Project Design Document template for Plan Vivo projects

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| **PDD Part** | **Indicative size** |
| Executive summary | 2 pages |
| Part A: Aims & Objectives | 1 page |
| Part B: Site Information | 2 pages |
| Part C: Community & Livelihoods Information | 2 pages |
| Part D: Project Interventions & Activities | 1 page |
| Part E: Community Participation | 2 pages |
| Part F: Ecosystem Services & Other Project Benefits | 4 pages |
| Part G: Technical Specifications | 10 pages |
| Part H: Risk Management | 1 page |
| Part I: Project Coordination and Management | 5 pages |
| Part J: Benefit Sharing | 1 page |
| Part K: Monitoring | 3 pages |
| Annexes | As required |

# **Title of Project**

# **Executive Summary**

## Aims and objectives

A1 Describe the project’s aims and objectives and the problem(s) that the project will address

## Site Information

B1 Project location and boundaries

* Maps showing overall project area and boundaries

B2 Description of the project area (PV requirement 5.1.1)

* Geophysical description (climate, ecological conditions, soils, topography etc.)
* Presence of endangered species and habitats
* Other critical factors affecting project management e.g. roads, infrastructure, climate hazards

B3 Recent changes in land use and environment conditions

* Describe current land-use practices and their effects

B4 Drivers of degradation

* Describe the causes of land & ecosystem degradation and/or deforestation and loss of ecosystem services

## Community and Livelihoods Information

C1 Describe the participating communities/groups (PV requirement 1.1, 7.2.1, 7.2.7, 7.2.8)

* Populations
* Cultural, ethnic and social groups
* Gender and age equity

C2 Describe the Socio-economic context (PV requirement 7.2.2-7.2.5)

* Livelihoods activities including access to land, natural resources and energy
* Cultural and religious context
* Assets and incomes/poverty status

C3 Describe land tenure & ownership of carbon rights

* For smallholders and for community land (PV requirement 1.1)
* For other land included in the project (PV requirement 1.2)

## Project Interventions & Activities

D1 Summarise the project interventions

Describe the types of intervention that are included in the project (PV requirements 2.1.1-2.1.4) including those for:

* Ecosystem restoration
* Ecosystem rehabilitation
* Prevention of ecosystem conversion or degradation (includes REDD+)
* Improved land management

D2 Summarise the project activities for each intervention

* Complete Table D2 using a new row for each activity, e.g.:

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| **Table D2 – Description of activities** |
| **Intervention type** | **Project Activity** | **Description** | **Target group** | **Eligible for PV accreditation** |
| Improved land management | Agroforestry | Intercropping trees with crops | Smallholder farmers | Yes |
| Improved land management | Increased fallow | Fallow period for shifting cultivation increased from 6-8 years | Smallholder farmers | Yes |
| REDD+ | Forest protection | Regular community-led patrolling in forest area | Community group | No |
| REDD+ | Assisted natural regeneration | Enrichment planting and protection of natural regeneration of native species | Community group | Yes |
| * Note that for each intervention eligible for PV certification, a technical specification must be included in Part G. Several project activities may contribute to a single project intervention
* Please also list the project interventions (and major activities) for which Plan Vivo certification will not be sought
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D3 Effects of activities on biodiversity and the environment

* Describe how project activities will affect biodiversity (PV requirement 2.2 & 2.4)
* Describe how project activities will affect the environment (soil, water) (PV requirement 2.3)

## Community participation

E1 Participatory project design

* Describe the participatory planning process (PV requirement 4.1)
* Describe the identified target group(s) and their involvement in design (PV requirement 4.4)
* Describe how any community groups are governed (PV requirement 4.4)
* Describe how any barriers to participation will be addressed to ensure the involvement of women, socially excluded communities etc. (PV requirement 4.2 & 4.3)

E2 Community-led implementation

* Describe the preparation and registration requirements for *plan vivos* or management plans (PV requirement 4.5, 4.6 & 4.7)
* Describe the assessment system for *plan vivos* for technical, and other criteria. (PV requirement 4.7)
* Describe the mapping, recording and storage of *plan vivos*/management plans (PV requirement 4.8 & 4.9)
* Provide GIS version of *plan vivos* (only if applicable) (PV requirement 4.11)

E3 Community-level project governance

* Describe how communities will be involved in decision-making and project management in coordination with the Project Coordinator (PV requirement 4.12)
* Describe the community-based grievance and grievance recording system for the project (PV requirement 4.13 & 4.14)

## Ecosystem Services & Other Project Benefits

F1 Carbon benefits

* Complete Table F1 to summarise the carbon benefits per ha for each intervention over the project crediting period e.g.:

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| **Table F1 – Carbon benefits** |
|  | **1** | **2** | **3** | **4** | **2-(1+3+4)** |
| **Intervention type (technical specification)** | **Baseline carbon uptake / emissions i.e. without project (t CO2e/ha)** | **Carbon uptake/emissions reductions with project (t CO2e/ha)** | **Expected losses from leakage (t CO2e/ha)** | **Deduction of risk buffer (t CO2e/ha)** | **Net carbon benefit (t CO2e/ha)** |
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| * Note that the underlying calculations in this table come from the technical specifications described in Part G
* Normally there will be a technical specification for each intervention (in the case of REDD+ a group of activities implemented together is treated as single intervention)
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F2 Livelihoods benefits

* Complete Table F2 to describe how the project will affect different livelihoods aspects of the participating groups (use a separate table for each group if necessary) (PV requirement 7.3)
* Clearly identify any livelihoods aspects that may be negatively affected as well as those that will be positive (PV requirement 7.5)
* If any possible negative impacts are identified describe mitigation measures to address them (PV requirement 7.5)

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| **Table F2 – Livelihoods benefits** |
| **Food and agricultural production** | **Financial assets and incomes** | **Environ-mental services (water, soil, etc.)** | **Energy** | **Timber & non-timber forest products (incl. forest food)** | **Land & tenure security** | **Use-rights to natural resources** | **Social and cultural assets** |
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F3 Ecosystem & biodiversity benefits

* Complete Table F3 to describe the ecosystem impacts of each project intervention (PV requirement 5.13)

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| **Table F3 – Ecosystem impacts** |
| **Intervention type (technical specification)** | **Biodiversity impacts** | **Water/watershed impacts** | **Soil productivity/conservation impacts** | **Other impacts** |
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## Technical Specifications

G1 Project intervention and activities

* Describe the intervention and show how it meets the applicability conditions (PV requirement 5.1.1)
* Describe all the project activities and inputs for the intervention showing how they are applicable to local geophysical conditions (PV requirement 5.1.2)

G2 Additionality and Environmental Integrity

* Describe relevant laws and regulations for forest and land management demonstrating how project interventions exceed these requirements (PV requirement 5.4.1)
* Demonstrate how financial, social, technical or cultural barriers prevent the interventions from taking place without the project (PV requirement 5.4.2)
* Provide evidence to show that the project area has not been negatively altered prior to the start of the project for the purposes of claiming payments from ecosystem services (PV requirement 5.8)
* Give details of other projects or initiatives in the project area and any agreements that are in place to avoid double counting (PV requirement 5.14)

G3 Project Period

* State the project start date and the period of time over which the climate benefits will be quantified with justification (PV requirement 5.5, 5.6 & 5.17)

G4 Baseline scenario

* Describe current conditions and trends in the project area (PV requirement 5.12)
* Carbon Pools. List the carbon pools and emissions sources that will be accounted for and justify why any others have been excluded. (PV requirement 5.15)
* Baseline methodology. Quantify the initial carbon stock for each carbon pool and describe how this was assessed (PV requirement 5.18)
* Baseline Emissions. Estimate the changes in carbon stocks for each carbon pool under baseline conditions i.e. without project. Refer to any approved approaches that you have used for this. (PV requirement 5.18)
* Data Sources. Give details of all data sources, methodologies, default factors and assumptions used and give justifications for their use (PV requirement 5.2)

G5 Ecosystem service benefits

* Climate benefits methodology. For each carbon pool, describe how the expected climate benefits (i.e. with project) were quantified. Refer to any approved approaches used. (PV requirement 5.7, 5.18)
* Expected climate benefits. Estimate the climate benefits (carbon benefits) for each carbon pool showing how these were calculated relative to the baseline (In G4) (PV requirement 5.1.3, 5.7, 5.15 & 5.18)
* Summary. Calculate the total benefits for all carbon pools combined. Present figures as tCO2 per year. Include these figures in Table F1. (PV Requirement 5.15 & 5.18)

G6 Leakage & Uncertainty

* Identify any potential reductions in climate benefits due to leakage. If this is significant, describe how it will be mitigated by the project (PV requirement 5.19 & 5.20)
* Identify where uncertainty exists in the calculations and how this has been taken into account to give a conservative estimate of climate benefits (PV requirement 5.2)
* Identify and list key assumptions used in these calculations. Describe the approaches that will be used to validate these assumptions over the course of the project (including updating the technical specifications) (PV requirement 5.3 & 5.9.5)

## Risk Management

H1 Identification of risk areas

* Identify the risk areas, risk levels and actions to be taken mitigate risks (including the frequency of reassessing risks). Present this in the form of a table. (PV requirements 6.1 & 6.2)

H2 Risk buffer

* State the risk buffer % for each technical specification (minimum is 10%) with justification (PV requirements 6.3 & 6.4)

## Project Coordination & Management

I1 Project Organisational Structure

* Project coordinator and legal status (PV requirements 3.1 & 3.5)
* Describe the organisational structure for the project and the roles of each organisation involved (use diagrams and tables if necessary) (PV requirement 3.2)
* Capacity and experience of each organisation involved (PV requirement 3.4)
* Stakeholder analysis (diagram) (PV requirement 3.6)

I2 Relationships to national organisations

* Describe how the project coordinates and communicates with national organisations (especially government)
* Describe (if any) linkages between the project and other government schemes or projects

I3 Legal compliance

* Describe how the project will meet any legal requirements of the country. Include any written approval from government for the project if required. (PV requirements 3.7 & 3.8)
* Outline the policies of the project coordinator to ensure equal opportunities for employment and any other legal compliance (PV requirements 3.13-3.15)

I4 Project management

* Give a timeline (approximate) for project establishment, piloting, scaling up and monitoring
* Describe the project record keeping system (PV requirements 3.11 & 3.12)
* Describe who will be in charge of business development, sales and managing transactions on the Markit environmental registry (Markit)

I5 Project financial management

* Describe the mechanisms for disbursement of PES funds (PV requirement 3.9)
* Show the project budget and financial plan (PV requirement 3.10)
* Describe whether the project is seeking, or has obtained, co-financing from partner organisations for the operational phase of the project, e.g. for expansion, ongoing technical work, tree planting activities, etc.

I6 Marketing

* Describe how Plan Vivo certificates will be marketed by the project coordinator
* Describe the process for preparing a marketing plan for the project

I7 Technical Support

* Describe how continued technical support and capacity development will be provided for project participants

## Benefit sharing

J1 PES agreements

* Describe the procedures for entering into PES agreements (PV requirements 8.1 & 8.2)
* Describe how the project coordinator will ensure that obligations are met (PV requirement 8.5 & 8.7)
* Identify any risks and associated mitigation measures regarding PES agreements (PV requirements 8.3, 8.4 & 8.6)

J2 Payments & Benefit Sharing

* Describe how payments will be disbursed to participants and how they are linked to performance. Describe the conditions under which payments will be withheld
* Describe the measures that will be taken to ensure equitable and transparent benefit sharing by the project (PV requirements 8.8-8.13)

## Monitoring

K1 Ecosystem services benefits

* Describe the monitoring plan for each project intervention. (PV requirement 5.9)
* Describe how communities will be involved in monitoring activities
* Describe the indicators that will be monitored; the frequency (annually, after every 5 years etc.); who will carry out the monitoring and how the results will be used and shared with participants (PV requirement 5.9)

K2 Socio-economic impacts

* Describe the socio-economic monitoring plan (PV requirement 7.3)
* Identify the selected socio-economic monitoring indicators and describe how they will be regularly monitored in a participatory way focusing on target groups (PV requirement 7.4)

K3 Environmental and biodiversity impacts

* Describe environmental and biodiversity indicators that will be monitored
* Describe how each indicator will be assessed; the frequency and who will carry out the monitoring

K4 Other monitoring

* Describe any other monitoring and indicators including (i) indicators of drivers of degradation (ii) institutional indicators (iii) governance indicators

# Annexes

1. List of key people involved with contact information
2. Information about funding sources
3. Producer/group agreement template
4. Database template
5. Example forest management plans/*plan vivos*
* Include real examples of *plan vivos* (PV requirement 4.10)
1. Permits and legal documentation
2. Evidence of community participation
* Photographs/videos of the planning processes with communities (PV requirement 4.10)