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ANNEX 1:
COVER SHEET TEMPLATE

TREATMENT PLOT/CONTROL PLOT	LOCATION REFERENCE
KEY CHARACTERISTICS	
Size of plot	
Elevation	
Soil type	
Aspect	
Slope	
Rainfall	
Irrigation	
Distance to natural vegetation (forest)	
Distance to semi-natural vegetation	
LAND USE HISTORY	
Forest/natural vegetation cleared	○ In last 12 months ○ Between 1 and 5 years ago ○ Between 5 and 10 years ago ○ Over 10 years ago
Plot has been under fallow	○ In last 12 months ○ Between 1 and 5 years ago ○ Between 5 and 10 years ago ○ Over 10 years ago
OTHER IMPORTANT CHARACTERISTICS	

ANNEX 2:
WEEKLY TEMPLATE

TREATMENT PLOT	REFERENCE (LOCATION)	
CROPPING SYSTEM		
WEEK		
LABOUR INPUTS		
ACTIVITY*	NUMBER OF HOURS/DAYS OF HIRED LABOUR	NUMBER OF HOURS/DAYS OF OWN/FAMILY LABOUR**
Land Preparation		
Planting		
Application of fertilizer		
Weed control		
Pest control		
Harvesting		
Total		
MATERIAL INPUTS	VOLUME	UNIT
Seeds		
Chemical fertilizer		
Manure or organic inputs		
Herbicides		
Pesticides (fungicide, insecticide)		
Natural pest control products (e.g. natural enemies, botanical pesticides)		

*Instead of recording hours for each activity, an alternative would be to give the total hours worked on the plot in the week and indicate which activities involved by placing a tick in the box
** If recording number of hours or days is not practical, a qualitative approach, e.g. 'low medium or high' could be used.

ANNEX 3:
DAILY AND WEEKLY TEMPLATE

TREATMENT PLOT	PLOT REFERENCE							
CROPPING SYSTEM								
WEEK								
LABOUR INPUTS								
ACTIVITY*	NUMBER OF HOURS (FAMILY LABOUR AND HIRED LABOUR)							
	Weekly Total	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
o Land Preparation								
o Planting								
o Application of fertilizer								
o Weed control								
o Pest control								
o Harvesting								
Total								
MATERIAL INPUTS	VOLUME				UNIT			
o Seeds								
o Chemical fertilizer								
o Manure or organic inputs								
o Herbicides								
o Pesticides (fungicide, insecticide)								
o Natural pest control products (e.g. natural enemies, botanical pesticides)								

ANNEX 4:
TEMPLATES FOR OUTPUT – SINGLE CROP FOR WHOLE HARVEST PERIOD

TREATMENT PLOT	LOCATION (REFERENCE)		
Cropping system			
Crop			
Harvesting period	Start.....	End.....	
QUANTITY	AMOUNT	UNIT	COMMENTS
Quantity produced			
Quantity sold			
Price at which sold			
o Start of harvest period			
o Middle of harvest period			
o End of harvest period			
QUALITY	GRADE	GRADING SYSTEM	COMMENTS
Quality (for market)			
Quality for own consumption/use			
o Taste			
o Length of stalks/fodder			
o Seeds			
o Perishability			
o Other			
Unusual factors affecting output (e.g. weather conditions, disease outbreak)			
Overall assessment for crop			

ANNEX 5:
TEMPLATES FOR OUTPUT – SINGLE CROP HARVESTED WEEKLY

TREATMENT PLOT	LOCATION (REFERENCE)		
Cropping system			
Crop			
Week/date	Day..... to..... Month.....Year.....		
QUANTITY	AMOUNT	UNIT	COMMENTS
Quantity produced			
Quantity sold			
Price at which sold			
QUALITY	GRADE	GRADING SYSTEM	COMMENTS
Quality (for market)			
Quality for own consumption/use			
o Taste			
o Length of stalks/fodder			
o Seeds			
o Perishability			
o Other			
Unusual factors affecting output (e.g. weather conditions, disease outbreak)			
Unusual factors affecting price at which sold (e.g. change of buyer or location of sale)			
Overall assessment for crop			

ANNEX 6:
OUTPUT TEMPLATE – MULTIPLE CROPS

TREATMENT PLOT		LOCATION (REFERENCE)		
Cropping system				
Crop		Crop 1.....	Crop 2.....	Crop 3.....
Harvesting period		Start..... ..... End.....	Start..... ..... End.....	Start..... ..... End.....
QUANTITY	UNIT			
Quantity produced				
Quantity sold				
Price at which sold				
o Start of harvest period				
o Middle of harvest period				
o End of harvest period				
QUALITY	GRADING SYSTEM			
Quality (for market)				
Quality for own consumption/use				
o Taste				
o Length of stalks/fodder				
o Seeds				
o Perishability				
o Other				
Unusual factors affecting output (e.g. weather conditions, disease outbreak)				
Overall assessment for crop				
Overall assessment for the plot				

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As a contribution to the International Pollinators Initiative, FAO and its partners have collaborated with the International Institute for Environment and Development (IIED), UK, to develop a participatory approach to evaluating the costs and benefits to farmers of employing pollinator-friendly practices. This document thus presents a handbook for the application of the approach, outlining the different steps to be followed in assessing the value of practices. Formats for keeping records that are useful in the evaluation are provided in annexes.




GLOBAL ACTION ON **POLLINATION SERVICES**
FOR **SUSTAINABLE AGRICULTURE**

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