

# INFFER Project Assessment Form (PAF) (INFFER step 3)

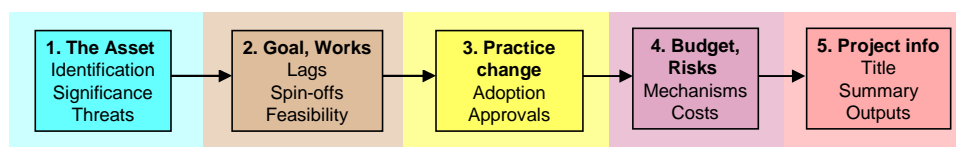
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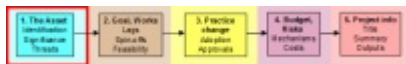
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Detailed guidance on how to complete this form is provided in the PAF Instruction Manual.

Figure 1. Simple flow diagram of the INFFER Project Assessment Form.





## Section 1: The asset

### 1.1 Asset identification

(a) Name of asset

(b) Brief description of asset

(c) Map of the asset

### 1.2 Significance of the asset

(a) Describe the values of the asset that make this an important project (i.e. what makes the asset significant?).

(b) Overall significance of the asset

Provide a score out of 100 to represent the significance or value of this asset (V), for calculation of the Benefit: Cost Index later.

V

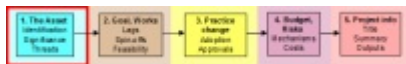
(c) Provide the rationale for the score you provided at (b)

### 1.3 Key threat(s) to the asset.

Indicate key threatening processes that are affecting the asset, or are predicted to affect the asset. For each key threat, briefly note its underlying cause and its impact on the asset in broad terms.

Key threat and underlying cause	Impact on the asset

If necessary, expand table to include additional key threats.



## 1.4 Related projects

(a) *What existing projects are going on, or have gone on in the past, related to the natural asset(s) being targeted by this project?*

(b) *Comment on the success or failure of these projects. How are you building on past work?*

## 1.5 Knowledge gaps and quality of information for Section 1

(a) *Note key knowledge gaps in Section 1 that may require additional research, analysis or investigation (e.g. about threats).*

(b) *Score the quality of information used to underpin your responses to Section 1.*

Very poor                      Poor                      Medium                      Good                      Very good

1  ————— 2  ————— 3  ————— 4  ————— 5



## Section 2: Goals, works, technical feasibility

### 2.1 Project goal(s)

*Provide one or more outcome goals that will be attained by this project. Each goal must be specific, measurable, and time-bound.*

### 2.2 Works and actions

*(a) Specify the works and on-ground actions that must be implemented by private citizens to achieve the specific goal(s) of the project (Q2.1). Document which private citizens would need to act.*

*(b) Specify the works and on-ground actions that must be implemented by this project to achieve the specific goal(s) of the project (Q2.1).*

*(c) Specify the works and on-ground actions that must be implemented by other organisations to achieve the specific goal(s) of the project (Q2.1). Document which other organisations would need to act.*

*(d) Briefly outline the causal links between these works and outcomes (relating to the goal) for the asset.*

*(e) Justification and information source(s)*

### 2.3 Time lags until benefits

*(a) If the works and actions specified in Q2.2 were fully implemented as a result of this project, what is the expected time lag (L) until the desired bio-physical outcomes would be achieved?*

Record the value of L for calculation of the Benefit: Cost Index later:

L  years

*(b) Justification and information source(s)*



## 2.4 Effectiveness of works

This question relates to the technical feasibility of generating benefits with the specified works. It requires knowledge of the cause-and-effect relationships between actions and outcomes.

(a) What is the likely reduction (if any) in overall threat or damage over the next 20 years resulting from the proposed works and actions (as outlined above in Q2.2)?

From (damage if this project is not funded)		To (damage if this project is funded)	
<input type="checkbox"/> Low	0-25% loss of asset value	<input type="checkbox"/> Low	0-25% loss of asset value
<input type="checkbox"/> Medium	26-50%	<input type="checkbox"/> Medium	26-50%
<input type="checkbox"/> High	51-75%	<input type="checkbox"/> High	51-75%
<input type="checkbox"/> Very high	76-100% loss of asset value	<input type="checkbox"/> Very high	76-100% loss of asset value

(b) Impact of works ( $W$ )

$W$  represents the proportional increase in future asset value that would result if the project was fully implemented (i.e. assuming that it is fully adopted) compare to if it wasn't.

Record the value of  $W$  for calculation of the Benefit: Cost Index later:

$W$

(c) Justification and information source(s)

From

To

### Consistency check 1

Is the estimated reduction in damage (Q2.4) consistent with the specific goal (Q2.1)? In other words, is there a high probability that the actions (Q2.2) would fully achieve the goal?

- Yes: go to Question 2.5
- No: You must either: (i) make the goal less ambitious (Q2.1), or (ii) increase the intensity of actions (Q2.2) and then re-do Q2.4.



## 2.5 Risk of technical failure

(a) What is the probability that the benefits generated by the specified works and actions would fall short of requirements? (i.e. Assuming that the works and actions specified in Q2.2 were fully implemented, what is the risk that the actual benefits would be significantly less than the benefits predicted in Q2.4?)

- 0-5% Very low risk of project failure due to poor technical feasibility. ( $F = 0.97$ )
- 6-10% ( $F = 0.92$ )
- 11-15% ( $F = 0.87$ )
- 16-20% ( $F = 0.82$ )
- 21-100% High risk of long-term project failure due to poor technical feasibility. ( $F = 0.4$ )

(b) Technical feasibility ( $F$ )

Record the value of  $F$  for calculation of the Benefit: Cost Index later:

$F$

## 2.6 Positive and negative spin-offs from the project

(a) Note in words any positive spin-offs that the project has for other public assets or for people other than those implementing the works and actions.

(b) Note in words any negative spin-offs that the project has for other public assets or for people other than those implementing the works and actions.

## 2.7 Knowledge gaps and quality of information for Part 2

(a) Note key knowledge gaps in Part 2 that may require additional research, analysis or investigation (e.g. about technical feasibility, cause and effect relationships, links between actions and outcomes).

(b) Score the quality of information used to underpin your responses to Part 2.

Very poor                      Poor                      Medium                      Good                      Very good

1  ————— 2  ————— 3  ————— 4  ————— 5



## Section 3: Practice change

### 3.1 Do some of the required works or actions (Q2.2) have to be implemented by private landholders or other private citizens?

- Yes: go to Question 3.2
- No: go to Question 3.5

### 3.2 Is the aim of project to encourage beneficial change or to discourage adverse change in management?

- The project aims to encourage changes away from current practice (in order to provide benefits for natural assets): complete Question 3.3.
- The project aims to discourage changes away from current practice (in order to avoid greater damage to natural assets): complete Question 3.4.

If the project aims to do both of these things, complete both questions.

### 3.3 Private adoption of works and actions

*(a) Consider the works and actions that have been specified for private land and water managers (and other private citizens) in Q2.2. In the absence of this project, how attractive is full adoption of these works to the relevant private citizens?*

- Highly attractive. Even without this project, the works/actions would probably be adopted at the required scale over the coming decade.
- Slightly attractive. Without this project, the works/actions would probably be adopted to some extent, but at less than the required scale, and reaching peak adoption would take more than a decade.
- Neutral. There is currently little or no adoption of the works/actions, and it is unlikely that they would proceed to higher levels of adoption without a policy intervention based on payments or regulation. However, it is expected that only small-modest, temporary payments or light regulation would be needed to prompt long-term adoption.
- Slightly negative. The works/actions would not be adopted without moderate ongoing payments or regulation.
- Highly negative. The works/actions would not be adopted without large ongoing payments or strongly-enforced regulation.



(b) How favourable are the circumstances of this project for adoption of the desired works/actions by the relevant private citizens?

- Very favourable adoption circumstances. For example, small target audience for adoption, with excellent links to the organisation running the project.
- Less favourable adoption circumstances. For example, a larger and more diverse target audience for adoption, with varying strengths of linkage to the organisation running the project.

(c) Record the value of A for calculation of the Benefit: Cost Index later (see table below)

A

Values of A based on responses to Q3.3(a) and Q3.3(b).

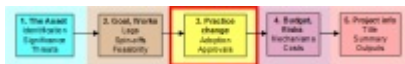
Average score	Very favourable adoption circumstances	Less favourable adoption circumstances
Highly attractive	1.0	0.9
Slightly attractive	1.0	0.8
Neutral	1.0	0.7
Slightly negative	0.8	0.6
Highly negative	0.6	0.4
Question not relevant	1.0: No private adoption required.	1.0: No private adoption required.

(d) Justification and information source(s)

**Consistency check 2**

*A common mistake is to over-estimate the adoption that would really occur. Are the responses to Q3.3 consistent with observed adoption behaviour for these practices or similar ones in the region(s) of this project?*

- Yes: go to Question 3.4
- No: modify the responses to Q3.3.



Check Q3.2 to see whether you need to answer Q3.4. If not, proceed to Q3.5.

### 3.4 Preventing adoption of adverse practices

(a) Consider the practices whose adoption you wish to prevent. How attractive are these practices to private land and water managers?

- Highly attractive. It will be difficult and/or expensive to prevent their adoption. ( $B = 0.4$ )
- Slightly attractive. It will be moderately difficult and/or expensive to prevent their adoption. ( $B = 0.7$ )
- Neutral. It will be easy to prevent their adoption. ( $B = 0.9$ )
- Slightly negative. Adoption is unlikely, irrespective of this project. ( $B = 0.95$ )
- Highly negative. Adoption is highly unlikely, irrespective of this project. ( $B = 1.0$ )

(b) Record the value of  $B$  for calculation of the Benefit: Cost Index later (see the PAF Instruction Manual):

$B$

(c) Justification and information source(s)

### 3.5 Approvals

What legal approvals would be required to undertake the works?

### 3.6 Knowledge gaps and quality of information for Section 3

(a) Note key knowledge gaps in Section 3 that may require additional research, analysis or investigation (e.g. about practice change or socio-economic risks).

(b) Score the quality of information used to underpin your responses to Section 3.

Very poor                      Poor                      Medium                      Good                      Very good

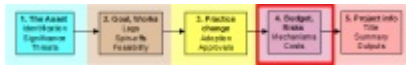
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### 3.7 Response to knowledge gaps

Considering the knowledge gaps identified in Sections 1 (Q1.5), 2 (Q2.7) and 3 (Q3.6) indicate whether:

- (i) one or more of the gaps should be addressed before the project proceeds;
- (ii) one or more of the gaps should be addressed during the project; or
- (iii) the project can safely proceed without filling any of the gaps.



## Section 4: Delivery mechanisms, risks and costs

### 4.1 Delivery mechanisms – private landholders and other private citizens

(a) Do you plan to use payment mechanisms to encourage practice change by private land/water managers? (e.g. stewardship payments, incentive payments, conservation tenders.) If yes, estimate the level of payments required to achieve full adoption of the required works (Q2.2) within 10 years (i.e. payments sufficient to prompt very high adoption).

#### Consistency check 3

If you plan to use payment mechanisms to encourage practice change, are the levels of payments specified in Q4.1(a) consistent with the attractiveness of the new practices as specified in Q3.3?

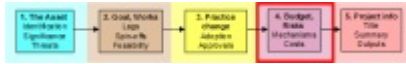
- Yes: go to Question 4.1(c)
- No: You must change the levels of payments.

(b) Do you plan to use covenants? If yes, provide details of the terms of the covenants, and the penalties for non-compliance. What are the private costs (including income sacrifices) that will need to be borne by landholders as a result of establishing covenants, above and beyond any payments to be provided by this project? What will it cost to establish the covenants?

(c) Do you plan to establish voluntary agreements? If yes, what is the basis for expecting that they will be complied with? Who will assess compliance, how and when? What are the planned durations of agreements? What will it cost to establish the agreements?

(d) Do you plan to rely on extension as the main delivery mechanism for one or more threats?

- Yes: do Consistency check 4
- No: go to Question 4.1(e)



## Consistency check 4

Did you answer “Slightly attractive” or “Highly attractive” in Q3.3?

- Yes: go to Question 4.1(e)
- No: you should reconsider your main reliance on extension for this threat. Adoption is unlikely to be sufficient.

*(e) Detail the delivery mechanisms to be used in this project to encourage private citizens to undertake the works and on-ground actions specified in Q2.2(a).*

## 4.2 Delivery mechanisms – works, investigation and management

*(a) Describe in detail all works and actions (from Q2.2) that will be fully implemented by the project itself, rather than by private citizens or other organisations.*

*(b) Describe investigations (data collection, research, analysis) that will be included within the project.*

*(c) Describe management arrangements for the project.*

## 4.3 Delivery mechanisms – other organisations

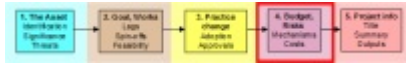
*(a) Describe any measures that need to be undertaken by other organisations responsible for natural resource management, other than direct works or on-ground actions (which were documented in Q2.2(c)).*

*(b) Detail all delivery mechanisms to be used in this project to encourage other organisations to undertake all measures required for this project to achieve its goal(s).*

## 4.4 Socio-political risks

*(a) Estimate the risk that the project will fail to achieve its goal(s) (Q2.1) due to one or more of the following factors.*

- (i) Non-cooperation by other organisations responsible for natural resource management.



(ii) Social, administrative or political constraints.

	<b>Value of <i>P</i></b>
<input type="checkbox"/> 0-5% Very low risk of project failure for either of the specified reasons.	0.97
<input type="checkbox"/> 6-25%	0.85
<input type="checkbox"/> 26-50%	0.62
<input type="checkbox"/> 51-75%	0.37
<input type="checkbox"/> 76-100% Very high risk of long-term project failure for either of the specified reasons.	0.12

(b) Record the value of *P* for calculation of the Benefit: Cost Index later:

*P*

(c) Justification and information source(s)

### Consistency check 5

Considering the answer to Q4.4(a), is there a sufficiently high probability of achieving the specific goal (Q2.1)? (at least 85%)

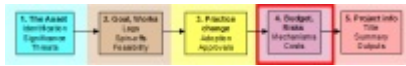
- Yes: go to Question 4.5
- No: Modify the goal, such that there is a lower probability of failing to achieve the goal for one of the specified reasons.

## 4.5 Costs

(a) Provide costs for the project, broken down by cost item.

This question relates to actions required in the current phase of project funding (e.g. 3 to 5 years). The next question relates to costs after this time frame.





## 4.6 Long-term funding

(a) Will funding beyond the time frame of the current proposed project be required to maintain the benefits generated by the project, or deliver the full benefits?

- Yes: got to Question 4.6(b)
- No: go to Section 5.

(b) How does this project fit into a long-term national, state or regional plan for these natural assets?

(c) After the completion of this project, what level of ongoing funding per year would be needed to maintain the benefits generated by this project? Specify the types of these ongoing costs and estimate their levels (\$/yr).

From Q4.6(c) record the estimated total ongoing funding per year (maintenance cost,  $M$ ) for calculation of the Benefit: Cost Index later:

$M$   \$/year

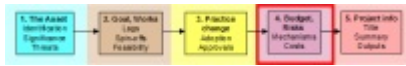
(d) What are the prospects for the required long-term funding being obtained?

- Very likely. The long-term plans and institutions are in place and funding committed. (Probability 0.9)
- Likely. The long-term plans and institutions are in place but funding is yet to be committed. (Probability 0.7)
- Possible. There is no firm long-term plan, institutional manager or funding in place, but there are good prospects of this occurring. Probability (0.5)
- Unlikely. There is no firm long-term plan, institutional manager or funding in place, but there are reasonable prospects of this occurring. Probability (0.3)
- Very unlikely. There is no firm long-term plan, institutional manager or funding in place, and the prospects of this occurring appear poor. Probability (0.1)

[If long-term funding not required, probability is set at 1.0.]

From Q4.6(d) record the probability of obtaining long-term funding ( $G$ ) for calculation of the Benefit: Cost Index later:

$G$



## Consistency check 7

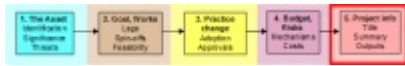
*Only complete if you have provided delivery mechanisms at Q4.1(e).*

*(a) Which delivery mechanisms are suggested by the Public: Private Benefits Framework?*

**This step will be automated in the electronic version. Before that is available, consult the document “INFFER Project Assessment Form (PAF) Instruction Manual”**

*(b) Is the suggestion at (a) consistent with the delivery mechanisms you have specified in Q4.1?*

- Yes: got to Question 5.1
- No: consider whether you wish to modify your response to Q4.1



## **Section 5: Project information**

### **5.1 Project title**

*Provide a brief title for the project (maximum 15 words).*

### **5.2 Project summary**

*Provide a short description of your proposal (maximum 150 words).*

### **5.3 Funder's targets and outcomes**

*Identify targets and outcomes of the intended funder that this project will address.*

### **5.4 Intermediate outcomes**

*Specify one or more intermediate outcomes, representing progress toward the overall project goal(s).*

### **5.5 Names**

*Names of people responsible for completing this Project Assessment Form.*

### **5.6 Date**

*When was this form last updated?*

## Section 6: Project assessment report

This provides a summary of the findings of the assessment, and of the project. This brief report may be provided to decision makers in the organisation to support strategic decision making about prioritisation of projects, or to external funders.

In the electronic version, this report will be generated automatically. Until that is available, copy the relevant information from the questions indicated into this report.

Project title [Q5.1]

Project summary [Q5.2]

Project developed by [Q5.5]

Date [Q5.6]

Benefit: Cost Index [from BCI calculator spreadsheet]

Time lag until most benefits of the project are delivered [Q2.3(a)]

Risk factors

(i) Practice change by private land/water managers. Probability of insufficient practice change (or of excessive uptake of adverse practices occurring despite project).

[Q3.3 and Q3.4: calculate as  $1 - (A \times B)$ ]

(ii) Socio-political risks. Probability of project failure due to non-cooperation by other organisations, or due to socio-economic, administrative or political constraints.

[Q4.4: calculate as  $1 - P$ ]

(iii) Technical feasibility. Probability that specified works and actions would not deliver specified outcomes.

[Q2.5: calculate as  $1 - F$ ]

(iv) Long-term funding. Probability that required long-term funding is not available.

[Q4.6(d): calculate as  $1 - G$ ]

Positive spin-offs identified [Q2.6(a)]

Negative spin-offs identified [Q2.6(b)]

Quality of Information

Section 1: Threats [Q1.5(b)]

Section 2: Technical effectiveness [Q2.7(b)]

Section 3: Practice change, socio-economic risks [Q3.6(b)]

Knowledge gaps (Q1.5(a), Q2.7(a) and Q3.6(a))