

Quality assurance checklist for tree planting activities

Specification of Seedlings

Criteria	Specifications
Height of seedlings	<ul style="list-style-type: none">• Forest tree seedling height should be at least 1 foot and 7 inches (43-cm) including poly bag• Cash crop seedling height should be 1.5 feet (45-cm) not including plastic pot
Dimension of root collar	<ul style="list-style-type: none">• Forest seedling root collar must be 0.5 cm in diameter (minimum)• Cash crop root collar must be 0.7 cm in diameter (minimum)
Leaf count	<ul style="list-style-type: none">• At least 6 leaves in one seedling for forest seedling• At least 8 leaves in one seedling for cash crop seedling
Physical appearance	<ul style="list-style-type: none">• Seedlings must be straight, sturdy and of regular shape• Seedling must not be wounded or decayed• Seedlings must be fungus-free, insect-free, free of bacteria and other diseases
Other criteria	<ul style="list-style-type: none">• Seedlings (esp. forest tree seedlings must have undergone an enduring (hardening) period before delivery
Dimension of plastic bags	<ul style="list-style-type: none">• Plastic bag dimension is 7 inches by 3 inches• Must be of black or while color

Exception: For very slow growing five species, Thanakha, Magyi, Htanaung, Sandaku (S.album) and Dahat, acceptable height is at least 30 cm including plastic pot having at least 6 leaves on one seedling.

Specification of Public Land and Farm Boundary Tree Planting

Sr	Specification	How to monitor?	Remark
1	Spacing - 8' x 4' for Thanakha 15' x 15' for other species	Jointly monitor with DZGD, UNDP and IP by spot check.	Field observation team will submit report on finding of quality and quantity.
2	Pit Size – 1.5' x 1.5' x 1.5'		
3	Borrow soil filling: a tin can of cow dung		
4	Make arrangements for the distribution of seedlings to farmers in their respective farm for farm boundary plantation in the beginning of June.	Jointly monitor with DZGD, UNDP and IP by spot check.	Field observation team will submit report on finding of quality and quantity.
5	Sufficient moisture must be available while planting.		
6	Patching must be started from two week after planting.	Jointly monitor with DZGD, UNDP and IP by spot check.	Report must be submitted after field observation.
7	Ensure fences are in place for trees alongside of the roads where necessary, and give necessary instruction for livestock owners to keep their livestock away from the planted trees after tree planting ceremony in consultation with village authority and village forestry committee.	Spot check by UNDP and IP.	BTOR
8	Joint Survival Counting will be conducted with DZGD in May for previous year and August for 2018 planting. Survival percentage must be 80-90.	Jointly monitor with DZGD, FD, UNDP and IP by spot check.	Survival counting report must be submitted after field observation.
9	Handover to community/ government for the sustainability of planted seedlings.	IP must submit handover report with photos and documents to UNDP. UNDP will send this report to DZGD for further maintenance.	UNDP will check randomly.

Specification of Homestead (Agroforestry) Planting

Sr	Specification	How to monitor?	Remark
1	Spacing - 8' x 4' for Thanakha 15' x 15' for other species	Jointly monitor with DZGD, UNDP and IP by spot check.	Field observation team will submit report on finding of quality and quantity.
2	Pit Size – 1.5' x 1.5' x 1.5'		
3	Borrow soil filling: a tin can of cow dung		
4	Make arrangements for the distribution of seedlings in the beginning of June.	Jointly monitor with DZGD, UNDP and IP by spot check.	Field observation team will submit report on finding of quality and quantity.
5	Sufficient moisture must be available while planting.		
6	Patching must be started from two week after planting.	Jointly monitor with DZGD, UNDP and IP by spot check.	Report must be submitted after field observation.
7	Ensure fences are in place for trees alongside of the roads where necessary, and give necessary instruction for livestock owners to keep their livestock away from the planted trees after tree planting ceremony in consultation with village authority and village forestry committee.	Spot check by UNDP and IP.	BTOR
8	Joint Survival Counting will be conducted with DZGD in May for previous year and August for 2018 planting. Survival percentage must be 80-90.	Jointly monitor with DZGD, FD, UNDP and IP by spot check.	Survival counting report must be submitted after field observation.
9	Handover to community/ government for the sustainability of planted seedlings.	IP must submit handover report with photos and documents to UNDP. UNDP will send this report to DZGD for further maintenance.	UNDP will check randomly.

Specification of Natural Forest Conservation, Community Forestry Establishment, Micro-watershed Plantation, Gap Planting and Demonstration Plots

Sr	Specification	How to monitor?	Remark
1	Spacing - 15' x 15' for watershed and demonstration plots. Average number of seedlings - 72 nos per acre for gap planting - 74 nos per acre for CF - 44 nos per acer for NFC	Jointly monitor with DZGD, UNDP and IP by spot check.	Field observation team will submit report on finding of quality and quantity.
2	Pit Size – 2' x 2' x 1.5' = 6 cubic feet		
3	Borrow soil filling: three tin can of cow dung		
4	Make arrangements for the distribution of seedlings to respective plantation in the beginning of June.	Jointly monitor with DZGD, UNDP and IP by spot check.	Field observation team will submit report on finding of quality and quantity.
5	Sufficient moisture must be available while planting.		
6	Patching must be started from two week after planting.	Jointly monitor with DZGD, UNDP and IP by spot check.	Report must be submitted after field observation.
7	1 st Weeding/ Soil working must be carried out one month after planting.		
8	Adding fertilizer (N, P, and K) to each pit for better growth of planted seedling.		
9	2 nd Weeding/ Soil working must be conducted in August and September.	Jointly monitor with DZGD, UNDP and IP by spot check.	Report must be submitted after field observation.
10	Ensure fences are in place for trees alongside of the roads where necessary, and give necessary instruction for livestock owners to keep their livestock away from the planted trees after tree planting ceremony in consultation with village authority and village forestry committee.	Spot check by UNDP and IP.	BTOR
11	Fire road clearing and appointment of fire guard for fire protection.	Spot check by UNDP and IP.	BTOR
12	Form CF user group and management committee. Formulate CF Management Plan with consultation of User Group. And, apply CF certificate with necessary documents to FD.	Management Plan and application for CF certificate must be submitted to UNDP.	
13	Joint Survival Counting will be conducted with DZGD in May for previous year and August for 2018 planting. Survival percentage must be 80-90.	Jointly monitor with DZGD, FD, UNDP and IP by spot check.	Survival counting report must be submitted after field observation.
14	Handover to community/ government for the sustainability of planted seedlings.	IP must submit handover report with photos and documents to UNDP. UNDP will send this report to DZGD for further maintenance.	UNDP will check randomly.