**[Please follow the instructions in yellow and then delete all yellow text. A request was added in blue to be able to capture better your highlights which will be used in briefs, FFF caselets and for the development of FFF phase II ]**

**Forest and Farm Facility**

**[INSERT COUNTRY NAME] ANNUAL SYNTHESIS REPORT**

**[Insert facilitator’s name]**

**[Insert year]**

Vision, desired impact and outcomes of the FFF

The FFF **vision** is that “Smallholders, communities and indigenous peoples organisations have improved their livelihoods and the decision-making over forest and farm landscapes”.

The **impact** that FFF would like to achieve is that **“**Smallholder, women, community and Indigenous Peoples groups have improved income and food security from sustainable forest and farm management”.

FFF **activities** are organised under **three pillars, four outcomes, and nine outputs** as follows:

Outcome 2

Producers are organized for sustainable business

Outcome 1

Producers are organized for policy dialogue

Outcome 3

Cross-sectorial policy coordination for sustainable forest and farm management

Outcome 4

National and global agendas are informed about the priorities of local producers

Pillar 1: Strengthen producer organizations for business and policy engagement

Pillar 2: Catalyze multi-sectorial policy platforms

Pillar 3: Link local voices to global processes.

Output 1.1 Dispersed local producers are organised into effective and gender inclusive groups

Output 1.2 Producer groups work together with government and private sector to improve policy

Output 2.1 Producer organizations know about business and can access finance.

Output 2.2 Establishment of services in support of small forest businesses

Output 2.3 Experience sharing between producer organizations in-country

Output 3.1 Establishment and coordination of multi-sectorial policy platforms

Output 3.2 Increased information sharing results in improved understanding and better policies for producer organisations

Output 4.1 Organizations representing local producers influence global processes,

Output 4.2 Learning and practices are shared within and between countries and regions, and globally

The intention of these **annual synthesis reports** written by national facilitators is to use an agreed set of indicators and learning questions to summarise in-country FFF progress under each output. These reports should be drafted and presented at an annual stakeholder meeting prior to the end of each year to discuss and validate the findings, discuss and refine activities for the next year, and discuss and address any reporting deficiencies. A revised version of the report is then sent to FFF Management prior to 31 December.

Introduction to FFF in [Insert country name]

[Please insert any relevant changes to the Introduction to last years report if any – no need to repeat unless something new has happened e,g, major change in the country, policy or change in location or major focus of activities .

Highlights and Challenges

Please describe (narrative) the main highlights (achievements, results) of 2016 in your country: one paragraph per pillar (3), one for exchange visit and one for capacity development. You are invited to add one more,(such as communications) if it has a special meaning in the context of your country.

Please describe the challenges encountered in implementation during the first phase of FFF and what are the lessons learned, to be taken in account for the development of Phase II of the FFF. Very briefly share a human interest story about an individual, group or organization that benefitted from FFF’s work and identify the key ingredients that helped this happen.

Human Interest Story

Write a one page story which tells a story about a person, group, organization or event who benefitted from our work this year.

What was the key ingredient that made this happen?

Add a nice photo if available.

Pillar 1. Strengthen producer organizations for business and policy engagement

[Please read through scoping and baseline studies, grantee reports from producer organisations (or NGOs), and any other records of activities prior to completing the section below that were relevant to your country. Please provide brief answers to each of the questions in each section. If no activities happened this year under a particular heading please leave this blank. For areas left blank please work with FFF management to propose and discuss what could be planned for future years.]

Outcome 1. Producers are organized for policy dialogue

[IF (and only if) there is any *major* progress, insert here a headline about how FFF has led to new or changed policies, or better framing of sustainable forest and farm management within national policies and planning]

Output 1.1 Dispersed local producers are organised into effective and gender inclusive groups

[In this section, please provide a brief description of any FFF activities to support the formation or strengthening of producer organisations (grants or training) by answering the following questions. If none – please leave blank]

**Factual summary**

* How many forest producer organisations were supported by FFF (to form or strengthen their capacity), what were their names and where are they based? (with how many male and female members?) (Indicator 1.1.1)
* Did those producer organisations feel that they adequately represented everyone? (Women? Youth? Marginalised groups?) (Indicator 1.1.2)
* How many of the leaders of those producer organisations were women? (Indicator 1.1.4)
* How many meetings did those producer organisations hold to decide on their priorities and what are those priorities? (Indicator 1.1.5)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* What has encouraged people to join producer organisations supported by FFF or discouraged them and why? (learning question 1.1)
* How can representativeness in producer organisations supported by FFF be increased (e.g. for women, youth etc)? (learning question 1.2)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Output 1.2 Producer groups work together with government and private sector to improve policy

[In this section, please provide a summary of any FFF activities to help producer groups enage with policy or decision-making by answering the following questions. If none – please leave blank]

**Factual summary**

* How many policy or planning meetings (including FFF launch events) did FFF support producer organisations to attend, what meetings were these, and what were their objectives? (Indicator 1.2.1)
* How many policies or issues were reviewed and/or proposed by producer groups prior to or during those meetings? (Indicator 1.2.2)
* How many men and women from producer groups hold a decision making position in relevant policy making or planning processes? (Indicator 1.2.3)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* What do local producer organizations need more of so that they can link together to plan effectively at regional and national levels? (learning question 1.3)
* How is consultation with producer groups carried out and is it reaching the harder to reach? (learning question 1.4)
* How can truly collaborative policy dialogues be designed and structured in ways that respect the role of producers? (learning question 1.5)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Outcome 2. Producers are organized for business

[IF (and only if) there is major progress – insert here a headline sentence about how FFF has led to new businesses that have have diversified or added value to products or accessed major new financial support]

Output 2.1 Producer organizations know about business and can access finance.

[In this section, please provide a summary of any FFF activities to strengthen producer organisation business capacity (including grants or training) by answering the following questions. If none –leave this section blank]

**Factual summary**

* Did FFF support help producer organisations to improve finding buyers? If so how? (Indicator 2.1.1)
* Did FFF support help producer organisations to develop a proper business plan? (Indictor 2.1.2)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* What from the perspective of producer organisations was most helpful in increasing knowledge about how to develop businesses? (learning question 2.1)
* Are producer organisations able to exercise any control over the funding that is available to them and what can be done about this? (learning question 2.2)
* Is funding being allocated to what producer groups consider to be most important or are there gaps? (learning question 2.3)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Output 2.2 Establishment of services in support of small forest businesses

[In this section, please provide a summary of any FFF activities to strengthen support services (such as financial services or business support services) to producer organisations (including grants or training) by answering the following questions. If none –leave this section blank]

**Factual summary**

* How has FFF provided resources or engaged actors to provide service provision for producer organisations? (Indicator 2.2.1)
* What number and type of service providers have been actively providing services (financing or business development services) to producer organisations (disaggregated by females and male members) (Indicator 2.2.2)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* Is the variety and nature of service provision useful and improving for producer organisations? (learning question 2.4)
* What is needed to improve access to such services for producer organisations? (learning question 2.5)
* Is access to finance improving, and if so, how? (learning question 2.6)
* How has increased investment at a local level impacted landscape ecosystems? (learning question 2.7)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Output 2.3 Experience sharing between producer organizations in-country

[In this section, please provide a summary of any FFF supported exchange visits between producer organisations by answering the following questions. If none –leave this section blank]

**Factual summary**

* How many exchange visits between producer organisations did FFF support to take place within the country? (Indicator 2.3.1)
* How many examples of changed practices, new designs, altered plans and systems are there that were adopted following exchange visits? (Indicator 2.3.2)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* From the perspective of producer organisation participants - what made the exchange visits useful? (learning question 2.8)
* What topics did producer organisations feel future exchange visits should focus on and why? (learning question 2.9)
* How frequent and long did producer organisations feel these exchanges should be? (learning question 2.10)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Pillar 2: Catalyze multi-sectorial policy platforms

[Please read through scoping and baseline studies, meeting reports from multi-sectoral platforms, and any other records of activities prior to completing the section below that were relevant to your country. Please provide brief answers to each of the questions in each section. If no activities happened this year under a particular heading please leave this blank. For areas left blank please work with FFF management to propose and discuss what could be planned for future years.]

Outcome 3. Cross-sectorial policy coordination for sustainable forest and farm management

[IF (and only if) there is *major* progress – insert here a headline sentence about how FFF activities have led to better coherence between policies in different sectors or a more coherent national enabling environment that has enhanced producer organisation ability to manage forests sustainmably and improve livelihoods]

Output 3.1 Establishment and coordination of multi-sectorial policy platforms

[In this section, please provide a summary of any FFF support to particular multi-sectoral platforms by answering the following questions. If none –leave this section blank]

**Factual summary**

* How many, and what type of multi-sectoral platforms did FFF help to establish and or strengthen at country and or regional levels? (Indicator 3.1.1)
* What was the number, nature and level of representation of producer organisations (female and male members) in these platforms? (Indicator 3.1.2)
* How many decision taken at these platforms reflected producer organisation presence and inputs – and what were these? (Indicator 3.1.3)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* How can different ministries be most effectively brought together and how can the momentum be maintaineed (learning question 3.1)
* What are we factors are most important in ensuring that these platforms remain truly participatory and collaborative, and effective? (learning question 3.2)
* What is the role and nature of producer groups in those platforms and how is this changing over time? (learning question 3.3)
* Is the participation of producer groups changing any of the decisions that are taken and if so, how? (learning question 3.4)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Output 3.2 Increased information sharing results in improved understanding and better policies for producer organisations

[In this section, please provide a summary of any FFF activities to increase information sharing between producer organisations and decision-makers by answering the following questions. If none –leave this section blank]

**Factual summary**

* From perspective of producer organisations, how has participation in policy platforms increased understanding of how government operates? (Indicator 3.2.1)
* How many new networks or contacts (from FFF support to participate in these platforms) have resulted in new opportunities for producer organisations – and what have these been? (Indicator 3.2.2)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* What changes at the landscape level and the community level best illustrate results of an improved information sharing and coordination process? (learning question 3.5)
* Are benefits from participation in these platforms real and tangible? (learning question 3.6)
* Are some groups being left out of the process and benefits? If so how can we correct this? (learning question 3.7)
* Have any inter-ministerial inconsistencies and jurisdiction (legislation etc) affecting POs been identified and resolved?

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Pillar 3: Linking local voices to global processes.

[Please read through scoping and baseline studies, meeting reports from international exchanges and meetings, and any other records of activities prior to completing the section below that were relevant to your country. Please provide brief answers to each of the questions in each section. If no activities happened this year under a particular heading please leave this blank. For areas left blank please work with FFF management to propose and discuss what could be planned for future years.]

Outcome 4. National and global agendas are informed by the priorities of local producers and vice versa

[IF (and only if) there is *major* progress – insert here a headline sentence about how FFF activities have led to

regional and global decision making processes being aware of producer organisation priorities or having representation within regional and global initiatives]

Output 4.1 Organizations representing local producers influence global processes

[In this section, please provide a summary of any FFF activities to facilitate producer organisation representation in regional or global platforms by answering the following questions. If none –leave this section blank]

**Factual summary**

* How many strategies and or mechanisms for representative planning and advocacy has FFF supported so that producer organisations can engage regionally or globally? (Indicator 4.1.1)
* What processes have been been successfully implemented for reporting back from regional and global levels to constituencies at national and local levels? (Indicator 4.1.2)
* What examples can you point to where global policies and mechanisms vital to producer organisations have been shaped by producer organisation engagement – or by feeding back information into country processes? (Indicator 4.1.3)
* Is there any other indicator in this country that you wish to include to track progress being made? If so what is it and what change has resulted?

**Learning so far**

* Are communication channels linking producer organisations to global processes easy to access and effective – how can these be facilitated? (learning question 4.1)
* How are international initiatives on forests reflecting the knowledge and needs of producer organisation in this country? (learning question 4.2)
* How do we increase two way communication so experiences are shared back to constituencies and producer organisation members? (learning question 4.3)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Output 4.2 Learning and practices are shared within and between countries and regions, and globally

[In this section, please provide a summary of any FFF support for learning materials (reports, manuals etc) or exchanges *between* countries by answering the following questions. If none – leave this section blank]

**Factual summary**

* How many FFF targeted communication materials and outreach activities from work elsewhere have been widely distributed within country? (Indicator 4.2.1)
* What has been the number and frequency of information sharing events between producer organisations from different countries within FFF? (Indicator 4.2.2).

**Learning so far**

* Is there a regular and effective communication between producer groups and international institutions both within and beyond FFF? (learning question 4.4)
* What kind of information sharing, and exchange between countries is most useful to producer organisations (learning question 4.5)
* How can priorities be established and shared to help guide decision making on where to invest time and resources? (learning question 4.6)

**Proposed changes**

* Based on the learning so far, are their any changes you would propose for FFF-supported activities in the future?

Documentation

[Please provide a rolling list of any reports, published or unpublished (including minutes of meetings), that the FFF programme has developed during its in-country activities – using the format described below. This list will be added to in subsequent years to ensure that all the documents pertaining to the project are recorded and stored. Please include copies of these document just for the year in question in annexes

Name of authoring person (s) or institution (s). (Year) *Title of document.* Type of document. Institution, town, country. Available at: [include website or institution where document is stored]

For example

MERN (2014) *National exchange of forest and farm producer organisations in Myanmar in Kalaw Township, Shan State from 1-3 April 2014*. Project report.Myanmar Environmental Rehabilitation and conservation Network, Yangon, Myanmar. Available from FFF office, FAO, Rome.]

Annex 1…Insert and project documents as annexes