



**FEED THE FUTURE**

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

# MONITORING AND EVALUATION PLAN

**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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## ACRONYMS

AAD	Activity Approval Document
ADS	Automated Directives System
CCRO	Certificate Customary Rights of Occupancy
COR	Contract Officer's Representative
CSO	Civil Society Organization
DAI	DAI Global LLC
DMP	Data Management Processes
DO	Development Objective
DQA	Data Quality Assessment
DQS	Data Quality Standards
FTF	Feed the Future
GOT	Government of Tanzania
IP	Implementing Partner
IR	Intermediate Result
LTA	Feed the Future Tanzania Land Tenure Assistance
M&E	Monitoring and Evaluation
MEL	Monitoring, Evaluation, and Learning
PAD	Project Appraisal Document
PIRS	Performance Indicator Reference Sheets
PMP	Performance Management Plan
RF	Results Framework
STTA	Short Term Technical Assistance
USAID	United States Agency for International Development
USG	United States Government
VLC	Village Land Certificate
VLUP	Village Land Use Plan

## OVERVIEW

The Feed the Future Tanzania Land Tenure Assistance (LTA) activity was awarded to DAI under Contract AID-OAA-I-12-00031, Task Order No. AID-621-TO-16-00005 in December 2015. LTA is an integral part of USAID's broad initiatives in the Southern Agricultural Growth Corridor of Tanzania (SAGCOT). The project will be implemented over four years and provide assistance to local level authorities in the delivery of land administration services under the village land laws and acts of Tanzania.

The LTA will develop a comprehensive system and procedures for participatory, low-cost first registration/regularization of land tenure and long-term management of land transactions, incorporating the use of mobile technology (Mobile Application for Secure Tenure MAST). This system will be replicable, scalable and sustainable for future implementation by the Tanzanian Ministry of Lands.

The development of this comprehensive system will support LTA's three objectives:

1. Assist target districts and villages in completing the land use planning process and deliver Certificate Customary Rights of Occupancy (CCROs) through the use of MAST open source mobile technology (and related procedures).
2. Build capacity of village and district land governance institutions, and individual villagers, to complete the land use planning and CCRO process, effectively manage land resources, respect women's land rights, and build agriculture-related business skills through education and awareness raising activities.
3. Raise awareness of the MAST technology (and related procedures) within the GOT, civil society, academia and private sector, with the goal of increasing uptake of the MAST technology (and related procedures) on a national level.

The work will be undertaken through four activities:

Activity 1: Assist villages and District administrations in completing the land use planning process and delivering CCROs in select districts and villages

Activity 2: Educate and build capacity of village land governance institutions and individual villagers to complete the land use planning and CCRO process, effectively manage land resources, respect women's, youth and pastoralist's land rights and build agriculture-related business skills.

Activity 3: Educate and build capacity of district-level land governance institutions in Mbeya Region to complete the land use planning and CCRO process, effectively manage land resources, respect women's, youth and pastoralist's land rights and build agriculture-related business skills.

Activity 4: Build capacity to use the MAST application throughout the SAGCOT and Nationally

This M&E Plan is a performance management tool designed to be used by the LTA management team, implementers and donors to assess and report progress towards achieving the stated activity objectives. It is a critical tool for planning, managing, and documenting performance data. The LTA M&E Plan serves to:

- Define specific performance indicators at the impact, outcome and output level, determine baselines and set targets;
- Specify data management processes as a reference for LTA staff and as a requirement to meet quality standards for data management;
- Specify data quality processes to meet USAID quality standards;
- Incorporate relevant data collection requirements into activities to meet both USAID reporting obligations and management information needs.

The M&E Plan contributes to the effectiveness of the performance monitoring system by assuring that comparable data will be collected on a regular and timely basis. Using the M&E Plan to sufficiently document indicator definitions, sources, and methods of data collection increases the likelihood that comparable data will be collected throughout the project period of performance. The M&E Plan supports reliable data collection by documenting the frequency and schedule of data collection and assigning responsibilities for data collection, verification, and quality assurance and reporting.

## Purpose

This document describes, in detail, the M&E theory and practical implementation of performance monitoring that will be undertaken by the LTA project. The purpose of this activity level M&E plan is to:

- Support USAID, the Chief of Party, and activity technical staff by providing evidence for activity level management and decision-making;
- Measure progress toward activity level objectives, as well as any associated targets; and
- Ensure that activities provide all necessary, high quality data to USAID in order to assess program progress at the project and CDCS level.

## Key Principles

There are several key principles that drive the development of this activity level M&E plan, as follows:

- Reflect the Requirements Outlined in the Task Order. The starting point for development of the activity level M&E plan is to identify the key objectives and associated development hypothesis outlined in the task order, including specific indicators and targets that are included.
- Reflect USAID's M&E Needs. USAID Tanzania's CDCS PMP is the foundation for this activity level M&E plan. The LTA project has worked closely with the COR to ensure that data required by the PMP are included in the activity M&E plan.

- Focus on building an effective system. M&E plan development is about creating operational systems rather than simply producing documents. Because most of USAID's data is generated at the activity level, it is critical for implementing partners to develop high quality data collection systems.
- Streamline. One challenge is to create a practical system that allows managers to use evidence for decision-making and to report on progress in a credible manner. To do this, it is important for the implementing partner and the USAID Contracting Officer's Representative to review the development hypothesis and identify meaningful indicators (i.e. to measure what matters).
- Align. The activity M&E plan is based on and overlaps with USAID's PMP and Project M&E plan. In fact, ADS 203.3.5 notes that "activity M&E plans submitted to USAID **should include only those indicators that the Mission needs for activity management**, rather than the entire set of all indicators an implementer uses for its management purposes". Alignment is critical to ensure that activity level interventions explicitly drive the project and/or the larger country strategy. Second, it is critical for streamlining. Adding new or different objectives creates the need for more indicators.

## Organizational Structure for M&E

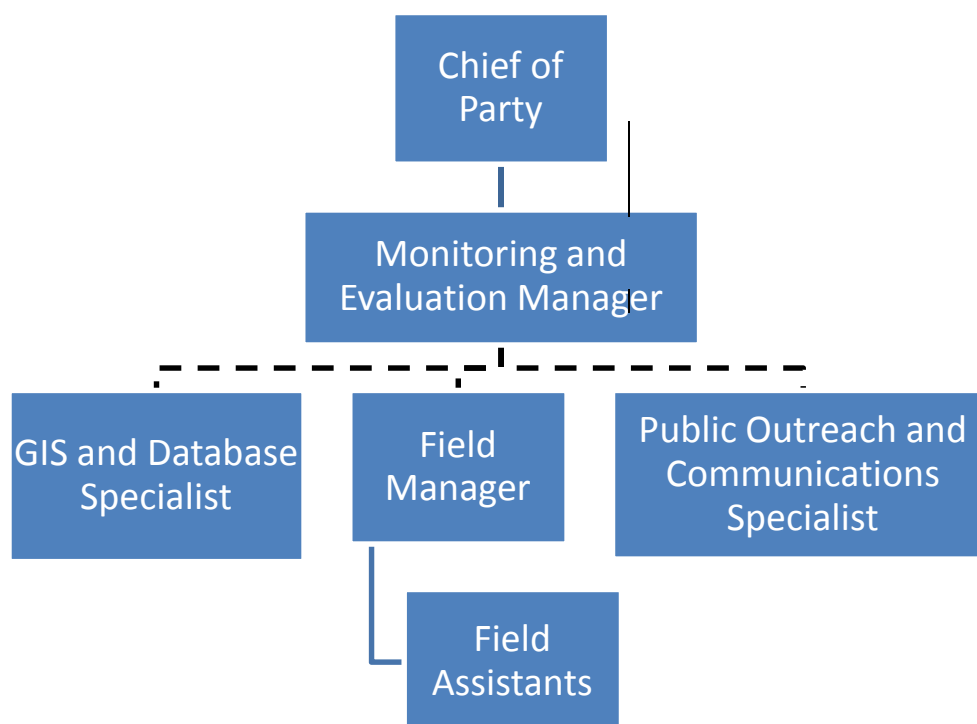
The LTA organizational chart below highlights the M&E staffing only (note this does not include the entire staff structure). The M&E Manager reports directly to the COP. Technical staff involved in collecting M&E data have a dotted reporting line to the M&E Manager for supervision of all M&E related activities.

The primary functions of the M&E staff of LTA will be:

- Ensuring that technical staff understand the M&E plan and indicators of the activity;
- Ensuring that correct substantiating documentation is submitted regularly by technical staff; and
- Collating and analyzing data for reporting and management of information.

M&E Staff on the project will be supplemented by STTA assistance for the design, development and staff training of the M&E operational system including data collection forms and the TAMIS database monitoring and evaluation module. STTA may also be used to conduct an internal DQA at the end of the first year of implementation.

**Figure 1: LTA Organizational and Management Structure for M&E**



## Assumptions

LTA operates in a challenging environment, where local and national government, private entities and local populations may have an effect on the feasibility of LTA achieving the required outputs, and the desired outcomes and impacts.

The following assumptions are critical to the successful implementation of LTA activities

- Limited civil, political or social disruptions that interrupt implementation;
- Limited disruptions due to emergencies or natural disasters;

The following assumptions are made of national and local government bodies' interest and engagement with LTA activities:

- Continued GoT commitments to building a low cost effective and efficient land registration system;
- Continued coherence between the LTA approach and the GoT Land Policy;
- Active participation by District Land Administration and Village Registries in developing, implementing and maintaining an improved land registration system;
- District Land Administration provides timely and transparent access to data and imagery;

The following assumptions are made of village leadership and communities:

- Village leadership participates actively in mobilizing community engagement in LTA activities;
- Village community members are willing to be active participants in LTA operations as adjudicators, para-surveyors, communication assistants, etc.
- Village landowners participate at close to 100% in the demarcation and adjudication process

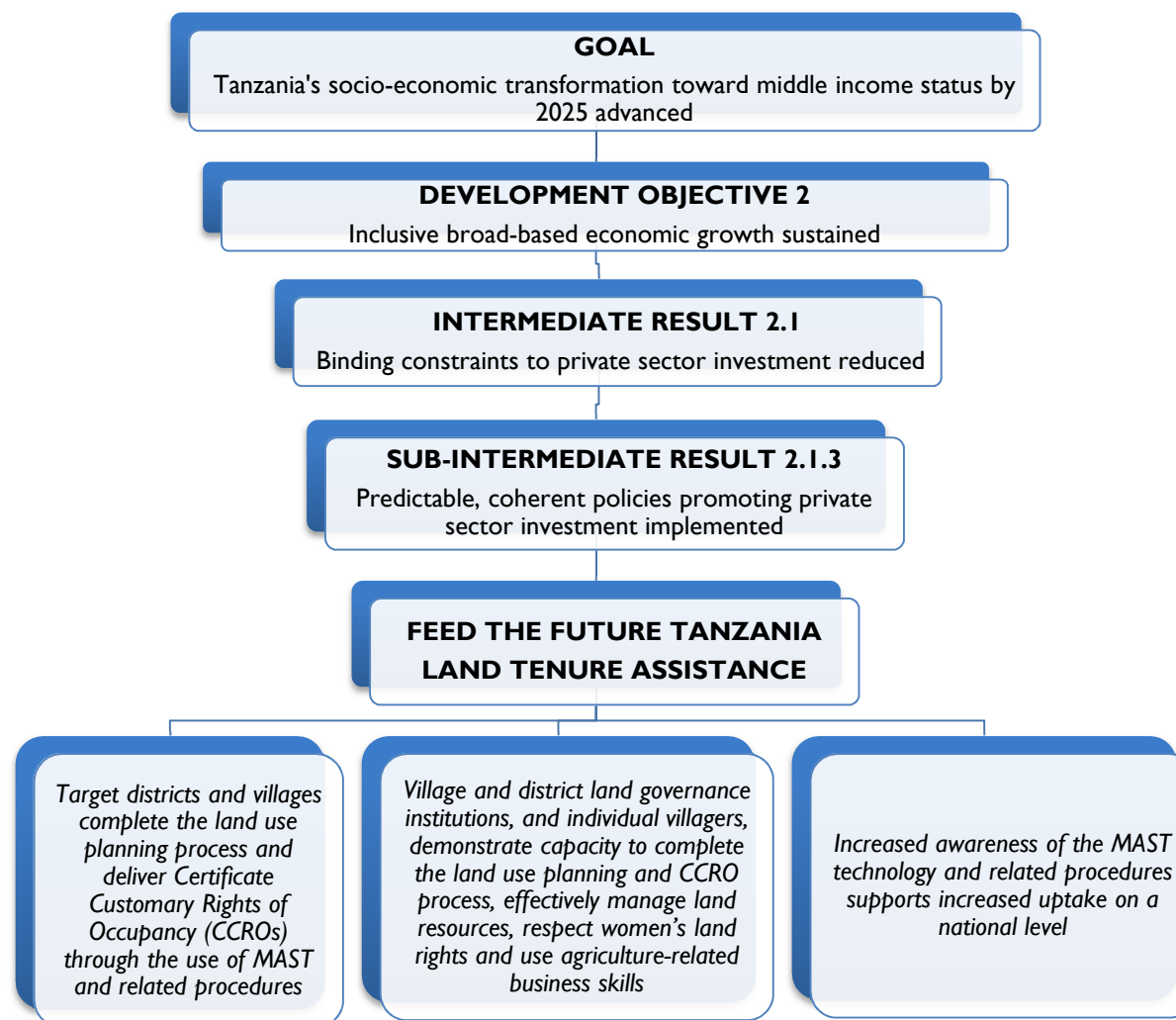


## **THEORY OF CHANGE AND RESULTS FRAMEWORK**

LTA's Theory of Change and Results Framework demonstrate how LTA contributes to the achievement of USAID Tanzania's Country Development Cooperation Strategy. LTA is accompanied by an independent Impact Evaluation which holds responsibility for analyzing impact at the Development Objective level. Therefore, LTA's Theory of Change and Results Framework focus on impact, outcomes and outputs that contribute to the achievement of Intermediate Results and Sub-Intermediate Results.

Within the USAID Tanzania CDCS, LTA contributes to Intermediate Result 2.1 and Sub-Intermediate Result 2.1.3.

**Figure 2: LTA AND THE USAID TANZANIA CDCS**



## Theory of Change

The LTA Theory of Change can be stated as follows:

***IF villages are able to complete the land use planning process and deliver Certificate Customary Rights of Occupancy (CCROs) through the use of MAST and related procedures;***

***AND IF village and district land governance institutions, and individual villagers, improve capacity to complete the land use planning and CCRO process, effectively manage land resources, respect women's land rights and build agriculture-related business skills through education and awareness raising activities;***

***AND IF awareness of the successful use of MAST and related procedures supports increased uptake on a national level;***

***THEN there will be full and effective implementation of predictable, coherent policies that promote private sector investment***

The reduction of binding constraints to private sector investment will lead to inclusive broad-based economic growth and Tanzania's socio-economic transformation toward middle income status by 2025.

## Results Framework

The activities described in the LTA work plan result in measurable outputs as illustrated in the LTA Results Framework. The purpose of the output level indicators is to provide an indication to management, donors and target communities that LTA is doing the necessary work to reasonably achieve the desired change in the situation as measured by the impact and outcome level indicators and described by the IR and Sub-IR statements. The LTA Results Framework illustrating all indicators at the impact, outcome and output levels is illustrated in **Figure 3** below.

**Figure 3: LTA Results Framework**

<b>GOAL:</b> Binding constraints to private sector investment reduced	
<b>PURPOSE:</b> Predictable, coherent policies promoting private sector investment implemented	
<b>IMPACT LEVEL INDICATORS</b>	
Custom 1	Number of villages with Village Land Certificates (VLCs) incorporated into an official land administration system as a result of USG assistance
Custom 2	Number of villages with Village Land Use Plans (VLUPs) in full compliance with applicable requirements, standards and approvals as a result of USG assistance
Custom 3	Number of villages with at least 80% of parcels incorporated into an official land administration system as a result of USG assistance
Custom 4	Parcels in villages receiving USG assistance that are not incorporated into an official land administration system
Custom 9	Number of claimants filing land claims as a result of USG support
<b>SUB-PURPOSE 1:</b> <i>Target districts and villages complete the land use planning process and deliver Certificate Customary Rights of Occupancy (CCROs) through the use of MAST and related procedures</i>	
<b>OUTCOME LEVEL INDICATORS</b>	
EG.10.4-3	Number of disputed land and property rights cases resolved by local authorities, contractors, mediators, or courts as a result of USG assistance.
Custom 5	Average cost per village land use plan corrected or newly established as a result of USG assistance.
Custom 6	Average cost per parcel corrected or incorporated into an official land administration system as a result of USG assistance
<b>OUTPUT LEVEL INDICATORS</b>	
EG.10.4-5	Number of parcels with relevant parcel information corrected or incorporated into an official land administration system as a result of USG assistance
EG.10.4-6	Number of people with secure tenure rights to land, with legally recognized documentation and who perceive their rights as secure, as a result of USG assistance
<b>SUB-PURPOSE 2:</b> <i>Village and district land governance institutions, and individual villagers, demonstrate capacity to complete the land use planning and CCRO process, effectively manage land resources, respect women's land rights and use agriculture-related business skills</i>	
<b>OUTCOME LEVEL INDICATORS</b>	
EG.10.4-2	Percent of individuals trained in land tenure and property rights as a result of USG assistance who correctly identify key learning objectives of the training 30 days after the training
EG.10.4-4	Percent of people with access to a land administration or service entity, office, or other related facility that the project technically or physically establishes or upgrades who report awareness and understanding of the services offered.
Custom 11	Number of individuals trained in land tenure and property rights as a result of USG assistance
<b>OUTPUT LEVEL INDICATORS</b>	
Custom 8	Number of women's groups formed or strengthened

Custom 10 Number of trainings delivered
<ul style="list-style-type: none"> <li>• <b>SUB-PURPOSE 3:</b> <i>Increased awareness of the MAST technology and related procedures supports increased uptake on a national level</i></li> </ul>
OUTPUT LEVEL INDICATORS
Custom 7 Number of people reached through communication campaign activities

## INDICATORS

Planning for monitoring, assessing and reporting the achievement of activity level outputs, outcomes and impact is a critical element of the M&E plan. In addition, the M&E plan plays an important role in ensuring that comparable data will be collected on a regular and timely basis with clear roles and responsibilities assigned to various LTA staff positions.

Indicator reporting must be valid, reliable, verifiable, precise and timely. In addition, indicator results and contextual analysis of indicators should provide meaningful data for management purposes. In many cases, the LTA indicators require absolute number counts, but LTA will also provide the contextual analysis of those numbers in order to demonstrate the scale of LTA achievements relative to the context in the target villages and districts. Detail on additional analysis of indicators is provided below.

### Impact Indicators

The LTA RF includes five indicators which demonstrate impact at the Intermediate Result level – IR 2.1 Binding Constraints to Private Sector Development Reduced. USAID has identified the lack of secure land tenure as a key binding constraint to private sector development in Tanzania. The LTA activity will deliver secure land tenure through the achievement of complete VLCs and VLUPs in all LTA target villages, and CCROs for at least 80% of all parcels in LTA target villages.

**Figure 4: LTA Impact Indicators**

Indicator	Additional Contextual Analysis / Information
Custom 1 Number of villages with Village Land Certificates (VLCs) incorporated into an official land administration system as a result of USG assistance	LTA will also provide information on the total number of complete and incomplete VLCs in the District; and the total number of complete and incomplete VLCs in the group of LTA target villages. This analysis highlights both the need for support in completion of VLCs (which is useful for the district estimations of resources needed to scale up) and to gauge the relative contribution of the LTA.
Custom 2 Number of villages with Village Land Use Plans (VLUPs) in full compliance with applicable requirements, standards and approvals as a result of USG assistance	LTA will also provide information about the participation of women, youth and vulnerable groups in land use planning in LTA target villages. LTA will also provide information on the total number of complete and incomplete VLUPs in the District; and the total number of complete and incomplete VLUPs in the group of LTA target villages. This analysis highlights both the need for support in completion of VLUPs (which is useful for the district estimations of resources needed to scale up) and to gauge the relative contribution of the LTA.
Custom 3 Number of villages with at least 80% of parcels incorporated into an official land administration system as a result of USG assistance	
Custom 4 Parcels in villages receiving USG assistance that are not incorporated into an official land administration system	LTA will provide information as absolute number and as percentage of total parcels
Custom 9 Number of claimants filing land claims as a result of USG support	This indicator measures the total number of claimants that register land claims, whereas Indicator EG.10.4-6 measures the number of claimants who have fully completed the land registration process through “issuance” (physically picking up and signing for their CCRO at the Village Registrar). Analysis of these indicators will demonstrate the impact of LTA education and awareness raising regarding the

	value and importance of CCROs and secure land tenure. However, it is important to note that external circumstances will also have a major impact on villagers' perceptions of the value of secure land tenure. If there is limited population growth, limited outside investment in land, and limited alternative economic opportunities outside of land-based livelihoods, the actual value of secure land tenure will be less and LTA will expect to see a lesser perceived value among such communities. Low rates of CCRO issuance will be a red flag for LTA to investigate the cause, and revise program activities as needed.
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## Outcome Indicators

The LTA RF includes six indicators which demonstrate outcomes at the Sub-Intermediate Result level – IR 2.1.3 Full and Effective Implementation of Predictable, Coherent Policies which Promote Private Sector Investment. The outcome of LTA activities will be improved capacity of the Government of Tanzania, particularly at the District and Village level, to implement the Village Land Act No 5 in collaboration with individual citizens (villagers) and civil society organizations. Outcome indicators measure improved knowledge and skills, the resolution of disputes that previously hindered secure land tenure, and the lowering of costs for delivering land administration services.

Indicator	Additional Contextual Analysis
EG.10.4-2 Percent of individuals trained in land tenure and property rights as a result of USG assistance who correctly identify key learning objectives of the training 30 days after the training	
EG.10.4-3 Number of disputed land and property rights cases resolved by local authorities, contractors, mediators, or courts as a result of USG assistance.	LTA will also report on the typology of disputes (inter or intra -family, groups such as pastoralists v sedentary farmers, etc.) which provides insight into current and future concerns on land tenure disputes.  Analysis of this indicator will also include disputes as a percentage of total claims, and resolved disputes as a percentage of total disputes. These ratios are key measures of the effectiveness of land governance implemented through the first registration process.
EG.10.4-4 Percent of people with access to a land administration or service entity, office, or other related facility that the project technically or physically establishes or upgrades who report awareness and understanding of the services offered.	
Custom 5* Average cost per village land use plan corrected or newly established as a result of USG assistance.	See note below.
Custom 6* Average cost per parcel corrected or incorporated into an official land administration system as a result of USG assistance	See note below.
Custom 11 Number of individuals trained in land tenure and property rights as a result of USG assistance	This indicator will not reflect LTA trainings on other topics such as business skills, women's empowerment, negotiation, land use optimization, etc.

\*Note for Indicators Custom 5 and Custom 6, regarding calculation of average costs: The LTA method for calculating these indicators will be determined after following the entire land planning and CCRO issuance process in the first two villages, to ensure that all appropriate costs are properly identified and mechanisms for capturing data can be implemented with the District Land Administration. International practice has proposed various methods for calculating this ratio, resulting in widely differing “average costs” that are difficult to compare across countries. Therefore it is critical to be clear about how costs are measured. The guiding principles for LTA’s calculations include:

- Operating costs (staff, vehicles, fuel, etc.) for District and Village activities will be costed carefully (average number of days and field visits must consider conditions on the ground – distance, roads, lodging as needed) to avoid underestimations. Government field and office operations will generally be less efficient than USAID supported project operations. Account should be taken of this to ensure actual costs – and the Government’s ability to meet these - reflect what can be realistically expected going forward.
- Costs for training of trainers, in order to scale up village level activities, should be included as an operating cost for government land administration
- Costs for hardware investments will be depreciated over a reasonable period of activity
- Costs for satellite imagery should not be included – generally imagery costs are met from other portions of the government budget, as it can be used for multiple purposes involving several Ministries
- Costs for technical assistance from donor projects should not be included – the objective of technical assistance is to achieve a sustainable land administration system that does not require additional technical assistance. If additional technical assistance is anticipated, it should be costed separately and sources of external funding identified.
- Cost recovery during first registration and for subsequent transaction registrations is a political issue that will be determined by the Tanzanian government, with inputs/advice from LTA and other key stakeholders. Therefore, the initial calculations of cost per parcel will not include any cost recovery.

## Output Indicators

The LTA RF includes five output indicators that measure the activities, services and resources provided by LTA to beneficiaries in order to achieve the outcomes and impacts described above.

Indicator	Additional Contextual Analysis
EG.10.4-5 Number of parcels with relevant parcel information corrected or incorporated into an official land administration system as a result of USG assistance	This indicator will be analyzed in relation to Custom Indicator 9 Number of claimants filing land claims, to generate an average number of parcels per unique claimant. This analysis provides important information about distribution of land assets, and will also assist in estimations of workload and resources necessary for scaling up.
EG.10.4-6 Number of people with secure tenure rights to land, with legally recognized documentation and who perceive their rights as secure, as a result of USG assistance	This indicator measures the number of claimants who have fully completed the land registration process through “issuance” (physically picking up and signing for their CCRO at the Village Registrar), whereas Custom Indicator 9 measures the total number of claimants that register land claims (the step prior to “issuance”). Analysis of these indicators will demonstrate the impact of LTA education and awareness raising regarding the value and importance of CCRO’s and secure land tenure. However, it is important to note that external circumstances will also have



	a major impact on villagers' perceptions of the value of secure land tenure. If there is limited population growth, limited outside investment in land, and limited alternative economic opportunities outside of land-based livelihoods, the actual value of secure land tenure will be less and LTA will expect to see a lesser perceived value among such communities. Low rates of CCRO issuance will be a red flag for LTA to investigate the cause, and revise program activities as needed.
Custom 7 Number of people reached through communication campaign activities	LTA Communication Plan includes additional mechanisms for gauging the effectiveness of LTA communication materials and methods, such as conducting surveys and holding focus groups. Results of this analysis will be included in quarterly reports.
Custom 8 Number of women's groups formed or strengthened	
Custom 10 Number of trainings delivered	

## Baselines and Targets

Refer to Annex C for the indicator table with baselines and targets for all LTA indicators. The following should be kept in mind when reviewing the baselines and targets.

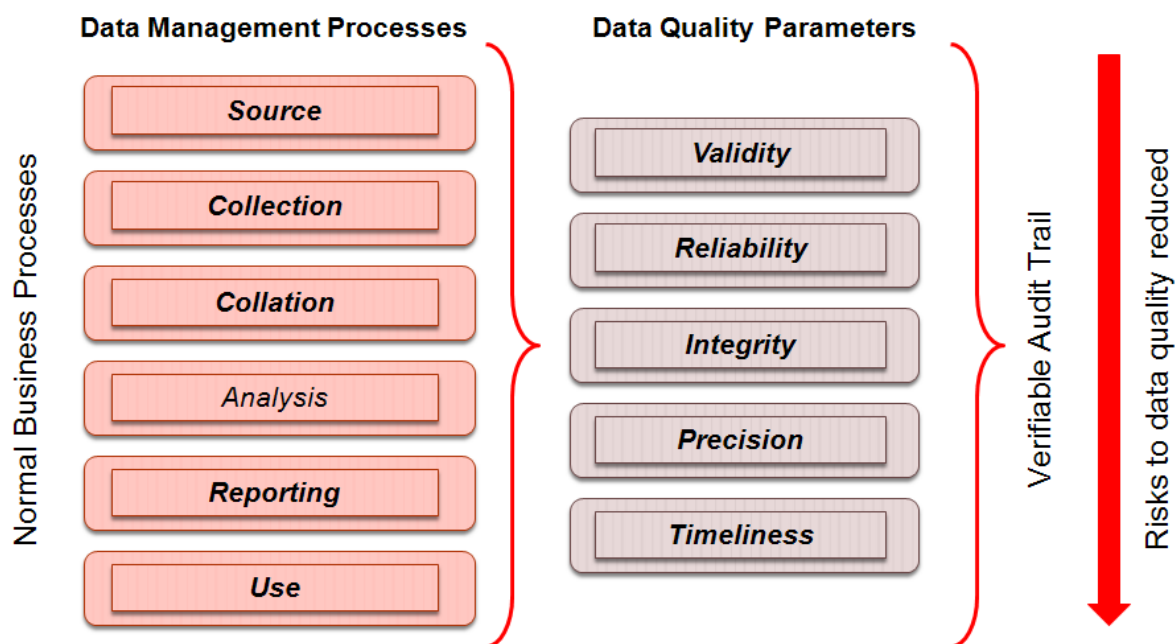
- Most baselines are set to 0 since most indicators are measured only “as a result of USG assistance”. Baselines are established for the cost indicators, where current costs are known. LTA contextual analysis will present indicator results relative to the existing conditions in target Districts and villages at the start of the activity.
- Targets were determined based on:
  - Activity One and Activity Two implemented throughout the LTA activity period of performance
  - Activity Three and Activity Four implemented in Year Three and Year Four only
  - A slower first year of implementation allowing the activity time to put in place systems and processes, particularly the improvements to MAST software and related field procedures
  - A ramp up in village level implementation over years 2 and 3
  - Major focus on implementation of Activity Four in Year 4
  - A slowdown in village and district level activities in the final year of implementation as stakeholders take on greater responsibility for the activities supported by LTA and the activity can focus on hand over, sustainability and close out processes.
- Baseline and target rationale have been provided for each indicator in the spreadsheet.

Processes for data management processes and data quality are discussed in some detail under the following section with the specific measures that will be taken to ensure that data quality is maintained.

## DATA MANAGEMENT PROCESSES AND DATA QUALITY

Data Management Processes (DMP) are a linear system of processes through which data passes during the program cycle. Data Quality Management means managing and maintaining data quality for each of the data quality standards at each step in the DMP. If data quality is managed correctly, the quality of data is both verifiable and auditable at each stage of the DMP, which significantly reduces the risk of poor quality data. This process is illustrated in the figure below.

Data quality is important because the data from LTA will be used to make activity level management decisions. Data will also be used by USAID/Tanzania to make larger funding and programmatic decisions and will be reported to Washington for higher level use.



### Source: The Point of Origin of the Data

LTA will rely on two sources of data for monitoring and evaluation: the District Land Office database (which will eventually become the Technical Registry Under Social Tenure (TRUST) database) and the people or materials directly involved in LTA activities.

An important outcome of the LTA is the improved capacity of the land administration system, so there will be reliance on the District Lands Office database as a main source of data. Rather than keeping a separate set of records regarding achievements in land administration (VLCs, VLUPs, CCROs), LTA will ensure that successful capacity building for data capture and management by the District Land Administration provides data that meets all USAID data quality standards. This is critical for LTA indicator reporting, but more importantly it is critical for the long term sustainability of the improved land administration system.

Correct identification of source allows us to ensure that data is collected directly from the source, which immediately enhances the validity of data. For example:

- 1) LTA collects data directly from the DLO database which includes internal controls and verifications to ensure data quality
- 2) LTA collects data directly from stakeholders responsible for land administration (VLCs and VLUPs) at the village level, verifies that data with District records, and captures images of the original documents
- 3) LTA collects data directly from stakeholders who have participated in capacity building activities, through participant lists and signatures
- 4) LTA documents project outputs such as trainings directly and captures copies of original materials
- 5) LTA conducts surveys and questionnaires directly with stakeholders to assess effectiveness of LTA training and capacity building and maintains all original records

### **Collection: Process for Obtaining Data from the Source**

The collection process is the process of gathering and documenting information from the source. Under this data management process, it is important that the tools used are comprehensive (include all required fields), are always completed correctly and comprehensively, ensuring the reliability of data, and do not inadvertently introduce precision or validity errors into the data. The tools will include the following to ensure that data quality is maintained at collection:

- Instructions for completion and submission
- Date of collection
- Name of data collector
- Date of source
- Details of the source
- All required disaggregations
- Version control

These principles apply to all indicators at all levels where data is collected on specifically designed forms. In all cases, quality requirements are met if the source of the data is directly linked to the paperwork describing the source data. Relevant staff will be trained on the correct administration of the instruments or process for collection of the supporting documentation required. All completed data collection forms will be verified by a senior staff member prior to collation.

### **Collation: Process of Aggregating Data**

Data collation is the process of putting all the data together into one system. LTA will use the TAMIS database to collate data from all sources. Adherence to correct collation processes enhances reliability of data, and verification of transcribed data enhances precision and integrity.

**District Land Office Database:** Accounting for five impact and one outcome indicators. The LTA GIS and Database Specialist will collect the data directly (in collaboration with District staff in order to build capacity, but ensuring personal responsibility by LTA staff for the reported data) from the DLO database. The GIS and Database Specialist will enter results of DLO database queries into TAMIS. Electronic files of the query results (or scanned printouts) will be saved in TAMIS.

#### **District Lands Office Database Indicators**

**EG.10.4-5** Number of parcels with relevant parcel information corrected or incorporated into an official land administration system as a result of USG assistance

**EG.10.4-6** Number of people with secure tenure rights to land, with legally recognized documentation and who perceive their rights as secure, as a result of USG assistance

**Custom 3** Number of villages with at least 80% of parcels incorporated into an official land administration system as a result of USG assistance

**Custom 4** Parcels in villages receiving USG assistance that are not incorporated into an official land administration system

**Custom 9** Number of claimants filing land claims as a result of USG support

**EG.10.4-3** Number of disputed land and property rights cases resolved by local authorities, contractors, mediators or courts as a result of USG assistance

**Village and District Land Administration Data:** In addition to the data collected from the DLO database, LTA will collect and cross-verify data directly from Village and District land administration officials. This data will respond to two impact level indicators. Data and backup documentation (photos etc.) will be entered into TAMIS within one day of data collection.

#### **Village and District Land Administration Data Indicators**

**Custom 1** Number of villages with VLC incorporated into an official land administration system as a result of USG assistance

**Custom 2** Number of villages with VLUPs in full compliance with applicable requirements, standards and approvals as a result of USG assistance

**Training Data** – The LTA PMP includes one indicator at the impact, two indicators at the outcome, and two indicators at the output level that report on number of and effectiveness of LTA training. Data from completed participant lists and other backup documentation will be entered within one day of completion of training.

#### **Training Data Indicators**

**EG.10.4-2** Percent of individuals trained in land tenure and property rights as a result of USG assistance who correctly identify key learning objectives of the training 30 days after the training

**EG.10.4-4** Percent of people with access to a land administration or service entity, office or other related facility that the project technically or physically establishes or upgrades who report awareness and understanding of the services offered

**Custom 11** Number of individuals trained in land tenure and property rights as a result of USG assistance

**Custom 8** Number of women's groups formed or strengthened

**Custom 10** Number of trainings delivered

**Calculated Indicators** – Two outcome indicators and one output indicator require calculations based on data drawn from multiple LTA recordkeeping systems. Calculations will be displayed clearly in TAMIS, and the source for all data used in calculations will be identified.

#### **Calculated Indicators**

**Custom 5** Average cost per village land use plan corrected or newly established as a result of USG assistance

**Custom 6** Average cost per parcel corrected or incorporated into an official land administration system as a result of USG assistance

**Custom 7** Number of people reached through communication campaign activities

### **Analysis: Interpreting and Understanding Data**

LTA will not be conducting statistical analysis, but it is important that the relatively simple count and percentage data required for LTA indicators is given greater context and meaning through analysis. The indicator descriptions above include detail on the type of contextual and interpretation analysis that LTA will conduct.

### **Reporting: Report Generation and Dissemination**

Reporting is primarily a function of transcribing data from the collation tool to the reporting tool. To ensure that no transcription errors are made at this stage, transcribed data will be verified by the M&E Manager against the data from the collection and collation tools.

LTA M&E reporting will take two forms. As required in the contract, all indicators will be updated on a quarterly basis and submitted with the quarterly report. Data analysis (see above) will also be updated, and highly significant findings will be discussed in an accompanying narrative. One time per year, the Annual Report will include an in-depth analysis and extended narrative discussion of the indicators.

### **Use: Data for Decision-Making**

LTA monitoring and evaluation data will be used for program decision-making at various levels. Under USAID programming, we make use of data for reporting to donors and other stakeholders, who all use the data for decision making in their own way. LTA indicator results measure progress, and can highlight areas that need additional or improved support, identify the

new or improved types of support required, and provide an on-going feedback mechanism to assess the effectiveness of that support.

Indicators related to land administration will inform LTA and USAID about how well the improved land administration processes, including the use of MAST and improved procedures in the field and through TRUST, are increasing effectiveness and efficiency in land administration. These indicators are also critical to ensuring that LTA stays on track to meet all contract requirements for delivery of VLCs, VLUPs, and CCROs.

Indicators related to capacity building and public outreach/communications activities will inform LTA and USAID about how effectively LTA training, communications, and infrastructure (registries, facilities) assistance has created permanent improvements in capacity among District and Village stakeholders. This is most important for understanding how best to ensure sustainability and scale up of the LTA land administration process, following the close of the LTA. These indicators are also critical to ensuring that LTA meets all contract requirements for delivery of training, communications and infrastructure improvement.

## Data Quality Plan and Assessment

Data quality standards have been considered at each step in the data management processes. The specified USAID standards of data quality have been applied: validity, reliability, integrity, timeliness and precision. The data quality plan below outlines the steps LTA is taking to ensure the data retains its quality throughout the data management processes and that good quality data is reported.

DATA QUALITY STANDARD	MEASURES TAKEN TO ENSURE QUALITY	INDIVIDUAL RESPONSIBLE
<b>Validity</b>	<p>The linkage of indicator data to the activities of LTA is documented in the definitions of all indicators.</p> <p>Data collected directly from the source where possible.</p> <p>Collected data includes all required disaggregations.</p> <p>Data collection tools do not introduce validity errors.</p> <p>Data collected aligns with the documented definition.</p> <p>Data is collated at the most granular level possible while maintaining required disaggregations.</p> <p>Limitations to validity are clearly laid out in the PIRS.</p>	M&E Manager (quality control); Technical staff (collection)
<b>Integrity</b>	<p>COP ensures that all staff understand the importance of collecting and reporting correct data.</p> <p>No LTA staff has explicit reason to falsify data, and M&amp;E Manager conducts regular spot checks.</p> <p>Regular auditable verification of data at different stages of the data management process minimizes risk of intentional data manipulation and transcription errors.</p>	COP M&E Manager
<b>Precision</b>	<p>The data collected aligns with the documented definition.</p> <p>Formulas on spreadsheets or stored procedures in TAMIS are used (and not editable) where possible limiting potential calculation errors.</p>	COP M&E Manager

	<p>Collected data is verified for completeness and accuracy prior to collation.</p> <p>Collated data is verified against the collection forms to limit transcription errors.</p> <p>Reported data is verified against the data in TAMIS prior to submission by the COP.</p>	
<b>Timeliness</b>	<p>Data is collected when activities take place, delivered to LTA main office as soon as possible, and entered into TAMIS within one day.</p> <p>All data management tools have version control.</p> <p>Data is reported in the quarter during which activities take place.</p> <p>Significant follow up by M&amp;E Manager during regular management meetings regarding M&amp;E requirements.</p>	<p>M&amp;E Manager</p> <p>Technical staff</p>

Data Quality will be assessed internally using DAI's Data Quality Assessment (DQA) Tool at the end of the first year of activity implementation and again towards the end of the third year of activity implementation. LTA will ensure that findings are an accurate reflection of the quality of data being reported. Findings and recommendations resulting from DQAs will be incorporated into annual M&E reporting, and will result in revised versions of the M&E Plan.

## Double Counting

Double counting creates risk of overstating program outputs, in the case of indicators that are designed to measure the impact on a single individual or organization only once. LTA indicators do not face the risk of double counting because:

- Indicators related to land administration are gathered from the District Land Office Database which includes data controls that prohibit double counting of parcels or claimants
- Indicators related to capacity building are defined to allow double counting of individuals that receive multiple trainings. These indicators are output indicators. LTA trainings will engage with the same groups and individuals multiple times during the period of performance. The best measure of LTA outputs is therefore the total number of individuals that participate in trainings and capacity building activities, including individuals that participate in multiple sessions.

## EVALUATIONS

The LTA will coordinate and collaborate with the impact evaluation being conducted under a separate USAID contract. LTA will respond to all findings of the impact evaluation as they are made available, working closely with USAID to adjust activities as needed.



**ANNEX A: PERFORMANCE INDICATOR REFERENCE SHEETS (PIRS)**

Please refer to the individual PIRS provided for all LTA indicators.

# ANNEX B: INDICATOR BASELINES AND TARGETS

Please refer to the Spreadsheet titled Annex B - LTA Indicators Baselines and Targets

### USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Standard Indicator EG.10.4-2. Percent of individuals trained in land tenure and property rights as a result of USG assistance who correctly identify key learning objectives of the training 30 days after the training.

**Is this a Performance Plan and Report indicator?** No ☐ Yes ☒, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):****USAID Standard Indicator Definition**

The percent of individuals (e.g. public officials, traditional authorities, project beneficiaries, and representatives of the private sector) receiving training (including formal on-the-job training) in registration, surveying, conflict resolution, land allocation, land use planning, land legislation, land management, resettlement, restitution, or new technologies who correctly identify the key learning objectives of the training 30 days after the conclusion of the training. An individual who receives training or technical assistance multiple times can be counted multiple times for this indicator. This percent is calculated as [number of trainees who correctly identify key learning objectives of the training 30 days after the training] / [number of total trainees].

Level of intensity and quality of training may vary. This indicator does not capture how the training is applied. Any training indicator has the fundamental problem of only capturing the training provided. For this purpose, training includes any length of formal training, pre- or in-service for public officials, traditional authorities, project beneficiaries, and representatives of the private sector. Training courses are sessions in which participants are educated according to a defined curriculum and set learning objectives. Sessions such as meetings that do not have a defined curriculum or learning objectives are not counted as training. The level of training and requirements for the completion of a given training will be varied across country settings. Baseline needs to be established. Sensitization and other public outreach events do not count as training.

**Additional operational definition:**

Standard package of training per village:

- training for Village Public Officials (Village Council training, Adjudication Committee training, para-surveyor training)
- training for Village Beneficiaries ( Village Assembly meeting; Hamlet meetings; focus group meetings (women, youth, pastoralists, business skills) and targeted training for private sector or civil society groups).

Trainings will also be held for District Lands Office staff and key staff from MLHHSD.

Calculation of the percentage will be [number of trainees who correctly identify key learning objectives] / [total number of trainees completing questionnaire] – see “Changes to the Indicator” below

**Unit of Measure:** Percentage

<b>Disaggregated by:</b> Ministry Public Officials District Public Officials Village Public Officials Villagers Each further disaggregated by gender and youth (<35)
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
<b>PLAN FOR DATA COLLECTION BY LTA</b>
<b>Data Source:</b> Project records TAMIS (DAI's proprietary database used for M&E data management)
<b>Method of data collection and construction:</b> Total participant data will be collected by LTA Field Assistant on Training Registration Form and Participant List form. TAMIS will contain training records with all details including key learning objectives, participant lists and photos to serve as backup.  LTA M&E Manager will develop and administer a questionnaire for each standard training. Questionnaire will be completed by each training participant (to the greatest extent possible). For Village Assembly and Hamlet trainings, which will train hundreds of people in each village, a representative sample will be selected for administration of the questionnaire.  Calculation of the percentage will be [number of trainees who correctly identify key learning objectives] / [total number of trainees completing questionnaire]. Calculation will be made for each training, and a cumulative total will be calculated for the year.
<b>Reporting Frequency:</b> Annual
<b>Individual(s) responsible at LTA:</b> M&E Manager
<b>DATA QUALITY ISSUES</b>
<b>Dates of Previous Data Quality Assessments and name of reviewer:</b> n/a
<b>Known Data Limitations:</b> This indicator does not capture how the training is applied. Any training indicator has the fundamental problem of only capturing the training provided.  Percentage of project beneficiaries participating in the Village Assembly training will be determined by survey, thus introducing a margin of error.
<b>TARGETS AND BASELINE</b>
<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>

**Changes to indicator:**

USAID Standard Indicator Definition for the calculation of the percentage is “[number of trainees who correctly identify key learning objectives of the training 30 days after the training] / [number of total trainees]”. Since LTA is training at a large scale in Village Assembly and Hamlet trainings, the total number of trainees cannot be assessed. For Village Officials training, it may not be possible to administer questionnaire to every trainee. Therefore, the LTA calculation of the percentage will be [number of trainees who correctly identify key learning objectives] / [total number of trainees completing questionnaire]

**Other Notes (optional):**

**THIS SHEET LAST UPDATED ON:** November 24, 2016

### USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Standard Indicator EG.10.4-3. Number of disputed land and property rights cases resolved by local authorities, contractors, mediators or courts as a result of USG assistance

**Is this a Performance Plan and Report indicator?** No ☐ Yes ☒, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):****USAID Standard Indicator Definition**

Land and property rights disputes are defined as disagreements between two or more parties, whether or not they have been reported to a formal court or administrative dispute resolution institution, that require adjudication by a third party and pertain to one or more of the following:

- Overlapping or contradictory claims over a particular area of land,
- Disagreements over the authority to assign property or adjudicate disputes in a particular area,
- Disagreements related to inheritance or other transfers of land,
- Violation of property rights, such as unauthorized access or use, damage, etc.
- Unauthorized encroachment onto designated for other purposes such as livestock corridors, or protected areas.

**Additional Operational Definition:**

One dispute will be counted for each parcel under dispute. For management reporting, disputes will be further identified as:

- counter-claims (multiple claims for exclusive rights to the same parcel) either intra-family or inter-family
- boundary disputes between parcels (both parcels will be counted as disputed)
- land use designation (general vs. village land; investment vs. village land; agriculture vs. pastoralist land).

Disputes will be registered by claimant(s) names and parcel number during the mapping and adjudication process.

Resolved means that an undisputed claim is registered for that parcel.

Local authorities are the Village Adjudication Committee, the Village Land Council, the Ward Land Council, or the District Land Council

Contractors are the Implementing Partner or sub-contractors to the Implementing Partner

Mediators are field adjudicators that may resolve disputes during the field demarcation and adjudication process

Courts are the official courts of the government of Tanzania.

**Unit of Measure:** Number



**Disaggregated by:**

Type of resolution:

- i) Local authorities
- ii) Contractors
- iii) Mediators
- iv) Courts

**Cumulative/Non-Cumulative:** Non-cumulative annual targets; cumulative LOP target

**PLAN FOR DATA COLLECTION BY LTA****Data Source:**

Village Adjudication Committee / Field Adjudicators Dispute Record Book  
District Lands Office database  
TAMIS (DAI's proprietary database used for M&E data management)

**Method of data collection and construction:**

During mapping and adjudication process in each village, LTA Field Manager will verify all disputed parcels are recorded by either parcel number and/or claimant(s) names in the Dispute Record Book. Status of the dispute will be maintained in the Dispute Record Book until resolved. Totals will be reported quarterly.

Disputed parcels not resolved during field adjudication or during objections/corrections period will be entered into the MAST database (when that function is added). If necessary, LTA will also maintain list of disputed parcels in TAMIS.

On an annual basis, LTA Field Manager will verify with MAST database how many of the disputed parcel numbers have had CCROs registered, indicating that the dispute has been resolved.

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA Field Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:** Accurate data collection will rely on the recordkeeping of the Village Adjudication Committee / Field Adjudicators, and on the District Lands Office correct use and maintenance of the MAST/TRUST application and database.

Recording disputed parcels in MAST database will only be possible after software improvements to the MAST application. Until that time, disputed parcels will be recorded in TAMIS only.

**TARGETS AND BASELINE**

<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 24, 2016

### USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Standard Indicator EG.10.4-4. Percent of people with access to a land administration or service entity, office, or other related facility that the project technically or physically establishes or upgrades who report awareness and understanding of the services offered.

**Is this a Performance Plan and Report indicator?** No ☐ Yes ☒, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):****USAID Standard Indicator Definition**

The people with access to a land administration or service entity, office, or related facility are the people who have legal access to a land administration or service entity, office, or other related facility that the project establishes or upgrades (e.g. for a district land administration office, all the adults who hold land in the district). This indicator measures the percent of these adults who: (i) report awareness of the entity, office, or related facility; (ii) can identify one or more services offered by the entity, office, or related facility; and (iii) report valuing the services offered by the entity, office, or related facility (even if they themselves have not utilized the offered services). Interventions that include both technical and physical components should be counted only once. Any entity can be counted once in the year the upgrade/establishment occurs. The percent should be calculated as [number of adults served by a particular land administration entity, office, or related facility who report awareness, can identify one or more services, and report valuing the services offered]/[total number of adults served by a particular land administration entity, office, or related facility]. These numbers should be generated using an appropriate sampling methodology.

An office is considered established or updated after construction, the provision and installation of equipment, and the mobilization of new staff as required to be functional. "Establish" means to create a new entity, office, or other related facility that had not previously existed. "Upgrade" means the addition of new staff, technical capacity development, or provision of new equipment or other materials that will help an existing entity improve the quantity and quality of their work.

"Technical" means to provide technical assistance (in person, or remotely) that improves the functioning (service delivery) of the entity. "Physical" means that the project supports construction and/or equipment for land administration services.

**Additional Operational Definition:**

"People with access" will be defined as:

- Village: the adult (over 15 years of age) population of the Village (60% of total population)
- District: the adult (over 15 years of age) population of the District (60% of total population)

"Project technically or physically establishes or upgrades" will be defined as:

- Village: the provision of training to Village Officials; the physical improvement of the Village Council Office; the establishment or improvement of the Village Registry
- District: the provision of training to District Land Office staff; the physical improvement of the District Lands Office; the technical improvement of the MAST/TRUST software applications and databases

"Report awareness and understanding" means achieving an approved score on an LTA designed survey questionnaire.

**Unit of Measure:** Percent

<b>Disaggregated by:</b> Gender Youth (<35)
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
<b>PLAN FOR DATA COLLECTION BY LTA</b>
<b>Data Source:</b> Project records TAMIS (DAI's proprietary database used for M&E data management)
<b>Method of data collection and construction:</b> <p>TAMIS will contain registration records for target Districts and Villages. Establishment or upgrading of entities, offices, and registries will be recorded.</p> <p>Entities are the staff of District or Village land administration bodies. Establishment or upgrading will be documented by training registration forms and participant lists.</p> <p>Offices are the District Lands Office or the Village Council Offices. Establishment or upgrading will be documented by pictures and receipts.</p> <p>Registries are the electronic or physical records of land titles and transactions. Establishment or upgrading will be documented by pictures and receipts.</p> <p>A survey questionnaire verifying "awareness and understanding of the services offered" will be created by LTA and administered to a representative sample of the relevant population. Since entities, offices and registries are all serving the same population, the survey will only be administered once in each target Village. The survey will be administered within 15 days of the completion of LTA supported upgrading of the village office or registry, or within 15 days of CCRO delivery to the village, whichever is later.</p> <p>Public outreach at the District level will be implemented primarily in Year 4 of the project. Therefore, surveys will be administered at the District level one time in the final calendar year of the project.</p>
<b>Reporting Frequency:</b> Annual
<b>Individual(s) responsible at LTA:</b> Field Manager and M&E Manager
<b>DATA QUALITY ISSUES</b>
<b>Dates of Previous Data Quality Assessments and name of reviewer:</b> n/a
<b>Known Data Limitations:</b> none
<b>TARGETS AND BASELINE</b>

<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 24, 2016

## USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Standard Indicator EG.10.4-5. Number of parcels with relevant parcel information corrected or incorporated into an official land administration system as a result of USG assistance.

**Is this a Performance Plan and Report indicator?** No ☐ Yes ☒, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):**

**USAID Standard Indicator**

The number of parcels (i.e. properties) with relevant parcel information corrected or newly incorporated into an official land administration system (whether a system for the property registry, cadaster, or an integrated system). This may include parcel rights newly digitized, updated parcel attributes, parcels with boundary revisions or ownership rights corrected, and parcels with newly formalized rights. Reporting on this indicator is not limited to parcels corrected or incorporated directly by USG-funded projects; reporting could include all parcels registered after USG provided technical assistance or funding to the government or another authority to improve their system, which resulted in parcel information being corrected or incorporated into an official land administration system. This indicator relates to land administration systems maintained by the government (national or subnational) and those maintained by customary authorities.

Many countries do not report on parcels with georeferenced boundaries, making parcel boundaries difficult to accurately define.

**Additional Operational Definition**

“Parcel incorporated into an official land administration system” means that the parcel has a fully processed Certificate Customary Rights of Occupancy (CCRO). Fully processed means that the CCRO is printed, signed and registered at District; and also delivered from District Registrar to Village Registrar. This is Step 11 on the CCRO Process Tracker (see data collection plan).

**Unit of Measure:** Number

**Disaggregated by:**

- i) Parcels Corrected
- ii) Parcels newly incorporated

TOTAL further disaggregated by type of tenancy:

- i) Single
- ii) Joint
- iii) Tenancy in Common
- iv) Guardian Administrator
- v) Probate Administrator
- vi) Institution (Business, Government, Religious, Service)

Each mode of tenancy to be further disaggregated by gender and youth <35)

**Cumulative/Non-Cumulative:** Non-cumulative annual targets; cumulative LOP target

**PLAN FOR DATA COLLECTION BY LTA****Data Source:**

Iringa and Mbeya District Land Office  
MAST database  
Village Registrar  
TAMIS (DAI's proprietary database used for M&E data management)



**Method of data collection and construction:**

Quarterly, LTA Field Manager will report current status of CCRO process in each village in the CCRO Process Tracker in TAMIS.

LTA Field Manager will confirm number of CCROs in batch delivery of CCROs to Village Registrar. Village Registrar will complete CCRO Delivery Form. This represents Step 11 on the CCRO Process Tracker. M&E Manager will enter information and backup document to TAMIS.

**CCRO Process Tracker**

1. Adjudication of all parcel boundaries
2. Review by Administrator at District Land Office, data cleaning and corrections
3. Printing of adjudication forms
4. Delivery of adjudication forms to Village Leaders and approval or dispute by claimants
5. Disputed parcels referred to resolution procedures (TAMIS should include field to enter the number of disputed parcels)
6. Print non-disputed CCROs at District Land Office
7. Registration at District Registrar
8. Printed CCROs delivered to Village Leaders
9. Signature of CCRO by Village Leader and claimant
10. Signature of Authorized District Land Officer (at DLO)
11. Delivery to Village Registry
12. Collection by claimant – final

The total number of CCROs fully processed will be continually updated in the MAST database as previously unfinished CCROs are completed. Quarterly, the LTA GIS and Database Manager will query the DLO/MAST database to update the total number of CCROs fully processed in each village. M&E Manager will enter information and backup document to TAMIS.

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA Field Manager, LTA GIS and Database Manager, LTA M&E Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:**

**TARGETS AND BASELINE**

**Baseline timeframe (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**Rationale for Targets (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**CHANGES TO INDICATOR**

<b>Changes to indicator:</b>
<b>Other Notes (<i>optional</i>):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 24, 2016

### USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Standard Indicator EG.10.4-6. Number of people with secure tenure rights to land, with legally recognized documentation and who perceive their rights as secure, as a result of USG assistance.

**Is this a Performance Plan and Report indicator?** No ☐ Yes ☒, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):****USAID Standard Indicator Definition**

This indicator measures the number of adults who have received legally recognized documentation of their rights to land and who report, for example through polling or household survey, that their rights are secure. Since even legally documented rights may not be upheld in practice, for example as a result of inefficient land administration services or insufficient judicial capacity to adjudicate land ownership disputes, and because evidence suggests that many land holders make land use and investment decisions on the basis of perceived land rights (even in the absence of legally documented rights), this indicator measures both legal documentation and perceived tenure security. Any legally recognized documentation of tenure rights should be captured by this indicator, regardless of type (e.g., individual, joint, communal, state, business, or other). Examples of legally recognized documentation may include certificates, titles, leases, or other recorded documentation issued by government institutions or traditional authorities at national or local levels. This indicator captures both statutory tenure rights and customary tenure rights that are legally recognized and also covers both tenure rights held by individuals (either alone or jointly) and tenure rights held by group members, such as members of communities or commercial entities. Where individual tenure rights within a group are legally recognized, this information should be specified through disaggregation. For interpretation of this indicator, a qualitative description must be provided to explain what "other" type of tenure is represented.

**Additional Operational Definition**

“Secure tenure rights to land” means that the person has been issued a CCRO for at least one parcel of land.

“Legally recognized documentation” means that the person has physically taken their CCRO.

“Perceive their rights as secure” means that the person has shown the importance and value of the CCRO by physically taking their CCRO.

Under Tanzanian land regulation, CCROs are delivered to the Village Registrar. It has been seen that not all claimants pick up their CCROs from the Village Registrar. The assumption is that these claimants do not perceive the importance of the CCRO in conveying secure tenure. Therefore, “perceiving their rights as secure” will be indicated by the effort and willingness of the claimant to pick up their CCRO.

**Unit of Measure:** Number**Disaggregated by:**

Gender

Youth (&lt; 35)

**Cumulative/Non-Cumulative:** Non-cumulative annual targets; cumulative LOP target**PLAN FOR DATA COLLECTION BY LTA****Data Source:**

Village Registry / Village Registrar

TAMIS (DAI's proprietary database used for M&amp;E data management)

**Method of data collection and construction:**

On a quarterly basis, the LTA Field Assistant will verify CCRO records at the Village Registry in each Village which has received a batch delivery of CCROs. The Village Registrar will document the total number of CCRO's issued. The LTA M&E Manager will enter the data and documentation in TAMIS.

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA GIS and Database Manager and M&E Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:** Accurate data collection will rely on the District Lands Office correct use and maintenance of the MAST/TRUST application and database.

**TARGETS AND BASELINE****Baseline timeframe (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**Rationale for Targets (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**CHANGES TO INDICATOR**

**Changes to indicator:**

**Other Notes (optional):**

**THIS SHEET LAST UPDATED ON:** November 24, 2016

Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 1. Number of villages with Village Land Certificates (VLCs) incorporated into an official land administration system as a result of USG assistance.
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____ <b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> VLCs are Village Land Certificates.  “Incorporated into an official land administration system” means that the correct, complete signed VLC is on file at both Village and District Registrars. Indicator count will be the sum of all new and corrected VLCs issued in LTA target villages.
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> VLC Corrected; VLC Newly Established
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Village Registrar/Village Executive Officer District Registrar and District Archive TAMIS (DAI’s proprietary database used for M&E data management)

**Method of data collection and construction:**

Upon starting work in an LTA target village:

If VLC is complete and correct, LTA Field Manager will collect a photo from District Registrar and from Village Council. In TAMIS, the status of the VLC will be marked as "completed prior to LTA" and backup documentation uploaded. VLCs completed prior to LTA will NOT count towards indicator results.

If VLC is not complete or not correct, the current status will be entered into VLC Process Tracker in TAMIS. When the VLC reaches Step 8 (final) the village will be counted towards the indicator total.

Status will be updated in TAMIS on ad hoc basis when LTA staff is aware of change. Full review and updating of status for each VLC in process will be completed by LTA Field Manager one time per year.

**VLC Process Tracker**

1. Survey of village boundary
2. Survey plan approved by Director of Survey and Mapping
3. Draft of VLC produced by Zonal Commissioner for Lands
4. Signature of VLC by Zonal Commissioner for Lands
5. Zonal Commissioner for Lands sends VLC to District Land Office
6. District Land Office summons Village Chairperson and Village Executive Officer
7. Signature of VLC by Village Chairperson and Village Executive Officer
8. Copies kept by District and Zone Registrar and by Village Council - final

**Reporting Frequency:**

Quarterly

**Individual(s) responsible at LTA:** LTA Field Manager, LTA M&E Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

<b>Known Data Limitations:</b> none
<b>TARGETS AND BASELINE</b>
<b>Baseline timeframe (<i>optional</i>):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (<i>optional</i>):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (<i>optional</i>):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016



USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 2. Number of villages with Village Land Use Plans (VLUP) in full compliance with applicable requirements, standards and approvals as a result of USG assistance.
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____ <b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> “In full compliance.....” means that the VLUP document and related map is complete and copy is with District Land Use Planning Office and Village Council. Indicator count will be the sum of all villages with complete and correct VLUPs as a result of LTA activity in LTA target villages
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> VLUP Corrected; VLUP Newly Established
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Village Council District Land Use Planning Office National Land Use Planning Commission (NLUPC) TAMIS (DAI’s proprietary database used for M&E data management)

**Method of data collection and construction:**

Upon starting work in an LTA target village:

If VLUP is complete, LTA Field Manager will collect a photo of front page from District Land Use Planning Office, and one from Village Council. In TAMIS, the status of VLUP will be marked as "created prior to LTA". VLUPs created prior to LTA will not count towards indicator results.

If VLUP is not complete, its current status will be entered into the VLUP Process Tracker in TAMIS. If VLUP is reported as complete but document is not available at District or Village, LTA will verify with NLUPC and work to get copies for District and Village. When VLUP reaches Step 6 of the VLUP Process Tracker (final) the village will be counted towards the indicator result.

Status will be updated in TAMIS on ad hoc basis when LTA staff is aware of change. Full review and updating of status for each VLUP in process will be completed by LTA Field Manager one time per year.

**VLUP Process Tracker**

Option One: Completed prior to LTA

Option Two: Current status is:

1. Establish team at District (principal land use planner, cartographer, LTA field officer) that will assist/facilitate the process with the Village
2. Meeting of District team and Village Leaders / Village Council and establishment of Village Land Use Planning Committee
3. Village Land Use Planning Committee does categorization of village land (communal, occupied or used by individuals, can be availed in future for communal or individual use) and prepares proposals/recommendations for use of communal land
4. Presentation of plan to Village Assembly and feedback/approval
5. Revision of plan by Village Land Use Planning Committee / District team – presentation to either Village Assembly (if there were major issues) or Village Council (if there were only minor issues) and creation of final VLUP document
6. VLUP document copy kept at District Land Use Planning Office and at Village Council - final

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA Field Manager, LTA M&E Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:**

**TARGETS AND BASELINE**

**Baseline timeframe (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**Rationale for Targets (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**CHANGES TO INDICATOR**

**Changes to indicator:**

**Other Notes (optional):**

**THIS SHEET LAST UPDATED ON:** November 2, 2016

## USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Custom Indicator 3. Number of villages with at least 80% of parcels incorporated into an official land administration system as a result of USG assistance.

**Is this a Performance Plan and Report indicator?** No ☒ Yes ☐, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):**

The total number of parcels in a village is determined by the results of LTA demarcation and adjudication. A target village will be counted towards this indicator when 80% of that total number of parcels has been incorporated.

“Parcel incorporated into an official land administration system” means that the parcel has a fully processed Certificate Customary Rights of Occupancy (CCRO). Fully processed means that the CCRO is printed, signed and registered at District; and also delivered from District Registrar to Village Registrar. This is Step 11 on the CCRO Process Tracker.

**Unit of Measure:** Number

**Disaggregated by:**

District (Iringa/Mbeya)

**Cumulative/Non-Cumulative:** Non-cumulative annual targets; cumulative LOP target

### PLAN FOR DATA COLLECTION BY LTA

**Data Source:**

Iringa and Mbeya District Land Office

MAST database

Village Registrar

TAMIS (DAI's proprietary database used for M&E data management)

**Method of data collection and construction:**

The total number of parcels in a village will be determined through the demarcation and adjudication process. The total number of CCROs fully processed will be continually updated in the MAST database. Quarterly, LTA Field Manager will report current status of CCRO process in each village in the CCRO Process Tracker in TAMIS

LTA Field Manager will confirm batch delivery of CCROs for at least 80% of the total parcels. Village Registrar will complete CCRO Delivery Form. This represents Step 11 on the CCRO Process Tracker. M&E Manager will enter information and backup document to TAMIS.

**CCRO Process Tracker**

1. Adjudication of all parcel boundaries
2. Review by Administrator at District Land Office, data cleaning and corrections
3. Printing of adjudication forms
4. Delivery of adjudication forms to Village Leaders and approval or dispute by claimants
5. Disputed parcels referred to resolution procedures (TAMIS should include field to enter the number of disputed parcels)
6. Print non-disputed CCROs at District Land Office
7. Registration at District Registrar
8. Printed CCROs delivered to Village Leaders
9. Signature of CCRO by Village Leader and claimant
10. Signature of Authorized District Land Officer (at DLO)
11. Delivery to Village Registry
12. Collection by claimant – final

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA Field Manager, LTA M&E Manager

### DATA QUALITY ISSUES

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:**

### TARGETS AND BASELINE

**Baseline timeframe (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**Rationale for Targets (optional):**

See LTA Indicators Baseline and Targets spreadsheet

### CHANGES TO INDICATOR

**Changes to indicator:**

**Other Notes (optional):**

**THIS SHEET LAST UPDATED ON:** November 2, 2016



USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 4. Parcels in villages receiving USG assistance that are not incorporated into an official land administration system.
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____
<b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> Villages receiving USG assistance are the LTA target villages (36 in Iringa Rural District and 5 in Mbeya District). Parcels not incorporated into an official land administration system will be parcels that do not have registered Certificate Customary Rights of Occupancy (CCRO). Registered means that the CCRO is printed, signed and registered at District.  Parcels may not be incorporated into the land administration system if they are under dispute, have incomplete data, or are unclaimed.
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> None Data will be presented by number and by percentage of total parcels
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Iringa and Mbeya District Land Office MAST database Village Registrar TAMIS (DAI's proprietary database used for M&E data management)

**Method of data collection and construction:**

The total number of parcels in each LTA target village will be determined by the LTA demarcation and adjudication process.

As field work progresses, LTA Field Manager will report current status of CCRO process in each village in the CCRO Process Tracker in TAMIS. At the time of CCRO printing and delivery, LTA GIS and Database Manager will query the DLO (MAST/TRUST) database for number of CCROs registered, and upload information to TAMIS. The difference between the total number of parcels in the village and the number of CCROs registered will equal the number of parcels that are not incorporated into an official land administration system.

Over time, additional parcels may become incorporated into the system as disputes are resolved or data is completed for previously non-incorporated parcels. One time per year, the LTA GIS and Database Manager will query the DLO (MAST/TRUST) database for the updated total number of CCROs registered in each village and compare that to the total number of parcels. This will provide correct, up to date information on the number of parcels that remain not incorporated into the official land administration system.

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** GIS and Database Manager, Field Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:** Accurate data collection will rely on the District Lands Office correct use and maintenance of the MAST/TRUST application and database.

**TARGETS AND BASELINE**

**Baseline timeframe (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**Rationale for Targets (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**CHANGES TO INDICATOR**

**Changes to indicator:**

**Other Notes (optional):**

**THIS SHEET LAST UPDATED ON:** November 2, 2016





USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 5. Average cost per village land use plan corrected or newly established as a result of USG assistance.
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____
<b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> The average cost for newly established VLUPs will be the total cost of newly established VLUPs divided by the total number of newly established VLUPs.  The average cost for correcting VLUPs will be the total cost of correcting VLUPs divided by the total number of VLUPs corrected.  “As a result of USG assistance” will mean VLUPs newly established or corrected in LTA target villages.
<b>Unit of Measure:</b> USD
<b>Disaggregated by:</b> Newly established Corrected
<b>Cumulative/Non-Cumulative:</b> Cumulative
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Project Records TAMIS (DAI’s proprietary database used for M&E data management)

**Method of data collection and construction:**

Upon starting work in an LTA target village:

If VLUP is complete, LTA Field Manager will collect a photo of front page from District Land Use Planning Office, and one from Village Council. In TAMIS, the status of VLUP will be marked as "created prior to LTA". VLUPs created prior to LTA will not count towards indicator results.

If VLUP is not complete, its current status will be identified as "Needs Correction" or "Needs Establishment".

LTA Finance and Administration Manager will track all expenses allocated to Village Land Use Planning in each village. When VLUP is complete (see Custom Indicator 2), total costs will be entered into TAMIS. LTA financial records will serve as backup and will be referenced in TAMIS.

The guiding principles for LTA's calculations include:

- Operating costs (staff, vehicles, fuel, etc.) for District and Village activities will be costed carefully (average number of days and field visits must consider conditions on the ground – distance, roads, lodging as needed) to avoid underestimations. Government field and office operations will generally be less efficient than USAID supported project operations. Account should be taken of this to ensure actual costs – and the Government's ability to meet these - reflect what can be realistically expected going forward.
- Costs for training of trainers, in order to scale up village level activities, should be included as an operating cost for government land administration
- Costs for hardware investments will be depreciated over a reasonable period of activity
- Costs for satellite imagery should not be included – generally imagery costs are met from other portions of the government budget, as it can be used for multiple purposes involving several Ministries
- Costs for technical assistance from donor projects should not be included – the objective of technical assistance is to achieve a sustainable land administration system that does not require additional technical assistance. If additional technical assistance is anticipated, it should be costed separately and sources of external funding identified.

**Reporting Frequency:** Annual

**Individual(s) responsible at LTA:** LTA Finance Manager, LTA Field Manager, LTA M&E Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:** n/a

TARGETS AND BASELINE
<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
CHANGES TO INDICATOR
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016

## USAID Performance Indicator Reference Sheet

**Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):**

MO3: Broad-based economic growth sustained.

Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced

Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented

**Name of Indicator:** Custom Indicator 6. Average cost per parcel corrected or incorporated into an official land administration system as a result of USG assistance.

**Is this a Performance Plan and Report indicator?** No ☒ Yes ☐, for Reporting Year(s) \_\_\_\_\_

**If yes, link to foreign assistance framework:**

### DESCRIPTION

**Precise Definition(s):**

“Parcel incorporated into an official land administration system” means that the parcel has a fully processed Certificate Customary Rights of Occupancy (CCRO). Fully processed means that the CCRO is printed, signed and registered at District; and also delivered from District Registrar to Village Registrar. This is Step 11 on the CCRO Process Tracker.

(see Custom Indicator 3). The total number of CCROs fully processed will be continually updated in the MAST database.

Average cost will be the total cost of registering CCROs divided by the total number of CCROs registered.

**Unit of Measure:** USD

**Disaggregated by:**

Village

**Cumulative/Non-Cumulative:** Cumulative

### PLAN FOR DATA COLLECTION BY LTA

**Data Source:**

Project records

TAMIS (DAI's proprietary database used for M&E data management)

**Method of data collection and construction:**

LTA Finance and Administration Manager will track all expenses allocated to fully processing CCROs in each village. When CCRO's are registered, total costs and total number of CCROs will be entered into TAMIS. Since CCROs may be issued sporadically, the LTA GIS and Database Manager will quarterly update the total CCROs registered in each village and recalculate the average cost as needed.

LTA financial records will serve as backup and will be referenced in TAMIS.

The guiding principles for LTA's calculations include:

- Operating costs (staff, vehicles, fuel, etc.) for District and Village activities will be costed carefully (average number of days and field visits must consider conditions on the ground – distance, roads, lodging as needed) to avoid underestimations. Government field and office operations will generally be less efficient than USAID supported project operations. Account should be taken of this to ensure actual costs – and the Government's ability to meet these - reflect what can be realistically expected going forward.
- Costs for training of trainers, in order to scale up village level activities, should be included as an operating cost for government land administration
- Costs for hardware investments will be depreciated over a reasonable period of activity
- Costs for satellite imagery should not be included – generally imagery costs are met from other portions of the government budget, as it can be used for multiple purposes involving several Ministries
- Costs for technical assistance from donor projects should not be included – the objective of technical assistance is to achieve a sustainable land administration system that does not require additional technical assistance. If additional technical assistance is anticipated, it should be costed separately and sources of external funding identified.
- Cost recovery during first registration and for subsequent transaction registrations is a political issue that will be determined by the Tanzanian government, with inputs/advice from LTA and other key stakeholders. Therefore, the initial calculations of cost per parcel will not include any cost recovery.

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA Finance Manager, LTA Field Manager, LTA GIS and Database Manager

**DATA QUALITY ISSUES**

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:** TBD

TARGETS AND BASELINE
<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
CHANGES TO INDICATOR
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016

USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 7. Number of people reached through communication campaign activities
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____ <b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> Communication campaign activities are the delivery of information and key messages through television, radio, public events, posters, banners, brochures etc. Number of people reached will rely on the reported audience of each source of media, plus a verified percentage of population reached in each target Village with communication materials from LTA staff or partners.
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> None
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Self-reporting of audience size by media partners Project records TAMIS (DAI's proprietary database used for M&E data management)



**Method of data collection and construction:**

For media campaigns: LTA Public Outreach and Communications Specialist will collect documentation of expected audience from each media partner for each media campaign and document using Communication Campaign form in TAMIS. Indicator result will count 50% of the expected audience as “reached”.

For communication materials such as posters/banners at the village level: LTA Public Outreach and Communications Specialist will document material distribution in defined areas by LTA staff or partners. LTA Public Outreach and Communications Specialist will develop and administer a survey to determine the percentage of people reached in by these Village level materials. Number of people reached will be based on that percentage of Village population data, and documented using Communication Campaign form in TAMIS.

For public events: LTA Public Outreach and Communications Specialist will count and/or estimate and document number of participants on Communication Campaign form in TAMIS.

Double counting of population of villages reached through intensive targeted communications at village level, and reached again through broad media campaigns, is accepted.

**Reporting Frequency:** Quarterly

**Individual(s) responsible at LTA:** LTA Public Outreach and Communications Specialist, LTA M&E Manager

**Dates of Previous Data Quality Assessments and name of reviewer:** n/a

**Known Data Limitations:** Self-reporting by media partners may be unreliable. Surveys to determine percentage of population reached include a margin of error. Estimates of participants in public events will not provide 100% accurate count.

**TARGETS AND BASELINE****Baseline timeframe (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**Rationale for Targets (optional):**

See LTA Indicators Baseline and Targets spreadsheet

**CHANGES TO INDICATOR****Changes to indicator:****Other Notes (optional):**

**THIS SHEET LAST UPDATED ON:** November 2, 2016

USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 8. Number of women's groups formed or strengthened
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____
<b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> Women's groups may be newly created (formed) as a result of LTA activities. Existing women's groups may be strengthened by receiving training or capacity building through LTA activities in areas such as women's land rights, land administration generally, productive utilization of land resources, or business skills.
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> None
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Project records TAMIS (DAI's proprietary database used for M&E data management)
<b>Method of data collection and construction:</b> LTA Field Assistant will collect Women's Group Registration Form with names and signatures of members. Registration form will be saved in project records and data entered into TAMIS. LTA Field Assistance will collect Training Registration Form and participant lists to document strengthening of the groups.
<b>Reporting Frequency:</b> Quarterly
<b>Individual(s) responsible at LTA:</b> LTA Field Assistant
<b>Dates of Previous Data Quality Assessments and name of reviewer:</b> n/a
<b>Known Data Limitations:</b> none
TARGETS AND BASELINE

<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016

USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 9. Number of claimants filing land claims as a result of USG assistance
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____ <b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> A claimant is a person that claims customary rights of occupancy to a parcel of land. Filing a land claim means completing the LTA demarcation and adjudication process, resulting in either a record of the claim in the MAST database, or a record of the claim in the Adjudication Committee Dispute Record Book. Disputed land claims will also be included in the indicator count for "filing land claims".
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> Gender Youth (< 35)
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> District Lands Office database (MAST/TRUST) TAMIS (DAI's proprietary database used for M&E data management)
<b>Method of data collection and construction:</b> LTA GIS and Database Manager will query the DLO database to determine the total number of claims filed during the reporting period. M&E Manager will enter information to TAMIS and file District database electronic file or scanned hard copy into TAMIS. For disputed parcels, prior to installing the capacity to maintain disputed parcel records in the MAST database, the M&E Manager will be responsible for maintaining the record of disputes in TAMIS (reference data collection process for LTA Indicator EG.10.4-3 Number of Disputes Resolved)
<b>Reporting Frequency:</b> Quarterly
<b>Individual(s) responsible at LTA:</b> LTA GIS and Database Manager and M&E Manager
DATA QUALITY ISSUES

<b>Dates of Previous Data Quality Assessments and name of reviewer:</b> n/a
<b>Known Data Limitations:</b> Accurate data collection will rely on the District Lands Office correct use and maintenance of the MAST/TRUST application and database.
<b>TARGETS AND BASELINE</b>
<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016

USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator I0. Number of trainings delivered
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____
<b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> Trainings are formal events with standardized curriculum and the objective to increase knowledge and skill in land tenure and property rights. Standard package of training per village will include the Village Council training; Village Assembly meeting; Hamlet meetings; focus group meetings for women, youth, and vulnerable populations; and targeted training for private sector or civil society groups. Trainings will also be held for Ministry of Lands and District Lands Office staff.  Indicator results will count total instances of LTA providing these trainings.
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> Training to Ministry Public Officials Training to District Public Officials Training to Village Public Officials Training to Villagers Each further disaggregated by gender and youth (<35)
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Project records TAMIS (DAI's proprietary database used for M&E data management)
<b>Method of data collection and construction:</b> Data will be collected by LTA Field Assistant on Training Registration Form. TAMIS will contain training records with all details including key learning objectives, participant lists and photos to serve as backup.

<b>Reporting Frequency:</b> Quarterly
<b>Individual(s) responsible at LTA:</b> Field Assistant
<b>DATA QUALITY ISSUES</b>
<b>Dates of Previous Data Quality Assessments and name of reviewer:</b> n/a
<b>Known Data Limitations:</b> none
<b>TARGETS AND BASELINE</b>
<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016

USAID Performance Indicator Reference Sheet
<b>Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):</b> MO3: Broad-based economic growth sustained. Intermediate Result (IR) 2.1: Binding constraints to private sector investment reduced Sub-IR 3: Predictable coherent policies that promote private sector investment are implemented
<b>Name of Indicator:</b> Custom Indicator 11. Number of individuals trained in land tenure and property rights as a result of USG assistance
<b>Is this a Performance Plan and Report indicator?</b> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> , for Reporting Year(s) _____
<b>If yes, link to foreign assistance framework:</b>
DESCRIPTION
<b>Precise Definition(s):</b> Trainings are formal events with standardized curriculum and the objective to increase knowledge and skill in land tenure and property rights. Standard package of training per village will include the Village Council training; Village Assembly meeting; Hamlet meetings; focus group meetings for women, youth, and vulnerable populations; and targeted training for private sector or civil society groups. Trainings will also be held for Ministry of Lands and District Lands Office staff.  Indicator results will count total participants in these trainings.
<b>Unit of Measure:</b> Number
<b>Disaggregated by:</b> Ministry Public Officials District Public Officials Village Public Officials Villagers Each further disaggregated by gender and youth (<35)
<b>Cumulative/Non-Cumulative:</b> Non-cumulative annual targets; cumulative LOP target
PLAN FOR DATA COLLECTION BY LTA
<b>Data Source:</b> Project records TAMIS (DAI's proprietary database used for M&E data management)
<b>Method of data collection and construction:</b> Data will be collected by LTA Field Assistant on Training Registration Form and Participant List form. TAMIS will contain training records with all details including key learning objectives, participant lists and photos to serve as backup.
<b>Reporting Frequency:</b> Quarterly



<b>Individual(s) responsible at LTA:</b> Field Assistant
<b>DATA QUALITY ISSUES</b>
<b>Dates of Previous Data Quality Assessments and name of reviewer:</b> n/a
<b>Known Data Limitations:</b> none
<b>TARGETS AND BASELINE</b>
<b>Baseline timeframe (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>Rationale for Targets (optional):</b> See LTA Indicators Baseline and Targets spreadsheet
<b>CHANGES TO INDICATOR</b>
<b>Changes to indicator:</b>
<b>Other Notes (optional):</b>
<b>THIS SHEET LAST UPDATED ON:</b> November 2, 2016

Indicator Number and Source	Indicator	Level of Indicator	Unit of Measure	Disaggregation	Baseline	FY16 Target	FY17 Target	FY18 Target	FY19 Target	FY20 Target	LOP Target	Target Rationale/Comments
EG.10.4-2	Percent of individuals trained in land tenure and property rights as a result of USG assistance who correctly identify key learning objectives of the training 30 days after the training	Outcome	Percent	EG.10.4-2a National or District Public Officials i) District Land Office or District Council ii) MLHHS  Gender Age < or =>35	n/a	0	80%	80%	80%	80%	80%	FY16 target is zero because this indicator was determined following the end of FY16 and no testing was done in FY16
				EG.10.4-2b Village Public Officials and representatives including; Village Council and VEO Adjudicators, Para-surveyors  Gender Age < or =>35	n/a	0	70%	70%	70%	70%	70%	FY16 target is zero because this indicator was determined following the end of FY16 and no testing was done in FY16
				EG.10.4-2c Project Beneficiaries  Gender Age < or =>35	n/a	0	70%	70%	70%	70%	70%	FY16 target is zero because this indicator was determined following the end of FY16 and no testing was done in FY16
EG.10.4-3 Also STARR IQC (v)	Number of disputed land and property rights cases resolved by local authorities, contractors, mediators, or courts as a result of USG assistance.	Outcome	Number (Parcel Counts)	Total further disaggregated by type of resolution: i) Local authorities ii) Contractors iii) Mediators iv) Courts	n/a	0	234	252	234	18	738	Assumes 3% of parcels will be disputed (ie not resolved during field adjudication) and therefore referred for dispute resolution.  Assumes 50% of all referral disputes will be resolved.  FY16 target is zero because no target villages were planned for completing the dispute resolution process.  The following disaggregations will be incorporated into management reporting:  Village  Total further disaggregated by type of dispute: i) Counter claims Inter Family ii) Counter claims Intra Family iii) Boundary dispute between parcels iv) Land Use Designation (i.e. general vs village land; agriculture vs. pastoralist land; investment vs. village land)
EG.10.4-4	Percent of people with access to a land administration or service entity, office, or other related facility that the project technically or physically establishes or upgrades who report awareness and understanding of the services offered.	Outcome	Percent	EG.10.4-4a Population of target villages: Gender Age < or =>35	n/a	0	75%	75%	75%	75%	75%	FY16 target is zero because LTA has not yet established or upgraded any entity, office or facility.  Village targets are higher because villagers will receive targeted training and directly experience land registration process.

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				EG.10.4-4b Population of target Districts: Gender Age (</> 35)	n/a	n/a	n/a	n/a	50%	n/a	50%	District population will be reached by large scale communication campaigns primarily implemented in Year 4 of the program. Therefore, only one survey will be conducted to measure this indicator at the District level.  District targets are lower because the large District population will be reached only by communication campaigns and not by intensive training or direct experience.
EG.10.4-5	Number of parcels with relevant parcel information corrected or incorporated into an official land administration system as a result of USG assistance.	Output	Number (CCRO Counts)	i) Parcels Corrected ii) Parcels newly incorporated  TOTAL further disaggregated by type of tenancy: i) Single ii) Joint iii) Tenancy in Common iv) Guardian Administrator v) Probate Administrator vi) Institution (Business, Government, Religious, Service)  Each mode of tenancy to be further disaggregated by gender and age (</> 35)	0	0	14,040	15,120	14,040	1,080	44,280	CCROs will be fully processed for 90% of all parcels in all villages (10% of parcels may be incomplete, unclaimed or disputed).  FY16 target is zero because no CCROs were planned for completion in this year
EG.10.4-6	Number of people with secure tenure rights to land, with legally recognized documentation and who perceive their rights as secure, as a result of USG assistance.	Output	Number (Unique claimants)	Gender Age < or =>35	0	0	4,570	4,570	4,244	326	13,710	Tanzania fieldwork experience under MAST Pilot provides estimate of 70% of claimants will pick up their CCRO from Village Registry. These claimants will be considered to "have" the documentation and thus to consider their rights as secure.  FY16 target is zero because no CCROs were planned for completion in this year
1 Custom	Number of villages with Village Land Certificates (VLCs) incorporated into an official land administration system as a result of USG assistance.	Impact	Number (Village Counts)		0	0	4	4	4	0	12	Assumes approximately 30 percent of target villages will require assistance to correct or newly establish VLCs  FY16 target is 0 because no target villages planned for this year required VLC assistance
2 Custom Indicator	Number of villages with Village Land Use Plans (VLUPs) in full compliance with applicable requirements, standards and approvals as a result of USG assistance.	Impact	Number (Village Counts)	i) VLUP Corrected ii) VLUP Newly Established	0	0	9	10	9	1	29	Assumes approximately 70 percent of target villages will require assistance to complete VLUPs  FY16 target is 0 because no target villages planned for this year required VLUP assistance
3 Custom Indicator	Number of villages with at least 80% of parcels incorporated into an official land administration system as a result of USG assistance.	Impact	Number (Village Counts)	District i) Iringa ii) Mbeya	0	0	13	14	13	1	41	FY16 target is zero because no villages were planned for completion in this year

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4 Custom Indicator	Parcels in villages receiving USG assistance that are not incorporated into an official land administration system.	Impact	Number (Parcel Counts)	None	0	0	1,560	1,680	1,560	120	4,920	10% of parcels may be incomplete, unclaimed or disputed. Results will be presented as number of parcels, and also as percentage of total.  FY16 target is zero because no CCROs were planned for completion in this year
5 Custom Indicator	Average cost per village land use plan corrected or newly established as a result of USG assistance.	Outcome	USD cost/land use plan	i) VLUP Corrected ii) VLUP Newly Established	n/a 2,200	n/a n/a	<1,000 <2,000	<850 <1,750	<750 <1,500	<750 <1,000	<750 <1,000	Baseline set per current procedures and DLO costs. Streamlining procedures and rationalizing use of DLO resources will reduce costs.  FY16 target is n/a because no target villages planned for this year required VLUP assistance
6 Custom Indicator	Average cost per parcel corrected or incorporated into an official land administration system as a result of USG assistance.	Outcome	USD cost/parcel	None	20	n/a	<\$20	<\$15	<\$10	<\$10	<\$10	\$15 is an appropriate target for low cost first registration based on work in other countries and in Tanzania. Baseline of \$20, set by MAST Pilot results, indicates use of mobile mapping technology may increase costs - therefore LTA targets are ambitious.  FY16 target is zero because no CCROs were planned for completion in this year  Note that estimated costs for an individual claimant seeking CCRO registration in Tanzania are \$120
7 Custom	Number of people reached through communication campaign activities	Output	Number	District Region	0	840	145,669	301,438	1,997,191	1,554	2,446,692	Communication campaigns will reach 80% of the total population of target villages plus 50% of the reported audience for each media outlet used. Target is set to reach 50% of total population of Iringa District (2017-2018) and Mbeya District (2018-2019). 2019 also includes 50% of population of Iringa Region, Mbeya Region, and Songwe Region (split from Mbeya) as part of promotions within SAGCOT. Double counting of population of villages reached through intensive targeted communications at village level, and reached again through broad media campaigns, is accepted.
8 Custom	Number of women's groups formed or strengthened	Output	Number		0	1	13	13	13	1	41	Minimum one per village
9 Custom	Number of claimants filing land claims as a result of USG support	Impact	Number	Gender Age < or =>35	0	466	6,062	6,529	6,062	466	19,586	This is the number of persons who file claims through the normal process of regularisation at demarcation and adjudication. Regional (East and Central Africa) experience provides an estimate of 40 percent of average population of the villages over age 15 (60%) are land claimants.

Indicator Number and Source	Indicator	Level of Indicator	Unit of Measure	Disaggregation	Baseline	FY16 Target	FY17 Target	FY18 Target	FY19 Target	FY20 Target	LOP Target	Target Rationale/Comments
10 Custom	Number of Trainings Delivered	Output	Number	See below for disaggregated targets District Officials Village Officials Beneficiaries	0	11	147	164	151	11	484	
				Custom 10.1 Training to District Public Officials	0	0	4	12	8	0	24	FY16 target is zero because project focus was on collaboration to develop procedures from existing conditions - future training will be on revised procedures and training of trainers for DLO staff.  FY17 = full program of trainings to Iringa DLO FY18 = full program of trainings to Iringa and Mbeya DLOs FY19 = full program of trainings in Mbeya District
				Custom 10.2 Training to Village Public Officials (Village Council, VEO, VLUM Committee, Adjudication Committee, para-surveyors, etc.)	0	2	26	26	26	2	82	Each village will receive a minimum of one training to village Council and one training to the Adjudication Committee and para-surveyors
				Custom 10.3 Training to Project Beneficiaries	0	9	117	126	117	9	378	9 trainings at Village Level including Village Assembly, Hamlet Meetings, and focus group trainings (women, youth, pastoralist, private sector, business skills, etc)
11 Custom	Number of individuals trained in land tenure and property rights as a result of USG assistance	Outcome	Number	See below for disaggregated targets District Officials Village Officials Beneficiaries	0	973	11,682	13,637	12,655	973	39,919	
				Custom 11.1 National or District Public Officials i) District ii) Ministry  Gender Age < or =>35	0	0	10	20	10	0	40	Public sector officials include those with District institutions including the District Lands Offices and District Councils (Iringa and Mbeya), and at the national level including key staff in the MLHSD.  FY16 target is zero because project focus was on collaboration to develop procedures from existing conditions - future training will be on revised procedures and training of trainers for DLO staff.
				Custom 11.2 Village Public Officials and representatives including; Village Council and VEO Adjudicators, Para-surveyors  Gender Age < or =>35	0	40	480	560	520	40	1,640	Village Councils average 20 members, and LTA will engage approximately 20 adjudicators and para-surveyors per village. Total estimate 40 persons per village.

Indicator Number and Source	Indicator	Level of Indicator	Unit of Measure	Disaggregation	Baseline	FY16 Target	FY17 Target	FY18 Target	FY19 Target	FY20 Target	LOP Target	Target Rationale/Comments
				Custom 11.3 Project Beneficiaries  Gender	0	933	11,192	13,057	12,125	933	38,239	Village Assemblies, Hamlet Meetings, and focus groups will reach approximately 80% of the village population over age 15 (60% of the total population)  Disaggregation by age not possible as Village Assemblies will be very large (hundreds) of participants, and data can only be estimated for number and gender breakdown.  Double counting of individuals that attend multiple trainings is allowed.

Planned Number of Villages Completed										Planned Number of Trainings		
FY16 Oct 2015-Sept 2016 Project Year 1: Jan-Sept 2016	FY17 Oct 2016-Sept 2017 Project Year 1: Oct-Dec 2016 Project Year 2: Jan-Sept 2017	FY18 Oct 2017-Sept 2018 Project Year 2: Oct-Dec 2017 Project Year 3: Jan-Sept 2018	FY19 Oct 2018-Sept 2019 Project Year 3: Oct-Dec 2018 Project Year 4: Jan-Sept 2019	FY20 Oct 2019-Sept 2020 Project Year 4: Oct-Dec 2019 CLOSE DOWN ONLY	Average Parcels per Village*	Average Parcels per Claimant	Average Population per Village*	Estimated percentage of disputed parcels	Number of Persons Trained per Village (Village Council, para- surveyors, adjudicators)	Each Village	Iringa District (Annual)	Mbeya District (Annual)
0	13	14	13	1	1,200	2.5	1,943	3%	40	9	4	8
Total Contract Villages					41						Population	
									Iringa Rural District pop	254,032	Iringa District	Mbeya District
									Village No.	133	254,032	305,319
									Average population	1,910.02		
											Iringa Region, Mbeya Region, Songwe Region	3,648,648
									Mbeya District	305,319		
									Village No.	140		
									Average population	2180.85		

### **VLC Process Tracker**

Option One: Completed prior to LTA

Option Two: Current status is:

1. Survey of village boundary
2. Survey plan approved by Director of Survey and Mapping
3. Draft of VLC produced by Zonal Commissioner for Lands
4. Signature of VLC by Zonal Commissioner for Lands
5. Zonal Commissioner for Lands sends VLC to District Land Office
6. District Land Office summons Village Chairperson and Village Executive Officer
7. Signature of VLC by Village Chairperson and Village Executive Officer
8. Copies kept by District and Zone Registrar and by Village Council - final

### **VLUP Process Tracker**

Option One: Completed prior to LTA

Option Two: Current status is:

1. Establish team at District (principal land use planner, cartographer, LTA field officer) that will assist/facilitate the process with the Village
2. Meeting of District team and Village Leaders / Village Council and establishment of Village Land Use Planning Committee
3. Village Land Use Planning Committee does categorization of village land (communal, occupied or used by individuals, can be availed in future for communal or individual use) and prepares proposals/recommendations for use of communal land
4. Presentation of plan to Village Assembly and feedback/approval
5. Revision of plan by Village Land Use Planning Committee / District team – presentation to either Village Assembly (if there were major issues) or Village Council (if there were only minor issues) and creation of final VLUP document
6. VLUP document copy kept at District Land Use Planning Office and at Village Council - final

### **CCRO Process Tracker**

NOTE: This process conforms to the actual process in practice rather than the proscribed process

1. Adjudication of all parcel boundaries
2. Review by Administrator at District Land Office, data cleaning and corrections
3. Printing of adjudication forms
4. Delivery of adjudication forms to Village Leaders and approval or dispute by claimants
5. Disputed parcels referred to resolution procedures (TAMIS should include field to enter the number of disputed parcels)
6. Print non-disputed CCROs at District Land Office
7. Registration at District Registrar
8. Printed CCROs delivered to Village Leaders
9. Signature of CCRO by Village Leader and claimant
10. Signature of Authorized District Land Officer (at DLO)
11. Delivery to Village Registry
12. Collection by claimant – final