



Plan Vivo Project Design Document (PDD)

Template

[enter project name]

[enter date of submission to Plan Vivo Foundation]

[enter name of submitting organisation]

[enter main contact and contact details]

A Plan Vivo PDD is a living document; please keep it updated with any procedural, organizational or technical amendments or developments, and track changes.

Contents

Title of project.....	3
Executive Summary	3
Section A. Aims and objectives	3
Section B. Site information.....	3
1. Project location and boundaries.....	3
2. Description of the project area	3
Section C: Community and livelihood information	4
1. Target communities/groups.....	4
2. Socio-economic context.....	4
3. Ownership of carbon benefits (land-tenure).....	4
Section D: Project governance and community participation	4
1. Project organisational structure	4
2. Relationship to national organisations	5
3. Community-led design and livelihood benefits.....	5
4. Technology transfer and training.....	5
5. Project financial structure	5
Section E: Project activities and impacts.....	6
1. Description of the Plan Vivo technical specifications (methodologies).....	6
2. Duration of project activities and crediting period	7
3. Carbon benefits of project activities	7
5. Ecosystem impacts.....	8
6. Measures to address risks and ensure permanence.....	9
7. Measures to address leakage	9
SECTION F. Additionality of project and project activities	10
SECTION G: Monitoring and technical support plan.....	10
1. Monitoring of carbon indicators.....	10
3. Monitoring livelihood and socio-economic impacts	11
4. Technical support and review:	11
SECTION H. Compliance with the law	11
SECTION I. Certification or evaluation to other standards.....	11
Annexes	11
Annex 1: List of responsible staff and contact information.....	11
Annex 2: Information regarding public and other sources of co-funding	11
Annex 3: Technical specifications.....	11
Annex 4: Producer/group agreement template.....	11
Annex 5: Monitoring plan.....	12
Annex 6: Database template.....	12
Annex 7. Example forest management plans.....	12
Annex 8. Permits and legal documentation	12
Related Documents.....	12
Annual Reports.....	12
Verification Reports	12
Corrective Action Reports	12

Title of project

>> Please enter the project title

Executive Summary

>> Please provide an executive summary of the project (1 page max) including the location, objectives, activities and expected impacts (in terms of carbon sequestered and also livelihood and ecosystem impacts), organisations involved and project timeframe.

Section A. Aims and objectives

>> Please provide a brief (under 250 words) description of the nature of the project and its key aims and objectives.

Section B. Site information

1. Project location and boundaries

>> Please describe the location and initial size (in hectares) of the project area(s), including country, state and district (or national equivalent).

>> Provide a map with geographical co-ordinates, demonstrating the project boundary/boundaries. Describe the nature of the project area (i.e. large numbers of smallholder *plan vivos* in a certain project area, or a single project boundary for forest conservation for example).

Note that detailed boundaries of *plan vivo* plots and management areas should not be included here, as these will be provided within individual Plan Vivo management plans.

2. Description of the project area

>> Please provide a description of the current physical, climatic and ecological conditions in the project area and a brief account of any recent changes in land use and ecosystems.

>> Please describe the current land-use of the project area and how it will be affected by the project.

>> Provide a description of any rare or endangered species or high conservation value habitats or protected areas in project area or in surrounding areas. Where such areas apply, describe whether and how this affects or places constraints on the project design or implementation.

Section C: Community and livelihood information

1. Target communities/groups

>>Please identify the target groups that will be engaged in the project.

2. Socio-economic context

>> Please provide brief information on communities living in the vicinity of the project area, including main livelihoods and sources of income.

>>Describe how the project area is currently used by these communities or local land-owners. Describe how the project activities may affect existing uses of the project area or surrounding vicinity.

3. Ownership of carbon benefits (land-tenure)

>> Please describe the basis upon which the project participants have clear, undisputed ownership to the carbon benefits arising from the project and are able to enter into long-term ecosystem service agreements (and under what conditions if any).

E.g. Small-holders are able to enter agreements as they are the private land-owners, or communities are able to enter into agreements as they have written user-right agreements for the land in question.

Attach any documentary evidence in Appendices.

>>Please describe the process for establishing land-tenure for each smallholder or community entering the project.

>>Describe any disputes that may be likely to arise in the project relating to land-tenure and how they would be addressed and resolved.

Section D: Project governance and community participation

1. Project organisational structure

>>Please provide a description of the organisational structure and governance of the project, including an organisational diagram. There must be an overall project coordinator that takes overall responsibility for the project and reporting to the Plan Vivo Foundation.

>>Please state how each actor or entity participates in the project, and how they are represented in project organisational structures (e.g. individual producers may be represented through a group committee).

>> Please provide a brief description of the management capacity of the organisations involved to implement a long-term community land-use project. Evidence may include an annex detailing key staff skills, or evidence of previous project experience.

Please complete table D1.

Table D1: Project participants			
Key Function	Organisation/ group(s) involved	Type of group/ organisation and legal status	Brief description of activities
Project Administration			
Project Technical Operations			
Community Engagement/ Participation			

2. Relationship to national organisations

>>Please describe if and how the project relates to any national organisations (e.g. national forestry authorities or environmental agencies) and programmes. Does the project require government approval to operate? If so, written approval should be included in the Appendices.

3. Community-led design and livelihood benefits

>>Please describe how target groups will be recruited and initiated into the project and how informed and voluntary and informed participation will be ensured.

>>Please describe how target groups were involved in the initial development and design of the project and how the proposed activities have been designed to ensure they support and diversify livelihoods.

>>Describe how continued involvement and community consultation will be ensured (e.g. through workshops/meetings).

4. Technology transfer and training

>>Please provide a description of the technology transfer and training that will be provided by the project. How will local organisations and/or producers take on long-term roles relating to sustainable management and monitoring? What roles and responsibilities will be transferred to the community level over time and how will this be achieved?

5. Project financial structure

>>Please provide a description of the financial structure for the project, showing how benefits will be distributed in the project, and the approximate proportions of carbon finance to be received by the project coordinator and all other project participants and beneficiaries (including producers and community groups).

>>Please include a diagram showing how funds will flow through the project.

Section E: Project activities and impacts

1. Description of the Plan Vivo technical specifications (methodologies)

>>Please complete table E.1 to provide details of the afforestation, reforestation, agroforestry, forest management, forest restoration and/or forest conservation systems to be applied within the project to generate quantifiable ecosystem services(1 row per technical specification).

Only enter technical specifications which have been approved or have been submitted for approval by the Plan Vivo Foundation.

Title	Type of activity	Objectives	Brief description	Target areas / groups
Technical specification title	E.g., agroforestry, restoration, forest management	E.g. timber, firewood, fruit, fodder, honey	Species/ecosystem type and management system. Specify whether species are native or naturalised.	E.g. coffee growers, or smallholder maize growers
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2. Duration of project activities and crediting period

>>Please provide a description of the timescales for the following activities; project establishment; pilot activities; scaling-up; crediting period used to calculate saleable carbon credits from carbon uptake or emissions reductions.

3. Carbon benefits of project activities

>>Please complete table E.2 to provide details of the carbon benefits per hectare of each technical specification (1 row per technical specification).

Table E.2 Summary of baseline and project carbon uptake or emissions reductions per hectare over crediting period					
Title of technical spec	1. Baseline carbon uptake/ emissions (t CO ₂ e / ha)	2. Carbon uptake/ emissions reductions with project (t CO ₂ e / ha)	3. Expected losses from leakage (t CO ₂ e / ha)	4. Deduction of risk buffer (t CO ₂ e / ha)	Net carbon benefit (t CO ₂ e / ha) = 2 – (1+3+4)
0					

4. Livelihood and other socio-economic impacts

>>Please provide a description of the main expected impacts of project activities on the participants and communities in the surrounding project area.

5. Ecosystem impacts

>>Please provide a description of the main expected impacts of project activities on the local environment and ecosystems.

>>Please complete table E.3.

Table E.3 Summary of expected impacts of project activities on key environmental services				
Title of technical specification	Biodiversity impacts	Water availability impacts	Soil conservation impacts	Other

6. Measures to address risks and ensure permanence

>>Please provide a description of the measures used within the project to address risk and potential non-permanence of carbon uptake and storage by vegetation and soils.

>>Please summarise the measures used to address the main risks in Table E.4.

>>Please identify the percentage of carbon benefits that will be held as a risk buffer by the project as insurance against unexpected losses or under-achievement of carbon benefits.

Table E.4		
Permanence Risks	Level of risk (low/medium/high)	Management Measures
E.g. fire, drought, grazing		

7. Measures to address leakage

>>Please provide a description of the potential means by which project activities could give rise to leakage (unintended releases of GHGs outside the project boundary) and how the project will manage the risk of leakage.

>>Please summarise the measures used to address leakage in Table E.4.

Table E.4.		
Leakage Risks	Level of risk (low/medium/high)	Management Measures
E.g. displacement of agricultural activity		

8. Additional activities to be supported by the project:

>>Please describe any additional businesses or livelihood improvement activities that will be supported by the project (e.g. carpentry or beekeeping). How will their management be structured? How will benefits be distributed?

SECTION F. Additionality of project and project activities

>>Please describe how the carbon impact of the project is additional to what would have occurred in the absence of the project and support of carbon finance.

>>Please confirm that the project activities are not required under any law or regulatory framework, and is not commercially viable in its own right.

>>Describe any barriers that exist to implementing and maintaining project activities. Describe how the project interventions and availability of carbon finance will overcome these barriers.

SECTION G: Monitoring and technical support plan

1. Monitoring of carbon indicators

>>Please describe the indicators that will be used to monitor achievement of intended project impacts.

>>Describe frequency of monitoring and how monitoring results will be recorded.

>>Where communities are to be involved in monitoring activities at a local level, please describe who will be responsible for verifying the quality of monitoring and how quality will be checked.

2. Monitoring of environmental impacts of the proposed activities:

>> Please complete table G.1, with descriptions of how the environmental impacts of project activities will be monitored. Please indicate any key thresholds or indicators that may be used to set specific management interventions or project reviews.

Impacts	Baseline	Methods and thresholds
Biodiversity impacts		
Water availability impacts		
Soil conservation impacts		
Other		

3. Monitoring livelihood and socio-economic impacts

>> Please complete table G.2., with descriptions of how the livelihood and other socio-economic impacts of project activities will be monitored.

Area of impact	Baseline	Method of measurement
E.g. Local incomes		
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4. Technical support and review:

>>Please describe how continued technical support and training will be provided to participants, such as tree nurseries or agroforestry extension support.

SECTION H. Compliance with the law

>> Please describe how any local, national or regional laws or regulations affect the project area or implementation of the project and explain how the project will ensure compliance with them.

SECTION I. Certification or evaluation to other standards

>> Please state if the project is certified or approved, or has applied for certification or approval under any other carbon standard or programme.

>>Describe how any credits generated under another scheme will be cancelled or not used to ensure against double-selling of carbon benefits.

Annexes

Annex 1: List of responsible staff and contact information

Annex 2: Information regarding public and other sources of co-funding

Annex 3: Technical specifications

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