



# Draft Work plan 2016-2017

## 1 Strategic objectives and priorities

FEDA long-term strategy has 3 thematic areas of work: (biodiversity and environment; local empowerment and agriculture development; and education and outreach) and 4 crosscutting themes: (policy and advocacy; branding/visibility/communication; network development and resource mobilisation). The facilitation of the implementation of the actions under these thematic areas will be ensured by a Finance and Administrative Department.

The strategic objectives and priorities of the thematic areas for 2016-2017 are presented below.

### 1.1 Biodiversity Conservation and Environment

- FEDA initiate activities at a minimum of 2 key biodiversity sites (Barombi Mbo FR and watershed, Bali Ngemba FR; Mount Cameroon National Park)
- Wildlife trade monitoring work ongoing with focus on Eru
- Ornithological capacity build in FEDA

### 1.2 Local Empowerment and Agriculture Development

- Partnership established with 2 Common Initiative Groups (CIGs).
- A mushroom production unit with focus on spawn production initiated
- A program to support cocoa farmers developed and implementation initiated.

### 1.3 Resource mobilisation

- Database on donors established and updated regularly
- At least 5 proposals developed and submitted for funding
- At least 10 million raised to meet FEDA needs
- Long-term relationship established with at least 1 donor
- Membership of FEDA increases by at least 20 members per year
- FEDA initiate process to obtain certificate to under Environment and Social Impact studies.

### 1.4 Education and Outreach

- Food and Environment Clubs (FEC) established in at least 2 schools.

### 1.5 Policy and Advocacy

- National tree Day institutionalised in Cameroon.

### 1.6 Branding and Communication

- FEDA website reconstructed, regularly updated and visited by members and the public regular (at least 2000 visitors)
- Production of quality communication and advocacy materials.

**1.7 Network development**

- Partnership initiated with at least one international NGO

**1.8 Finance and Administration**

- At least two permanent and paid staff recruited
- Basic equipment in place to support FEDA work
- Office space for FEDA
- Financial management and administration procedures of FEDA developed and functional
- FEDA board meetings are held regularly and reported

## 2 Expected results, key activities and leaders

### 2.1 Biodiversity and Environment

Expected Result	Proposed Activities for 2016-2017	Indicators of Achievements	Source of funding	Facilitators
<p><b>Strategic Objective:</b> To promote the wise use and sustainable management and conservation of biodiversity and the environment for the benefit of local communities and the population of Cameroon at large.</p> <p><b>Indicator:</b> Population pressure and other negative impacts on sites where FEDA operates are reduced by 50%</p>				
1. FEDA activities initiated in at least two key biodiversity sites (Lake Barombi Mbo and surrounding catchment, Bali Ngemba Forest Reserve, Mount Cameroon and Mokoko Onge, Mbi Crater Faunal Reserve Mbingo Forest)	Engage with stakeholders at sites to identify issues and agree on actions (at all levels: regional, divisional and local community)	Minutes of meetings	FEDA	1. Chiambeng George (Barombi Mbo) 2. Kum (Mount Cam) 3. Gerald Ondja'a (Bali Ngemba)  Paulinus (facilitate proposals development)
	Collect, review and store relevant documentation on past and ongoing actions, donors and stakeholders at various sites	Summary report of status management of sites	FEDA	
	Develop and submit proposals to undertake actions at various sites	Project proposal developed and funds secured for action	CEPF	
2. Wildlife trade monitoring initiated in at least one region (Eru and bushmeat)	Desk study on importance of wildlife trade in Cameroon and main threats and root causes for its sustainability	Report on desk study	FEDA	Roland plus students Roland plus students
	Monitoring Eru trade and exports.	Report on Eru trade and exports	FEDA/TRAFFIC	
	Bushmeat trade in the SW Region with focus in the Fako Division.	Reports bush meat surveys	FEDA/TRAFFIC	
Capacity in biodiversity identification and survey built in FEDA	Organize training courses in bird identification	List of trainees	FEDA members (IN service training)	Prof Ndeso

## 2.2 Local Empowerment and Agriculture Development (LEAD)

Expected Results	Proposed Activities	Indicators of Achievements	Source of funding	Facilitators
<p><b>Strategic Objective:</b> To ensure food self-sufficiency through the promotion of sustainable agricultural practices, improved inputs and support for alternative income-generating actions.</p> <p><b>Indicator:</b> Livelihood of local communities enhanced through increase in food production supported by alternative environmental friendly livelihood methods introduced /supported by FEDA</p>				
Old cocoa farms rehabilitation program launched in the SW Region of Cameroon to sustain production and deter deforestation	Study of the status to old cocoa farms and their potential environmental impacts (in collaboration with a University-student to undertake?).	Desk study report	FEDA	Mesape Emeh Paulinus
	Develop criteria and identify pilot sites and farmers for the program	<ul style="list-style-type: none"> <li>• Eligibility criteria</li> <li>• List of farmers</li> </ul>	FEDA	
	Develop program/project in collaboration with pilot farmers	Program and project documents	FEDA/GIZ	
	Fundraise for the implementation of program/project	Amount of funds secured	GIZ	
Mushroom production unit, with focus on spawns' production, developed to promote mushroom production by farmers	Review status of mushroom production and commercialization in Cameroon with focus on the Centre, SW and NW Regions,	Mushroom status report	FEDA	Ferdinand Awa Paulinus Chiambeng George Mesape
	Develop proposals and/or fundraise for the development of a spawns' production unit to support farmers	Number of proposals developed and funds secured	GIZ	
Working relationship established with key relevant stakeholders/partners (NGOs and government ACEFA, MIRAP, etc.)	Identify and establish database of potential partners	Database of partners in agriculture	FEDA	Mesape Emeh Paulinus Chiambeng
	Establish relations with at least one key stakeholder/donor.	Reports and minutes of meetings	GIZ	
	Develop and implement at least one joint project	Project proposal	FEDA/Partner	

### 2.3 Education and Outreach (EO)

Expected Results	Proposed Activities 2016 – 2017	Indicators of Achievements	Source of funds	Facilitators
<b>Strategic objective:</b> To enhance knowledge on biodiversity conservation, environment management and sustainable agriculture.				
<b>Indicator:</b> Mainstreaming of environmental education, forestry and agriculture in relevant programs and school curriculum				
Operation green schools program launched	Develop program	Program approved by FEDA	FEDA	Ignatius Chiambeng
	Program launched in at least one school	Meeting and report of activities	Embassies/International NGOs	

### 2.4 Policy and Advocacy (PoA)

Expected Results	Proposed Activities 2016 – 2017	Indicators of Achievements	Source of funding	Facilitators
<b>Strategic Objective:</b> To influence relevant policies and legal frameworks to ensure an enabling environment is created for sustainable agriculture and environmental development (with focus on the conservation of biodiversity).				
<b>Indicator</b> (Number of policy changes influenced by FEDA and solicitation of FEDA by government to policy and other legal meetings and discussions)				
National Tree Day (NTD) Institutionalised and implemented at national, regional and divisional levels in Cameroon with the facilitation of FEDA	Advocate for the institutionalisation of the NTD in Cameroon at all levels (Central as well as regional and divisional).	Copy of letters to various administrative authorities including Minister.	FEDA	Paulinus Ngeh
	Support in the preparation of ministerial order to establish NTD	Administrative instruments institutionalising NTD	FEDA	Paulinus Ngeh
	Promote the implementation of NTD in Cameroon	Number of trees planted Reports	Donors./Embassies	All
2 FEDA attends relevant national, regional and international policy meetings	Identify and engage with focal points of relevant policy bodies and organisations	List of relevant policy organisations	FEDA	Paulinus
		Number of meetings attended	FEDA	All
	Fund raise to ensure participation at relevant meetings	Amount of funds secured	FEDA/Partners/Donors	All

## 2.5 Resource Mobilisation (RM)

Expected Results	Proposed Activities 2016-2017	Indicators of Achievements	Source of funding	Facilitators
<b>Strategic objective:</b> To raise sufficient funds to meet the planned actions of FEDA and ensure its sustainability <b>Indicator:</b> At least 80% of funding targets of FEDA met				
Database of donors established and relations with donors managed effectively	Identify donors interested in FEDA actions and regularly update and circulate information on calls for proposals	Database developed	NA	Roland Mbongko
	Establish relationship with at least 2 donors	Minutes of meetings Correspondences	NA	Paulinus Ngeh
At least 5 proposals developed and submitted to donors to address agreed actions of FEDA	Prepare and regularly update project catalogue	Project catalogue	NA	
	Develop proposals and submit to donors	Number of proposal submitted	FEDA	All
		Amount of fund secured	NA	All
Core funds raised via membership fees and other services	Recruitment and registration of new members	Amount of funds secured	NA	All
	Production and sales of items as well as service provision	Income from sales of items and other services	FEDA	Celestina Ngochia
Authorisation for ESIA	Prepare documents			Tabi/Hiol/Paulinus/Kum

## 2.6 Branding and Communication (BraC)

Expected Results	Proposed Activities 2016 – 2017	Indicators of Achievements	Sources of funds	Facilitators
Strategic objective: To educate and raise awareness about the environment (with focus on biodiversity) and agriculture and the contributions of FEDA to the development of these sectors. Indicator: FEDA is known and its contribution solicited at meetings both nationally and internationally				
Communication plan for FEDA developed and implemented	Develop communication plan	Communication plan available	FEDA	Florence Ndiyah
	Raise funds for its implementation (via including communication in all projects developed)	Amount of funds secured	CEPF/ other Donors	Florence Ndiyah
Information about FEDA known both at national and International levels	Establish a distribution list for FEDA reports and other publicity materials	List of contacts for information sharing	FEDA	Florence Ndiyah
	Website of FEDA reconstructed and updated regularly with results of FEDA actions and other relevant information	New FEDA website Number of visitors to website	FEDA	Consultant
	FEDA represented at relevant national and international meetings and workshops	Number of meetings and workshops attended	FEDA/donors	All
	FEDA meetings organised regularly and reported	Reports and minutes of workshops	FEDA/Donors	Florence
	Encourage FEDA members to contribute articles on activities to scientific and other journals.	Number of articles published	FEDA/Members	Chiambeng George/All

## 2.7 Network Development

Expected results	Proposed Activities 2016 – 2017	Indicators of Achievements	Sources of funding	Facilitator
<b>Strategic Objective:</b> To increase impact and support for FEDA actions <b>Indicator:</b> Number of organisations collaborating with FEDA to implement action.				
Partnerships established with international and other national NGOs	Identify and initiate partnership with at least one INGO (BirdLife International)	Minutes of meetings	FEDA	Paulinus Ngeh
Partnership established with Community and Common Initiative Groups	Identify and engage with at least 2 common initiative Groups with similar objectives	Minutes of meetings	FEDA	Paulinus Ngeh Roland
	Develop and/or implement joint initiatives	Reports of joint actions	FEDA	All



## 2.8 Finance and Administration (skype)

Expected Results	Proposed Activities 2016 – 2017	Indicators of Achievements	Sources of funding	Facilitators
<b>Strategic Objective:</b> To ensure the effective management and smooth functioning of FEDA <b>Indicator:</b> Adequate and competent human, financial and material resources, as well as robust financial and administration systems in place and functioning effectively.				
Basic resources (human and material) in place for the smooth functioning of FEDA	Recruit permanent and paid staff for FEDA	Contract and job description	Donors	Chiambeng George
	Acquire basic equipment and materials as and when necessary.	List of materials and equipment	FEDA/Donors	Florence Ndiyah
	Rent office space for FEDA	Contract	FEDA/Donor	Chiambeng George
Financial and administrative management systems in place and functioning effectively	Develop human resource and management procedures	Human resource policy	NA	Paulinus Ngeh
	Develop and implement effective financial management system	<ul style="list-style-type: none"> <li>• Finance policy</li> <li>• FEDA travel and finance policy</li> </ul>	NA	
Effective and efficient management of FEDA	Timely preparation and submission of reports and other documents	Annual and project reports	NA	Florence Ndiyah
	Adherence and respect of relevant government policies and regulatory frameworks	Tax and other receipts of payments	NA	

## 2.9 Network Development

Expected results	Proposed Activities 2016 – 2017	Indicators of Achievements	Sources of funding	Facilitator
<b>Strategic Objective:</b> To increase impact and support for FEDA actions <b>Indicator:</b> Number of organisations collaborating with FEDA to implement action.				
Partnerships established with international and other national NGOs	Identify and initiate partnership with at least one INGO (BirdLife International)	Minutes of meetings	FEDA	Paulinus Ngeh
Partnership established with Community and Common Initiative Groups	Identify and engage with at least 2 common initiative Groups with similar objectives	Minutes of meetings	FEDA	Chiambeng George Roland
	Develop and/or implement joint initiatives	Reports of joint actions	FEDA	All technical persons