TOOL 8
FORM FOR COLLECTING REDD+ PRACTICES

PURPOSE
Provide a guide for recording key REDD+ project elements (initial situation, course of progress, and current situation) that are necessary to generate lessons learned and recommendations.

WHEN TO USE IT
When teams want to capture key aspects their work and as a way to focus on over-arching achievements, challenges and the generation of lessons learned.

PARTICIPANTS
This form should be completed in a participative manner by project teams and key partners working on REDD+ that need to generate best practices and lessons learned.

1. Name of the practice. The name needs to reflect the basic concept of the practice, what you wanted to achieve, and the region and country where the practice is carried out. (e.g. Developing Reference Levels for the Amazon Rainforest in Peru)

2. People Involved in the practice
- Primary partners and stakeholders:
  - *Direct Stakeholders*: People involved in the project’s design, decision making and those who receive the benefits
  - *Strategic Stakeholders*: People that provide the human and financial resources
  - *Indirect Stakeholders*: People that influence the practice without being actively involved
- Design and implementing team (differentiate functions)
- Project team or contact person

3. Geographical Impact of your practice
Mark with an X. You can choose several options:
- Global
- Regional
- National
- Subnational
- Local

4. Location
- Ecosystem (e.g. Amazon, Heart of Africa, Heart of Borneo, etc.)
- Country
- If you are working at the subnational level please give the exact name of the place.

5. REDD+ principles the practice reflects
Please review the five REDD+ principles at www.panda.org/forestrclimate
Please mark with an X. Select all that apply.
- Climate
- Biodiversity
- Livelihood
- Rights
- Fair and Effective Funding

6. Summary of the practice. Summarize the goals and achievements of the initiative in 300 words.

Initial Situation

7. Context of the Experience. Briefly describe the situation before the start of the practice, including the issues, trends and conditions in the area, major events and causes of the problems, and population affected.
- What type of ecosystem you are working in?
- What are the key deforestation drivers (mining, commodities plantations, etc.)?
- What is the historical and current state of the ecosystem involved (deforestation rate, degradation status, etc.)

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8. Problem to be addressed. Briefly outline the demands, problems and challenges that need to be met. Why did you carry out this initiative?

9. Goals and desired changes. In a few sentences, describe the purpose of your work, your objectives and the changes you want to see at the end of your work.

10. Starting date of the practice. Is the practice still being implemented? (YES /NO). If not, indicate the date it was completed.

11. Population and communities involved. Describe the groups that participate by implementing or benefiting from the practice.

The Process

Who? When? What was done?

12. Timeline. Using the image of an arrow to indicate progress, select at least four key moments that reflect the most significant activities, challenges, or achievements during the project work and plot them on a timeline.

13. Mobilization of resources. Explain how the financial, technical and human resources were mobilized and where they came from, including any bilateral and/or multilateral assistance. Specify key stakeholders, organizations or institutions that were/are in charge and were/are responsible for managing the resources.

Current Situation
Comparing the initial situation with achievements and beneficiaries

14. Achieved results. Briefly explain how the defined purposes and goals were achieved. What were the tangible and intangible benefits? How were they measured quantitatively and qualitatively? Who benefited from the practice?

15. Difficulties/challenges. Briefly explain any obstacles or unexpected situations that occurred during the course of the project.

16. Policies or related legislation. This section is relevant if the practice involved developing, changing or re-enforcing local, regional or national legislation or addressing legal gaps. If this is the case, please describe the policies and changes briefly.

17. Lessons learned. In this section, please briefly describe the most important conclusions to come out of this project that can be shared as a recommendation for others doing similar work. Lessons learned are statements that reflect the learning that comes from experience. They can therefore reveal and suggest how and why different strategies work or do not work in different situations. Lessons should be written with a general statement, not more than one sentence, followed by a paragraph that gives more details.

18. Additional comments. If there are other comments that you want to share about the practice that did not fit in elsewhere, please briefly note them here.

19. Links to relevant websites and other materials that were produced as part of the project work or outcomes. These products may include brochures, scientific articles, reports, or websites related to the practice.

20. Pictures and videos. Please include any relevant pictures, videos or printed materials that help illustrate the situation before, during and after the project work was completed.