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FEED THE FUTURE
The U.S. Government's Global Hunger & Food Security Initiative

MONTHLY REPORT #1

DECEMBER 2015

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

CONTRACT NO: AID-OAA-I-12-00031

TASK ORDER NO: AID-621-TO-16-00005

JANUARY 15, 2016

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INTRODUCTION

DAI was awarded the Feed the Future Tanzania Land Tenure Assistance (LTA) task order under the Strengthening Tenure and Resource Rights (STARR) IQC on December 6, 2015. After review by DAI Contracts Department, the task order was countersigned by DAI on December 11, 2015. Project start-up activities commenced immediately. Below is a summary of key tasks and achievements in December 2015.

PROJECT START UP ACTIVITIES

PROPOSAL HANDOVER MEETING

On December 8, the DAI staff responsible for the technical and cost proposal held a handover meeting with the staff responsible for project start-up and management. This meeting ensures that the Start-up Team has a full understanding of the conceptual framework, assumptions and decisions made in writing the technical and cost proposal. Project inception will thereby build a strong foundation for project delivery in line with USAID requirements and expectations.

KEY PERSONNEL

Key Personnel Chief of Party Clive English and Land Administration Specialist Alphonse Tiba were notified of task order award. DAI Human Resources staff began developing employment agreements, and mobilization plans were established. In accordance with prior professional and personal commitments, COP Clive English will mobilize approximately January 23, and Land Administration Specialist Alphonse Tiba will mobilize on March 1.

SUBCONTRACTORS, RESOURCE PARTNERS AND STAKEHOLDERS

Subcontractor Land Equity International was informed of task order award, and initial technical kick off discussion was held with COP Clive English. LEI confirmed availability of named personnel, pending finalization of LEI subcontract. DAI Contracts Department began preparing Request to Subcontract documents.

Project resource partners InfoBridge and Law Advocates were informed of the task order award.

USAID Tanzania provided introductions to Cloudburst and to the USAID LTRM team in Washington. DAI followed up and scheduled introductory meetings with COP and DAI project manager for week of January 4-8.

START UP PLANNING

On December 10, DAI held the start up planning kick off meeting. The start up team was identified and travel arrangements began:

Catherine Johnston:	Acting Project Team Director / Project Manager (field) Acting Chief of Party
Lawrence (Chris) Blatnik:	Start Up Manager
Ruth Nakaar:	Start Up Associate
Diana Price:	Start Up Recruiter
Martina Fongyen:	Project Manager (home office)

DAI has a well established process for Project Start Up which ensures a rapid, efficient, and compliant start up of all projects worldwide. Key activities and tasks completed in this period include:

- Start Up Matrix completed (a comprehensive plan for all required tasks and responsibilities of start up team)
- Oracle (DAI's integrated financial management program) setup complete
- TAMIS (DAI's Technical and Administrative Management Information System) initial project site established and customized
- Initial phone call with USAID COR Harold Carey (Catherine Johnston, Acting Project Team Director), December 22
- Initial phone call with USAID CO, COR and DAI Start-up Team, December 23
- Clarification via email of USAID requirements and process for staff and consultant approvals
- Quality Assurance Review held (final review by senior manager confirming that all required start up preparations are complete prior to field travel) scheduled for January 4, 2016
- Itinerary for COP Orientation at DAI Bethesda headquarters established and meetings scheduled for week of January 4-8, 2016. Travel arrangements made and Request for International Travel Approval submitted for travel to Bethesda.
- Request for Approvals for Start-up Manager STTA submitted
- Date for USAID Kick Off Meeting established as January 27/28

PLAN AND CALENDAR FOR JANUARY 2016

Planned Activity	Location	Expected Dates
Start Up Manager and Start Up Recruiter conduct initial finance, administration, human resources, operations and recruitment tasks	Dar es Salaam	January 3-9
COP Orientation and meetings with USAID LTRM team and Cloudburst	Washington DC area	January 3-9
Acting COP/Start Up Project Manager conducts initial meetings with USAID, introductory meetings with stakeholders, commences technical start up tasks	Dar es Salaam	January 10-16
Approval requests submitted for COP mobilization travel, technical STTA	n/a	January 10-16
Monthly Report #1 submitted	n/a	January 15
Start Up Team conduct finance/recruitment/admin/operations tasks including office and housing search	Iringa	January 10-31
COP begins drafting Inception Report	UK	January 10

Acting COP conducts Inception Report research and introductory meetings with stakeholders	Iringa/Kilombero	January 17-23
COP Mobilization	Dar es Salaam	January 24
COP and technical STTA (including Key Personnel Land Administration Specialist) conduct Inception Report research and meetings with stakeholders	Dar es Salaam	January 25-January 30
USAID Kick Off Meeting	Dar es Salaam	January 27/28
Home office project management team continue start up activities including finance and TAMIS management systems	Bethesda MD	January 1-31
COP and Technical STTA continue Inception Report research	Iringa/Kilombero	January 31 onward