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# MONTHLY REPORT #4

**MARCH 2016**

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

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

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

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## **INTRODUCTION**

This report covers activities the period for 1<sup>st</sup> -31<sup>st</sup> March 2016. The next monthly report will be submitted on May 15<sup>th</sup> and will cover the period 1<sup>st</sup> April – 30<sup>th</sup> April 2016.

## **PROJECT START UP ACTIVITIES**

### **KEY PERSONNEL**

Chief of Party Clive English has remained on site in Iringa throughout March. He has been supported by the Acting Finance and Operations Manager, Rada Culibrk who arrived in Tanzania on 5<sup>th</sup> February. She is scheduled to remain in Tanzania until April 7<sup>th</sup>. The Land Administration Manager commenced work full time on 1<sup>st</sup> March.

A staff deployment schedule has been prepared for the remainder of the technical staff. This is presented in the first draft of the Inception Report and is set against a detailed work programme.

The accountant is in post since March 1<sup>st</sup> and the Administrative Assistant also in post since March 14<sup>th</sup>. A driver has been appointed and use is being made of a small hire jeep.

At the time of writing key administration staff the FOM and Operations Manager are still awaiting approval from USAID before they can commence work. These approvals are now urgent and are carried over from the last report.

### **SUBCONTRACTORS, RESOURCE PARTNERS AND STAKEHOLDERS**

DAI and subcontractor Land Equity International have held further discussions about the best staffing pattern and profiles for LEI long term and short term experts and field staff.

A profile has now been developed and presented in the Final Inception Report. Staff are now being consulted on the timing of their inputs and their availability. The key change in staff deployment is to move away from a heavy commitment to long term senior specialists to a more balanced staffing profile including younger field staff to address field support requirements. This is now being costed and has been provided in the Final Inception Report.

## **START UP – PROGRAM AND MANAGEMENT**

### **INCEPTION REPORT**

COP completed a first draft of the Inception Report on 25<sup>th</sup> February. This was not quite complete and additional material was prepared for inclusion. The second submission was delivered on Thursday 29<sup>th</sup> March after the Easter break. Return comments from AID were quickly received by 31<sup>st</sup> March.

The inception is a large document and provides a great deal of information on detailed methodology.

A stakeholder analysis was completed and a separate communications and M&E plan, gender and vulnerable groups strategy will be the subject of standalone documents. At the time of writing the IR is with the COR awaiting final comments/approval.

A full work plan is included in the Inception Report. This is full tasked and resource requirements identified. The ambition is for as early a start in the field as possible when the final village selections are completed.

## **CONTRACT AMENDMENT FOR VILLAGE SELECTION PROCESS**

A number of constructive exchanges of information have been undertaken with regard to finalising the revised wording for the contract for the village selection process between the COP and the COR. This is following the cancellation of proposed village land activities in Kilombero Valley. These exchanges have finalised the wording for the contract amendment for village selections. The LTA is waiting final draft of the Contract SOWs from USAID.

The District has provided a list of the proposed 41 villages with the initial target of six for the first year. To comply with USAID standards for impact evaluation (IE) the IE specialists are currently trying to influence village selection to comply with RCT standards of sampling. The discussion is ongoing. As a result:

- Telecons have been held between LTA and IE team to discuss village selection on 25<sup>th</sup> and 30<sup>th</sup> March to discuss way forward on this. The IE team are to submit a concept note for LTA to review and discuss with District.
- Further meetings have been held with District staff on village selections and the overall requirements of the project. The project now has a complete profile of 30 treatment and 30 non treatment villages from which to select targets.
- Five villages will be selected in Mbeya for demonstration purposes.

The final listings will be produced in May/June following the visit of the USAID representative from DC.

## **MAST TRANSFER AND ACCESS**

This has proved problematic and has been the subject of a number of e-mails and correspondence going back to January 2016. Through its inception investigations and needs assessment the DAI LTA has determined that MAST, and related procedures, in their current form cannot be scaled up without modification/improvement and streamlining.

Initial queries from DAI to USAID and Cloudburst over MAST access and copyright have now been answered by USAID DC who have confirmed LTA will get access to the MAST code for the week of 4<sup>th</sup> – 8<sup>th</sup> April. However, LTA have now developed and costed its own options for moving forward. These involve three options; (i) Making use of the new up-to-date code when received, (ii) Making a new MAST that links up better with TRUST, (iii) Using SOLA FAO software.

Option 2 is the LTA favoured option but this will come with extra costs. When the code and associated documentation is received the LTA will review and make determinations on the best way forward. Meanwhile;

- The LTA IT specialist visited Iringa 19<sup>th</sup> March – 1<sup>st</sup> April to review requirements and progress for MAST application. He has completed his recommendations and comments which have been included in the Inception Report. He has also made final edits/conclusions to the MAST Needs Assessment Report to be submitted in early April.

- A field day was completed on Wed 23<sup>rd</sup> March in Kitayawa village to allow the IT specialist to review MAST operations and results in the field. Further visits are planned to Kitayawa to observe ongoing procedures. A visit to Kitayawa was already made to observe current outreach procedures.

## OTHER FIELD RELATED TASKS

These include:

- Visit made to Mbeya on 14<sup>th</sup> March to visit District Land Office and District Commissioner of Lands. Useful discussions to sow the seeds for project involvement in Mbeya in coming months/years.
- Preliminary meetings were held with the District Executive Director on 10<sup>th</sup> March to brief on the proposed of the LTA
- A number of meetings held with District Staff on village selections - lists and VLC map data compiled. The latter is incomplete so maps will need to be obtained from Dar before image coordinates can be provided to USAID.

## START UP – FINANCE, ADMINISTRATION AND OPERATIONS

DAI has continued to work through the start up process. Key activities and tasks completed in this period include:

- Vehicle hire/transport arrangements are currently working satisfactorily – however it is noted new cars will not be delivered to Dar until end May. Likely project transport will not be fully functional until June.
- VAT papers dispatched for signature for arrival of IT consignment – signed documents received from USAID but are still with Ministry of Lands. On receipt these will have to be countersigned before exemptions can be issued. DAI remains unclear how long this will take or even whether it is achievable.
- Accountant and Admin Assistant on seat, FOM and Ops Manager are still awaiting USAID approval. The LTA urgently needs these approvals.
- Current acting FOM is expected to leave on 7<sup>th</sup> April.
- Project office in Iringa still undergoing some improvements but now fully furnished.
- Field operating and finance systems are still under development

## PLAN AND CALENDAR FOR APRIL 2016

Planned Activity	Location	Expected Dates
Inception Report Final Draft to be Approved	Iringa,	ASAP
MAST Needs Assessment Report to be concluded and Submitted	Iringa	April 13th
Meetings with key stakeholders at the local level	Iringa	Ongoing through April

Field observation/research at the last MAST pilot site, Iringa District Administration, Kitayawa Village	Iringa District	Ongoing – as required through April
Land Administration Manager visitng Dar for data collection	Dar es Salaam	11- 15 <sup>th</sup> April
COP and DAI HO Project Team Director to visit USAID to facilitate handover to acting COR	Dar es Salaam	18 <sup>th</sup> April
COP data collection and visit to DFID project	Dar es Salaam	19 <sup>th</sup> April
Ongoing discussion – meetings with District on village selections	Iringa District	Ongoing through April
Field visits to six selected villages	Iringa District	Ongoing through April – as required
Decisions to be made on the way forward for development of MAST/TRUST	Iringa/Washington	Ongoing through April