HIFOR Project Description Document Template v0.6

**Please, follow these instructions for completing the project description**

1. **File name:** HIFOR\_PDD\_<ProjectID>\_<DDMMYYY>\_<version>.pdf
2. **File type:** Submit the document as non-editable PDF
3. **Title page: […]** [add guidance, if any]
4. **General formatting: […]** Font for the main text should be Calibri (Body) 11 point with line spacing of 1.08 and an 8pt spacing between paragraphs and justified only on the left (the default style set for Normal text in this document). Captions, labelling, tables, annexes etc may use other styles as appropriate.
5. **General instructions:**
   1. Complete all the sections below, in accordance with the latest version of the HIFOR Methodology.
   2. Do not delete any section. If a section is not applicable, complete the section by explaining why it is not.
   3. Delete all instructions, including this page, from the final document.

HIFOR Project Description Document

Project Title

*Add logo of organization that prepared the document (optional)*

|  |  |
| --- | --- |
| **Project title** | *Project name* |
| **Project ID** | *Project ID (assigned by HIFOR at first submission)* |
| **Project Start Date** | *DD-MM-YYYY* |
| **Project Period duration** | *Number of years* |
| **Original date of issue** | *DD-MM-YYYY of first submission* |
| **Most recent date of issue** | *DD-MM-YYYY of last submission* |
| **Version** | *0.0* |
| **Prepared by** | *Name of Organization that prepared this document* |

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# Project Outline

## Summary Description of the Project

*The summary should include, at a minimum, a brief version of the information presented in the following sections: 1.2, 1.3, 2.2.1, 2.3.1, 2.3.4, 2.4, 2.5, 2.6, 2.7 and 3. It should generally not exceed 4 pages in length.*

## Project Proponent

*Provide the following information for each project proponent involved.*

|  |  |
| --- | --- |
| Organization name |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email |  |

## Other Entities Involved Long-Term in the Project

*Provide the following information for each entity involved.*

|  |  |
| --- | --- |
| **Organization name** |  |
| **Role in the Project** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Participation under Other Programs

*Report whether the Project is registered, or is seeking registration, under other climate/environmental/social program registries.*

*Guidance to be developed and placed in the ‘Program Guide’*

# Application of the Methodology

*Provide detailed description and supporting evidence, using Annexes and citation of published documents where appropriate, of how the project has met the requirements set out in the following sections of the Methodology for HIFOR Units (latest version):*

* *2 – Applicability conditions*
* *3 – Geographical and temporal boundaries*
* *4 – Ecological integrity criteria*
* *5 – Situation Analysis, Intervention Strategy and Description of Past Interventions, including Annex 1 – HIFOR Safeguards*

## Applicability Conditions

### HIFOR Accounting Area (HAA)

### Land ownership and absence of legal conflicts

### Liaison with territorial government

### Existence of a relevant Project Intervention Strategy

### Exclusion of non-permitted activities

### Legal compliance

### Use of latest approved version of the methodology

## Geographic Boundaries

### HIFOR Accounting Area (HAA)

### HIFOR Buffer Zone (HBZ)

### HIFOR Monitoring Area (HMA)

### Geographic Scope

## Temporal Boundaries

### Project Start Date

### Project Period

### Expected Timing of Validation

### Expected Timing of Monitoring Events

### Expected Timing of Verification

## Ecological Integrity Criteria

### Total forest extent

### Proportion of high integrity forest

### Proportion of low integrity forest

### Proportion of anthropogenic non-forest land cover

## Project Situation Analysis

### Land cover and forest types

### Social groups and their living conditions

### Relationship of Project Proponent with Indigenous Peoples & Local Communities

### Threats to forests and biodiversity

### Existing conservation activities

### Past and present development programs

## Project Intervention Strategy

### Process for development of intervention strategy

### Planned activities and rationale

#### Resolution of conflicts

#### Control of threats

#### Promoting sustainable development

#### Benefit-distribution mechanism

#### Avoiding negative environmental impacts

#### Risks and threats to delivery

#### Operational monitoring

### Institutional structure

### Compliance with safeguard requirements

### Budget and financing strategy

## Description of Past Interventions

### Process for development of past interventions

### Actions undertaken

### Past institutional framework

### Compliance with safeguard requirements

# Quantification of expected performance

As set out in Annex 4 of the methodology and guidance referenced therein, provide, for any completed Monitoring Period as well as the next forthcoming Monitoring Event

* An assessment of the **feasibility of meeting certain key conditions**
* **An ex-ante assessment of the expected environmental and social benefits** of the Project, consistent with the approach set out in Section 6 of the methodology, which shows that it is likely, conditional on securing sufficient finance, that the project will achieve measurable benefits.

## Feasibility of meeting applicability conditions and ecological integrity criteria

Present an assessment, using documented assumptions, of whether the **applicability conditions** and **ecological integrity criteria** were likely to have been met at the time of any past Monitoring Event and are feasible to meet at the next Monitoring Event.

## Estimation of expected HIFOR Units

Estimate the **number of HIFOR Units** that will be generated over the first Monitoring Period and, if that Monitoring Period has already concluded at the time of Validation, make a further assessment of the expected number of HIFOR Units that will be generated over the second Monitoring Period.

## Estimation of expected Net Carbon Removals

Estimate the **expected number of Reported Net CO2 Removals** that will be generated over the first Monitoring Period and, if that Monitoring Period has already concluded at the time of Validation, make a further ex-ante assessment of the expected number of net carbon removals that will be generated over the second Monitoring Period.

## Demonstration of the feasibility of delivering substantive social benefit

Estimate, using documented assumptions, **the feasibility of delivering one or more substantive social benefits** and avoiding/ managing negative impacts, and meeting all safeguards. This assessment is required for any past Monitoring Event after the first, and for the next expected Monitoring Event.

# Monitoring

*Provide detailed description of the Monitoring Plan including quality assurance and quality control (QA/QC) procedures according to the following sections of the Methodology for HIFOR Units (latest version):*

* *Section 7 – Validation and Monitoring*
* *Annex 7 – List of parameters to be monitored at each Monitoring Event*

## Monitoring Plan

Include Annex(es) listing:

* Data and Parameters Available at Verification

# List of Annexes

Annex title

Annex content

Annex title

Annex content

etc