

# **JOB SPECIFICATION AND SKILL TEST**

**JOB TITLE** : COMMUNITY FORESTRY FACILITATOR, L-2

**SECTOR** : FORESTRY

**SUB-SECTOR** : COMMUNITY RESOURCE MOBILIZER

COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING

**NATIONAL SKILL TESTING BOARD**

MADHYAPUR THIMI, BHAKTAPUR

**Revised:** December, 2010

**The National Skill Standards was developed by:**

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**DEVELOPED JOINTLY BY NATIONAL SKILL TESTING BOARD  
AND  
COFSUN, NEPAL**

**RECOMMENDED BY FORESTRY TECHNICAL SUB COMMITTEE  
December, 2006**

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**RECOMMENDED BY FORESTRY TECHNICAL SUB COMMITTEE**

**December, 2010**

## JOB SPECIFICATION

<b>1</b>	<b>JOB TITLE:</b> COMMUNITY FORESTRY FACILITATOR  <b>LEVEL:</b> 2
<b>2</b>	<b>JOB DESCRIPTION:</b> Community Forestry Facilitator Level -2 assists in the formulation, reformulation and institutional strengthening of Community Forest User Group and preparation, implementation and revision of community forest operational plan.
<b>3</b>	<b><u>LIST OF TASKS:</u></b>  <ol style="list-style-type: none"><li>1. Assisting in Identification of Forest Users and Forest Area.</li><li>2. Assisting in Preparation of Participatory Social and Resource Map.</li><li>3. Assisting in Participatory Well-being ranking (PWR).</li><li>4. Conducting House Hold Survey for Users Empowerment.</li><li>5. Performing Forest Boundary Survey</li><li>6. Assisting to Perform Forest Resource Inventory</li><li>7. Performing Discussion with Different Interest/Small Groups of the Preparation of Constitution and Forest operational Plan.</li><li>8. Assisting in Finalization of Constitution/Forest Operational Plan from General Assembly.</li><li>9. Assisting in Formation of Executive Committee.</li><li>10. Assisting in Conduction of Executive Committee Meeting/General Assembly and Preparing Minutes.</li><li>11. Assisting in Accounting System.</li><li>12. Assisting to Perform Silvicultural Operation</li><li>13. Assisting to Harvest the Forest Products.</li><li>14. Assisting in Revision of Constitution/Forest Operational Plan.</li></ol>
<b>4</b>	<b>QUALIFYING NOTES (ENTRY REQUIREMENTS etc)</b>  <ul style="list-style-type: none"><li>• Normal health.</li><li>• As per NSTB rules and regulations.</li></ul>

## TASK SPECIFICATION

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Assisting in Identification of Forest Users and Forest Area.      <b>JOB TITLE:</b> CF FACILITATOR, L-2</p> <p><b>TASK NO:</b> 1</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <ul style="list-style-type: none"> <li>1.1 Prepares checklists.</li> <li>1.2 Lists the names of key informants to be interviewed.</li> <li>1.3 Builds rapport with key informants or local leaders of village.</li> <li>1.4 Assists to identify the users of particular forest.</li> <li>1.5 Assists to identify major forest products use by different community.</li> <li>1.6 Assists in documentation of historical back ground of forest.</li> <li>1.7 Prepares the list of potential forest users.</li> <li>1.8 Sketches the map of forest location.</li> </ul>

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Pen
- Note Book
- Pencil
- Eraser
- Brown Paper
- Marker
- Voter List
- Masking tape/Thumb Pin

### 8 TASK PERFORMANCE STANDARDS

- 1.1 Prepared specific and clear check lists.
- 1.2 Listed inclusive, relevant and knowledgeable persons.
- 1.3 Built rapport using simple and clear language.
- 1.4 Assisted to identify potential users of particular forest.
- 1.5 Assisted to identify forest area and major forest products use by different community.
- 1.6 Assisted in documentation of historical background of particular forest.
- 1.7 Prepared the list of potential forest users.
- 1.8 Sketched the map of forest location.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
1	1.1 1.2 1.3 1.4,1.5 1.6,1.7 1.8	<ul style="list-style-type: none"> <li>• Knowledge of developing checklist.</li> <li>• Knowledge of Gender/Equity and Social Inclusion.</li> <li>• Knowledge of Rapport building techniques.</li> <li>• Knowledge of questioning techniques.</li> <li>• Knowledge of documentation techniques.</li> <li>• Knowledge of sketching the map of forest location.</li> </ul>			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Identification of Forest Users and Forest Area</p> <p><b>TASK NO: 1</b></p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>1.1 Prepare specific and clear checklist.</p> <p>1.2 List the inclusive, relevant and knowledgeable persons.</p> <p>1.3 Build rapport in simple and clear language.</p> <p>1.4 Assist to identify potential users of particular forest.</p> <p>1.5 Assist to identify forest area and major forest products use by different communities.</p> <p>1.6 Assist in documentation of historical background of particular forest.</p> <p>1.7 Prepare the list of potential forest users.</p> <p>1.8 Sketch map of forest location.</p>		

**TASK SPECIFICATION**

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Assisting in Preparation of Participatory Social and Resource Map. <b>JOB TITLE:</b> CF FACILITATOR, L-2</p> <p><b>TASK NO:</b> 2</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <ul style="list-style-type: none"> <li>2.1 Gathers the Key informants.</li> <li>2.2 Describes the rationale of the social and resource map.</li> <li>2.3 Performs transect walk to the village and forest area with the key informants.</li> <li>2.4 Assists to make the Participatory Social and resource map</li> <li>2.5 Empowers the informant to participate for preparing Participatory social and resource map.</li> <li>2.6 Assists to check the Participatory social and resource map</li> <li>2.7 Draws the Participatory social and resource map.</li> <li>2.8 Assists to verify the participatory social and resource map with the key informant.</li> </ul>

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Sand
- Mud
- Stone
- Leaf
- Abir (Red powder)
- Keshari (Yellow powder)
- Stick
- Beans
- Ash
- Note Book
- Pencil
- Eraser
- Drawing Paper/Photocopy Paper

### 8 TASK PERFORMANCE STANDARDS

- 2.1 Informed and gathered relevant and knowledgeable persons in difined venue, date and time.
- 2.2 Described the rational of preparing social and resource map.
- 2.3 Walked in 'S' shape through the village and forest area with key informants.
- 2.4 Assisted to prepare participatory social and resource map by using available materials.
- 2.5 Empowered key informants for preparing participatory social and resource map.
- 2.6 Assisted to check the local of resources (Household, Tap, Health Post, Bridge, Road, Temple, Electric Pole, School, and Forest, river, stream, ridge etc).
- 2.7 Drew the map as per ground.
- 2.8 Assisted to verify of participatory social and resource map with key informants.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
2	2.1 2.2 2.3 2.4 2.5 2.6	Knowledge of communication. Knowledge of transect walk. Knowledge of participatory social and resource map. Knowledge of empowerment techniques. Knowledge of questioning techniques. Knowledge of map drawing techniques.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<p><b>TASK TITLE:</b> Assisting in Preparation of Participatory Social and Resource Map.</p> <p><b>TASK NO:</b> 2</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>2.1 Inform and gather relevant and knowledgeable persons in defined venue, date and time.</p> <p>2.2 Describe the rational of preparing social and resource map.</p> <p>2.3 Walk in 'S' shape through the village and forest area with key informants.</p> <p>2.4 Assist to prepare participatory social and resource map by using available materials.</p> <p>2.5 Empower key informants for preparing participatory social and resource map.</p> <p>2.6 Assist to check the local of resources (Household, Tap, Health Post, Bridge, Road, Temple, Electric Pole, School, and Forest, river, stream, ridge etc).</p> <p>2.7 Draw the map as per the ground.</p> <p>2.8 Assist to verify of Participatory social and resource map with key informants.</p>		

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Participatory Well-being Ranking (PWR). <b>JOB TITLE:</b> CF FACILITATOR, L-2 <b>TASK NO:</b> 3
<b>6</b>	<b>TASK ELEMENTS:</b>  3.1 Writes name of all users in Meta cards. 3.2 Gathers the key informants and describe the rational of preparing Participatory Well-being ranking . 3.3 Assist to rank the users in the order of their Well-being. 3.4 Checks the outcome of Participatory Well-being ranking with the key informants. 3.5 Documents the criteria of ranking used by key informants. 3.6 Prepares the list of users' as per Well-being status.

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Meta cards
- Marker
- Pen
- Note Book
- Pencil
- Eraser
- Rubber Band
- Voter List

### 8 TASK PERFORMANCE STANDARDS

3.1 Wrote the names of all users carefully and clearly.

3.2.1 Informed and gathered the key informants (Tailor, Black Smith, Brahmin, Purohit, Teacher, Leader, Ward member, Shopkeeper and Social Worker).

3.2.2 Describe the rational of PWR.

3.3 Assisted to rank the users in the order of their Well-being.

3.4 Checked outcome of PWR with key informants.

3.5 Documented the criteria of PWR used by key informants.

3.6 Prepared the complete list of users' as per Well-being status.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
3	3.2 3.3,3.4, 3.5	Knowledge of communication. Knowledge of Participatory Well being Ranking. Knowledge of documentation. .			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

11	<p><b>TASK TITLE:</b> Assisting in Participatory Well-being Ranking(PWR)</p> <p><b>TASK NO:</b> 3</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
12	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>3.1 Write the names of all users carefully and clearly.</p> <p>3.2.1 Inform and gather the key informants (Tailor, Black Smith, Brahmin, Purohit, Teacher, Leader, Ward member, Shopkeeper and Social Worker).</p> <p>3.2.2 Describe the rational PWR.</p> <p>3.3 Assist to rank the users in the order of their Well-being.</p> <p>3.4 Check outcome of PWR with key informants.</p> <p>3.5 Document the criteria of PWR used by key informants.</p> <p>3.6 Prepare the complete list of users' as per Well-being status.</p>		

**TASK SPECIFICATION**

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Conducting House Hold Survey for Users Empowerment. <span style="float: right;"><b>JOB TITLE:</b> CF FACILITATOR, L-2</span></p> <p><b>TASK NO:</b> 4</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <p>4.1 Builds rapport with household members.</p> <p>4.2 Identifies household information and demand and supply of forest Products in the format.</p> <p>4.3 Documents the demand and supply of forest products and household information.</p> <p>4.4 Verify the well-being ranking status.</p> <p>4.5 Provides legal rights and responsibilities of users in community forestry.</p> <p>4.6 Empowers users to participate in small/interest group meeting.</p>

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Home visit format
- Pen/ Pencil
- Eraser
- Note Book
- Poster
- Flip chart
- Forest Act, Regulation and CF Guidelines

### 8 TASK PERFORMANCE STANDARDS

- 4.1 Built rapport with household members using simple and clear language.
- 4.2 Identified household information (name of the male and female household head, Population, Educational Status, livestock, Profession etc.) and demand and supply of forest products (Timber, Firewood, Fodder, Leaf litter, Grass etc.) by asking question.
- 4.3 Documented the demand and supply of forest products and household information.
- 4.4 Verified the well-being ranking status.
- 4.5 Provided the legal rights and responsibilities of users in community forestry.
- 4.6 Users committed to participate in small/interest group meeting.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
4	4.1 4.2 4.3,4.4 4.3 4.4 4.5 4.6	Knowledge of rapport building technique. Knowledge of interviewing technique. Knowledge of documentation technique. Knowledge of presentation technique. Knowledge of using of poster, flip chart. Knowledge of Forest Act, Rules and Regulation (provision about community forest) and Community Forestry Guidelines. Knowledge of empowering techniques.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<p><b>TASK TITLE:</b> Conducting House Hold Survey for Users Empowerment.</p> <p><b>TASK NO:</b> 4</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>4.1 Built rapport with household members using simple and clear language.</p> <p>4.2 Identify household information (name of the male and female household head, Population, Educational Status, livestock, Profession etc.) and demand &amp; supply of forest products (Timber, Firewood, Fodder, Leaf litter, Grass etc.) by asking question.</p> <p>4.3 Document the demand and supply of forest products and household information.</p> <p>4.4 Verify the well-being ranking status.</p> <p>4.5 Provide the legal rights and responsibilities of users in community forestry.</p> <p>4.6 Users commit to participate in small/interest group meeting.</p>		

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Performing Forest Boundary Survey. <span style="float: right;"><b>JOB TITLE:</b> CF FACILITATOR, L-2</span>  <b>TASK NO:</b> 5
<b>6</b>	<b>TASK ELEMENTS:</b>  5.1 Collects views from the concerned person.  5.2 Takes the reference points.  5.3 Takes bearing using compass.  5.4 Measures the slope angle (if sloppy area).  5.5 Measures the distance between two stations.  5.6 Assists to divide the forest into blocks/sub-blocks.  5.7 Maintains the field book.  5.8 Performs slope correction (if sloppy area).  5.9 Prepares map of the forest.  5.10 Identifies the area of the forest/blocks/sub-blocks.  5.11 Identifies the effective area.

## TASK SPECIFICATION

### 7. TASK PERFORMANCE REQUIREMENTS

#### *Human Resource:*

- ◆ Record keeper - 1
  - ◆ Measurer - 2
- Total – 3

#### *Tool and materials:*

- ◆ Ranging rod/poles (3-4)
- ◆ Pegs (as per need)
- ◆ Pencil
- ◆ Eraser
- ◆ Measuring tape 30-50m
- ◆ Compass
- ◆ Clinometer,
- ◆ Field book
- ◆ Ribbon
- ◆ Scientific calculator
- ◆ Khukuri knives
- ◆ Graph paper
- ◆ Scale
- ◆ Protractor
- ◆ Paint
- ◆ Dot grid

## TASK SPECIFICATION

### 8. TASK PERFORMANCE STANDARDS

- 5.1 Collected views from the users, neighboring users, land owner close to the forest, local leaders, elders.
- 5.2 Took the reference points.
- 5.3 Took forward and backward bearing correctly in each station.
- 5.4 Measured slope angle correctly.
- 5.5 Measured distance between two stations correctly.
- 5.6 Divided the forest into blocks/sub-blocks based on the condition, management objectives and area of the forest.
- 5.7 Maintained field book as per the standard format.
- 5.8 Changed slope distance into horizontal distance correctly.
- 5.9 Prepared the map of the forest including north direction, map scale, symbols, blocks, sub-blocks etc.
- 5.10 Converted ground distance based on the map scale correctly.
- 5.11 Located reference points correctly on the map.
- 5.12 Identified the area of the forest/blocks/sub-blocks correctly ( $\pm 5\%$ ) in hectares.
- 5.13 Identified the effective area correctly ( $\pm 5\%$ ) in hectares.

9	10	TASK TRAINING DATA			
TASK No.	T.E. No.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGENE
5	5.1	Knowledge of communication skill.	Calculate the area of the forest correctly.	Basic sign and symbol related to mapping.	Hazard involved in taking bearing and distance in sloppy areas.
	5.2	Knowledge of reference points.			
	5.3	Knowledge of compass survey.	Knowledge of area calculation using dot grid.	Reading and interpreting maps.	Danger of snake bite, insect bite and other wildlife attack while walking through the forest for boundary. survey.
	5.5	Knowledge of measuring distance.			
	5.7	Knowledge of converting slope distance into horizontal distance.			
	5.7	Knowledge of maintaining field book.			
	5.9	Knowledge of map orientation.			
	5.9	Knowledge of map scale.			
	5.9	Knowledge of block/sub-block division.			
	5.9	Knowledge of mapping technique.			
	5.11	Knowledge of effective area.			
	5.10,11	Knowledge of map reading.			
	5.1-5.11	Knowledge of forest inventory guidelines.			

<b>TASK PERFORMANCE TEST (SKILL ASSESSMENT)</b>			
11.	<b>TASK TITLE:</b> Performing Forest Boundary Survey  <b>TASK No. 5</b>	<b>LOCATION OF TEST:</b> <b>CANDIDATE'S NAME:</b> <b>EVALUATER'S NAME:</b>	
12.	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the candidate?</p> <p>5.1 Collect views from the users, neighboring users, land owner close to the forest, local leaders, elders.</p> <p>5.2 Take the reference points.</p> <p>5.3 Take forward and backward bearing correctly in each station.</p> <p>5.4 Measure slope angle correctly.</p> <p>5.5 Measure distance between two stations correctly.</p> <p>5.6 Divide the forest into blocks/sub-blocks based on the condition, management objectives and area of the forest.</p> <p>5.7 Maintain field book as per the standard format.</p> <p>5.8 Change slope distance into horizontal distance correctly.</p> <p>5.9 Prepare the map of the forest including north direction, map scale, symbols, blocks, sub-blocks etc.</p> <p>5.10 Convert ground distance based on the map scale correctly.</p> <p>5.11 Locate reference points correctly on the map.</p> <p>5.12 Identify the area of the forest/blocks/sub-blocks correctly.</p> <p>5.13 Identify the effective area correctly.</p>		

**TASK SPECIFICATION**

5	<p><b>TASK TITLE:</b> Assisting to Perform Forest Inventory</p> <p><b>TASK NO:</b> 6</p> <p><b>JOB TITLE:</b> CF FACILITATOR, L-2</p>
6	<p><b>TASK ELEMENTS:</b></p> <ul style="list-style-type: none"><li>6.1 Determines sampling intensity and method.</li><li>6.2 Determines the shape and size of the sample plot.</li><li>6.3 Determines the number and distance between the sample plots.</li><li>6.4 Fixes the sample plot on the ground.</li><li>6.5 Assists to record the number of plants (seedlings and saplings).</li><li>6.6 Assists to record diameter, height and quality of the trees and poles in the sample plot.</li><li>6.7 Assists to identify the regeneration condition.</li><li>6.8 Determines the growing stock.</li><li>6.9 Determines the growth rate.</li><li>6.10 Determines the condition of the forest.</li><li>6.11 Determines the annual allowable cut.</li></ul>

**TASK SPECIFICATION**

## **7 TASK PERFORMANCE REQUIREMENTS**

### **Human Resource:**

- Record Keeper -1
- Rope stretcher 2-4
- Measurer 2

**Total - 5-7**

### **Tools and Materials**

- Rope: 40 meter
- Measuring tape (at least 30 m) and Diameter tape (5m)
- Bamboo/wooden pole
- Clinometer/ Abney's level/Other height measurement instruments
- Relascope/ one meter bamboo or nigalo stick (if point sampling)
- Compass/GPS
- Enamel and Brush
- Pencil/Eraser
- Inventory forms
- Community Forest map(if already prepared)
- Khukuri, Knives
- Calculator
- FUG Constitution/Forest Operational plan(if exit)
- Community Forest Inventory Guidelines.



## 8 TASK PERFORMANCE STANDARDS

6.1 Determined sampling intensity and sampling method based on the condition of forest and management objectives in consultation with users.

- ◆ Used minimum 0.5 percent sampling intensity in general type of forest or
- ◆ Used minimum 0.1 percent sampling intensity in open protection oriented and regeneration forest.

6.2 Determined Shape and size of the sample plot depending upon the topography, forest density etc in consultation with users.

- ◆ Used 100-500 sq m. in a block/strata having more than 50% trees or
- ◆ Used 100 sq m. in the block/strata having more than 50% poles or
- ◆ Used 25 sq m. in the block/strata having more than 50% sapling or
- ◆ Used 10 sq m. in the block/strata having more than 50% seedling

6.3 Determined the number of sample plot and distance between the sample plots based on the sampling intensity, the size of the sample plot and the area of the forest.

6.4 Fixed the sample plots based on the ground with the involvement of the users.

6.5 Assisted to record the number of plants by species with involvement of the users.

6.5..1 Took plants having height greater than 30 cm and less than 1 m as seedling

6.5..2 Took plants having diameter at breast height (dbh) less than 10 cm and height greater than 1 m as sampling.

6.6 Assisted to record the diameter, height and quality of trees and poles.

6.6..1 Measured dbh at 1.3 m height

6.6..2 Took plants having dbh 10 cm to 29.9 cm as poles.

6.6..3 Took plants having dbh greater than 30 cm as tree.

6.6..4 Measure height up to the tip of the trees from the ground level.

6.6..5 Identified quality of the trees based on the number of 6 feet logs that can be obtained from the trees.

- ◆ Trees that produces three pieces or more of 6 feet logs-first class.
- ◆ Tree that produces two pieces of 6 feet logs-second class.



9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
6	6.1 to 6.12	Knowledge of community forest resource inventory guideline. Knowledge of community forestry Development guideline.	Knowledge of calculation of volume, growing stock, annual allowable harvest.  Knowledge of converting slop distance into horizontal distance	Knowledge of design and layout of the plot.  Knowledge of drawing sample plots on the map.	Danger of snake bite, insect bite and other wildlife attack and sliding of legs while walking through the forest for forest resource inventory.

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<b>TASK TITLE:</b> Performing Discussion with Different Interest/Small Groups.  <b>TASK NO:</b> 6	<b>LOCATION OF TEST:</b>  <b>CANDIDATE'S NAME:</b>  <b>EVALUATOR'S NAME:</b>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>

Did the Candidate?

6.1 Determine sampling intensity and sampling method based on the condition of forest and management objectives in consultation with users.

- ◆ Use minimum 0.5 percent sampling intensity in general type of forest or
- ◆ Use minimum 0.1 percent sampling intensity in open oriented and regeneration forest.

6.2 Determine Shape and size of the sample plot depending upon the topography, forest density etc in consultation with users.

- ◆ Use 100-500 sq m. in a block/strata having more than 50% trees or
- ◆ Use 100 sq m. in the block/strata having more than 50% poles or
- ◆ Use 25 sq m. in the block/strata having more than 50% sapling or
- ◆ Use 10 sq m. in the block/strata having more than 50% seedling

6.3 Determine the number of sample plot and distance between the sample plots based on the sampling intensity, the size of the sample plot and the area of the forest.

6.4 Fix the sample plots based on the ground with the involvement of the users.



**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Performing Discussion with Different Interest/Small Groups. of the Preparation of Constitution and Forest operational Plan.  <b>TASK NO:</b> 7	<b>JOB TITLE:</b> CF FACILITATOR, L-2
<b>6</b>	<b>TASK ELEMENTS:</b>  7.1 Identifies the Interest/Small Group.  7.2 Gathers the Interest/Small Group and describes the rational of conducting discussion with different Interest/small groups.  7.3 Records users' presence in Interest/Small Group meeting.  7.4 Discusses about the main provisions of FUG Constitution and forest operational plan.  7.5 Discusses about users' views within contents.  7.6 Collects views within content.  7.7 Empower users to participate in General Assembly.	

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Note Book
- Pen/Pencil
- Eraser
- Forest Act, Forest Regulation and Community Forest Development Guidelines
- Brown Paper and Marker
- Masking Tape
- Poster
- Copy/Line Paper

### 8 TASK PERFORMANCE STANDARDS

7.1 Identified the Interest/Small Group before the event.

7.2 Gathered the Interest/Small Group in defined venue, date and time and described the rational of conducting discussion with different Interest/small groups.

7.3 Recorded users' attendance systematically.

7.4 Discussed about the main provisions of FUG Constitution and forest operational plan using simple and clear language.

7.5 Discussed within the contents of FUG Constitution and forest operational plan.

7.6 Collected views within the contents.

7.7 Took commitment from users to participate in General Assembly.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
7	7.1 7.2.1 7.2.2 7.4 7.5 7.6 7.7	Knowledge of Interest/Small Groups. Knowledge of communication skills Knowledge of different sitting arrangements for better participation. Knowledge of developing process of FUG Constitution, Knowledge of presentation & consensus building. Knowledge of recording views. Knowledge of empowering technique and Entrepreneurship development. Knowledge of Forest Act, Forest Regulation and CF Development Guidelines.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Performing Discussion with Different Interest/Small Groups of the Preparation of Constitution and Forest operational Plan.</p> <p><b>TASK NO:</b> 7</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
<p>Did the Candidate?</p> <p>7.1 Identify the Interest/Small Group before the event.</p> <p>7.2 Gather the Interest/Small Group in defined venue, date and time and describe the rational of conducting discussion with different Interest/small groups.</p> <p>7.3 Record users' attendance systematically.</p> <p>7.4 Discuss about the main provisions of FUG Constitution and forest operational plan using simple and clear language.</p> <p>7.5 Discuss within the contents of FUG Constitution and forest operational plan.</p> <p>7.6 Collect views within the contents.</p> <p>7.7 Take commitment from users to participate in General Assembly.</p>			

**TASK SPECIFICATION**

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Assisting in Finalization of Constitution and Forest Operational Plan from General Assembly.</p> <p><b>TASK NO:</b> 8</p>	<p><b>JOB TITLE:</b> CF FACILITATOR, L-2</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <p>8.1 Assists to prepare draft FUG Constitution and forest operational plan.</p> <p>8.2 Assists to prepare draft FUG Constitution and forest operational plan in General Assembly.</p> <p>8.3 Facilitates to empower users to participate in the discussion.</p> <p>8.4 Facilitates to make decision in each provision.</p> <p>8.5 Assists in preparing minutes.</p> <p>8.6 Assists in preparing FUG Constitution and forest operational plan based on the decisions of General Assembly.</p>	

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Draft constitution
- Minute book
- Pen
- Stamp pad
- Brown paper
- Marker
- Masking Tape

### 8 TASK PERFORMANCE STANDARDS

8.1 Assisted to prepare draft Constitution and Forest Operational Plan in standard format before the General Assembly

8.2 Assisted to prepare draft Constitution and forest operational plan in General Assembly sequentially and clearly.

8.3 Facilitated to make participation of socially excluded groups (Women, Poor, Dalits, and Ethnic Groups) in decision making process.

8.4 Facilitated to make decision in each provision of Constitution and Forest Operational Plan.

8.5 Assisted to record all decision in minute clearly.

8.6 Assisted in preparing Constitution and forest operational plan based on the decisions of General Assembly clearly.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
8	8.1  8.2  8.3  8.4  8.5	Knowledge of writing constitution and forest operational Plan.  Knowledge of Presentation.  Knowledge of empowering techniques.  Knowledge of consensus building techniques and Entrepreneurship development.  Knowledge of recording.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Finalization of Constitutional and Forest Operational Plan from General Assembly</p> <p><b>TASK NO:</b> 8</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
<p>Did the Candidate?</p> <p>8.1 Assist to prepare draft Constitution and Forest Operational Plan in standard format before the General Assembly</p> <p>8.2 Assist to prepare draft Constitution and forest operational plan in General Assembly sequentially and clearly.</p> <p>8.3 Facilitate to make participation of socially excluded groups (Women, Poor, Dalits, and Ethnic Groups) in decision making process.</p> <p>8.4 Facilitate to make decision in each provision Constitution and Forest Operational Plan.</p> <p>8.5 Assist to record all decision in minute clearly.</p> <p>8.6 Assist in preparing Constitution and forest operational plan based on the decisions of General Assembly clearly.</p>			

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Formation of Executive Committee. <b>JOB TITLE:</b> CF FACILITATOR, L-2 <b>TASK NO:</b> 9
<b>6</b>	<b>TASK ELEMENTS:</b> 9.1 Facilitates in nomination for Executive Committee. 9.2 Facilitates in selection of Executive Committee. 9.3 Facilitates to finalize the list of Executive Committee from General Assembly.

## TASK SPECIFICATION

**7**

### **TASK PERFORMANCE REQUIREMENTS**

- Pen
- Note Book
- Pencil
- Eraser
- Brown Paper
- Marker
- Masking Tape
- Copy/Line Paper
- List of Users
- Constitution

**8**

### **TASK PERFORMANCE STANDARDS**

9.1 Facilitated in nomination of users in Executive Committee as per constitution.

9.2.1 Facilitated in selection of Executive Committee from the perspective of gender and social inclusion

9.2.2 Facilitated in selection of women at least 50% in Executive Committee.

9.2.3 Facilitated in selection of women in Chairperson or Secretary in Executive Committee.

9.3 Facilitated to finalize the list of Executive Committee from the General Assembly.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
9	9.1  9.2  9.3	Knowledge of facilitation skills.  Knowledge of Constitution.  Knowledge of Gender/Equity and Social inclusion.  Knowledge of consensus building technique.  Knowledge of election procedure.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<p><b>TASK TITLE:</b> Assisting in Formation of Executive Committee.</p> <p><b>TASK NO:</b> 9</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>9.1 Facilitate in nomination of users in Executive Committee as per constitution.</p> <p>9.2.1 Facilitate in selection of Executive Committee from the perspective of gender and social inclusion</p> <p>9.2.2 Facilitate in selection of women at least 50% in Executive Committee.</p> <p>9.2.3 Facilitate in selection of women in Chairperson or Secretary Executive Committee.</p> <p>9.3 Facilitate to finalize the list of Executive Committee from the General Assembly.</p>		

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Conduction of Executive Committee meeting/General  Assembly and Preparing minutes.  <b>TASK NO:</b> 10	<b>JOB TITLE:</b> CF FACILITATOR, L-2
<b>6</b>	<b>TASK ELEMENTS:</b>  10.1 Informs different stakeholders, Executive Committee members and users for Executive Committee Meeting/ General Assembly.  10.2 Assists to record the presence of users and invitees.  10.3 Facilitates Executive Committee members/users to participate in the discussion.  10.4 Facilitates in decision-making process.  10.5 Assists in recording decisions.  10.6 Facilitates in closing of minuting.	

**TASK SPECIFICATION**

7	<b>TASK PERFORMANCE REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Meeting, General Assembly Minute Book</li> <li>• Pen and Stamp Pad</li> <li>• Constitution and Operational Plan</li> <li>• Brown Paper, Marker, Masking Tape</li> <li>• Program Schedule, Annual Progress, Financial/Audit report and Future Plan</li> </ul>	
8	<b>TASK PERFORMANCE STANDARDS</b> <p>10.1 Informed different stakeholders, Executive Committee members and users for Executive Committee Meeting/General Assembly.</p> <p>10.2 Assisted to record the presence of stakeholders, Executive Committee members and users and invitees' name in the minute.</p> <p>10.3 Facilitated Executive Committee members/users to participate in the discussion.</p> <p>10.4 Facilitated to make participation of Socially excluded groups (Women, Poor, Dalits and Ethnic Groups) in decision-making process.</p> <p>10.5 Assisted in record all decisions in minutes clearly.</p> <p>10.6 Facilitated in closing of minuting as per constitution.</p>	
9	10	<b>TASK TRAINING DATA</b>

<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
10	10.1	Knowledge of Communication			
	10.2	Knowledge of Minuting			
	10.3	Knowledge of empowering technique.			
	10.4	Knowledge of consensus building			
	10.5	technique.			
	10.6	Knowledge of recording.			
		Knowledge of FUG Constitution.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<p><b>TASK TITLE:</b> Assisting in Conduction of Executive Committee Meeting/General Assembly and Preparing Minutes</p> <p><b>TASK NO:</b> 9</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>
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<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
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	<p>Did the Candidate?</p> <p>10.1 Inform different stakeholders, Executive Committee members and users for Executive Committee meeting/General Assembly.</p> <p>10.2 Assist to record the presence of stakeholders, Executive Committee members and users and invitees' in minute.</p> <p>10.3 Facilitate Executive Committee members/users to participate in the discussion.</p> <p>10.4 Facilitate to make participation of Socially excluded groups (Women, Poor, Dalits and Ethnic Groups) in decision- making process.</p> <p>10.5 Assist in record all decisions in minutes clearly.</p> <p>10.6 Facilitate in closing of minuting as per constitution.</p>		
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**TASK SPECIFICATION**

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Assisting in Accounting System.</p> <p><b>TASK NO:</b> 11</p>	<p><b>JOB TITLE:</b> CF FACILITATOR, L-2</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <p>11.1 Assists to keep the record of income and expenditure.</p> <p>11.2 Facilitates to table the income and expenditure in the meeting.</p> <p>11.3 Facilitates to publish income and expenditure.</p> <p>11.4 Assists to encourage auditing system.</p> <p>11.5 Facilitates to approve Financial/Audit report from General Assembly.</p>	

## TASK SPECIFICATION

### **7** TASK PERFORMANCE REQUIREMENTS

- Bill, Voucher
- Cash Receipt
- Pass Book/ Bank Statement
- Cheque Book
- Meeting/General Assembly Minutes
- Pen
- Forest Products Distribution Register
- Income and Expenditure Record Books
- Financial/Audit Report
- Inventory Register
- Ledger

### **8** TASK PERFORMANCE STANDARDS

11.1 Assisted to keep the record of income and expenditure separately and clearly.

11.2 Facilitated to table all records of income and expenditure in each meeting.

11.3 Facilitated to publish income and expenditure records in notice board and public places.

11.4 Facilitated to form an internal auditing committee from General Assembly.

11.5 Facilitated to approve the Financial/Audit report from the General Assembly.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
11	11.1 11.2 11.3	Knowledge of keeping simple account.  Knowledge of auditing.  Knowledge of public, internal, external auditing.  Knowledge of developing financial report.	Simple arithmetic calculation		

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<p><b>TASK TITLE:</b> Assisting in Accounting System.</p> <p><b>TASK NO:</b> 11</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>11.1 Assist to keep the record of income and expenditure separately and clearly.</p> <p>11.2 Facilitate to table all records of income and expenditure in each meeting.</p> <p>11.3 Facilitate to publish income and expenditure records in notice board and public places.</p> <p>11.4 Facilitate to form an internal auditing committee from General Assembly.</p> <p>11.5 Facilitate to approve the Financial/Audit report from the General Assembly.</p>		

**TASK SPECIFICATION**

5	<b>TASK TITLE:</b> Assisting to Perform Silvicultural Operation	<b>JOB TITLE:</b> CF FACILITATOR, L-2
6	<b>TASK NO:</b> 12  <b>TASK ELEMENTS:</b>  12.1 Assists in performing cleaning / shrub cutting operation. 12.2 Assists in selecting species for plantation. 12.3 Assists in performing plantation / enrichment plantation. 12.4 Assists in performing weeding operation. 12.5 Assists in performing singling operation. 12.6 Assists in performing pruning operation. 12.7 Assists in performing thinning operation. 12.8 Assists in selecting and keeping mother trees.	

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS:

#### *Human Resource:*

- ◆ Enough number of users depending upon the area of the forest

#### *Tools and materials:*

- ◆ Khukuri knives
- ◆ Sickle
- ◆ Enamel paint
- ◆ Brush
- ◆ Ribbon
- ◆ Measuring tape
- ◆ Resource map of the forest
- ◆ Axes
- ◆ Hand saw
- ◆ Chalk
- ◆ Pencil
- ◆ Eraser
- ◆ Note book
- ◆ Operational plan of CF

## TASK SPECIFICATION

8. **TASK PERFORMANCE STANDARDS**
- 12.1 Assisted to perform cleaning / shrub cutting operation.
    - 12.1.1 Prepared cleaning / shrub cutting plan in participation of the users
    - 12.1.2 Carried out cleaning / shrub cutting at the sapling stage crop.
  - 12.2 Assisted to select species for plantation based on the management objectives and site quality.
  - 12.3 Assisted to perform plantation.
    - 12.3.1 Prepared plantation plan in participation of the users.
    - 12.3.2 Produced enough number of seedlings of desired species (fodder, fuel wood, timber) in the nursery.
    - 12.3.3 Determined spacing between plants and rows.
    - 12.3.4 Dugged pit (pits size – 30 cm<sup>3</sup>) in rows of specified spacing.
    - 12.3.5 Planted seedlings in the pits and well pressed.
  - 12.4 Assisted to perform weeding operation.
    - 12.4.1 Prepared weeding operation plan in participation of users.
    - 12.4.2 Carried out weeding operation at seedling stage crop (at least 50cm around the plants).
    - 12.4.3 Removed all the unwanted species interfering the growth of the favored species carefully.
    - 12.4.4 Carried out weeding for three years (3 weeding in first year, 2 in second year and 1 in third year) to ensure proper growth and survival of seedlings.
    - 12.4.5 Retained natural regeneration of desired species during weeding.
  - 12.5 Assisted to perform singling operation (only in good coppice species).
    - 12.5.1 Kept three coppices in the first year, two in the second year and one in the third year in each stump.
  - 12.6 Assisted to perform pruning operation.
    - 12.6.1 Prepared pruning operation plan.
  - 12.7 Assisted to perform thinning operation.
    - 12.7.1 Prepared thinning operation plan in participation of the users.
    - 12.7.2 Carried out thinning operation without creating permanent gap in the canopy (priority given to dead, dying and diseased trees).
    - 12.7.3 Kept the height of the stump low (15-25cm) to avoid damage.
  - 12.8 Assisted in selecting and keeping mother trees.
    - 12.8.1 Retained middle-aged mature trees with well developed crown as mother trees.

9	10	TASK TRAINING DATA			
TASK No.	T.E. No.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
15	12.1	Knowledge of cleaning /shrub cutting.	Measurement of height and diameter.		Danger of snake bite, insect bite and other wild life attack while walking through the forest for silvicultural operation..
	12.2	Knowledge natural regeneration.			
	12.2	Knowledge of tree species (fodder, fuel wood, timber) for plantation / enrichment plantation.			
	12.3	Knowledge of seedling transportation to plantation sites.			
	12.4	Knowledge of plantation techniques.			
	12.5	Knowledge of weeding techniques.			
	12.6	Knowledge of singling operation.			
	12.7	Knowledge of pruning techniques.			
	12.7	Knowledge of thinning techniques.			
	12.8	Knowledge of felling techniques.			
		Knowledge of selecting and keeping mother trees.			

<b>TASK PERFORMANCE TEST (SKILL ASSESSMENT)</b>			
11.	<b>TASK TITLE:</b> Assisting to Perform Silvicultural Operations	LOCATION OF TEST:	
	<b>TASK No.</b> 12	CANDIDATE'S NAME:	
		EVALUATER'S NAME:	
12.	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>

Did the candidate?

12.1 Assist to perform cleaning / shrub cutting operation.

12.1.1 Prepare cleaning / shrub cutting plan in participation of the users.

12.1.2 Carryout cleaning / shrub cutting at the sapling stage crop.

12.2 Assist to select species for plantation based on the management objectives and site quality.

12.3 Assist to perform plantation.

12.3.1 Prepare plantation plan in participation of the users.

12.3.2 Produce enough number of seedlings of desired species (fodder, fuel wood, timber) in the nursery.

12.3.3 Determine spacing between plants and rows.

12.3.4 Dig out pit (pits size – 30 cm<sup>3</sup>) in rows of specified spacing.

12.3.5 Plant seedlings in the pits and well pressed.

12.4 Assist to perform weeding operation.

12.4.1 Prepare weeding operation plan in participation of users.

12.4.2 Carryout weeding operation at seedling stage crop (at least 50cm around the plants).

12.4.3 Remove all the unwanted species interfering the growth of the favored species carefully.

12.4.4 Carryout weeding for three years (3 weeding in first year, 2 in second year and 1 in third year) to ensure proper growth and survival of seedlings.

12.4.5 Retain natural regeneration of desired species during weeding.

12.5 Assist to perform singling operation (only in good



**TASK SPECIFICATION**

5.

**TASK TITLE:** Assisting to Harvest the Forest Products  
(Timber, Fuel wood, Fodder, Ground grass)

**JOB TITLE:** CF FACILITATOR, L-2

**TASK NO:** 13

6.

**TASK ELEMENTS:**

- 13.1 Assists in marking the trees.
- 13.2 Assists in felling the trees.
- 13.3 Assists in classifying the trees for different use.
- 13.4 Assists in making logs..
- 13.5 Assists in grading the timber.
- 13.6 Assists in piling the logs (if applicable).
- 13.7 Assists in determining the volume of the timber.

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

***Human Resource:***

- ◆ Enough number of users depending upon the area of the forest

***Tools and materials:***

- ◆ Enamel
- ◆ Brush
- ◆ Calculator
- ◆ Pen
- ◆ Chalk
- ◆ Axe
- ◆ Measuring tape
- ◆ Formatted Register
- ◆ Bow saw
- ◆ Cross cut saw
- ◆ Wedge
- ◆ Rope
- ◆ Lever
- ◆ Clamp

## TASK SPECIFICATION

8.

### TASK PERFORMANCE STANDARDS

- 13.1. Assisted to mark the trees for felling according to the management objectives.
  - 13.1.1. Selected trees for marking.
  - 13.1.2. Marked trees facing in the same direction.
- 13.2. Assisted in felling trees.
  - 13.2.1. Cut trees close to the ground (15cm to 25cm) for maxim use of the most valuable part of the stem.
  - 13.2.2. Cut trees in a slanting position to promote coppices from the stump.
  - 13.2.3. Felled trees in the direction that cause minimum damage to regeneration and young trees.
- 13.3. Assisted in classifying the trees in different category (fuel wood, fodder, timber).
  - 13.3.1. Assisted to harvest fodder leaving at least one third of the crown..
- 13.4. Assisted in making logs.
  - 13.4.1. Cut logs at right angles to the axis of the stem.
  - 13.4.2. Kept allowance in log length  $\pm 15$ cm.
  - 13.4.3. Numbered each log .
- 13.5. Assisted in grading the timber.
  - 13.5.1. Graded the logs based on the size, shape, species and presence or absence of defects.
- 13.6. Assisted in piling the logs.
  - 13.6.1. Piled the logs of similar grade in one stack raised above the ground.
- 13.7. Assisted in determining the volume of the timber by using quarter girth formula  $[(g/4)^2 \times l]$ .

9	10	<b>TASK TRAINING DATA</b>			
<b>TAS K No.</b>	<b>T.E. No.</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
13	13.1	Knowledge of marking trees for felling.			Danger of loss of life in felling trees during strong wind.  Danger of snake bite, insect bite and other wild life attack and sliding of legs while walking through the forest for harvesting.
	13.2	Knowledge of felling techniques.			
	13.2	Knowledge about green belt.			
	13.3	Knowledge about the use of different species.			
	13.4	Knowledge of logging .	Knowledge of simple measurement of length and girth.		
	13.5	Knowledge of grading timber.			
	13.6	Knowledge of piling logs.	Knowledge of quarter girth formula.		

<b>TASK PERFORMANCE TEST (SKILL ASSESSMENT)</b>			
11.	<b>TASK TITLE:</b> Assisting to Harvest the Forest Products (Timber, Fuel wood, Fodder, Ground grass). <b>TASK No. 16</b>	<b>LOCATION OF TEST:</b> <b>CANDIDATE'S NAME:</b> <b>EVALUATER'S NAME:</b>	
12.	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the candidate?</p> <p>13.1 Assist to mark the trees for felling according to the management objectives.</p> <p>13.1.1 Select trees for marking.</p> <p>13.1.2 Mark trees facing in the same direction.</p> <p>13.2 Assist in felling trees.</p> <p>13.2.1 Cut trees close to the ground (15cm to 25cm) for maxim use of the most valuable part of the stem.</p> <p>13.2.2 Cut trees in a slanting position to promote coppices from the stump.</p> <p>13.2.3 Fell trees in the direction that cause minimum damage to regeneration and young trees.</p> <p>13.3 Assist in classifying the trees in different category (fuel wood, fodder, timber)</p> <p>13.3.1 Assist to harvest fodder leaving at least one third of the crown.</p> <p>13.4 Assist in making logs.</p> <p>13.4.1 Cut logs at right angles to the axis of the stem.</p> <p>13.4.2 Keep allowance in log length <math>\pm 15</math>cm.</p> <p>13.4.3 Number each log.</p> <p>13.5 Assist in grading the timber.</p> <p>13.5.1 Grade the logs based on the size, shape, species and presence or absence of defects.</p> <p>13.6 Assist in piling the logs.</p> <p>13.6.1 Pile the logs of similar grade in one stack raised above the ground.</p> <p>13.7 Assist in determining the volume of the timber by using quarter girth formula <math>[(g/4)^2 \times l]</math>.</p>		

**TASK SPECIFICATION**

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Assisting in Revision of Constitution/Forest Operational Plan. <b>JOB TITLE:</b> CF FACILITATOR, L-2</p> <p><b>TASK NO:</b> 14</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <ul style="list-style-type: none"><li>14.1. Builds rapport with CFUG (Community Forest User Group) committee.</li><li>14.2. Assists to conduct meeting with different stakeholders.</li><li>14.3. Assists to identify the contents to be revised of FUG Constitution and Forest Operational Plan.</li><li>14.4. Assists to prepare schedule to revise FUG Constitution and Forest Operational Plan.</li><li>14.5. Follows the revision process of FUG Constitution and Forest Operational Plan.</li><li>14.6. Assists to prepare the draft FUG Constitution and Forest Operational Plan.</li><li>14.7. Facilitates to approve the revised FUG Constitution and Forest Operational Plan from General Assembly.</li></ul>

## TASK SPECIFICATION

### 7 TASK PERFORMANCE REQUIREMENTS

- Constitution
- Note Book
- Pen
- Brown paper
- Forest Act
- Forest Regulation
- Community Forest Development Guidelines
- Meeting/General Assembly minutes
- Marker
- Masking Tape

### 8 TASK PERFORMANCE STANDARDS

- 14.1 Built rapport with CFUG committee.
- 14.2 Assisted to conduct meeting with different stakeholders.
- 14.3 Assisted to identify the contents of FUG Constitution and Forest Operational Plan to be revised by using change and trend analysis technique in the involvement of socially excluded groups (Women, Dalits and Ethnic Groups).
- 14.4 Assisted to prepare work plan to revise FUG Constitution and Forest Operational Plan with appropriate Venue, Date, Time and responsible persons.
- 14.5 Followed the revision process of FUG Constitution and Forest Operational Plan
- 14.6 Assisted to draft the FUG Constitution and Forest Operational Plan sequentially.
- 14.7 Facilitated to approve the revised FUG Constitution and Forest Operational Plan from General Assembly.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
14	14.1 14.3 14.4 14.5 14.6	Knowledge of rapport building techniques. Knowledge of Change, Trend analysis techniques. Knowledge of preparing schedule. Knowledge of revision process of Constitution and Forest Operational Plan. Knowledge of consensus building process.			

<b>TASK PERFORMANCE TEST (SKILL ASSESSMENT)</b>			
<b>11</b>	<b>TASK TITLE:</b> Assisting in Revision of Constitution and Forest Operational Plan  <b>TASK NO:</b> 14	<b>LOCATION OF TEST:</b> <b>CANDIDATE'S NAME:</b> <b>EVALUATOR'S NAME:</b>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>14.1 Build rapport with CFUG committee.</p> <p>14.2 Assist to conduct meeting with different stakeholders.</p> <p>14.3 Assist to identify the contents FUG Constitution and Forest Operational Plan to be revised by using change and trend analysis technique in the involvement of socially excluded groups (Women, Dalits and Ethnic Groups).</p> <p>14.4 Assist to prepare schedule to revise FUG Constitution and Forest Operational Plan with appropriate Venue, Date, Time and responsible persons.</p> <p>14.5 Follow the revision process of FUG Constitution and Forest Operational Plan</p> <p>14.6 Assist to draft the FUG Constitution and Forest Operational Plan sequentially.</p> <p>14.7 Facilitate to approve the revised FUG Constitution and Forest Operational Plan from General Assembly.</p>		

**Annex: 1 Field Book Format**





