There are
..... households

2.8 Does our village still have productive land to expand new fields in the future?
(Multiple answers possible)

None Yes, in upland Yes, In flatland area

2.9 Does our village have any old or unused rice fields that could be improved in the
future? (Multiple answers possible)

None Yes, in upland Yes, in flatland area

2.10 What are the three main problems in growing crops?*

Problem 1.....

Problem 2.....

Problem 3.....

3. Animal husbandry information

3.1 Which animals are the village's primary source of income?*

1.....

2.....

3.....

3.2 What are the three primary issues with animal husbandry?*

1.....

2.....

3.....

3.3 What is the type of livestock farming in our village?* (Multiple answers possible)

Year-round fixed plan Semi-fixed, semi-loose model Loose model

3.4 Does our village allow animals to forage in the 3 types of forests?

Yes No

3.5 Does our village allow animals to forage in the 3 types of forests?

Yes No

4. Market access information

4.1 Where do our villagers sell their agricultural products and forest products?* (multiple answers possible)

Within village Traders buy at home/middle traders Sold at local markets

Sold to the company Export

4.2 Are there any contracts for purchase and sales products?

Yes No

4.2.1 If yes, please explain the convenience of selling agricultural product and forest product under contract:

.....
.....
.....

4.2.2 If yes, please describe the difficulties in selling agricultural product and forest product under contracts:

.....

.....
.....

4.2.3 If not, please describe the difficulties in selling agricultural product and forest product without any contract:

.....
.....
.....

4.3: Please describe the main challenges in selling agricultural product and forest products:

.....
.....
.....

Interview date://

Interviewer's name and signature: **Village council-certified (signed with full name and seal)**

Interviewer's position and phone number:

Name and surname of the interview participants *

1....., Tel*

2....., Tel*

3....., Tel*

Data Collection Form for Families Registering for PSAP Activities

1. Family Information

1.1 Full name of the interviewee/ 1.2 gender..... /

1.3 Age / 1.4 Interviewee's phone number..... / (Note: Case for a substitute interview)

1.5 Full name of the family's head (the implementer) *...../

1.6 Occupation/ 1.7 Age*...../1.8 Gender*...../ 1.9
Ethnics*...../ 1.10 House No. / 1.11 Village*.....1.12
Village community or region/ 1.13 District*...../

1.14 Province*.....

1.15 Family head's Tel *...../

1.16 Primary Revenue Source

1.....

2.....

3.....

1.17 What is the family's status? * (Multiple answers possible)

Poor family

Young family (less than or equal to 35 years \leq)

Women headed family

Family affected by PLUP 2.0

2. Labor Information

2.1 Number of family members*..... (persons) / 2.2 Number of
females*..... (persons)

2.3 Number of members over 14 years, who can work*..... (persons)

2.4 Number of females over 14 years, who can work*..... (persons)

2.5 Is there any exchange of labor in production? Yes No

2.6 Has any labor been hired? Yes No

3. Agricultural Land and Agricultural Products Information

- Rice field

3.1 The total amount of rice field is..... (plots) / 3.2 Total farmland
.....(hectares)*

3.3 Area of rice fields using irrigation water is (hectares)

- Agricultural Land

3.4 Number of plots of total agricultural land are there (currently used + fallow forest land) (plots) /

3.5 Total area of agricultural land (currently used + fallow land) (hectares)*

3.6 Number of plots of agricultural land are currently used? (plots) / 3.7 Area of currently used agricultural land(hectares)

Note: Agricultural Land = It is currently used land.

Fallow Forest Land = It is currently unused agricultural land (must be young fallow forest or less than 5 years old)

3.8 Area of vegetable garden (hectares) / 3.9 Area of fruit orchards (hectares)

3.10 Cultivated area.....has.....(hectars)

3.11 Cultivated area.....has.....(hectars)

3.12 Cultivated area.....has.....(hectars)

3.13 Cultivated area.....has.....(hectars)

3.14 Area of fishpond (hectares)

3.15: Have you used any chemicals in growing any crops? * Mark ✓ (Select one answer)

Use any kind of plant every year. annual use, but only on specific plants.

Sometimes used with specific plants. Never used (skip 3.16)

3.16: If yes, which one? * Mark ✓

- Fertilizer: Yes No

- Herbicide: Yes No

- Pesticide: Yes No

- Other chemicals (please specify).....: Yes No

- Other chemicals (please specify).....: Yes No

4. Animal Husbandry Information

4.1 Total number of buffaloes.....4.2 Total number of cattle.....

4.3 Total number of goat4.4 Total number of pigs.....

4.5 Total number of poultry

5 Promotion of Sustainable Agriculture Promotion (PSAP) 's Plan Details

5.1 Whitelist activities chosen by the family*

5.2 Why did you select the activity above? * (explain)

.....
.....

5.3 * Have you ever engaged in this activity? * Yes No

5.3.1 If application: how many hectares of production area are there? *
.....(hectares)

5.3.2 If applicable: Average yield? *..... (Technical calculation: kg/ha)

5.4 Where would you like this activity to be implemented? (The plot's location)

.....

5.5 How did you get to this land area? (Explain)

.....

5.6 Do you have any valid documents or tax payment certificates for this land area?
 Yes No

(Note: A certificate from the village organization must be requested if neither of the two things mentioned in section 5.6 are present.)

5.7 If a private company promotes a contract manufacturing, would you be willing to participate? *
 Yes No

5.8 Are you willing to switch to a different whitelist activity or area if the one you choose is not appropriate for your location?
 Yes No

Interview Date:...../...../.....

Interviewer's full name and signature:

Interviewee's full name and signature:

Interviewer's position.....

Interviewer's phone number

Actual Production Area Survey Form

1. Location and Actual Production Area Diagram:

- 1.1. Household head's full name (implementer)*:
.....
- 1.2. Village:, District:, Province:
.....
- 1.3. GPS Tracking.....X*:, Y*:
- 1.4. GPS tracking start from.....To.....
- 1.5. Track code/no./name:
- 1.6. The estimated specific area to implement selected whitelist activities*:
hectares
- 1.7. Height above sea level (m):
- 1.8. Taking pictures of the location, number and file name: *
.....
- 1.9. Plot Land Diagram

West is adjacent to:	North is adjacent to:	East is adjacent to:
South is adjacent to:		

2. Area condition: (Mark ✓ in the box)

2.1. Current crop species*:
.....

2.2. Any fence? Yes No

2.3. Are there a lot of trees in the area? Yes No

2.4. Are there any trees over 5 years? * Yes No (skip 2.5)

2.5. If yes, how many trees exist approximately? * Less than 5 trees.
 5-10 trees. 11-20 trees. 21-50 trees. More than 50 trees.

2.6. Land slope
 Plain Slightly steep slope
 Moderately steep slope The slope is steeper than 35 degrees.

3. Land history and suitability: (Mark ✓ in the box).

3.1. What crops were previously cultivated on this land? (Explain):

.....
.....
.....

3.2. Is the land appropriate for implementing PSAP activities?

Yes No (Based on technical)

3.3. Details of observations and limits (technical description):

.....
.....
.....
.....

3.4. What are the next steps in carrying out the activities agreed upon with the farmers? (Insert clear information):

3.4.1.....

3.4.2.....

3.4.3.....

3.4.4.....

3.4.5.....

3.5. I (the implementer) commit not to using pesticides, not to change or sell the production area, and to carry out actions consistent with the Promotion of Sustainable Agriculture Practices until completion. Failure to comply, so will result in action under the Village Forestry and Agriculture Grant's Articles 18 and 19.

Date:*.

Implementer's full name and signature: Surveyor's full name and signature:

Survey participants' full name and signature:

1.

2.

3.

4.

5.

4. **Total items and budget proposed** by the family Mr./Mrs.

.....

Planned date (MM/DD/YYYY) *: Exchange rate*: Kip / Euro Activity will begin (MM/DD/YYYY)

*

No.*	Item Name* (Specify physical details and technical specifications)	Quantity*	Unit*	Price / Unit*	Total amount (Kip)*	Total amount (Euro)*
I. 75% Core activity						
1						
2						
3						
4						
5						
6						
7						
Total mount I				 Kip* Euro*
II. 25% Integrated activities						
1						
2						

3						
4						
5						
Total amount II				 Kip* Euro*
Total amount (I+II)				 Kip * Euro*
III. Additional contributing factors from farmers						
1						
2						
3						
4						
5						
Total amount III				 Kip* Euro*

Implementer's full name and signature:

Planning officer's full name and signature

Tel:

Tel:

Annex 6: Funding plan

 <p>ສາທາລະນະລິດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນາຖາວອນ</p>							
ແຮງ							ເລກທີ /ນບ.
ເມືອງ							ລົງວັນທີ
ບ້ານ							
ແຜນການສະໜອງທຶນ							
ການຜະລິດກະສິກໍາແບບຍືນຍົງໂດຍບໍ່ທໍາລາຍປ່າໄມ້ (PSAP), ໂຄງການ SU-I-GFLM							
ລ/ດ	ຊື່ ແລະ ນາມສະກຸນຂອງຫົວໜ້າ ຄອບຄົວ (ຜູ້ຈັດຕັ້ງປະຕິບັດ)*	ຊື່ກິດຈະກຳບັນຊີຂາວທີ່ ຄອບຄົວເລືອກ*	ວັນທີການສໍາຫຼວດ ພື້ນທີ່* (ວັນ/ເດືອນ/ປີ)	ງົບທັງໝົດທີ່ຕ້ອງການ (ກີບ)*	ງົບທັງໝົດທີ່ຕ້ອງການ (ເອີໂລ)*	ເວລາເລີ່ມ ຈັດຕັ້ງ ປະຕິບັດ (ວັນ/ເດືອນ/ປີ)*	ລາຍເຊັນຜູ້ຈັດຕັ້ງປະຕິບັດ
	ອັດຕາແລກປ່ຽນ*	ລວມງົບປະມານທັງໝົດ		ກີບ*	ເອີໂລ*		
		ຂຽນເປັນໂຕໜັງສື		ກີບ			ເອີໂລ
	ນາຍບ້ານ (ຊື່ ແລະ ນາມສະກຸນ ພ້ອມລາຍເຊັນ)	ຄຸ້ມຄອງທຶນກະສິກໍາ ແລະ ປ່າໄມ້ (ຊື່ ແລະ ນາມສະກຸນ ພ້ອມລາຍເຊັນ)	ຄະນະຄຸ້ມຄອງທີ່ດິນ ແລະ ປ່າໄມ້ບ້ານ (ຊື່ ແລະ ນາມສະກຸນ ພ້ອມລາຍເຊັນ)				ໜ່ວຍງານສົ່ງເສີມກະສິກໍາເມືອງ (PSAP) (ຊື່ ແລະ ນາມສະກຸນ ພ້ອມລາຍເຊັນ)



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Province.....
District.....
Village.....

No. /
Date.....

Meeting Minutes

Promotion of Sustainable Agricultural Practices (PSAP) under Scaling up the implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest landscape management (SU-I-GFLM)

- According to the district governor's agreement on the appointment of the Steering Committee, Coordination Committee and Technical Assistants for Scaling up the implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest landscape management (SU-I-GFLM), No., Dated.....
- According to the district governor's agreement on the approval of target villages of the SU-I-GFLM Project No., Dated.....
- According to Activity PlanNo....., Dated.....

I. Overview

During / /....., the District Agriculture and Forestry Office, the Promotion of Sustainable Agriculture and Practices (PSAP) implemented activities in the village....., District..... Province.....
The goal is to prepare for sustainable agricultural output while avoiding forest destruction in accordance with the project's conditions and policies.

II. Contents.

The PSAP activities are implemented in a participatory manner that respects the equal rights of ethnic groups, gender, age, and social position of all participants. All organizational sectors and the public are informed and mutually agree on the content and figures.

Conference participants

- Village and community organizations: persons, female: persons
- District PSAP team: persons, female: persons
- GIZ/ClIPAD staff: persons, females: persons

- 2.1. Language used in the meeting: (Mark ü communication language and write in the other languages column as appropriate).
 - Lao language
 - Mong language
 - Koummu language
 - other languages (Please specify):

- 2.2. Procedures and work processes include:
 1. Opening a conference to disseminate information, conditions and methods for planning funding responses
 2. Register the number of families interested in Promotion of Sustainable Agriculture Practices
 3. Survey, analyze potential, and measure land plots of families who register for activities according to the whitelist
 4. Analyze survey data, conduct interviews, choose and organize investments for target families.
 5. Summarize and present the proposal at the final village meeting and then vote unanimously to approve the funding plan.

III. Results.

3.1. The 5 steps mentioned above, it would take days in the village. Initially, a total of families registered their interest in participating in the project activities. Of those, families have undergone data collection and area surveys. Among them, families were selected according to the project's criteria.

As a result of the final village meeting, all participants unanimously raised their hands to approve the number and list of households as well as the funding support plan for the target households in the village. This was officially endorsed based on the funding support plan No., dated (funding support plan attachment).

3.2. The budget allocated to each household is calculated in Lao Kip (LAK) and converted into Euros (EUR) at the time the plan is drafted, as it needed to be submitted to the donor for approval. The funds transferred will be converted from Euros to Kip, and the amount may decrease or increase depending on the actual exchange rate from the bank on the day the Environmental Protection Fund (EPF) makes the transfer.

3.3. Every purchase made for each household receiving funding, regardless of the amount, must be clearly documented in a detailed procurement plan form. The beneficiary household must give formal approval, particularly regarding the price and quality of the goods or services, by signing the procurement plan form before any purchases are made.

3.4. After the Environmental Protection Fund (EPF) transfers the funds to the village, district PSAP and VFAG teams will work together with farmers and the village VFAG to identify suppliers who can reliably provide production input, ensuring both quantity and quality. These suppliers may be individuals or legal entities based in the village, the district, or other provinces. A minimum of three suppliers must be considered to compare prices. After price comparisons, a mutual agreement will be made. Farmers can then decide whether to make the purchases themselves or request assistance from the district PSAP team to coordinate and facilitate the

procurement. During this process, farmers have the rights to reject suppliers recommended by the district PSAP team and may procure independently, in coordination with the PSAP district team and village VFAG.

(Note: The project does not allocate funds for travel or supplier sourcing).

Farmers will be responsible for the outcomes of their procurement decisions related to their production inputs. All procurement must comply with the rules and procedures of the Village Forestry and Agriculture Grant (VFAG).

3.5. The Village Agriculture and Forestry Fund Management Committee shall not disburse cash to target households or conduct any procurement on their behalf without proper supporting documents verifying that all purchased items have been fully delivered and meet the required conditions.

3.6. The Village Forestry and Agriculture Grant Management Committee will make disbursements based on actual procurement documents.

Note: If the company or supplier fails to deliver according to the agreed quality of goods or services, the household that receives the grant has the right to refuse payment to the company or supplier until the agreed satisfactory supply, as outlined in the procurement plan, is received.

3.7. The fund management committee and the households receiving the grant must prepare complete financial documentation in accordance with the regulations.

3.8. Articles 18 and 19 of the Village Forestry and Agriculture Grant's regulations will be followed if grant monies or the items supplied are misused or fraudulently obtained.

IV. Lessons Learned.

1. Strengths:

.....
.....
.....
.....

2. Pending Issues:

.....
.....
.....
.....

3. Recommendations:

.....
.....
.....
.....
.....

Therefore, this memo has been made as evidence to serve as a reference for the village organization, the Village Forestry and Agriculture Grant Management Committee,

the public, and relevant parties at the provincial, district, and project levels to understand and use as a guideline for implementing PSAP activities in the next phase.

Recorder
(Full name and signature)

District PSAP Unit
(Full name and signature)

Headman (head of village)
(Full name and signature)

(Village Forestry and Agriculture Grant)
(Full name and signature)

Note: A total of 4 copies of the document have been made:

- The Village office and the Village Forestry and Agriculture Grant Management Committee – 2 copies.
- District PSAP team – 1 copy.
- District Project Management Committee – 1 copy.

Annex 8: Request Fund



Lao People's Democratic Republic
Peace Independence Unity Democracy Prosperity

Province
 District.....
 Village.....

No:
 Date:/...../.....

Request Fund

Dear: EPF Executive Director

Subject: Request Funds.....year.....

Sub-Project Name:

Sub-Project Code.....

I. Details of request funds		
No	Type of VFAG funds	Amount (Euro)
1	Investment payment (sustainable agriculture) Code: 2.1.2.1.2	
2	Cash for work (VFMP) Code: 3.1.1.3.4	
3	Cash for work (NPAs) Code: 3.2.1.4.3	
4	Bonus payment Code: 2.1.2.1.3	
II. Total request (1+2+3+4)		

III. This request (optional add to the subproject criteria and attach a progress report)

- 1) The amount of request as attached plan

- 2) Bank balance.....
- 3) Cash balance
- 4) Transfer to
 - Name of Bank Account:
 - Bank Account No:
 - Bank Name:
 - Bank Branch:

Approved by VH

Verified by cashier

Prepared by accountant

.....

EPF Staff Only

Project Management Unit Comment:

.....

Procurement Unit Comment:

.....

Finance Unit Comment:

.....

Approved Amount:

.....

Annex 9: District Governor Proposal



Lao People's Democratic Republic
Peace Independence Unity Democracy Prosperity

Province:

District:

District Agriculture and Forestry Office

No. / SU-I-GFLM Project

Date:

Proposal

Dear: District Governor / Deputy District Governor, District of.....

Subject: Propose for approval promotion of sustainable agriculture practices (PSAP) in the target villages under Scaling up the implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest landscape management (SU-I-GFLM)

- According to the agreement of the Minister of Agriculture and Forestry. No. 3944/MAF, dated September 4, 2017, regarding the establishment and operation of the District Agriculture and Forestry Office.
- According to the agreement of the District Governor regarding the appointment of the Steering Committee, Coordination Committee, and Technical Support Team for Scaling up the implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest landscape management (SU-I-GFLM), No., Dated
- According to the agreement on the grant support under Scaling up the implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest landscape management (SU-I-GFLM), No. 81298626, dated 04/09/2023, between GIZ and the Government of the Lao PDR, represented by the Ministry of Agriculture and Forestry and the Ministry of Natural Resources and Environment.
- According to the minutes of the meeting on the implementation of activities to Promotion of Sustainable Agriculture Practices (PSAP) in the target villages of the SU-I-GFLM project, covering a total of villages (supporting documents attached).

The District Agriculture and Forestry Office is honored to report to you that, through village meetings, data collection, surveys, and household activity planning in the target villages, a total of villages have been included, covering households, with a total budget of LAK, equivalent to EUR. The details are as follows:

1. Village of, with..... households, total budget: LAK (..... EUR)
2. Village of, with..... households, total budget: LAK (..... EUR)
3. Village of, with..... households, total budget: LAK (..... EUR)

4. Village of, with..... households, total budget: LAK (..... EUR
5. Village of, with..... households, total budget: LAK (..... EUR)

To ensure that the implementation of activities is accurate and aligned with the process of preparing the documentation for accessing the Village Forestry and Agricultural Grant.

Therefore, the District Agriculture and Forestry Office respectfully submits this proposal to you for consideration and approval of the Promotion of Sustainable Agriculture Practices (PSAP), as deemed appropriate.

Head of the District of Agriculture and Forestry

Attached Documents:

- Meeting minutes of village
- Funding plan of village

Annex 10: Notification to the village regarding the amount of funds received



Lao People's Democratic Republic
Peace Independence Unity Democracy Prosperity

Province.....

District.....

Agriculture and Forestry Office

No:/.....

Date:/...../.....

Notice

Dear: Village Forestry and Agriculture Grant Committees.....

Subject: To be informed of the Village Forestry and Agriculture Committee, whitelist of households and villages on the actual investment payment funds received by SU-I-GFLM project.

- According to the agreement of the Minister of Agriculture and Forestry, No. 3944, dated September 4, 2017, regarding the establishment and operation of the District Agriculture and Forestry Office.
- According to the agreement on the grant support under SU-I-GFLM project, No. 81298626, dated 04/09/2023, between GIZ and the Government of the Lao PDR, represented by the Ministry of Agriculture and Forestry and the Ministry of Natural Resources and Environment.
- According to the fund transfer voucher from the Environmental Protection Fund through the bank.....BCEL,LDB,APB. On the date of, the total amount transfer is EUR, which is converted into a total of LAK, at an exchange rate of LAK/EUR.
Activity Code:

The District Agriculture and Forestry Office informs the Village Fund Management Committee and the public that, following the transfer of funds from the Environmental Protection Fund of the SU-I-GFLM project into the village account and the receipt of the bank transfer slip, the relevant units have calculated the actual amount received. The details are as follows:

The details of whitelist households who received the actual investment payment are listed below:

No.	Whitelist HHs	Whitelist	Received funds (Euro)	Actual received (LAK)	Exchange rate
				-	
				-	
				-	

Annex 11: The plan of using VFAG funds form (5C form)

The plan of using VFAG funds form

- According to the plan.....No.....Date:.....
- According to the notification from the District of Agriculture and Forestry Office of, No. Date: concerning the actual amount of funds received by the village from the SU-I-GFLM Project, which was transferred to the village account by the Environmental Protection Fund.

I, Mr./Ms., of the ethnic, currently residing in Village, District, as a member of the household (.....) that received investment funds (.....), hereby, on behalf of the Village Land and Forest Management Planning Committee, submit this request to the Village Forestry and Agriculture Grant Management Committee for the use of the following amount of funds:

- Fund allocation for investment (Code 2.1.2.1.2 / No. / Activity of the funding plan). The actual amount of money I received is LAK / EUR (Exchange rate on the date transferred by EPF: LAK / 1 EUR).

I plan to use the funds in this installment (Round) in the amount of LAK; remaining LAK.

(Note: The remaining funds will be proposed for the next purchase round.)

Details of the current procurement plan are listed on the table below.

- Fund allocation for village forest management (Code 3.1.1.3.4), in the installment, with a total amount of LAK.

Details of the implementation plan for village forest management activities are specified in the table below.

- Fund allocation for forest management protection (Code 3.2.1.4.3), in the installment, with a total amount of LAK.

Details of the implementation plan for forest management protection activities are specified in the table below.

Details of Implementation Plan:							
No	Items of using funds	Amount or areas	Price/unit	Amount (kip)	Receiver (shop owner or villagers)	Date of implementing	Remark
1							
2							

3							
4							
5							
6							
7							
8							
9							
10							
Total expenses plan					0		

Note: I understand that I will be held responsible for any improper or fraudulent use of funds.

Village:.....Date:.....

**Approved by
VFAGCs**

Prepared by implementer

Accountant.....

.....
.....