

MONTHLY REPORT #13

DECEMBER 2016

**FEED THE FUTURE TANZANIA
LAND TENURE ASSISTANCE (LTA)**

**CONTRACT NO: AID-OAA-I-12-00031
TASK ORDER NO: AID-621-TO-16-00005**

December 30th, 2016

This document was produced as part of the Feed the Future initiative for review by the United States Agency for International Development. It was prepared by DAI for Feed the Future Tanzania Land Tenure Assistance Activity, Contract No. AID-OAA-I-12-00031 Task Order No. AID-621-TO-16-00005



TABLE OF CONTENTS

Acronyms.....	ii
1. INTRODUCTION	1
2. STAFFING.....	1
2.1 Key Personnel.....	1
2.2 Field Staff	1
2.3 Subcontractors.....	2
3. PROGRAM AND MANAGEMENT	2
3.1 Stakeholder Meetings and Consultations	2
3.2 Milestone Documents and Reports.....	2
3.3 Key Project Issues.....	3
4. PLANS AND CALENDAR FOR JANUARY 2017.....	5

Acronyms

CCRO	Certificate Customary Rights of Occupancy
COR	Contract Officer's Representative
DAI	DAI Global LLC
FTF	Feed the Future
GOT	Government of Tanzania
LTA	Feed the Future Tanzania Land Tenure Assistance
M&E	Monitoring and Evaluation
SOW	Statement of Work
STTA	Short-Term Technical Assistance
USAID	United States Agency for International Development

MONTHLY REPORT NO. 13 DECEMBER 2016

I. INTRODUCTION

This monthly report covers project activities undertaken for the period from December 1-31st, 2016. The LTA project office closed from 23rd Dec – 3rd January for the Christmas break. The report focuses on activities and constraints for this month of field activities in the first and second of the LTA villages and collaboration with key stakeholders.

Highlights of field activities for the month include the near completion of printing CCROs for Kinywang'anga, and the ongoing demarcation and adjudication and training activities in Kiponzelo village. Other highlights include a visit to the LTA by the USAID COR and associates 30th Nov -1st December. Letters were drafted to the, MLHSSD Minister Lukuvi requested to participate in the first CCRO distribution ceremony which is planned for the week commencing January 23rd 2017 in Kinywang'anga village. Approval is awaited from USAID for the submission of the letter.

The next monthly report will be submitted not later than February 15th and will cover the period January 1-31st 2017.

2. STAFFING

2.1 Key Personnel

The new COP Tressan Sullivan has been approved by USAID and the STTA for Alexander Solovov (MAST Software Developer) and Clive English (former COP and Land Administration and Regularization Advisor) have also been approved. This clears the way for rapid technical progress early in the new year leading to the testing of the final version of MAST in March.

The Land Administration Specialist, Mr Msigwa - approved by USAID – commenced duty on the project full time on December 1st and had provided key advice and consultation with the District Land Officer on issues relating to public outreach, field procedures and the preparation and signature of CCROs. The Chief of Party has worked closely with the Field Manager and Public Outreach and Communications specialist on field procedures, land administration and public outreach issues and has completed seven days of field time in this period with the assistance of the DLO and his staff.

DAI presented a proposed replacement candidate for the COP position. Approval has now been received. In addition, approval has been received for the internal promotion of two staff members for an admin assistant and driver as field assistants to provide maximum support to ongoing field activities.

Finance and Accounts advisor Heather Robertson visited the project 12th -17th December and provided valuable inputs and improvements to the allocation of costs – particularly field costs which will also be essential for Monitoring and Evaluation.

2.2 Field Staff

Updates on personnel are summarized as follows:

- Monitoring and Evaluation Specialist – An appointment has now been made and the new M&E specialist will commence work, full time in January 2017.
- The Field Manager has continued to oversee all field activities, data capture and quality control with District Land Office personnel and the LTA GIS/Database Specialist.
- The COP attended seven field days to check/advise on training for adjudication, demarcation and public outreach effectiveness. Several changes are going to be needed to make sure procedures and consequent quality of data is improved.
- The approved messages and training agreed during the November workshop still need further refinement to ensure standards are maintained on the ground and are replicable. Further supervisory/advisory inputs will be needed in the New Year to ensure these procedures and messages are correctly applied.
- The deployment of six field personnel from Kinywang'anga to assist in training in Kiponzelo has worked well but will need additional strengthening with the best of the para-surveyors and adjudicators from Kiponzelo before moving on to the next village (Magunga).
- As stated in previous reports the model of training of trainers from villages and extending their skills and services to other villages remains the primary method to be used for scaling up. However there is an urgent need to strengthen this initiative to ensure consistent messages and training is applied.

2.3 Subcontractors

- Land Equity International: Following the approval of Contract Modification 2, DAI will fully process the subcontract with LEI

3. PROGRAM AND MANAGEMENT

3.1 Stakeholder Meetings and Consultations

- November 11th: The Personal Secretary of MLHHS Minister Lukuvi visited the LTA office for an update on the program, and to discuss plans for Minister Lukuvi to participate in the Kinywang'anga CCRO distribution ceremony.
- Outgoing COP met with the MLHHS Point of Contact on 15th December for debriefing on current activities, the transition to a new COP and work scheduled for 2017.
- The COP met with the DFID LTSP project team to discuss progress, project overlaps and methods and procedures. This was a detailed technical meeting that will result in a visit by the DFID team to the LTA in January.
- The incumbent COP met with the COR on 16th December to discuss ongoing progress and work to be undertaken during the transition to the new COP, and the first of the STTA inputs to be undertaken by the outgoing COP in January 2017.

3.2 Milestone Documents and Reports

- The first Donor Coordination Report Draft was accepted with some caveats for future submissions.

3.3 Key Project Issues

The focus has remained on fieldwork and ensuring the initial outreach and messages at village level are appropriate and properly timed as well as screening and checking for procedural integrity in the demarcation and adjudication process and any consequent data errors.

Progress report Kinywang'anga:

- Data was reviewed and cleaned by the GIS/DB Specialist and reviewed by the Field Manager and STTA Land Administration Specialist. Data for all parcels that are proceeding to title have been delivered to DLNR for printing and registration. At the time of writing 619 out of the total of 850 parcels had been printed and registered. The shortfall in crested paper delayed progress but this has now been resolved.
- It is estimated all titles will be completed for the proposed ceremonial input of the Minister week commencing 23rd January (the proposed date is the 25th January).
- LTA has reviewed issues relating to parcels mapped outside of the formal VLC boundary and those within a conflicting VLUP land use designations with the Village Council and the District Land Office. A decision is still pending but it is likely
 - The VLC boundary will be amended in agreement with the neighboring village
 - There will be some amendments to the VLUP to accommodate some farms and dwellings.

Progress report Kiponzelo:

- The final draft of the VLUP is awaited. The Village Assembly approved the VLUP on November 25th.
- Training for para-surveyors and adjudicators was conducted. This needs further reviews – specifically with regard to the principles of adjudication and the role of the adjudication committee.
- Demarcation and adjudication activities have now completed over 700 claims – 300 were completed in December. This slower pace from that of November was due to additional training and testing of the para-surveyors using revised training and testing methods.
- Revisions to training and selection of village participants for training of trainers methods will be the subject of intensive review and activity in the input of the Land Administration and Regularization advisor in January and March.

Collaboration with Department of Lands and Natural Resources

- On Nov 8-9, LTA and DLNR held a joint workshop to approve the content of 12 key topic modules for outreach and training materials. Next steps are to use the modules, with additional materials, to finalize the full training content. Despite this development the LTA is still finding procedural anomalies in the way the field team are operating. Further work is needed with the DLNR to secure direct and clear procedural training going forward.
- On December 1-9th the COP attended the field to test and modify para-surveyor and adjudication procedures training and implementation. This work will continue in January.
- On November 23, DLNR initiated printing and registration of Kinywang'anga CCROs. Procedures for printing and registration replicate data already captured by

MAST and are unnecessarily labor intensive and costly. These procedures (inherited from the MAST Pilots) will be changed through the MAST software development program. At the time of writing 620 had been completed.

- Related to the above, work will commence on the transactions business models under the TRUST proposals.
- LTA and DLNR met to jointly plan the visit by the Minister for the Kinywang'ganga ceremony. The LTA is awaiting word from USAID as to whether this ceremony can proceed on the given dates.

Other project activities

- The revised of the Branding and Marking plan was approved after some discussion between the LTA and Charlotte Cerf and Jessica Padron of USAID.
- On November 30/1st December USAID conducted a site visit with COR Hal Carey, Thomas Donigan (DOC), Charles Mubelwa (M&E), and Ragip Saritabak (Finance). Meetings were held with government leadership, LTA staff, and DLNR staff to discuss project updates and review performance. On Dec 1, a site visit in LTA target village Kiponzelo was undertaken to observe procedures being undertaken. The LTA is grateful for the COR's perceptive comments/observations on the status of the work and interactions with the DLNR.
- MAST Development: The detailed technical specifications and work plan for MAST development has been largely completed by STTA Alex Solovov. Several un-foreseen problems were encountered with the MAST code, specifically the structure, writing and security. The structure was found to be sub-optimal and many changes had to be made to render it more efficient. These issues have now been resolved and completed.

As per the previous monthly report all the proposed list of tasks has now been completed. Revised mapping capability has been received and field tested with the field manager in Kiponzelo. The final list of revised tasks is as follows.

- Implement downloading of submitted claims, made by other para-surveyors.
- Implement viewing of attribute data for completed and synchronized claims.
- Implement project extent downloading and setting it as a default location to effect and improve zooming in when opening map.
- Implement updating of submitted claims to the server to get back assigned parcel number and other information generated by the server.
- Improve displaying of parcel layer to show assigned parcel numbers in the field.
- Implement displaying of verticess of all parcels when in the editing mode to improve digitising quality checks
- Implement extra control on the captured data fields.
- Add extra fields (Claim number, ID data, Juridical area etc.)
- Implement snapping function in the mapping and the option to set tolerance.
- Implement capturing of existing CCROs (capture existing CCRO number, parcel number) for onward checking during the regularisation process.
- Implement unclaimed parcels recording (capture parcel shape, description, media).

- Implement disputed parcels recording (capture parcel shape, description, media).
- Introduce CCRO type/status (new, disputed, unclaimed, existing).
- Improve capturing additional documents. Introduce document types.
- Adjust layer style displays to enable effective viewing of the underlying image.

The schedule for testing and improving the revised version is late February.

- MOU between LTA and the DLO is now signed by both the DLO and the COP.
- LTA Budget Realignment has been accepted

The following issues need to be addressed:

- **CCRO Issuance Ceremony, Kinywang'anga;** Confirmation required from USAID for the proposed date of 25th January as per the LTA's draft letter.
- **Impact Evaluation:** The Impact Evaluation Team provided additional villages to replace those rejected by LTA based on recommendations from DLNR. The LTA consulted with the DLNR and provided final concurrence with the list in early December. The LTA is now awaiting the final listing of treatment and non-treatment villages. In the meantime work is continuing on six villages that will not be included in the RCT. The implications of the final listing will need to be discussed with the new COP.

4. PLANS AND CALENDAR FOR JANUARY 2017

Activities shown in **Table I** are expected to take place for the month of January 2017. The key priority for the next month will be the further development of public outreach and training materials, continuation of fieldwork in Kiponzelo and resolving key procedural issues, progress on the MAST improvements, and finishing CCRO printing and registration for Kinywang'anga by DLO.

Table I: Plans and Calendar for January, 2017

Planned Activity	Location	Expected Dates
Office opens, commencement of field activities in Kiponzelo	Iringa/Kiponzelo	3 rd January
Arrival of new COP	Iringa	Date to be confirmed
Kiponzelo demarcation and adjudications	Kiponzelo	1-31 st January
Arrival of Land Administration and Regularization Specialist	Iringa and field missions	9 th -29 th January
Troubleshooting and training on issues to improve procedures and training of para-surveyors and adjudicators in Kiponzelo and Magunga	Kiponzelo/Magunga	9-29 th January

MAST Improvements	Off-site remote work and on site testing and confirmation by field teams	1-31 st January
Review and finalize outreach messages and training materials using key topic modules agreed in November. Public Outreach and Land Admin and Regularization Specialist	Iringa LTA	15 th – 20 th January
Finalize printing and registration of CCROs for Kinywang'anga	Iringa DLNR	1-15 th January
Development of procedures manual	Iringa LTA	Ongoing 1-31 st January
Developing and implementing procedures for resolving disputed claims and those made outside VLC boundaries or in contradiction to VLUP designations	Iringa LTA / Kinywang'anga	1-10 th January