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INCEPTION REPORT

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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INCEPTION REPORT (2ND DRAFT)

FEED THE FUTURE TANZANIA
LAND TENURE ASSISTANCE (LTA)

Program Title: Feed the Future - Land Tenure Assistance

Sponsoring USAID Office: USAID Tanzania

Contract Number: AID-OAA-I-12-00031

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DAI is grateful for inputs and assistance from the following in the production of this Inception Report. Distrcit Land Office Iringa, TAGRODE, and CARE.

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ABBREVIATIONS

API - Application Program Interface
BRN - Big Results Now Programme
CARE – CARE International Tanzania (NGO)
CBO – Community Based Organisationas
CCRO - Customary Certificate of Right of Occupancy
CL – Commissioner of Lands
COP - Chief of Party
COR – Contract Officer's Representative
CRO - Certificate of Right of Occupancy
DAI - Development Alternatives Incorporated
DCOP - Deputy Chief of Party
DED - District Executive Officer
DFID - Department for International Development
DLO - District Land Officer
ERC - Evaulation, Research and Communication
FAO – Food and Agricultural Organisation
FTF - Feed the Future
GOT – Government of Tanzania
GPS - Global Positioning System
IE - Impact Evaluation
ILMIS - Integrated Land Management Information System
LGA – Land Governance Agencies
LTA - Land Tenure Assistance
LTRM – Land Tenure Resource Management
LTSP – Land Tenure Support Program
LUP - Land Use Planner
MAST - Mobile Application to Secure Tenure
MLHHSD - Ministry of Lands, Housing and Human Settlements Developemnt
NEMC - National Environment Management Council
NGO - Non Governmental Organisation
NKRA - National Key Results Area
NLUPC - National Land Use Planning Commission
PDB - President Delivery Bureau
QED - Quasi Experimental Design
RAS - Regional Administrative Secretial
RCT - Randomized Controlled Trial
RMSI – IT Service Company, India
SAGCOT - Souther Agriculture Growth Corridor for Tanzania
SOLA – Solutions for Open Land Administration
TAGRODE: Tanzania Grass Roots Oriented Development
TI – Trusted Intermediaries (as under the MAST Pilots)
TRUST - Technical Register Under Social Tenure
USAID - United Stated Aid for International Development

VC - Village Council
VEO - Village Executive Officer
VLC - Village Land Certificate
VLUP - Village Land Use Plan
WASH – Water Sanitation and Hygiene
WB - World Bank

EXECUTIVE SUMMARY

Introduction

USAID has contracted Development Alternatives International (DAI) to implement a Land Tenure Assistance (LTA) programme as part of the Feed the Future (FTF) initiative in the Southern Agricultural Growth Corridor of Tanzania (SAGCOT) in the Districts of Kilombero[1], Iringa and Mbeya. The project will be implemented over four years and provide assistance to local level authorities in the delivery of land tenure services under the village land laws and acts of Tanzania. The LTA has three objectives:

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

The work will be undertaken through four activities. Activity 1 relates provision of assistance in the delivery of village land use plans (VLUP), and Activity 2 to capacity building and public awareness and education.

MAST will be extended to provide a sustainable solution that can both capture and subsequently manage and maintain land rights records and support transactions at District and Village levels in the post CCRO issuance period. DAI have developed the Technical Register Under Social Tenure (TRUST) that will provide this. It will be seamlessly linked with the existing MAST functionality.

The LTA programme provides a time bound plan for assisting District and Village Authorities in the implementation of the Village Land Act No.5, 1999 and the Land Use Planning Act No.6, 2007 in the delivering of CCROs at village level in at least 41 selected villages. The Assistance will include support to the preparation of the village land use plans (VLUP) (for those target villages where these plans do not exist or have not already been completed) and land regularisation, first issuance and registration of CCROs. This will be supported by a programme of capacity development and building. Subject to progress under the project, village work and

[1] During the inception period the Kilombero was dropped from the USAID programme and will now be covered under the DFID funded Land Tenure Support Programme (LTSP).

capacity building activities will be extended to Mbeya District Council through the District Land Office.

MAST has been tested to Proof of Concept *(Feb2015- March 2016)* in two villages in Iringa District in *Ilalasimba* and *Itagutwa*. A third village, *Idodi* was not completed and has been substituted for Kitayawa village.

Scope of Work

The scope of work under LTA will involve:

- Design and development of district and village land administration systems, procedures that are inclusive and fully participatory – with delivery of VLCs, VLUPs and CCROs.
- Development of village capacities to implement regularisation of tenure and registration of land using the mobile applications - MAST.
- Assist and participate in the selection of target villages
- Institutional capacity building at District and Village levels
- The use of technology to assist in the processing and management of data collected through the use MAST and TRUST
- Public information and consultation, development of media messages and delivery strategies
- Ongoing government and donor consultation on LTA and development of protocols
- Monitoring and evaluation.

The LTA programme will be strongly action/implementation oriented and will focus on activities that can build a strong field involvement with District Land Staff and Village Leaders. It will draw on lessons learned from the MAST Pilot Programme, but will also bring additional experience learned from other African countries low cost registration systems that have been or are in the process of being applied. The LTA will be implemented through 4 interrelated activities. The methodologies and work programmes are the subject of this inception report.

Inception Period

The Contract period commenced 6th December 2015 for a term of four years. The Start-up Team arrived in Tanzania on 4th January 2016. The Acting Chief of Party arrived on 11th January while the Chief of Party arrived on 23rd January 2016. The Inception Report addresses the list of contents as provided in the Contract Section C p 19.

Village Selections

The contract requirement to include in the inception report update of the status of VLC, VLUP and CCRO registrations (in all 26 in number Option 1 villages in the Kilombero Valley), including the status for Registrations already in progress is now no longer valid as a result of the cancellation of USAID funded village tenure work in 26 villages in Kilmobero. Selections are now required for new target villages in Iringa. During inception phase the MLHHD determined that the LTA activities will no longer focus on Kilombero District (work in the Kilombero valley

will now be undertaken by DFID funded project). The Village selection process was to have been undertaken in consultation with the Iringa District Council through the use of national and District statistics. Final selections would be agreed with USAID. The outcome of this work would determine the estimated target number of VLUP, parcels/CCROs and work rate determinations, with consequent contract amendments. A list of 41 priority villages was developed by Iringa Rural District, District Land Office, in March 2016 identifying their preferences for intervention.

The LTA have however been made aware of the requirement for the village selection process to meet strict impact evaluation criteria for conducting an impact evaluation (IE) that is consistent with USAID's Evaluation Policy. Selection of an equal number of treatment and non-treatment villages must be undertaken for comparative analysis.

A balance/reconciliation must now be sought between meeting the requirements of the IE and those villages the District perceives, would be appropriate for the treatment - particularly where there are real problems that require urgent attention for which LTA may provide some assistance. In the meantime:

- Work will commence in the initial selected 6 (out of the 41) villages in 2106.
- The requirements for IE sampling will be specified in more detail to enable consultation with District on the way forward that best fits requirements for IE and District, in the light of developments in the first six 2016 villages
- A plan for 2017 selections will be made not later than end November 2016 in the light of lessons learned (work rates etc) from the first six villages.

Mast Transfer and Copyright

DAI have been advised by Cloudburst that Cloudburst owns MAST. Clarifications were therefore sought from USAID with regard to copyright and the way forward**.** At the time of writing of the Inception Report written confirmation on the way forward is pending. Nevertheless, technical evaluations on MAST and methods and procedures surrounding its application have been undertaken as part of the Inception process. A full needs assessment report for MAST was completed, and the DAI IT specialist completed further reviews in March 2016 which have been added to this report and the Needs Assessment Report.

The reviews have shown that several modifications will be required to achieve procedural integrity, an effective link with TRUST and scalability. The LTA will therefore need unfettered access to the MAST source code to carry out modifications as needed – some re-design will be required.

LTA have defined three options for the way forward in the event copyright issues cannot be resolved these are summarised as follows:

1) Improve and extend MAST application further assuming copyright is not a constraint

2) New development of MAST if copyright is not, or cannot be resolved. Given the modifications needed under option 1 this might be the preferred option regardless of the copyright outcome. This will enable more effective linkages to TRUST.
3) Adopt SOLA OpenTenure, Open-source solution developed by FAO to address ownership rights registration for communities and customise this to Tanzanian conditions.

Option 2 is the recommended and preferred option and has been planned in this inception report.

Engaging at Village and District Level

Protocols will have to be developed for the various stages of the work between the LTA team and the DLO staff, with clear definition of roles and responsibilities. The details will need to be discussed at some length with the District Authorities before drafting of a Memo of Understanding (MoU). In addition to responsibilities for different tasks consideration will need to be given to;

- Reconciling the objectives of the LTA with other demands on the DLO time
- Reconciling LTA project budgets with District budgets and related priorities
- Counterpart structures and management lines
- Developing strong person/team management in the implementation of the work, particularly field operations
- Building strong interpersonal and professional relationships at all levels and especially village level.
- Determining how field allowances, per diems and other remunerations for the LTA, DLO and village staff will be managed.
- Management of transportation and equipment.

Building a viable and productive field operation that promotes team building and generates real enthusiasm depends on clarity and clear leadership in all of these key areas.

Sustainability Planning

All aspects of the LTA work covered by this Inception Report are centred around developing workable, rapid, low cost, transparent, replicable procedures for first registration and subsequent transactions. Implicit in the approaches presented, is the need to streamline and package service delivery – both at village and district levels - in such a way as to achieve full public buy-in at the lowest possible cost. Opportunities to integrate cost recovery and potential revenues are to be explored, in full, throughout the course of the work. This must be balanced against demand for title and related transactions and the capacity of village and district land institutions to manage the systems. All of these issues are central to sustainability planning.

Summary Work Programme

Activities 1 and 2 are the larger of the two and are the primary focus of activities in Year 1. It is intended to complete the six villages in the first year of activities to enable all procedural and technical issues relating to the work in general and MAST in particular to be resolved. The following task structure is provided.

- Seasonal and cropping activities are scheduled under **Tasks 1** and **2** when farmers are busy with land preparation or harvest providing an indication when some LTA field activities will be limited.
- **Task 3**: relates to activities around inception.
  Task 4: summarises **Activity 1** and provides the main part of the work programme – including needs assessment, village selections, MAST/TRUST requirements. Standard approaches, guidelines and documents already in use will be compiled and reviewed aspects of the LTA project, including for reviews and design amendments to MAST. This will be used to design and test more streamlined procedures.
- **Task 5:** This task summarises **Activity 2,** and includes capacity building, training, gender and youth related issues. Capacity building is cross cutting and is implicit in the work programme through learning by doing in Activities 1.
- **Task 6:** Provides an overview of monitoring and evaluation requirements and related tasks.
- **Task 7:** Summarises report deliverables and timings as per contract.

Short and medium term specialists (local and international) will be deployed as required to complete the tasks. These will be on a call-down basis as the programme develops. The team will work under the COP, who will report directly to the Regional Administrative Secretary(RAS), the District Executive Director (DED), the District Land Officer for Iringa and the COR USAID.

Detailed Methodologies

Activity 1: Assist Villages with VLC, VLUP and CCRO Design, Development and Scaling Up

During the inception, the LTA completed preliminary needs assessments in Iringa District Land Office and in 2 of the 3 pilot MAST villages. An assessment has also been made of MAST and issues arising both from the systems applied in the field and in the back office in processing and managing the data.

Development of Systematic Scalable Procedures

In practice, the MAST application and TRUST provide tools that are applied within a set of procedures for low cost land regularisation that systematically bring land owners to 'first registration' of their land rights through issuance of a CCROs. The procedures require all land owners in a designated village area to participate in claiming their land rights during the adjudication and titling process. Methodologies need to address development of systematic scalable procedures that include MAST and the Technical Register under Social Tenure (TRUST).

Under low cost systems the main set of sequential tasks as follows:

i). Village selections and linking with the village authorities (Village Chairpersons, VEO ; Village Councils and Assemblies etc)
ii). Local information dissemination and training – selection of village personnel to undertake the work

iii). Demarcation and adjudication of land including recording personal details and parcel numbers, and hearing recording objections in the field
iv). Checking and compilation of records
v). Publication of adjudication record in the village Office (parcel maps and the listing of claimants.
vi). Objections and Corrections period, finalising the record, and disputant lists
vii). Mediation period for disputes.
viii). Preparation of documents
ix). Issuance of Certificate of Customary Rights of Occupancy (CCRO)

The first six steps are administrative in nature and are undertaken to a set of clear field procedures using simple documentation and general boundary demarcation methods. MAST is a tool for item (iii) demarcation and adjudication data capture with a view to subsequent processing under MAST.

The final three steps are legal, or have legal outcomes and require the results of all the other steps to be completed. TRUST will play a key role in items (viii) and (ix). The utility and replicability of the whole process depends upon speed and accuracy with minimal movement of records and correction/verification. The outcome of the process is registration of rights of occupancy, which contains registered land titles, which are recorded and authenticated at District Level.

These procedures have been reviewed alongside those applied during the MAST trials. Design work under **Activity 1** will identify time and cost savings based on lessons learned from MAST and elsewhere in Africa.

Development of MAST/TRUST Applications

The MAST system has been tested to proof of concept in Ilalasimba village in Iringa District over the period Feb- Sep 2015 whereby a total of 970 CCROs were issued. Under the Cloudburst contract, MAST continues to be used in Itagutwa village. Kitayawa Village is being now the subject of a new MAST campaign.

MAST is a mobile phone/cloud based application that enables the capture of land rights information including parcel and rights holder information at the village level. Under the land regularisation procedures, MAST meets the objective of recording parcel boundaries and adjudication information using mobile devices. In the field mobile devices are used by trusted intermediaries who work with village landholders to identify and record boundary information and also information about the claimant. The information collected is then passed to a cloud based platform and a web application hosted at the District Land Office (DLO) which is used to edit the data, complete the adjudication process and prepare a Certificate of Customary Right of Occupancy (CCRO) for signature. The CCRO copy is taken back to the Village for owners to sign and then returned back to the DLO for registration as the District Land Officer is the Registrar of CCROs.

A key objective of the LTA is to adopt the MAST technology and further develop the application to cover work in at least 41 villages in the Iringa/Mbeya districts. As part of this work MAST also needs to be extended to provide a sustainable solution that can both capture, manage and maintain land rights and support transactions. For the latter DAI have developed the Technical Register under Social Tenure (TRUST) that will provide this facility. TRUST will be seamlessly linked with the existing MAST functionality.

Despite successful proof of concept at the community level, with strong community engagement, some additional developments and operational requirements need to be resolved to enable the application to be successfully scaled up and to support subsequent transactions in a sustainable manner. An outline set of requirements has been identified. These have been set out in a stand-alone Needs Assessment Report.

The LTA have not received an official handover of the MAST software as there are copyright issues. As a result three alternative options have been explored with a view to determining the best way forward, These are stated above. Work planning has pursued the second of these options and aims to provide a product that will link with transactions and maintenance and go beyond just a data capture tool.

Activity 2: Capacity Building

Under the LTA project capacity building is a cross-cutting issue and forms the main part of Activity 2. Capacity building will be undertaken through the process of technical assistance to District and Villages officials in the implementation of the Village land laws in selected villages using MAST/TRUST technology.

The LTA project will address capacity at several levels targeting primary stakeholders (land owners, land users and local land officials) at Village and District levels. There will also be a need to for engagement with the central authorities – mainly the MLHHSD.

Initially, through the work in the selected villages, the LTA team, together with the officials and communities involved, will be exposed to an intensive period of on-the-job training and lesson-learning. The preparatory fieldwork, together with the local governmental and non-governmental agencies (CBOs and NGOs) will progress through a steep learning curve.

As the work progresses in the selected villages, there will be ongoing feedback and adaptation, followed by development of methods and procedures using MAST/TRUST. This will ultimately enable the scaling up of implementation beyond Iringa Rural District to other regions and districts in Tanzania.

The final stage, at which time the lessons learned will be demonstrated in the other districts, a major exercise in capacity development and training and consolidation will be necessary.

Ultimately, the timelines for these developments depend on a number of factors, not least public buy-in and local and national political will. The performance of the LTA capacity development will therefore be assessed, not only in terms of results based on reference to the outputs, existing

human resources and skills level, but also in terms of the systems and procedures in place to produce outputs at the right cost for the longer term, in a sustainable manner.

Method and procedures will target village and district authorities and village communities who are beneficiaries of the programme. Realising these ambitions and covering all of the materials on a large scale and at a reasonable cost will be difficult to achieve. The LTA will therefore need to respond to the need for these educational measures in a time and cost efficient manner.

Detailed Work Planning

Overview and Targets

The original contract specifications provide for at least 41 villages to be regularised, using MAST, over the 48 months of the contract. Assuming that there are at least 1,300 parcels/village this would mean total parcels 50-55,000 or 13,000 per project year.

Increasing work rates will require successful implementation of streamlined procedures and improvements, including to the workings of MAST and TRUST described in this report. TRUST must be able to fully able to batch produce adjudication forms and CCROs to conclusion and final issuance at production rates never before achieved in the target Districts. This work plan makes provision/allowance for procedural development and MAST amendments in year 1 to enable this - prior to rolling out and scaling up in year 2. At the same time a start must be made on fieldwork concurrent with these developments to test and hone procedures and to ensure systems can deliver.

The importance of this early design and testing work cannot be over emphasised – even more so given that actual number of parcels and levels of difficulty can only be estimated at this stage, pending selection of villages.

This work programme is submitted on the basis key issues relating village selections are fully understood and will be resolved in a contract amendment/clarification. Given these contractual caveats timelines can only be provisional.

General features of the programme include the following:

- Village selections in the months of March and April 2016 will be a key factor in determining geographic operations - distance, access and level of difficulty (complex parcel configurations, incidence of disputes, urban/peri-urban/incidence of investment etc) of the selected villages will be key criteria to be considered.
- The work plan allows for a start on fieldwork in April. The LTA would recommend a start in Idodi village to enable all system and procedural issues from the lessons learned in the field trails to be identified and resolved as quickly as possible and to provide a platform for re design.
- Since the first year has a strong review and design component for all tasks and sub-tasks the proposal is the LTA works on five more villages in 2016 to prepare plans for scaling

up further in 2017 – provisionally up to 15 villages will be planned for 2017 (parcel numbers will need to be estimated).
- General season and cropping activities are scheduled under **Tasks 1** and **2** and provide an indication when some LTA field activities (between October and mid-March) will be limited with regard to obtaining maximum attendance at public meetings when farmers are busy with land preparation or harvest.

Actual emergent contractual targets with regard to the number of villages and parcels need to be set against all these considerations. Options/recommendations to consider would include;

- Test scalable options following completion of review and design and in the six villages in year 1 – review selection procedures in the light of work rates and establish new targets for years 2-4 based on this work
- Identify all target villages using set criteria in known locations and proceed with review and design initially in the six villages, extending to other named villages in year 2-4. The risk here is that work rates established in year 1 might be inconsistent with targets in years 2-4.

The recommended option in this report is to follow the model of honing procedures, establishing low cost work rates in year and then target all other villages more precise work rates and costs for years 2-4.

Tasks are set out in detail in the proposed work plan. The core full time team will comprise;

- Chief of Party – International Land Regularisation Specialist
- Deputy Chief of Party – National Land Tenure Specialist/Land Administration Specialist
- Public Outreach and Design, Gender – National Public Outreach Specialist
- Field Assistant 1 and 2 – National land and/or extension specialists

Medium term

- Capacity building – National Capacity Building Specialist

Short Term

- IT/GIS – MAST Development – International Developer
- Inst. Strategy Development – International Global Practice
- Gender and Vulnerable Groups – National Specialist

1. INTRODUCTION: OBJECTIVES AND SCOPE OF WORK

1.1 OBJECTIVES

United States Agency for International Development (USAID) has contracted Development Alternatives International (DAI) to implement a Land Tenure Assistance (LTA) programme as part of the Feed the Future (FTF) initiative in the Southern Agricultural Growth Corridor of Tanzania (SAGCOT), covering the Districts of Kilombero[2], Iringa Rural and Mbeya Rural, in Morogoro, Iringa and Mbeya Regions respectively. The project will be implemented over four years and provide assistance to local level authorities in the delivery of tenure services under the village land laws of Tanzania.

The project aims to provide land tenure assistance to develop focused land tenure programming to support USAID's existing and planned investments in the SAGCOT region. The proposed Land Tenure Assistance seeks *'to clarify and document land ownership, support land use planning efforts and increase local understanding of land use and land rights issues'*. The purpose of the interventions is to '*reduce land tenure-related risks and lay the groundwork for sustainable agricultural investment for both small holders and commercial investors throughout SAGCOT and in the value chains of focus for Tanzania's FTF program'*.

The LTA has three objectives restated as follows:

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

The LTA initiative is seen against a background of Government of Tanzania's continued requirement to respond to the increasing interest and urgency to respect, clarify and document land rights of local populations, and to improve the overall land administration in the country.

The current systems of tenure land laws, and acts that support it, are well known and have been subject to numerous reviews and analyses. Despite these, and many field initiatives to accelerate the process of delivering effective land administration and tenure security to areas where it is

[2] During the inception period the Kilombero was dropped from the USAID programme and will now be covered under the DFID funded Land Tenure Support Programme (LTSP). Further comment is made on the contractual implications of this change in this Inception Report

most needed, progress toward bringing the laws into effect continue to be slow. Local authorities are struggling to manage and meet the requirements of the legislation in a reasonable timeframe. The costs of implementation, managing and improving current land tenure arrangements are high and capacity and experience is often not available.

The LTA is designed address these imperatives, focussing specifically on regularisation of land through District and Village level initiatives to improve understanding of the legal and bureaucratic land tenure framework, methods and procedures making use of MAST to deliver documented rights to small holders to protect their rights and to strengthen District and village capacity for field implementation. This will enable Districts and villages to benefit more from increased investment and reduce existing and potential risks of land loss, land disputes and conflicts between different interest groups.

Under the LTA the MAST concept will be reviewed with a view to extending/scaling up to provide a sustainable method that can both capture and subsequently manage and maintain land rights records. Transactions at District and Village levels in the post CCRO issuance period will be supported by a Technical Register under Social Tenure (TRUST), developed by DAI. This will be seamlessly linked with the existing MAST functionality.

The LTA project will provide and manage a time bound plan for assisting District and Village Authorities in the implementation of the Village Land Act No.5 of 1999 and delivering CCROs at village level in at least 41 selected villages in Iringa and Mbeya Districts. Assistance will include support to preparation of the village land use plans (VLUP) (for those target villages where this has not been done or have already not already been completed) and land regularisation, first issuance and registration of CCROs. This will be supported by a programme of capacity building. Subject to progress under the project in the first year of operations, village work and capacity building activities will be extended to Mbeya District Land Office.

The LTA will be implemented through 4 interrelated activities. The methodologies and work programmes are the subject of this inception report (**Section 1.3**).

1.2 SCOPE OF WORK

Iringa District is the site in which USAID initially piloted its Mobile Application for Secure Tenure (MAST) project which aimed to extend the growing use of mobile technology in development settings - such as, *inter alia,* in health monitoring, WASH programmes etc – to the land sector.

MAST has been developed under USAID's Evaluation, Research and Communication (ERC) contract with Cloudburst Group under the STARR IQC. This allows for the capture of land rights information including parcel and rights holder information at the village level using mobile device technology and a cloud based data management application.

MAST has been tested to Proof of Concept *(Feb2015- April/May 2016)* in two villages in Iringa District, *Ilalasimba* and *Itagutwa*. A third village, *Idodi* was not completed and has been included for consideration in the village selection schedules to be managed, to completion, with

the assistance from the LTA Project. Under the MAST Pilot project *Idodi* has been replaced by pilot work in the village of *Kitayawa*. Work commenced in *Kitayawa* in March 2016.

Working in the targeted villages, the aim will be to streamline methods used in the pilots to develop low cost models to scale up village and district land administration systems and procedures making use of MAST and TRUST. The scope of work under LTA is summarised as follows:

- Design and development of district and village land administration systems, procedures that are inclusive and fully participatory – with delivery of VLUP and CCROs.
- Through a programme of implementation in selected villages, development of village capacities to implement regularisation of tenure and registration of land using mobile applications – MAST.
- Assist and participate in the selection of target villages
- Institutional capacity building at District and Village level (including different kinds of training and skills levels underscored by a 'learning by doing' approach and close counterpart relationships) to manage district registrations and related transactions using appropriate technology.
- The use of technology to assist in the processing and management of data collected under MAST to the District Land Office, through the use of a data management system TRUST to manage processing of CCROs and post issuance transactions.
- Public information and consultation, development of media messages and delivery strategies
- Ongoing government and donor consultation on LTA and development of protocols.

These tasks are grouped under four activities (**Section 2**) described in the Contract under Section C pp 4-20.

In carrying out these activities the LTA anticipates some ancillary assistance, advice and support to;

- Dispute resolution mechanisms, particularly where there are conflicting land uses with potential consequences for local tenure arrangements
- Field assessments and development of a detailed understanding of current (informal) tenure arrangements, access to land and local land markets
- Assessments of the tenure impacts of large and medium scale land investments.

The LTA will be implemented using the following key principles:

- The LTA programme will be strongly action/implementation oriented and will focus on activities that can build a strong field involvement with District Land Office Staff.
- The LTA will draw on lessons learned from the MAST programme, but will also bring additional experience learned from other African countries where low cost registration systems have been, or are in the process of being applied.
- The approach will take a holistic view of *all* procedures and processes under the laws and

related regulations, with a view to simplifying and streamlining procedures at all levels to increase the scale of application and reduce costs.

- The LTA will focus on innovative capacity building approaches at village and district level and through 'learning by doing', supplemented buy more formal training sessions and development of materials required for large scale registration
- The LTA will seek to raise awareness of the laws and procedures for gaining CCROs at local level and raise key issues and contribute to development of policy and law at national level.

The review of the reports and literature has shown that a considerable amount of work has been completed by many of these stakeholders in most of the LTA activities. These are now being collected, catalogued and compiled by the LTA project.

The DAI Team will be based in Iringa. Throughout, the LTA will be fully engaged with District and Village authorities whilst maintaining effective stakeholder consultation with the public, government agencies, NGOs/CSOs/CBOs and development partners.

1.3 INCEPTION PERIOD

The Contract period commenced 6th December 2015 for a term of four years. The Start-up Team arrived in Tanzania on 4th January. The Acting Chief of Party arrived on 11th January and the Chief of Party on 23rd January 2016. The contract requires submission of Inception Report 45 days after mobilization. This has been interpreted as 45 days from the arrival of the COP, requiring a submission date for the draft of 25th February. During this time provision has been made for engagement with the clients at village and District level, USAID, partner agencies and consultants. **Table 1** lists the specialists who made contributions to this Inception Report.

Table 1: Inception Report Contributors

Inception Report Inputs	Staff Name Nat/Int	Summary of Tasks and Requirements
Land Administration Design and Development best Practice, incorporation of MAST and TRUST	*Mr Clive English, Chief of Party, Land Tenure and Land Regularisation Specialist (Int)*	Coordinating Inception inputs and all related work.
Land Administration Procedures Tanzania	*Dr Alphonce Tiba, Land Administration Specialist (Nat)*	Existing land administration overview and lead
MAST/TRUST issues	*Dr Richard Baldwin, Land Administration and Systems Development (Int), Mr Alexander Solovov, IT Specialist.*	Inception report and completion of a needs assessment for MAST/TRUST
Capacity Building issues	*Dr Lusugga Kironde, Land administration and Capacity Building Specialist (Nat)*	Overview of current requirements for staff and public education on land rights and land laws – support review design and planning for roll out.

Inception Report Inputs	Staff Name Nat/Int	Summary of Tasks and Requirements
Gender and Vulnerable Groups	*Dr Marjorie Mbilinyi – Gender and Vulnerable Groups Specialist (nat)*	Overview of key issues relating to gender, youths and vulnerable groups – produce a gender strategy for LTA work
Public Outreach design and methods*	*Ms Suma Mbyopyo, Public Awareness, Extension and Gender(Nat)*	Public outreach methods and designs, implementation considerations for outreach and gender.
Monitoring and Evaluation, field recce	*Ms Catherine Johnstone, Acting Chief of Party 11th Jan – 23rd Jan.*	Monitoring and Evaluation and Impact Assessment Review and drafting.

** The LTA acknowledge insights on public outreach provided by TAGRODE (NGO) subcontractor responsible for implementing the MAST field trials*

A full timetable of activities for the inception period is summarised in **Table 2**. Consultations were undertaken at National level with Government Agencies, related partner projects, relevant NGOs, and CBOs. These discussions were informal and not exhaustive. Additional detailed consultations will need to be undertaken early in the post inception phase to further develop the work programme and methods presented here. These will be covered through the ongoing monthly reporting schedule.

Table 2: Inception Period Activities and Locations Visited.

Location	Dates	Purpose
Preliminary Visit to Iringa District Land Office, and visit to proposed target villages in Kilombero	1/17/2016	Visit to check on status of DLO and village locations.
Visit to Kilombero Valley and Ifakara District Office	1/18-1/21/2015	Check on status of DLO in Ifakara and village locations near Kilombero Irrigation Scheme
Dar es Salaam – interviews with Consultants	1/23 – 1/30/2016	Meeting with LTA Team Members
SNAP/SAGCOT Workshop, Plaza Beach Hotel, Dar	1/25/2016	Briefing presentation on purpose of the Land Tenure Assistance Project
Preliminary Meeting USAID	1/26/2016	Preliminary meeting with COR
Kick off Meeting USAID	1/28/2016	Technical and Administrative briefing on LTA.
Consultations to review LTA Impact Evaluation, USAID	1/29/2016	Overview of issues relating to independent impact assessment of the LTA
Travel to Iringa	1/30/2016	Field Visits
Second Meeting Iringa District Land Office	2/1/2016	Introductions and briefings with District Staff
Visit to Ilala Simba field trials	2/1/2016	Meetings with VEO and other participants in the MAST trials
Visit to Idodi	2/2/2016	Meeting with VEO
Visit to TAGRODE (NGO) offices	2/2/2016	To discuss method applied during MAST trials and related issues.
MAST Needs Assessment, Iringa District	2/2/2016	Detailed needs assessment and review of MAST trial experience with District Lands Staff
Preliminary meeting with Regional Administrative Secretary	2/4/2016	
Meetings with USAID Land Tenure	2/8/2016	Meetings with CDM Smith, Land Tenure

Location	Dates	Purpose
Specialist, Kilombero Irrigation Project		Advisor, exchange/collection of data and exchange of ideas.
USAID Partners Meetings, Morogoro	2/9 – 2/10 2016	Interaction with key stakeholders
USAID Irrigation Feasibility Study – Stakeholder Workshop	2/11/2016	Attendance at CDM Smith workshop to discuss tenure issues.
Attendance at DFID, LTSP launch workshop in Dar es Salaam	2/18/2016	1st workshop of major DFID Land programme with common elements to the LTA – meetings with key stakeholders and partners – Julius Nyrere Conference Centre, Dar
Inception Drafting	2/19 - 2/25/2016	Finalising draft Inception Report
Inception 1st Draft Submission	2/25/2016	
Meetings with the District Officer and staff	3/1 – 3/11/2016	Village selection process, collection and review of data sets
Field visit to Deputy Commissioner of Lands, Mbeya, and District Lands Office Mbeya	3/14/2016	Review requirements for Mbeya District Land Office and meet with District Executive Director
Meeting with the District Executive Director	3/15/2016	Briefing on the purpose of the project and village selection process
Receipt of Comments on 1st Draft from USAID	3/16/2016	Comments received and amendments made - additional material (not provided with the first draft)
District Staff	3/18/2016	Receipt of first village selections from District
Inception Report Final Submission	3/24/2016	Comments Received 3/31, revisions to be made by LTA
Inception Report Final Submission	4/4/2016	With LTA comments to be cleared by USAID for circulation

This Inception Report provides additional methodological detail to that provided in the Contractors Technical Proposal and is based on discussions in-country, reviews of available reports and statistics and checks on the current status on the ground. The Contract specifies the contents required for the Inception Report. **Table 3** summarises Inception contents with additional comments provided. A different order is provided to maintain the narrative flow.

Table 3: Inception Report – Comments on Contract Requirements

Inception Requirements *(Reports and Deliverables Contract, Section C, p19)*	Comments
1. Update of the status of VLC, VLUP and CCRO registrations in all Option 1 villages including the status for Registrations already in progress	The original option 1 village defined in the RFP numbered 26 in the Kilombero valley. It is understood these were selected to coordinate tenure activities under the LTA with the ongoing Irrigation Feasibility Surveys which will impact on these. Since commencement of inception phase the MLHHD determined that the LTA activities will focus on Iringa (work in the Kilombero valley will not now be undertaken by USAID). The work will later extend to Mbeya in project years 3 and 4 as per contract. No work will be undertaken by the LTA in the Kilombero valley. This development will require a village selection process to be undertaken in collaboration/consultation with the

Inception Requirements *(Reports and Deliverables Contract, Section C, p19)*	Comments
	Iringa District Council based on evaluations of a number of criteria including but not limited to: – Demographics of Iringa District and Wards including population, household numbers and population densities (from which estimates will be made for the number of parcels) – Actual and perceived land pressure hotspots due to increased pressure due to land investment, expansion of agriculture etc. – Incidence of land disputes/conflicts, – Infrastructure developments, – Surges in informal settlement and in-migration. This will require collection and compilation of statistics on current status of VLC, VLUP and CCROs district wide combined with detailed discussions at District Level and field reconnaissance visits before final selections are made and agreed with USAID. The outcome of this work will determine the estimated number of VLUP to be prepared; number of parcels/CCROs and the work rate determinations. See **Sections 3.1.2-4**
2. Proposed Outline of Planned Activities	This is presented as a summary gantt chart extrapolated from the detailed work plan given in (4) below. At the time of writing preliminary village selections have been undertaken and are presented in **Section 1.4.1**. These have not been subject of field checking or further verification. The LTA programme is planned and developed primarily as an implementation programme operating at District and Village levels. The setting of clear and achievable targets through the village selections will have contractual consequences. Notwithstanding village selections, tasks, sub-tasks and methodologies are planned around the activities described in the Contract, Section C pp 4-23. This largely requires a review and design process for all procedures and processes including MAST and TRUST, in a sequential development that leads to field activities and implementation. Each field activity will be subject to constant supervision/observation and review enabling update and development as the work progresses. This iterative/process approach has been shown to work best in development of low cost participatory registration systems.

Inception Requirements *(Reports and Deliverables Contract, Section C, p19)*	Comments
3. Detailed Methodology for Project Activities	This presents details and issues relating to Activities 1 covering; public outreach and stakeholder analysis, land regularisation and land administration, MAST TRUST issues and capacity building. Under Activity 2 issues relating to capacity building are reviewed.
4. A detailed timeline of all activities including reporting schedule	This is presented as a gantt chart with full work breakdown structure for Activities 1 and 2. Separate schedules for each task and sub task as they relate to and link with other tasks are provided. This section links with the detailed methodology for project activities. Levels of difficulty within and between village areas can vary considerably, determining the level of field effort by village communities. Also the rate of uptake of the procedures and days required to complete procedural tasks will determine work rates. Design amendments and improvements to procedures will aim to reduce time and consequent costs over the life of the project.
5. Detailed deployment plan of contractors staff	Two core staff make up the LTA team, the Chief of Party and the Land Administration Specialist as given in the Contractors Technical Proposal. One key change from the proposal will be the inclusion of field assistants through recruitment of experienced field staff to manage and maintain progress. Options regarding appointment/deployment of field staff are still under review pending decisions on the locations of villages, levels of difficulty and the responses required in terms of work rates.
6. A notional budget for each of the Planned Activities or sets of activities	To be submitted by 31st March
7. Communications Plan	This will be tied, in part to the outcome of the stakeholder analysis and is currently in progress. The final Communications Plan will be a standalone document to be submitted on 2nd May. (See work programme)
Report Deliverables	
Monthly Activity Briefs and Quarterly Reports	Have been factored in the work programme.
Sustainability Work Plans	These will require a range of issues be factored in, these will include *inter alia* ; – Village and District registry sustainability. – Costs and opportunities for cost recovery, staff training and succession planning – Public understanding and uptake – Political commitments at local and national level
Bi Annual Donor Coordination Reports	These will require visits to, and discussions with partner

Inception Requirements *(Reports and Deliverables Contract, Section C, p19)*	Comments
	projects, of which the most important is the DFID funded LTSP. Other projects of relevance are included in a stakeholder analysis.

During the course of inception three key changes emerged that impact on the conduct of the work and impact on the overall contract.

- **New village selections in Iringa Districts following cancellation of the Kilombero villages and the possibility of extending some of the village work to Mbeya.**
- **The issue of copyright re MAST and the transfer of MAST from the current ongoing MAST trials and further development by the LTA project.**
- **Method of engagement at District Level and Village Levels**

Village selection procedures and MAST copyright issues are discussed below. Copyright issues are discussed in more detail in **Section 3.1.3.** Methods of engagement and staffing at District and village levels are summarised.

1.4 KEY IMPLEMENTATION CONSIDERATIONS

1.4.1 VILLAGE SELECTION PROCEDURES

Background

The contract provides a named listing of 26 villages, out of the contractual total of 41, to be targeted for LTA activities for a total population of 157,000. These villages are mostly located in the Kilombero valley and were selected on the basis of proximity to the current irrigation feasibility project. Field visits were undertaken to Kilombero (during the early stages of inception to check on the logistics and the current status of villages in the area- see **Table 2**. A visit was also made to the District Land Office in Ifakara, Kilombero valley, and discussions held on the work to be undertaken under the LTA.

In early February 2016 it was determined by the MLHHSD that the USAID funded LTA programme would not work in Kilombero. USAID subsequently shifted LTA focus to Iringa Rural District. This development does not impact significantly on the methodological content of this report, but does affect the logistics and planning for the completion of interventions in the target villages.

In addition, the MAST trials work, that was to have completed three villages, (Ilalasimba, Itagutwa and Idodi), have, at the time of writing completed two of these villages. A third village Kitayawa has now been substituted for Idodi. An early suggestion that Idodi[3] be included in the LTA programme was postponed pending new selection of the target villages specified in the contract.

[3] A field visit was made to Idodi in February 2106. Since sensitisation in this village has already been undertaken for MAST work and imagery is available from USAID, this village will be considered for inclusion in LTA work as one of the targeted villages.

Given the need to concentrate on review and design in the first year of project activities the following schedule has been proposed for completion of 41 villages;

- 2016: Not less than 6 villages
- 2017: Not less than 11 villages
- 2018: Not less than 12 villages
- 2019: Not less than 12 villages

The focus on only six villages in the first year allows more time for design and review. All village areas (numbering 126, in Iringa Rural District) are now being considered for the implementation of LTA. Field Reconnaissance will be required to check on the suitability of selections to review conditions on the ground.

Consultations are also required for selection of 5 or more sites in Mbeya to be undertaken later in the project.

Village Selection Considerations

An initial process of selecting the target villages was undertaken through the District Land Office in Iringa. Guidance was provided through the provision of general criteria of relevance to the District prioritisation of village areas, where tenure services would be most required. These include the following:

i) Areas where tenure uncertainty or insecurity, for whatever reason, is greatest and/or where awareness and demand for formalising
ii) Areas where demand for land is high (ie urban fringes, peri-urban, transport corridors, intense agriculture on fertile land) and there is an active informal land market);
iii) Areas where there is a high incidence and persistence of disputes;
iv) Areas where people might be displaced, requiring resettlement, and/or other forms of land redistribution (resulting from investment (govt and private));
v) Areas designated for physical upgrading and infrastructure development;
vi) Areas with conflicting land uses (pastoralists versus sedentary farmers, National Parks)

The purposive sampling employed by District to select villages for intervention using these criteria also took into consideration several factors in addition to those shown above such as; population numbers/densities, suitability of land for agricultural development, awareness of the importance of having land formalized; expected public infrastructure development likely to result in land take. **Figure 1** shows locations of villages within their respective Wards. **Table 4** provides a summary of the main selections.

Balanced representation from two constituencies in the District, Kalenga and Ismani was also taken into account. Selected Villages from Kalenga Constituency number 25 while from Ismani Constituency number 16.

Table 4: 41 Village Selections for LTA Iringa District

No.	Division	Ward	Village	VLC	VLUP	Population (No.)	Household (No.)	CCRO (No.)	Village Area (Ha)	Parcels (No.)	With VLC Shape file	Selection Criteria/Justification
1	Isimani	Kihorogota	Uhominyi	Yes, SP in Progress	√	811	186			372		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
2	Isimani	Nyang'oro	Holo	√	√	995	247	564	2,679	494	√	Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
3	Isimani	Kihorogota	Mikong'wi	Yes, SP in Progress	√	1,047	251			502		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
4	*Isimani*	*Kising'a*	*Kinywang'anga*	√	√	1,278	306		2,154	612		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
5	*Isimani*	*Izazi*	*Izazi*	√	√	1,984	456		15,126	912		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
6	*Isimani*	*Izazi*	*Mnadani*	√	√	1,630	383		4,743	766		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
7	Isimani	Migoli	Makatapola	Boundary Dispute		1,679	386			772	√	Land use rights between pastoralist and sedentary farmers
8	Isimani	Migoli	Mbweleli	Boundary Dispute		887	201			402		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
9	Isimani	Migoli	Kinyali	Boundary Dispute		1,066	235			470		Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
10	Isimani	Nyang'oro	Ikengeza	Boundary Dispute		2,296	470			940	√	Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers
11	Kalenga	Nzihi	Nyamihuu	√		1,989	482		2,522	964	√	Arable/fertile land Demand for land formalization very high
12	Kalenga	Nzihi	Kipera	√		2,462	554		4,263	1,108	√	Arable/fertile land Demand for land formalization very high
13	Kalenga	Ulanda	Kibebe	√		1,350	369	2	3,186	738	√	Arable/fertile land Demand for land formalization very high
14	Kalenga	Ulanda	Lupalama	√		873	225		1,923	450	√	Arable/fertile land Demand for land formalization very high
15	Kalenga	Ulanda	Weru	√		1,501	356		3,007	712	√	Arable/fertile land Demand for land formalization very high

No.	Division	Ward	Village	VLC	VLUP	Population (No.)	Household (No.)	CCRO (No.)	Village Area (Ha)	Parcels (No.)	With VLC Shape file	Selection Criteria/Justification
16	Kalenga	Ulanda	Mwambao	√		753	144		1,501	576		Arable/fertile land Demand for land formalization very high
17	Kiponzero	Ifunda	Kibena	√		2,326	584		5,642	2,336		Arable/fertile land Demand for land formalization very high
18	Kiponzero	Ifunda	Mfukulembe	√		1,755	401		5,855	1,604	√	Arable/fertile land Demand for land formalization very high
19	Kiponzero	Lumuli	Isupilo	Boundary Dispute		1,782	424			1,696		Community of smallholder farmers where formalization in high demand
20	Kiponzero	Lumuli	Itengulinyi	Boundary Dispute		1,115	253			1,012		Arable/fertile land Demand for land formalization very high
21	Kiponzero	Lumuli	Muwimbi	√	√	2,451	589		9,133	2,356	√	Land suitable for agricultural development
22	Kiponzero	Maboga	Makongati	√		1,476	316		3,249	1,264		Suitable land for agricultural activities Land acquisition for development of a reserve dam for Mtera
23	Kiponzero	*Maboga*	*Kiponzelo*	√		2,580	680		6,472	2,720		Fertile land for agriculture Land rights formalization for financial access purposes Land take for development of a reserve dam
24	Kiponzero	*Maboga*	*Magunga*	√		1,513	329		8,192	1,316		Land to be taken for Dam construction Fertile land for agriculture activities Land certificate for loan purposes
25	Kiponzero	*Wasa*	*Usengelindete*	√		1,506	347		4,399	1,388		Arable land for agricultural activities Land acquisition for development of a water reserve dam
26	Kiponzero	Wasa	Ufyambe	√		1,438	358		2,142	1,432		Arable for agricultural development CCROs required for financial access and security of tenure
27	Kiponzero	Wasa	Wasa	√		1,876	421		2,064	1,684		Land take for development of a water reserve dam
28	Kiponzero	Wasa	Ikungwe	√		1,417	375			1,500		Land take for development of a water reserve dam

No.	Division	Ward	Village	VLC	VLUP	Population (No.)	Household (No.)	CCRO (No.)	Village Area (Ha)	Parcels (No.)	With VLC Shape file	Selection Criteria/Justification
29	Kiponzero	Wasa	Ihomasa	√		2,398	496		4,249	1,984		Land to be taken for Dam construction Fertile land for agriculture activities Land certificate for loan purposes
30	Kiponzero	Wasa	Mahanzi	√		668	150		1,377	600		Land take for development of a water reserve dam
31	Kiponzero	Wasa	Ulata	√		1,292	285		4,024	1,140		Land take for development of a water reserve dam
32	Mlolo	Luhota	Ikuvilo	√		2,890	674		2,980	2,696	√	Arable fertile land Demand for land formalization very high
33	Mlolo	Lyamgungwe	Lupembe Lwasenga	√		2,636	554		6,112	2,216	√	Land take for development of a water reserve dam
34	Mlolo	Lyamgungwe	Igunda	√		1,508	362		2,359	1,448		Land take for development of a water reserve dam
35	Mlolo	Mgama	Itwaga	Yes, SP in Progress		1,767	374			1,496		Fertile land for agriculture
36	Mlolo	Mgama	Ibumila	√	√	2,338	519	33	3,260	2,076	√	Suitable land for agricultural development.
37	Kalenga	Masaka	Kaning'ombe	√	√	2,161	503		4,994	2,012	√	Arable fertile land Demand for land formalization very high
38	Kalenga	Masaka	Makota	√	√	1,800	426		3,875	1,704	√	Suitable land for agricultural development and demand for CCROs high
39	Kiponzero	Kihanga	Kihanga	√		2,783	701		27,075	2,804	√	Suitable land for agricultural activities
40	Kiponzero	Kihanga	Igangidung'u	√		2,896	655		22,004	2,620	√	Suitable land for agricultural activities
41	Kiponzero	Kihanga	Makombe	√		1,394	325		10,782	1,300	√	Its upper land with hills Good for agriculture
			Total	**32**	**10**	**70,367**	**16,352**	**599**	**181,343**	**55,194**	**18**	
			Average			**1,716**	**399**		**5,850**	**1,346**		

Source: 2012 Census Data; 2016 population figures assumed growth of 2.5% per annum; all other data provided by District Land Office, Iringa

Figure 1: Iringa Rural Wards with Village Numbers and Selected Village Location

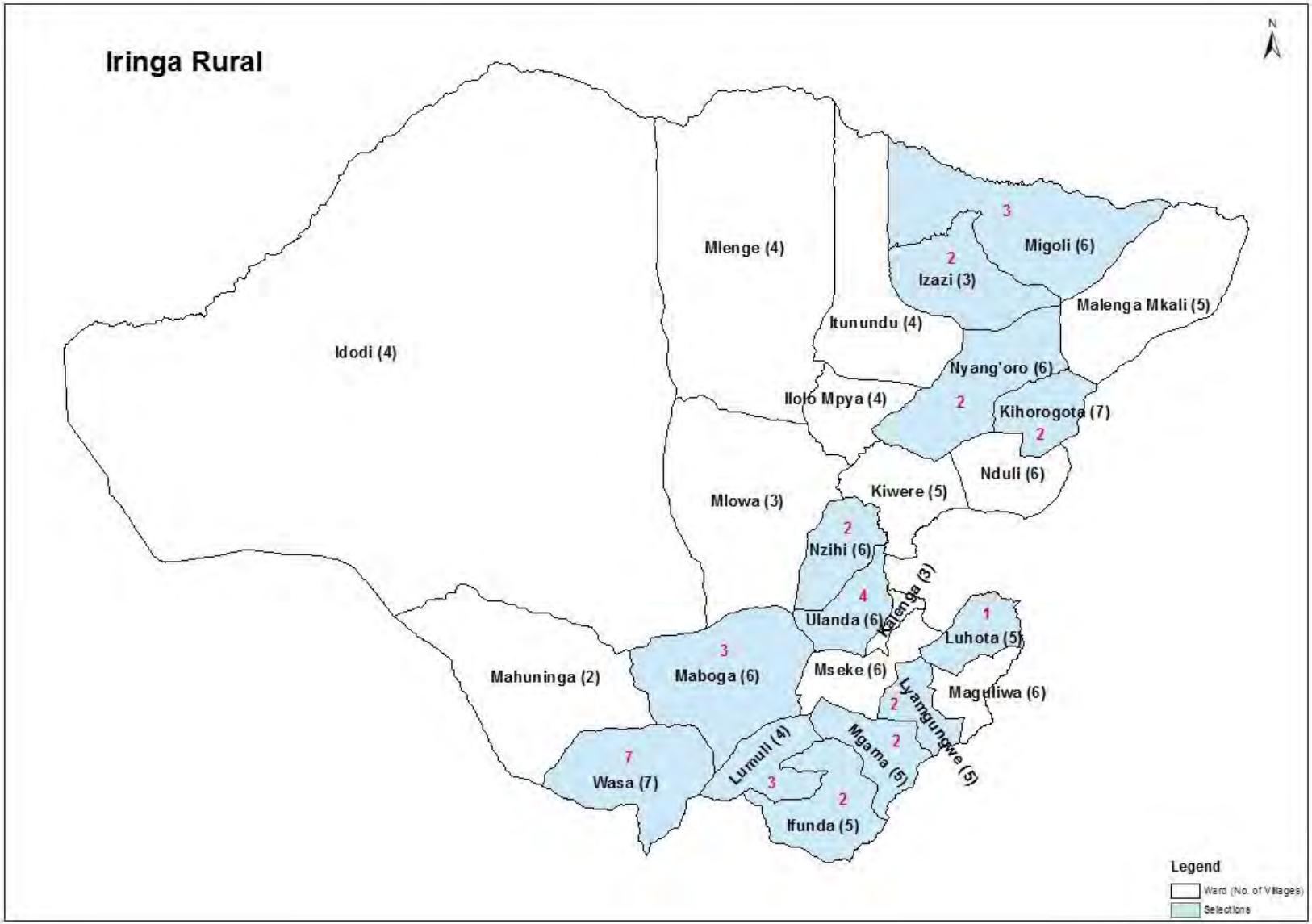


Table 5: LTA Selected Villages for 2016

No.	Division	Ward	Village	VLC	VLUP	Population (No.)	Household (No.)	CCRO (No.)	Village Area (Ha)	Parcels (No.)	With VLC Shape file	Selection Criteria/Justification
1	Isimani	Kising'a	Kinywang'anga	√	√	1,278	306	0	2,154	612		**Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers**
2	Isimani	Izazi	Izazi	√	√	1,984	456	0	15,126	912		**Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers**
3	Isimani	Izazi	Mnadani	√	√	1,630	383	0	4,743	766		**Semi –arid areas with land use rights conflicts between pastoralists and sedentary farmers**
4	Kiponzero	Maboga	Kiponzelo	√		2,580	680	0	6,472	2,720		**Fertile land for agriculture** **Land rights formalization for development of a reserve dam**
5	Kiponzero	Maboga	Magunga	√		1,513	329	0	8,192	1,316		**Land to be taken for Dam construction** **Fertile land for agriculture activities** **Land certificate for loan purposes**
6	Kiponzero	Wasa	Usengelindete	√		1,506	347	0	4,399	1,388		**Arable land for agricultural activities** **Land acquisition for development of a water reserve dam**
Total						**10,491**	**2,501**		**41,086**	**7,714**		

Source: 2012 Census Data; 2016 population figures assumed growth of 2.5% per annum; all other data provided by District Land Office, Iringa

At the time of writing 32 out of the 41 selected villages have registered VLCs whilst 10 have completed VLUPs. The estimated number of parcels based on an average of 4 parcels per household is 55,200 for a an estimated population of 70,370 with 16,350 households.

These selections remain provisional and subject to change. Consultations are ongoing and field checks will be made.

Six villages were selected from this list as those targeted for 2016. These are shown in **Table 5. For 2016 this gives a target total of 7,714 parcels for a population of 10,491 over 41,000 ha in three wards. Three out of the six villages have VLUP.**

Village Selections and Impact Evaluation (IE)

The LGA and DLO have been made aware of the of the selection process required to meet strict IE criteria. The preferred option for USAID's Evaluation Policy is a Randomized Controlled Trial (RCT) design. An RCT would involve initially identifying a pool of candidate villages for LTA interventions, and then randomly assigning them to either a "treatment" group (which will receive the LTA intervention) or a "control" group (which will not). RCTs allow for a higher degree of certainty in attributing changes in outcomes to the impact of the intervention – as opposed to other factors. In the present context, of an IE for the LTA, using an RCT design would make a significant contribution to the current evidence base, as there have been very few previous RCT studies of land tenure interventions.

A purist RCT approach could have limiting effects on effective implementation if selections turn out to be infeasible. In the event an RCT is ruled out, the approach to site selection will revert to use of Quasi Experimental Design (QED) approaches to measure the impact of an intervention. The optimal QED approach will depend on the circumstances of the activity, with the approach to site selection a particularly important consideration. It is important to note that the approach to site selection can end up ruling out the possibility of an evaluation being conducted that would meet USAID's definition of an IE.

Selection of villages for LTA assistance ('treatment'), must therefore strike a balance between the local requirements/priorities of District, practicalities and the requirements for conducting an IE that is consistent with USAID's Evaluation Policy[4].

The Way Forward

With the cancellation of LTA work in the Kilombero Valley, the selection process will be undertaken from the beginning, almost wholly in Iringa Rural allowing for IE considerations to be taken into account the potential for the full RCT to be applied.

As stated, a balance must now be sought between meeting the requirements of the IE and those villages the District perceives would be appropriate for the treatment - particularly where there are real problems that require urgent attention for which LTA may provide some assistance. The

4 See: https://www.usaid.gov/sites/default/files/documents/1868/USAID_EvaluationPolicy.pdf. "For impact evaluations, experimental methods generate the strongest evidence. Alternative methods should be utilized only when random assignment strategies are infeasible." (p. 4).

current selection of villages receiving interventions must therefore be kept under review. In the meantime:

- Work will commence in the initial selected six villages in 2106.
- In the meantime the requirements for IE sampling will be specified in more detail as it pertains to the LTA.
- Discussions will be held with District to find the way forward that best fits both requirements in the light of developments in the first six villages
- A plan for 2017 selections will be made not later than end November 2016 in the light of lessons learned (work rates etc) from the first six villages.

1.4.2 MAST TRANSFER AND COPYRIGHT

Following award of the LTA, DAI engaged with Cloudburst, the main contractor for the MAST Pilots. On arrival in Tanzania the LTA team met with Clouburst's sub-contractors CARE and TAGRODE sub-contractors to CARE and the NGO currently managing the field programme in Iringa. The LTA team were also able to engage with District Level staff on their experience with MAST and issues and concerns to be addressed going forward. Preparation of the MAST software itself was sub-contracted to RMSI, a company based in India.

DAI were advised by Cloudburst that Cloudburst owns MAST. As a result DAI prepared a list of written questions to Cloudburst regarding the transfer of MAST to other contractors. These questions are attached as **Annex 1.** Clarifications were also sought from USAID with regard to copyright**.** At the time of writing this Inception Report written confirmation on the way forward is pending. Nevertheless technical evaluations on MAST and methods and procedures on which it has been applied have been undertaken as part of the Inception process. A needs assessment report for MAST was completed, and the DAI IT specialist has completed further reviews. Details and a summary of the software related issues are provided in **Section 3,** and the standalone Needs Assessment Report. Salient points are as follows:

- MAST is a data capture tool that is a single part of an overall set of procedures. The reviews have shown that several modifications will be required to achieve procedural integrity, an effective link with TRUST and scalability. The procures themselves will be subject change and modification to achieve sustainability.
- The LTA will need unfettered access to the MAST code to carry out modifications as needed – some re-design will be required. For this there should be no ambiguity with regard to copyright.

LTA options for the way forward in the event copyright issues cannot be resolved are as follows.

1) Improve and extend MAST application further assuming copyright is not a constraint
2) New development of MAST if copyright is not, or cannot be resolved a new system will be developed. Given the modifications needed under option 1 this might be the preferred option regardless of the copyright outcome under option 1 to enable more effective linkages to TRUST.

3) Adopt SOLA OpenTenure, Open-source solution developed by FAO to address ownership rights registration for communities and customise this to Tanzanian conditions

For all three options the intention would be to ensure opens source products with no restrictions on use or application.

No formal transition or handover protocol has been agreed, nor are there any formal contractual statements on this with regard to the LTA. The LTA is satisfied that all data/information/lessons learned etc coming through normal reporting and exit strategy channels from the MAST trials will be sufficient to enable these to be incorporated in new village work under the LTA. Other than this no formal protocol will be required. Clarifications on the status of the MAST software, however will continue to be sought.

1.4.3 ENGAGING AT VILLAGE AND DISTRICT LEVEL

For the LTA project, particularly field operations to run smoothly, LTA engagement at village and district levels will be need to be well coordinated and consistent. Protocols will therefore have to be developed for the various stages of the work between the LTA team and the DLO staff, with clear definition of roles and responsibilities. The details will need to be discussed at some length with the District Authorities before drafting of a Memo of Understanding (MoU). The CARE/TAGRODE MoU signed with the DED sets out clear roles and responsibilities for each stage of the process/procedures. However there are clear differences with regard to the LTA. The scale of the LTA task is larger than the MAST Pilot, with a strong full time LTA team to support the DLO in managing over 40 villages. In addition to responsibilities for different tasks consideration will need to be given to;

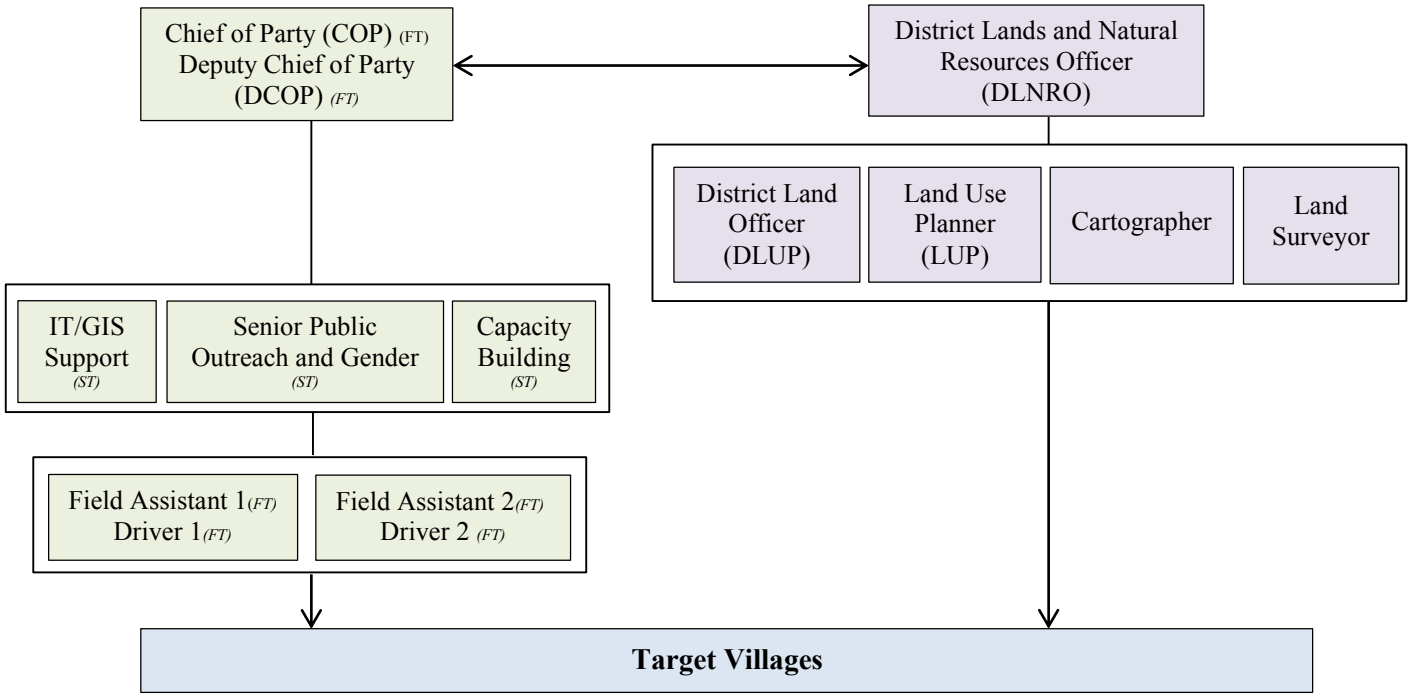
- Reconciling the objectives of the LTA with other demands on the DLO time
- Reconciling LTA project budgets with District budgets and related priorities[5] Counterpart structures and management lines
- Developing strong person/team management in the implementation of the work, particularly field operations
- Building strong interpersonal and professional relationships at all levels and especially village level.
- How field allowances, per diems and other remunerations for the LTA, DLO and village staff will be managed.
- Management of transportation and equipment.

- [5] Here the LTA will seek to review District budget priorities and the sub-national allocations in place to implement activities that overlap or are close to those budgeted for under the LTA. It is important for the LTA to understand how these budgets are utilised. This way the LTA will be able to report measured funding assistance to local government rather than as a substitute for it. This is an important consideration for sustainability planning.

Building a viable and productive field operation that promotes team building and generates real enthusiasm depends on clarity and clear leadership in all of these key areas. Sometimes innovative approaches are needed to promote true partnership and unity of purpose. These attributes are most often generated when projects are embedded in Government Agencies. Though the LTA is in separate premises, the LTA office is very close to DLO.

The LTA will aim to prepare a draft MoU and will be seeking USAID and DED consensus on several of these issues to ensure effective engagement, management and leadership of the project. Staff organisation for the LTA and the DLO is given in **Figure 2.**

Figure 2: LTA Organogram and District Land Office



1.4.4 SUSTAINABILITY PLANNING

The contract requires consideration is given to sustainability planning through submission of annual Sustainability Work Plans. This requires assessments and projections for longer term sustainability and roll-out, culminating in a final Sustainability Plan.

All aspects of the LTA work covered by this Inception Report are centred around developing workable, rapid, low cost, transparent, replicable procedures for first registration and subsequent transactions. Implicit In the approaches presented is the need to streamline and package service delivery – both at village and district levels - in such a way as to achieve full public buy-in at the lowest possible cost. Opportunities to integrate cost recovery and potential revenues are to be explored, in full, throughout the course of the work. This must be balanced against demand for

title and related transactions and the capacity of village and district land institutions to manage the systems.

Real issues of sustainability however go beyond just succeeding in these key areas. Momentum created through introduction of innovations, new systems and an iterative approach to learning by doing, can only flourish through effective LTA team integration in the overall DLO activities and staff framework. Thus the manner of engagement and day to day interactions at activity level will be central to achieving longer term sustainability and potential roll-out to other areas when the LTA project ends. The MoU referred to in **Section 1.4.3** must therefore go further than defining roles and responsibilities. The contract correctly recognises that sustainability planning will be iterative, but it must also embrace the spirit rather than just the letter of the proposed work programmes. Building a solid foundation of professional relationships will be central.

The final sustainability plan reflects the need to ensure ongoing roll out of programmes both within the beyond the target districts that are optimal to requirements for all land users and are within the law. Assisting target agencies in the developments of plans and budgets for extending work beyond the life of the project this would be a logical activity for Year 4 of the programme. There are similar precedents for establishing large scale registration programmes, based on the results from smaller scale interventions, other countries.

These broad strategic statements relating to sustainability underpin all subsequent texts in this report.

2. PROPOSED OUTLINE OF PROJECT ACTIVITIES

2.1 SUMMARY OVERVIEW OF WORK PLAN

2.1.1 WORK PLAN ALIGNMENTS AND TIME PERIODS

Project years are aligned from 1st October – 30th September of the calendar year to allow for alignment to the setting of targets and bringing yearly targets in-line with the USAID reporting cycle and the quarterly reports. **Project years** are therefore set as;

- Year 1: from contract award 6th December 2015 - September 30th 2016.
- Year 2: Oct 1, 2016 - Sep 30, 2017;
- Year 3: Oct 1, 2017 -Sep 30, 2018;
- Year 4 Oct 1, 2018 - Sep 30, 2019;
- Year 4+ Oct 1, 2019 to Dec 5, 2019

Project year quarters therefore run from

- 1st October – 31st December (Q1)
- 1st January – 31st March (Q2)
- 1st April – 30th June (Q3)
- 1st July – 31st August (Q4)

MS Project gantt charts provided in this Inception Report shows ***Project*** **Year Quarters** against calendar months and years.

Notional budgets required by contract for this period therefore extend from contract signature, 6th December 2016 to 30th September 2017. However specific tasks are extended to the end of the calendar year to maintain continuity.

Two gantt charts are submitted here. The first provides a summary overview**,** the second provides detailed task by task resourcing.

2.1.2 ACTIVITY ALIGNMENTS

The LTA work will be undertaken under four activities re-stated here as follows:

- **Activity 1:** Assist villages and District administrations leaders and institutions in completing the land use planning process and delivering CCROs in selected villages within two districts of Iringa and Mbeya.
- **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
- **Activity 4:** Build capacity to use the MAST application throughout the SAGCOT and Nationally.

Activities 1 and 2 are the larger of the two and are the primary focus of the inception work and activities in Year 1. The gantt chart present tasks and sub-tasks in line with the proposed activities. Work programming is aligned to both activities as given in the contract. Detailed methodologies are described in **Section 3** and detailed work programme as **Section 4.**

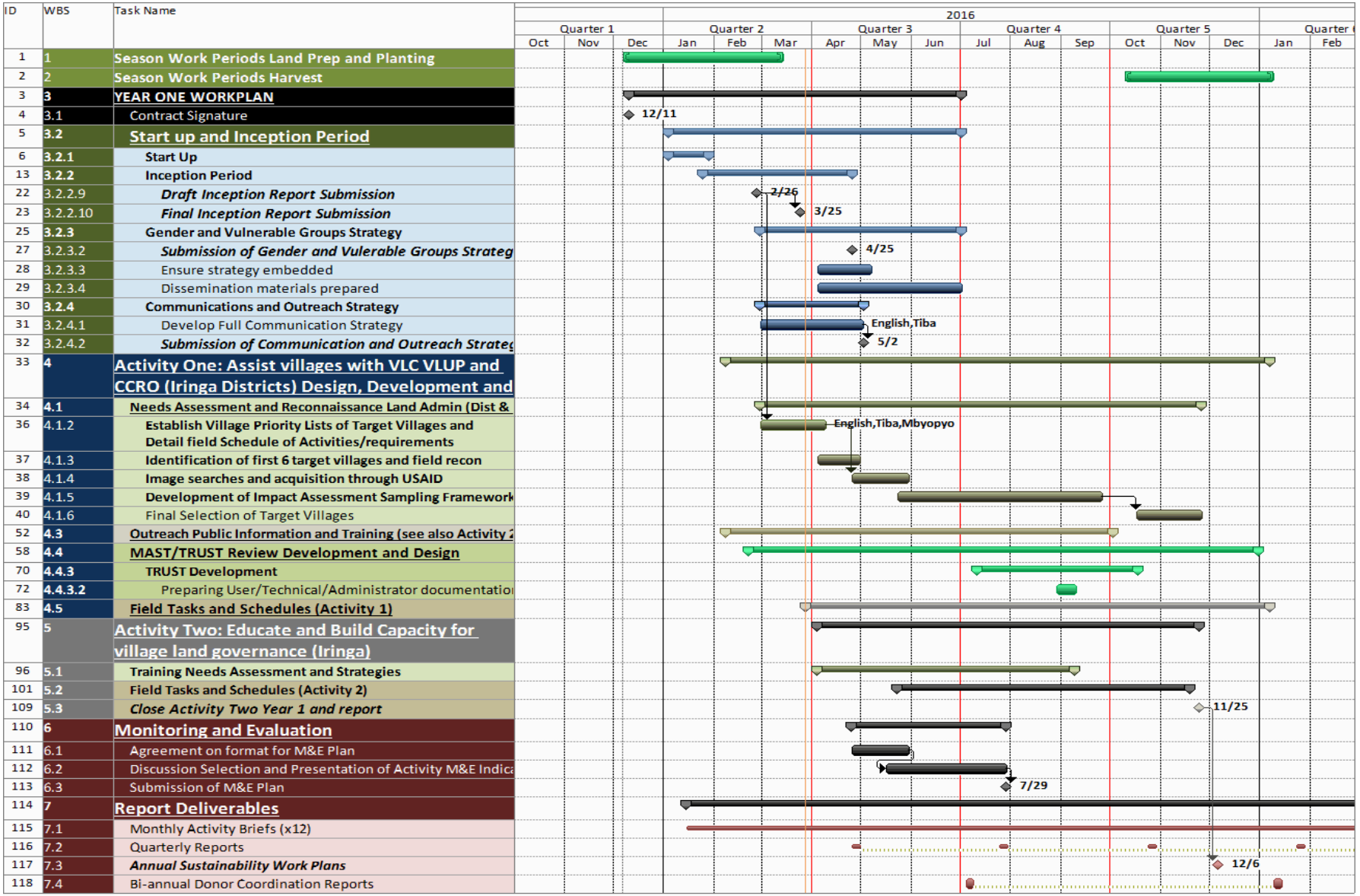
The summary gantt chart (**Figure 3**) provides the major activities with a work breakdown structure (WBS) in terms of the approximate sequence of tasks as they relate to procedural and technical requirements at District and Village levels.

Milestones and timelines, commence with contract signature through start up, inception to commencement of Activities 1 and 2. These are detailed further in the detailed work programme presented in **Section 4.** Tasks assigned to key personnel with deployments dates and times.

As stated in **Section 1.4.1** the village selections it is intended to complete **six villages** in the first year of activities to enable all procedural and technical issues, including those relating to MAST, to be resolved, and to allow TRUST development testing and preliminary training. The first six villages will be drawn from the initial village selection process.

The following summarises tasks and sub-tasks as they relate to the Activities 1-4 January – December 2016.

Figure 3: Summary Work Plan 2016 (Section 4 for Detailed Work Plan)



- **Tasks 1 and 2:** Seasonal and cropping activities are scheduled under **Tasks 1** and **2** when farmers are busy with land preparation or harvest. This provides an indication when some LTA field activities will be limited with regard to obtaining maximum attendance at public meetings or participation in field activities.
- **Task 3**: and sub tasks relate to activities around inception. A list of completed tasks and meetings held during this period is provided in **Section 1**. This current list of tasks and persons visited is not exhaustive. Methodological work and stakeholder lists will be further developed under needs assessment and fieldwork (**Tasks 4-5**).
- **Task 4:** summarises **Activity 1** and provides the main part of the work programme – including needs assessment, village selections, MAST/TRUST requirements. Essential material for implementation of these tasks and sub tasks, such as public outreach and procedural manuals are available from Government and NGOs and must first be compiled and reviewed under review and design sub-tasks (a number of statements/comments regarding requirements to prepare standard approaches, guidelines and documents that can be widely used have been received by the LTA). Timelines have been established for review and design for all aspects of the LTA project, including reviews and design amendments to MAST.
- **Task 5:** This task summarises **Activity 2,** and includes capacity building, training, gender and youth related issues. Capacity building is cross cutting implicit in the work programme through learning by doing in Activities 1.
- **Task 6:** Provides an overview of monitoring and evaluation requirements and related tasks.
- **Task 7:** Summarises report deliverables and timings as per contract.

Short and medium term specialists (local and international) will be deployed on a call-down basis as the programme develops. Inputs will be subject to full consultation and agreement/approval with District and USAID. The team will work under the COP, who will report directly to the District Executive Director and, when required to the Regional Administrative Secretary and the District Land Officer for Iringa and USAID.

Table 6: Summary of LTA Team

Core Team	Task ID *(See gantt chart Fig1)*	Designation	Mobilisation Date
Technical and Operational Team, Iringa			
Mr Clive English, Chief of Party, Land Tenure and Land Regularisation Specialist (Int)	3-5	Chief of Party – coordination and technical direction, representative to USAID,	23rd January 2016, in post
Dr Alphonce Tiba, Land Administration Specialist (Nat)	4	Land Administration Specialist	1st March 2016, in post
Ms Suma Mbyopyo, Public Awareness, Extension and Gender(Nat)	4-5	Public Awareness/Extension and Gender Specialist	21st March, 2016
Field Assistant 1, TBN (Nat)	4	Field Assistant	21st March, 2016
Field Assistant 2, TBN (Nat)	4	Field Assistant	21st March 2016
Rajaa Masawila (Nat)	All	Driver 1	29th March 2016

Core Team	Task ID *(See gantt chart Fig1)*	Designation	Mobilisation Date
Faraji Abdallah (Nat)	All	Driver 2	7th March, in post
Administrative Team			
Marie Kasanga (Nat)	*NA*	Finance and Operations Manager	To be confirmed
Mark Kihula (Nat)	*NA*	Accountant	1st Match, in post
Mercy Charles (Nat)	*NA*	Operations Specialist	29th March,
Jaqueline John (Nat)	*NA*	Administrative Assistant	14th Match, in post

Table 7: Summary of Specialist

Short and Medium Term Specialists	Task ID *(See gantt chart Fig)*	Designation	Mobilisation Date
Short and Medium Term Staffing			
Alexander Solovov (Int)	4.4	IT/GIS Software Specialist – MAST and TRUST Development	17th March 2016
Dr Lusagge Kironde (Nat)	5	Land Administration Capacity Building Specialist – strategy development	TBD
Dr Marjorie Mbilinyi – Gender and Vulnerable Groups Specialist (Nat)	3	Gender and Vulnerable Groups – strategy development	TBD

A point of contact will be appointed[6] in the MLHHSD and will be a key discussant in all LTA related activities.

Table 6 lists staffing inputs with regard to full time core team and short term/medium term staff involvements in project year 1.

3. DETAILED METHODOLOGIES AND PROCEDURES

During the inception, the LTA completed preliminary needs assessments in Iringa District Land Office and in 2 of the 3 pilot MAST villages. An assessment has also been made of MAST and issues arising both from the systems applied in the field and in the back office in processing and managing the data.

This section details the approaches guiding principles and methodologies that will be applied. These address the Activities as given in the Contract – mainly for Activates 1 and 2 for Year 1 2016.

[6] At the time of writing no point of contact at the MLHHSD has yet been appointed.

3.1 ACTIVITY 1: VLC, VLUP CCRO, METHODS AND PROCEDURES

3.1.1 PUBLIC OUTREACH, STAKEHOLDER ANALYSIS AND ENGAGEMENT

Stakeholder Analysis and Engagement

A summary of key stakeholder interests and interaction/communication is provided as **Table 8.** Stakeholders have been divided into primary, secondary and tertiary groups according to the perceived level of direct or indirect involvement with the project and its related activities. Primary stakeholders are the beneficiaries and those closely related to the beneficiaries who will be involved in direct decision making of the project. This includes the village communities, local authorities and the donors.

With regard to the primary stakeholders a memo of understanding between the District Authorities and the LTA/USAID will be required to promote and ensure a common purpose and smooth field operations. This will be drafted jointly and signed by end April.

Secondary stakeholders will include central government agencies who will influence policy and work programmes on a less regular basis. Other developments in the land sector elsewhere in Tanzania whether through Government or donors would fit into this category. Tertiary stakeholders would include those with interests but little significant influence on the LTA.

The table below remains provision and will be subject to change and development as the project proceeds.

Table 8: Initial Stakeholder Analysis

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
	PRIMARY STAKEHOLDERS	
Local Land Owners -Customary village land users, Granted land Users	▪ Active participation in Village Assemblies, the key decision making body at village level ▪ Representation on key bodies such as the Village Adjudication Committee and Village Land Council ▪ Right to be elected member to VC, VA, VAC etc. ▪ Apply and be granted a CCROs ▪ Verification of publicly displayed adjudication record	The LTA will assess the status of key village bodies to establish working relationships roles and responsibilities under the law. ▪ Under the LTA local communities will achieve capacity to prepare a VLUP and deliver CCROs ▪ Capacity in understanding their rights in land, obligations and benefits associated with the formal registration of their land use rights, ▪ Greater women's participation and involvement land dealings and decisions.
Small Scale Landholders (Will be subject to division into sub-groupings during fieldwork, maybe based	▪ Have rights to own and use their holdings registered and recognized by the Government ▪ Have ability to transact their land rights ▪ Enhanced secure tenure in the eyes of outsiders hence promotion of land market and	▪ Provide claims on their rights to land use and ownership for registration ▪ Have their land use rights recognized and registered

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
on activity type, scale etc)	sales ▪ May use their land use rights to access finance for agricultural developments	
Land Users and Tenants	▪ Securing access to land where there may be no customary or formal rights ▪ Impact on access to land of formalising CCROs for land lords.	▪ Need to establish the size and range of rental market, formal and informal land 'borrowing' and impact of formalising tenure.
Pastoralists	▪ Transhumant access to common grazing rights ▪ Freedom of passage between grazing areas ▪ Common disputes with sedentary farmers in some areas ▪ Need for localised protocols/dispute resolution mechanisms to be put in place through the planning and registration process.	▪ Engage with pastoralist groups to understand land requirements and constraints ▪ Register interests through the VLUP process.
Large Scale Farm Owners	▪ Specialized large estates for tea, rice etc. ▪ Have their farms boundaries respected ▪ Clear neighbourhood relationships with surrounding villages	▪ Existing boundaries of their farms respected during LTA activities ▪ Strengthening relationships with customary land owners surrounding farms.
Villages	▪ ***Village Assembly*** o To approve village land allocations made by village council ▪ ***Village Councils*** o Administer Village Land as per Village Land Act no.5, 1999 o Report to Village Assembly on village land administration and management through village adjudication o Preparing VLUP and associated by-laws for approval by the Village Assembly o Establishing Land Adjudication Committee, Village Land Council and village registry. o Brief Ward Development Committee and District Council on village land management.	▪ Involved through their leaders, namely, Village Chairpersons, Village Executive Officers and other legally established institutions responsible for Village Land Administrations.
Village Leaders	▪ **Village Chairpersons and Village Executive Officers** o Ensure understanding of the legal requirements pertaining to Village Land Administration o Clarifying Village Land Administration procedures, limitations as provided in the CVL, VLA, etc. o Prepare Village Land Applications/Claims and table them to the VC and VA for discussion and approval/rejection respectively.	▪ To closely engage with the LTA activities ▪ To link with all village community on the LTA activities in their villages

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
Government- Local Government Authorities:	■ ***District Councils*** o Advise and guide village council on land administration o Consider, regulate and coordinate development plans and projects in villages and townships o Make by-laws and approve by-laws prepared by Village Councils o Establish and maintain district land registries	■ Development of sustainable District Land Registry in Iringa/Mbeya ■ Capacity in all aspects of making use of MAST in CCRO delivery, VLC and VLUP. ■ Increased capacity in dispute resolution ■ Increased capacity in adjudication and boundary recognition and demarcation. ■ Increased capacity in the preparation of village land-use plans and CCRO issuance.
USAID	■ Interest in feeding the future generation through secure village land use titling. ■ Supporting Tanzania policy on food securities through secure rural land titling process and sustainable land use planning process. ■ Keen to complete land tenure reform through supporting strategy of the decentralized rural land administration by empowering land tenure institutions in administering rural lands. ■ Supplement to NAFAKA, Mwanzo Bora and other associated empowerment strategies in Tanzania.	■ Effective promotion of the objective of US government in addressing poverty reduction through land use rights titling and registration

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
	<u>SECONDARY STAKEHOLDERS</u>	
Government -National level – Ministry of Lands, Housing and Human Settlements Development(MLHHSD)	■ **MLHHSD:** o Policy, legislation, guidelines, capacity building o CL issues Certificate of Village Land to Village Council(VC) o Commissioner for Lands – administration of all land in Tanzania through the Village Councils ■ Director of Surveys approves cadastral survey plans, ■ Technical oversight of land sector in Districts and Villages ■ Regular reporting and monitoring of land BRN activity.	■ Models for use of MAST in VLUP and CCRO issuance at District and Village levels that are replicable can be scaled. ■ Decentralised land tenure institutions are engaged in the LTA process ■ Village Councils empowered

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
National Land Use Planning Commission(NLUPC)	▪ Oversees the implementation of the Land Use Planning Act ,2007 in preparation of village land use plans(VLUPs) ▪ Provides guidelines on the procedures in the district and village use plans and administration of village lands.	▪ Sustainable Village Use Plans are in place to reduce land use rights conflicts.
President Office, State House **President's Delivery Bureau(PDB)**	▪ Business Environment Improvement - Access to land and security of tenure as a National Key Results Area(NKRA) – to see issuance of more CCROs to 10 Million by 2018 ▪ Land access to investors ▪ Agriculture to increase income	▪ To show case in the contribution to the issuance of more CCROs to rural land owners in Tanzania
President Office-Regional Administration and Local Government(PO-RALG)	▪ Development Policies: Decentralization Policy and the local government reform programme ▪ Effective performance of local government authorities in the administration of village land ▪ Facilitation of LGA service delivery	▪ Village Councils and Assemblies participating in Managing Village Land through issuance of CCROs to their villagers.
Ministry of Agriculture, Livestock and Fisheries	▪ Ensure policy provisions of agriculture and livestock are complied with during the LTA process. ▪ Improve security of land use rights to small holder famers, farmers, pastoralists	▪ CCROs issuance to respect longstanding land use rights for pastoralists and small-holder farmers in villages
Ministry Of Finance And Planning	▪ Poverty reduction strategic policies and the National Development Vision 2025. ▪ Improved livelihood strategies in rural and emerging urban areas	▪ Enhancement of poverty reduction strategies and the National Development Vision through equitable and inclusive growth
Government- Regional Level	▪ Regional Commissioner's Office - Regional administrative secretariat (RAS) o Coordination of policies, laws and guidelines o Technical advisory services to Local authorities in rural development matters	▪ Observe compliance to the Policies and Laws on securing land tenure. ▪ Assist with the full engagement of local authority staff in the LTA activities
Government – District Commissioner	▪ District Commissioner's Office - District Administrative Secretary o Coordinate Regional directives on policies, security and order, decentralization issues o Close monitoring District and Village Councils performance in all aspects such as Big Results Now through inclusive growth	▪ Effective participation of District and village councils in the LTA activities
Land Courts	▪ District Land and Housing Tribunals ▪ Ward Tribunals ▪ resolve land disputes as prescribed by Land Disputes Court Act	▪ To address land related disputes arising during the LTA activities
Wards	▪ ***Ward Development committee*** o To oversee the Village Council performance in land administration o Elected Ward Councilor to be close with the operations of the VC and VA in	▪ To provide their views, concerns on the CCROs process in their Wards.

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
	village land administration	
Environmental Management Authorities	▪ **National Environment Management Council(NEMC)** o Ensure environmental and social implications of village land tenure reforms are mitigated upon ▪ **Ruaha National Park** o Ensure boundaries of the national park and the ecosystems are respected during the LTA actions process.	▪ Effective adherence to the provisions of the Environmental Management law in the issuance of the CCROs to village land owners.
Other Development Partners in the Land Sector - WB, DFID	▪ Synergies in addressing pressing needs in land sector ▪ Ability to scale-up new approaches and technology to strengthen tenure security ▪ Integrated inclusive growth for Tanzanian citizens	▪ Models to enable communities to realize their land use rights and enable more effective interaction with private investors and government.

Stakeholders – Including Land Governance Agencies	KEY INTERESTS	LTA Impacts/Communications agendas
TERTIARY STAKEHOLDERS		
Educational institutions	▪ Provision of tertiary and vocational graduates for the land sector ▪ Short-term training to support program ▪ Land sector research and analysis	▪ Opportunities to integrate lessons learned into curricula of land administration and survey programs
Civil Society Advocacy Organizations – Haki Ardhi, etc.	▪ Community mobilization ▪ Safeguarding of the rights of women, minors and vulnerable groups ▪ Support for capacity building ▪ Support to public awareness campaigns ▪ Preparation of reports and analyses to inform policy makers	▪ Increased capacity of key NGOs and CSOs to participate in land sector at local level and support communities in the implementation of land legislation. ▪ Gender issues integrated in the land rights registration process.
Private sector	▪ Provision of land services (surveyors, IT, media campaigns, etc.) ▪ Active participation in policy discussions with government ▪ Economic growth of actors in the sector	▪ Opportunity to use LTA models for registration in private sector work ▪ Provision of financial access to beneficiaries of LTA activities.
Professional organizations	▪ Increased role in registration of professionals and service to society ▪ Active participation in policy discussions with government	

The importance attached to the inclusive nature of the LTA project would indicate that there is a need to establish and agree communications and open information strategies between Government and District Authorities on the one hand, and local NGOs/CSOs and CBOs on

the other to promote the work of the LTA in Tanzania. Also, as the work progresses all stakeholders will have free and open access to the progress reports, briefings and workshops. This would have the objectives;

- to build and strengthen the social infrastructure and awareness of the land laws and their potential benefits
- to ensure land tenure security of small farmers and through their active participation;
- to develop and optimize the use of land in order to increase the farmers' income;
- to improve the awareness of the land law, its implementing policies and guidelines through lessons extracted from field experience.
- to increase awareness of the LTA and its role in all of these objectives

The Project will work with District Authorities to generate respect for and adherence to a defined and agreed stakeholder consultation framework and a set of protocols. This will evolve over time to

- Raise stakeholder awareness about the progress and issues.
- Exchange information and views that may benefit the process further, particularly from land user groups
- Provide information that will allow donors to review the issues and provide support where required
- To ensure full coordination with and between all stakeholder groups.

A summary of how these protocols would work in practice is given in **Table 9.**

Table 9: Summary of Stakeholder Consultation Strategy

Information dissemination and briefings	Comments
Progress reports (four in number) and interim briefing reports (four in number)	Circulation list for all stakeholders to be evolved with District Officials for general progress and interim briefing documents (see Work Programme **Figure 6).** Project inception briefing to be held following completion of the inception report.
Regular briefings with the District and Regional Authorities and focus group discussions on specific topics.	Core group of stakeholders with an interest to attend regular briefings at District Level Issues to be identified through reviews of the progress reports and briefing notes.
Milestone workshops *(see work programme)*	To be presented at key stages in the project. These are listed in the work plan and might include a post inception briefing, pre-intervention workshop, mid intervention review and end of year. These are to be agreed.
Written questions and requests	Project Admin Secretary to be briefed and provided with access to materials.

Public Outreach – Developing Replicable Models

In large scale registration programmes it is essential all elements and stages in the procedures are easily replicable involve little cost but above all are consistent from one area to another.

The MAST trials have been implementing structured training to target village governments in key principles of land law and rights, targeting different groups and tailoring material for different audiences.

This has usually commenced with the leaders and village assembly and has included outlining the purpose and objectives for the MAST pilot project. This has also included consideration of by-laws related to village land use plans.

Training has then been extended to the main village community and hamlets and has included training in procedures for demarcation and adjudication and subsequent registration and receipt of CCROs. Specialist training for women and youth groups has not been implemented systematically but it is understood women's groupings have been the target of information in some of the hamlets.

Creating awareness of the laws and policies amongst the public and individual land owners is one of the main components of the education, information and land tenure awareness campaign provided and the easiest to achieve. Delivery is mostly through lectures and presentations.

Training sessions have included components for the selection and training of the so-called 'trusted intermediaries' (also known far more widely, internationally a para-surveyors) – individuals who are selected to make use of MAST and implement demarcation and adjudication procedures at village level. Notification of intention to commence work on demarcation and adjudication then requires community mobilisation to identify and demarcate their land systematically through 5-8 of the trusted intermediaries.

Following completion of this work additional training and advice is given on issuance of CCROs and post issuance registration and maintenance of the village and district registers and the need to ensure the purpose/value of the CCROs is known.

Whilst these models appear to have delivered successfully under the MAST trials, three more considerations are of importance here:

- Creating a basic understanding and knowledge about *how to exercise rights to generate concrete economic returns* (especially for communities and smallholders)*, and where to go and what to do* to access land and carry out land transactions.
- Raising awareness or giving clear information on points of delivery generates its own demand. This must not raise expectations beyond the point of the ability of the system to deliver.
- Recognition of any policy, legal and regulatory reforms that might need to be enacted to make the laws more effective and how to advance these.

All of these factors and experience from both the MAST trials and experience in other countries will be taken into account in overall outreach and extension programmes in the target villages. In summary, the LTA would need to modify procedures for scalability and roll out. The following would be undertaken.

- Training will also be required for the Ward Councillors and existing NGOs and CBOs on the significance of the land formalization process and in particular the LTA project in the District.
- The LTA will fully engage with a cross section of all of the landholders. In the rural areas this will be achieved through the development of contacts with farmer groups

and communities in the course of preparatory tasks and interventions in the selected villages.
  - Training modules will be designed that can be easily rolled out and delivered by any trusted/literate person in the village or community without reverting to NGOs or Government officials
  - Training of trainers will be given particular emphasis in the dissemination of information through a larger number of villages than that undertaken in the MAST pilots.
  - Emphasis will be given to design of materials and methods of delivery as well as cost.

In developing a concept and workable implementation plan for public education and awareness, the LTA will take into account the following:

- **Message Content:** This would be mainly on issues of policy and law, leading to details of service delivery and procedures at local level; the varying needs of different land users would need to be taken into account, i.e. investors being told why they must implement consultations, and how to do this; communities being told how they can use their rights to reach concrete agreements with other land users.
- **Type of information:** General *background information* (say on policy and law); *advisory* information to advise land holders on procedures and service delivery points; *instructions* – giving land holders clear instructions on what they must do to follow procedure. When and where these will be applied is important.
- **Type of Media/Delivery:** Adoption of the type of media is a function of the target audience and the timing. Radio, TV, poster and brochure campaigns, newsletters, information sheets, advisory booklets, training DVDs, public meetings and extension programmes and community theatre in villages are all tried and tested options and may be applied in any given situation. In the field, community theatre and other communication techniques can be applied. An extensive portfolio of message designs for all of these media can be drawn on from other countries. These can be adapted to Tanzania, whilst making use of and adapting materials available in Tanzania. Special techniques can also be applied for women's rights, and other issues such as dispute resolution. Material, with different formats and approaches, will be developed for land users, stressing the common points and assisting all land users understand each other's needs. The LTA will adapt this material or use it as models where appropriate, or to assist help counterparts develop products that respond specifically to the Tanzanian field situation.
- **Timing:** We have noted the time required for delivery of messages during the MAST pilots. While the training has been comprehensive there needs to be reconciliation of time, cost and requirements to enable training packages to be more cost effective and capable of delivery in a short time frame. Local public statements need to be supported by timed messages on implementation and delivery. Messages advising local people to take steps to regularise their land rights must go out well before the arrival of new projects or other external plans. And local level messages need to be consistent with national messages and timed appropriately.
- **Geographic Priorities:** Some messages may need to go out at District level, and some lower down at local level, for example where a specific development initiative is proposed in an area known to be covered by still unregistered local rights. The practice of posting Public Notices may be considered where the intended project will be implemented. The structure of the messages may also differ from area to area. Each of these may target very specific issues, for example, gender inequalities and advice on how to apply for land.

Timing is a key priority. The current MAST public outreach has been taking up to 2-3 weeks for delivery. For scaling up, the LTA will seek to be reduce this time substantially whilst maintaining the integrity of the messages to enable field programmes to move ahead. Currently the MAST team are providing lectures and discussions in village centres and hamlets. Timelines will need to be tailored to the local geography and the need to engage with special land user groups (eg pastoralists and women).

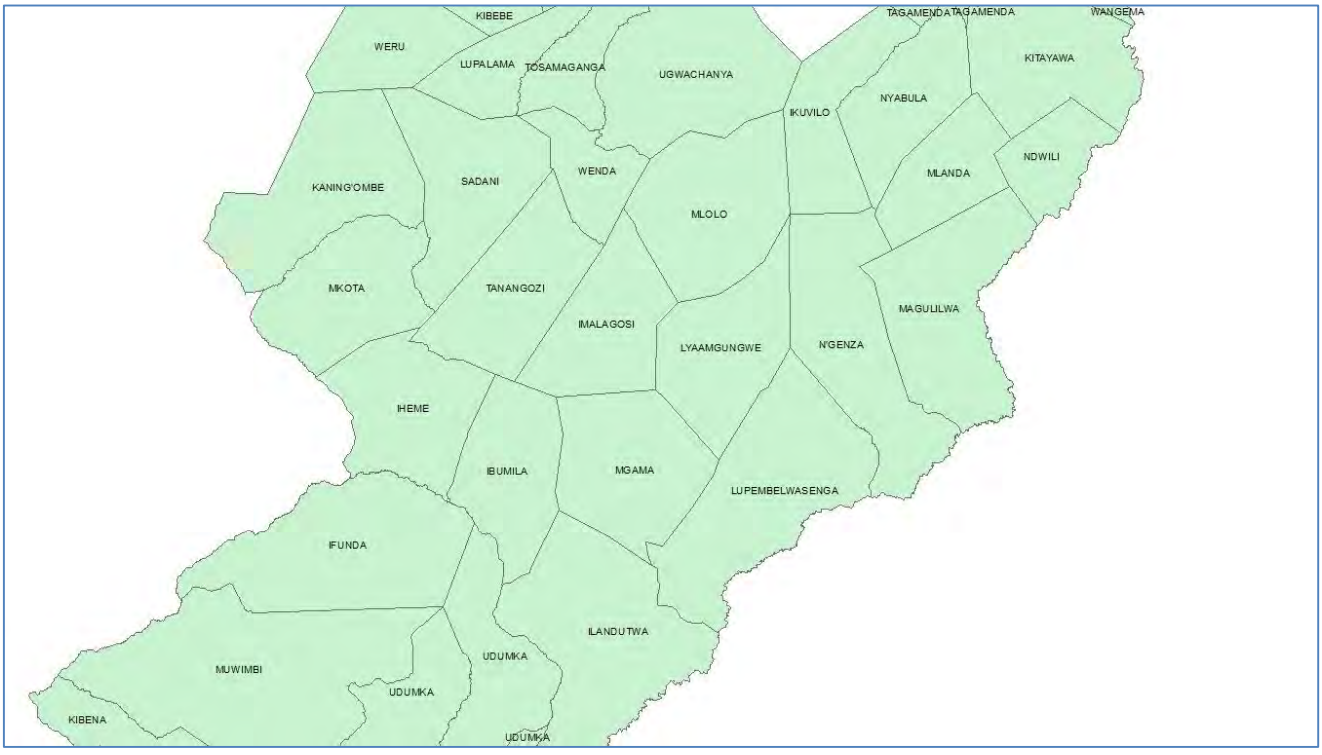
The core LTA team comprises a highly experienced public outreach specialist with detailed knowledge of extension in land and gender matters who will be coordinating and managing this aspect of the work supported by two field assistants. Work in the first year of LTA will comprise a compilation and reviews of all extension materials used for this purpose followed by design of modular packages for dissemination in the targeted villages. The work programme in **Section 4** provides timelines and work breakdown structures.

3.1.2 VILLAGE LAND CERTIFICATES (VLCS)

Village Land Certificates are a baseline requirement for VLUP and CCRO requirements under the law. An audit was completed to VLCs completed and the availability of maps. 112 out of 126 villages have VLCs. Of these Iringa holds 66 shape files showing the outline of the VLC. Out of the 41 villages identified as priorities by the DLO, 32 have VLCs of which there are 18 shape files – though these are not in any projection system (beacon survey data will be needed to make accurate projections). There will be a need to obtain all of the shape files for the target villages.

A review of the data shows most of the village polygons to comprise straight survey lines between traditional village boundaries (example is given as **Figure 4**). These are unlikely to fit with traditional/claimed land use pattern and physical features such as rivers or stream. It is therefore unclear how important these boundaries are perceived within and between villages and how much participation was involved in their identification and mapping during the surveys.

Figure 4: Sample Village Polygons, SW Iringa District



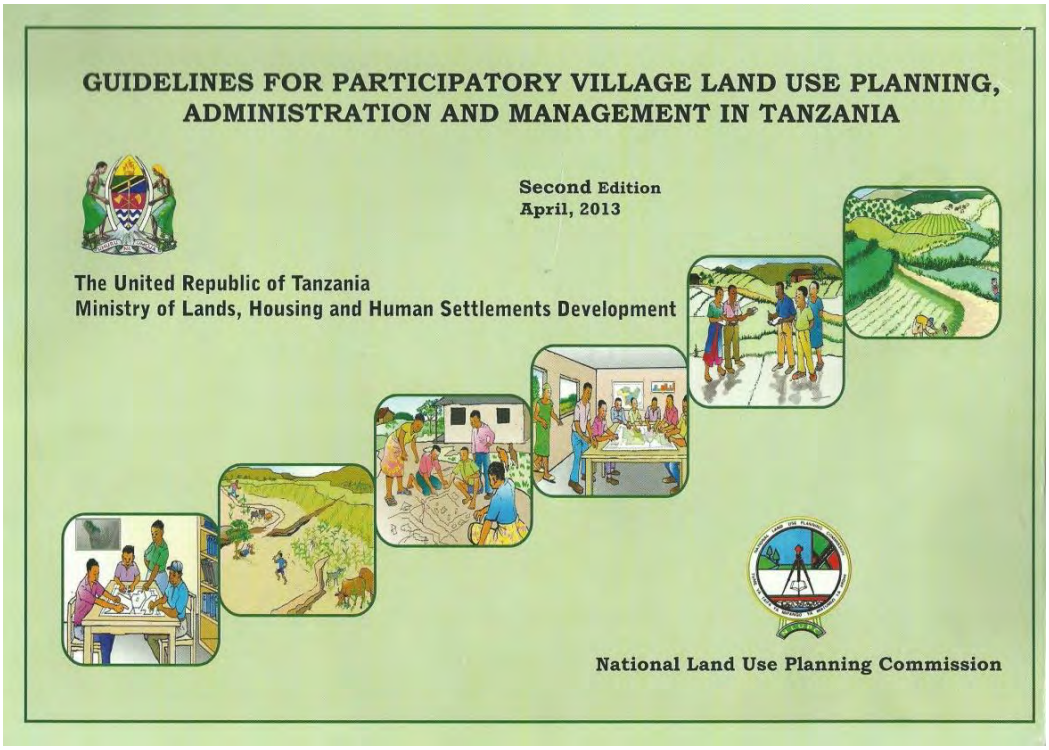
With the 41 selections there are six boundary disputes related to the outcome of these surveys.

Checks will need to be made on whether these are survey generated or have roots in traditional resource disputes and conflicts. At the same time the impact of these boundaries for VLUP and land ownership patterns will need to be taken account during fieldwork. There are reported instance of village lands being claimed that are outside the boundaries in neighboring villages.

3.1.3 PREPARATION OF THE VILLAGE LAND USE PLANS (VLUP)

The LTA contract requires the facilitation of VLUP as part of the support program. A total of 82 out of the 126 villages (65 percent) listed by the Iringa District Authorities currently have land use plans. A total of 10 of the 41 villages prioritized by the DLO have land use plans. Of the six selected for the first year of work, three have VLUP though these have not been checked or reviewed at the time of writing.

The Government of Tanzania, through the National Land Use Planning Commission (NLUPC), has set out highly detailed and specific guidelines and methodologies for village land use planning (VLUP) through the *'Guidelines for Participatory Village Land Use Planning, Land Administration and Management in Tanzania'* manual of April 2013. Section 22(2) of LUP requires the village council to adhere to the provisions of sections 12 and 13 of the Village Land Act and the guidelines of PVLUP.



Though the guidelines are presented as a potentially powerful and essential planning and governance tool for improving tenure security, there are many reports of the process

exacerbating disputes over resources. At the same time the complex and sometimes contradictory policies, institutions and processes combined with high facilitation costs are limiting the implementation of land use planning processes. Some districts do not have overall district land use plans against which the VLUP should be conducted resulting in ad hoc approaches at village level.

The overall result has been that the process has been slow to advance and has at times constrained the implementation of CCROs, as the VLUP was deemed an essential pre-requisite to CCRO issuance[7]. It remains to be established through fieldwork and compilation of the records whether the existing plans are sufficient, or where these have not yet been completed what the requirements will be for completion. Iringa District reports their main problem is the implementation of the VLUP – the extent to which the LTA will be able to assist with the completion of the 31 under the village selections can only be established after further work and review of baseline paper and digital maps and data. Much of this does not appear to be stored at the District Level and will require searches at both local and central level.

In keeping with the review and design principles set out in this Inception Report the LTA team will review the main requirements and timelines required for effective implementation of the VLUP. The first three villages will be used to determine resource requirements, timelines, costs and opportunities to streamline the procedures, without compromising the quality and principles of the participatory planning process. The steps required to complete the process are detailed in the 2013 guidelines however these will have to be fully operationalized in line with available resources and capacity.

The LTA must determine, within the first year what constitutes a reasonable timeframe and cost base to complete VLUP to the required standard. Though there are likely estimates based on theoretical analysis and practice it is important this is completed at District level to enable clearer planning and budgeting for completion. Target work rates for the various stages are tentatively proposed in the following table. This will modified as the work progresses.

Village Land Use Planning	***Days***
Baseline data and Participatory Rural Appraisal	*2*
Establish village land use committee	*1*
Committee Outline Proposed Land Use Plan	*3*
Community Mapping of Village Lands	*3*
Review Land Use Map with Village Assembly	*1*
Final Map/Land Use Plan	*2*
Signed Village Land Use Plan	*1*
Total	**13**

3.1.4 DEVELOPMENT OF SYSTEMATIC SCALABLE PROCEDURES FOR CCROS

In practice, the MAST application and TRUST provide tools that are applied within a given set of procedures for land regularisation that systematically bring land owners to 'first registration'

[7] There is no legal requirement that stipulates this.

of their land rights through the issuance of CCROs. The procedures require all land owners/claimants of rights in land in a designated village area to participate. The process of regularisation through first registration clarifies rights in land and is designed to minimise disputes and confirm rights of occupancy or ownership,

Low cost, systematic first registration systems are normally undertaken through a given set of sequential procedures, each procedural step has its own set of sub procedures (eg under public outreach there are several sub-procedures - how local information campaigns are undertaken, content, methods, timing, gender issues etc).

Methodologies for the LTA are geared to honing these procedures (to include MAST and TRUST applications) to a level that enables systems to be replicated at minimal cost. MAST and TRUST are technical components within the overall procedural sequence. This requires all existing systems and procedures, as applied in the field to date under the MAST pilots, to be reviewed to determine where and how innovations and improvements can be applied. This is primarily an exercise in 'iterative implementation', an approach that is essential to achieving the measurable outputs listed in the LTA contract.

Under low cost systems the main set of sequential tasks as follows:

i). Village selections and linking with the village authorities (VEO etc)
ii). Local information dissemination and training – selection of village personnel to undertake the work
iii). Demarcation and adjudication of land including recording personal details and parcel numbers, and hearing recording objections in the field
iv). Checking and compilation of records
v). Publication of adjudication record in the village (parcel maps and the listing of claimants.
vi). Objections and Corrections period, finalising the record, and disputant lists
vii). Mediation period for disputes.
viii). Preparation of documents
ix). Issuance of title documents

The first six steps are largely administrative in nature and are undertaken to a set of field procedures using simple documentation and general boundary demarcation methods. MAST is a tool used for item (iii), demarcation and adjudication data capture with a view to subsequent processing under TRUST. It is purely a data capture tool that has no additional capacity for subsequent transactions.

The final three steps are legal, or have legal outcomes and require the results of all the other steps to be completed. TRUST will play a key role in items (viii) and (ix). The utility and replicability of the whole process depends upon speed and accuracy with minimal movement of records and correction/verification.

The outcome of the process is registration of rights of occupancy, which contains registered land titles, which are recorded and authenticated at District Level.
Completion of step (ix) requires systems be put in place to manage and maintain the registers resulting from post registration transactions. This requires design emphasis is placed on how transactions should be managed and the infrastructure and public messages required ensure post first registration systems for transactions are understood, to encourage public buy-in.

Technical Register Under Social Tenure (TRUST) is included in the LTA programme to specifically address these issues.

LTA work under Activity 1 will therefore take a holistic systems based approach to ensure production targets can be achieved. This involves sequential issues relating to;

- Selection of villages with the District Authorities and establishment of baseline information (see **Section 1.4.1**)
- Public outreach and training in the law at several levels including village and district (**Section 3.1**)
- Field training in use and applications of MAST for demarcation and adjudication
- Interpretation/verification of data
- Software developments/amendments and improvements to MAST and development of TRUST models for maintaining registers

Cross cutting issues will include;

- Gender, vulnerable groups and the role of youth
- Capacity Building, training and learning by doing.
- Understanding local land market and customary settings
- Assessments of costs and potential for cost recovery.
- Government interactions and strategies at local and national level
- Donor and other key stakeholder consultations
- Issues related to long term sustainability and roll out on a larger scale.

Though the initial focus of the trials was on the use of MAST to record demarcation and adjudication of parcels (later extending to other procedural aspects), LTA will consider *all* aspects of the processes and procedures related to VLUP, CCRO issuance and subsequent transactions for the assisted villages.

The review and design process will therefore extend to the District Land Office to include the development under the TRUST system. This will see development of a low-cost, license-free registry application that manages registration data at District level, specifically transactions (sale, transfer, etc), printing of CCROs in large numbers through 'batch processing' and management of queries and reports.

A key part of the overall development and long term sustainability will enable configurations for different tenure situations and will provide greater support to Districts in the processing, production and issuance of CCROs.

Though there are clear parallels with the approach taken under the MAST field trials, the LTA will draw upon lessons learned and experience from elsewhere in Africa to improve the system. The outcome is intended to be a set of procedures that are systematic, low cost, transparent, replicable and scalable, making full use of mobile technology, where feasible, and using making use of 'crowd-sourcing' and participatory methods.
LTA appreciates the Cloudburst trials and lessons learned, albeit on a small number of villages. The need to further develop MAST in the wider context of procedures processes and in a range of different village settings is one of the tasks under LTA. Against this background

the following **Table 10** reviews the MAST programme activities against the procedural steps listed above and as envisaged under the LTA.

By way of clarification and links with the proposed work programme for the LTA the following table summarises the actions and responses against the original activities undertaken for the MAST pilots..

Table 10: MAST Trial and Systems and Proposed Procedures under LTA

MAST Trial Activities Programme (*as given*)	Comments and Proposals for LTA under Activity 1
Activity 1: Coordinate project with local stakeholders	Since the LTA project will be fully engaged with District and Village Authorities we anticipate the following sequence of tasks to be undertaken; i) Establishment of criteria and target village selection process ii) Field reconnaissance and establishment of liaison structures iii) Needs assessment to include, but not be limited to; – Current status of VLC and VLUP and sporadic CCRO registrations. – Population/number of households – Understanding of laws and requirements – establishing demand for CCRO – Existence of local informal land market – Estimated number of land parcels and distribution – Main land use and issues related – Prevalence of land disputes – Current status of village land use planning – Status of the office of the VEO – Potential 'trusted intermediaries' and trainers
Activity 2: Establish and build capacity of local government and institutions	Capacity building is a cross cutting issue that applies at both District and village level. Implicit in all activities in the LTA programme is the need to 'learn by doing' to enhance experience of all stakeholders through the overall process of VLUP and mapping for CCRO issuance.
Activity 3: Execute public awareness campaign related to land laws and rights	This can be implemented at three levels – village, district and national level. Strategies for marginalised groups may incorporate separate meetings at hamlet levels. The LTA will initially make use of outreach and public awareness methods at ward and village levels whilst assessing the need to hold meetings at hamlet levels. At village level The LTA will review the various modules (structure content, points of emphasis, media designs etc) and the timing and methods of delivery. Several NGOs have developed and make use of legal training packages – where possible these will be collected and reviewed against best practice and innovative methods. The LTA have been not been able to review method applied under the MAST trails however the review will look at awareness raising under the following headings; – General awareness raising on land laws and rights and their purpose – Instructional advice on the procedures to be taken in the village to register CCROs and obtain the documentation.

MAST Trial Activities Programme (*as given*)	Comments and Proposals for LTA under Activity 1
	– Advice and instruction on how to register changes and transactions post CCRO issuance. Models for general public awareness and procedures to be followed for the land laws can be scaled up from simple village level messages to those targeted at larger audiences at District level. Messages can be giving general information or be advisory or instructional in nature. Marginalised groups can be targeted at village level but can also be targeted in hamlets where separate meeting may be held settings in which these groups may be more comfortable. Separate meetings for women can be held at either at village or hamlet level. Through review and design, the LTA will examine all options in this important area of the work.
Activity 4: Provide training and select trusted intermediaries for field mapping/adjudication.	Trusted Intermediaries (TIs) are groups individuals charged with the responsibility of marking the boundaries of land claimants on MAST and then recording their attributes in the presence of holders of adjacent land and property and village witnesses (see also Activity 5) This form of community attestation is a vitally important part of the field process in terms of the accuracy of the boundaries recorded in MAST and the methods for verifying land claims and recording attributes. The MAST trials programme noted many corrections for boundaries these had to be completed at District with some verification required in the field. After reviews the LTA believes there are some gains to be made here through improvements to the MAST application itself and the manner in which the process of adjudication and demarcation is undertaken in the field. The LTA work programme makes provision for extensive review and design of field procedures for optimum effect to reduce the number of steps, particularly those related to residual errors resulting from flawed field methods. The LTA is able to bring tried and tested methods for testing spatial awareness in individuals prior to selection of TIs for the work. This will greatly assist in ensuring greater accuracy and ongoing training in neighbouring villages. Using trained village members from a village where work has been completed will be used to train neighbouring village communities. This approach is a well-developed system used to exponentially scale up systems on larger registration programmes. These methods, noted during in the MAST trails, and noted to have worked on limited scale will be assessed and applied where relevant in the LTA field programme.
Activity 5: Conduct field mapping/ adjudication	This is one of the most important procedural steps and needs to be accomplished to pre-defined levels of accuracy before submission of date to District. The LTA has not been able to appraise, in detail the methods used in the field under the MAST programme, as a

MAST Trial Activities Programme (*as given*)	Comments and Proposals for LTA under Activity 1
	consequence no measure is offered here as to how much scope there is for improving the field systems of demarcation and adjudication and recording using MAST. Assessments can only be based on reported number of errors noted by District Officials and the time takes to correct these. Similarly work rates per TI and the numbers of TI that might work concurrently within the village areas will need to be determined, with methods for providing incentives (see comments below) Some field appraisal will be undertaken for this in early village work before systems are rolled out to other villages.
Activity 6: Verify field work, identify and resolve conflicts. Activity 7: Facilitate workshop and present results	The LTA are not clear with regard the sequencing of tasks under Activity 6 and 7, specifically systems of verification and publication of results. The content of the workshop and the manner of its delivery would be reviewed under the LTA. Similarly systems of verification and procedures for managing correction and disputes[8] There are tried and tested methods of public disclosure/display for fixed periods to allow objections to be heard and make corrections to any errors. Those parcels that are correct and undisputed move directly to title whilst those with disputes must allow time for resolution before going to title. This method of verifying and finalising the field record can be completed in a rapid and orderly manner. The LTA will seek to apply more systematic methods for this stage of the process to reduce time and costs.
Activity 8: Issue adjudication forms for village leadership Activity 9: Issue Certificates of Customary Rights of Occupancy (CCROs) to villagers	The MAST programme noted bottlenecks at this stage in the process as District Land Officials were unable to manage the increased volumes of data emanating from the field. Satisfactorily completing these processes is dependent on progress toward batch processing methods of adjudication forms and CCROs at District level and the subsequent methods for obtaining signatures and endorsements. Through development of TRUST the LTA will seek to integrate these processes with the MAST data collection method to close the system and increase production. The decentralised village land administration requires Village Leaders and Institutions ensure issuance of CCROs for each beneficiary at the village level and provide a copy to the District for Registration. This process will be emphasized under the LTA for long term sustainability.
Low Cost Registration Additional Comments: Generally people welcome the application of low cost participatory methods for land rights registration. The act of delivering the methods and process clarifies rights in both formalised systems *and* customary settings, particularly the latter where long standing disputes or ambiguities may prevail. This often reduces conflict between groups, inter and intra family disputes and can enable an achievement of more effective gender balance in land ownership. The greater sense of awareness, security and 'value' of the village land is an important outcome. The crowd sourcing and participatory mapping methods empower and engage effectively and also bring communities together to solve problems in land.	

[8] The term 'dispute' is preferred for contestations between individuals or households in small areas; the use of the term conflict has wider connotations of physical engagement or even violence between larger groups of people.

MAST Trial Activities Programme (*as given*)	Comments and Proposals for LTA under Activity 1

Key guiding principles that can be encouraged during the procedural training process include:

- A Public and open process that ensures a fair and transparent process to all land owners in the village to enable them to make informed choices.
- Establishing rights to land clarifies and confirms the rights of landholders, both those acquired by custom and those acquired by law, and provide the standard CCRO documentation where this is necessary.
- A Just administration no person's interest in or right over land, and no occupant of land will be treated in a discriminatory manner.
- A transparent mechanism for resolving disputes
- A replicable programme that is a simple, routine set of administrative and legal procedures, involving an identical series of actions within and between villages.
- Extension of rights related laws, especially those that give rights to those who were excluded by custom (e.g. women) into all procedures.
- Speed and Accuracy are operational necessities.
- Completeness the final output of LTR is a definitive and complete register of all land in the country, inclusive of unallocated land, land to be leased and land to be held under freehold title and land held by the State.

Incentives to Participate and Costs:

Incentives to participate, at least initially require an understanding of the value of the land and the need to have formal title to it. Where perceptions of the monetary values of land are high the demand for title will as consequence be high, as will the motivations of the communities to participate in low cost systems for registering land. Where the opposite prevails there is a need to ensure the costs of registering are outweighed by the benefits. In many instances it might not add any value proceeding with registration at all until the prevailing conditions require it. Each situation must be considered on merit concentrating, perhaps, on 'hotspots'.

Cost is relative and can only be assessed in terms of the possible alternatives. Low costs registration processes are bound to require expenditure. Village participants involved in adjudication, mapping of plot boundaries, capturing data and information will require remuneration of the opportunity costs of not working their farms. Local officials may collect small fees for services. Whatever system is applied, and whether a small fee is levied to each claimant, this can be designed to maximise value for money for the communities, Government and supporting development partners. The key is to ensure cost to land claimants is minimised and appropriate to their means taking into account both willingness and ability to pay.

Early low cost models for registering and managing land rights were paper based systems with limited use of IT at village district and even central level. These made use of imagery and high resolution photography. The introduction of IT such as MAST into parts of the registration process, and its maintenance, will require investment in design time combined with additional field trials before the impact on costs and benefits for scaling up and rolling out on a larger scale can be evaluated.

The LTA will carefully assess all of these aspects in preliminary field visits in the target villages.

Risks of IT Applications in Development Settings:

General widely known risks/constraints of using IT at the lower level village and district that have been reported to LTA during the course of inception include;

- Social and procedural issues must remain of prime importance – technology must not compromise transparency
- Power and internet connectivity may be limiting factors and there must therefore be other options
- Availability/ease of acquisition and accessibility of imagery.
- Understanding/spatial awareness of key intermediaries to interpret the images must be properly tested and verified
- Applicability and adaptability of technology to some areas but not to others.
- Technology must be a tool that strongly supports the wider objectives and the procedural processes
- Technology will appeal to younger people seeking exposure to new and rapidly changing technologies at the risk of excluding the older generation.

MAST Trial Activities Programme (*as given*)	Comments and Proposals for LTA under Activity 1
One of the key risks often cited during the LTA preliminary field visits and discussions is the general rejection of the use of MAST for demarcation of boundaries amongst the survey profession. This rejection is on two levels; one that rejects the use of general boundaries principles for cadastral mapping, on which MAST is based, and one that claims lack of accuracy of the mobile devices compared to differential GPS and placement of survey beacons. These objections are continuously advocated despite the obvious cost, time and practicality issues that render full survey out of reach of most land holders. This opposition is widely known in other countries and is not unique to Tanzania. The LTA must continue to manage the debate along both technical lines and in terms of cost and practicality. **Understanding Informal and Customary Systems:** It is widely known that CCROs are currently not accepted by the financial institutions and as such few are likely to be used as collateral for loans. It is therefore unwise to advocate CCROs on this basis until such times as the market for these instruments changes. Messages regarding CCROs must not emphasise this aspect – but may emphasise security of tenure under real or perceived threats of land loss. The central risk, going forward, remains that the demand for CCROs will remain low in some areas but may become high where land pressures are greatest. Understanding this dynamic is the key to successful local land administration. At the same time informal markets in land, however strong they may be at local level, must be understood if the possible costs and impact of the introduction of CCROs are to be justified. This will also impact on the nature and volumes of transactions to be managed by District and opportunities for cost recovery. Other factors will come in to play also; accessibility of service, lack of understanding, adherence to traditional practices and the belief that the CCROS and related systems for transfers adds no significant value to tenure security over what existed before. Whilst there have been studies of customary versus statutory systems the nature if informal systems and impact of CCROs on them is still not well understood. The parallel objective of trying to inform and mobilise the public to participate in the field processes on the one hand, and the need for them to register subsequent transactions including sales and inheritance etc. on the other, has proved difficult on other registration projects. The emphasis has mainly been on first registration rather than what to do after it. If left unchecked the initial effort will merely be a field census with ongoing degradation of the data over time. The result will be the reliability and authority of the register will become difficult and costly, perhaps impossible to reverse. The LTA will seek to provide greater understanding of these aspects through systematically shadowing field demarcations to gather further data from each claimant on the impact of CCROs in order to amend and improve the programme accordingly. Questions to each claimant will relate to their understanding and how they will use the CCROs once they are issued. This will provide data on both the nature, volume and frequency of transactions in land and therefore the designs needed at village and district levels to maintain the registers. It also provides a viable baseline to assess potential for cost recovery and land related revenues.	

3.1.5 DEVELOPMENT OF MAST/TRUST APPLICATIONS

MAST – Initial Needs Assessment

During the Inception period, LTA, with the assistance of the District Land Office staff, completed an initial needs assessment of the Mobile Application to Secure Tenure (MAST) during the period 26th Jan - Feb 5th 2016. Meetings were held with USAID COR, USAID LTRM group, Cloudburst representative, and visits were made to the District Land Office in Iringa and the villages of Ilalasimba and Itagutwa, where the initial Cloudburst trials took place.

MAST is a mobile application that enables the capture of land rights information including parcel and rights holder information at the village level. Under the procedures described in **Section 3.1.2** above, MAST meets the objective of recording parcel boundaries and adjudication information using simple procedures and mobile devices. In the field mobile devices are used by trusted intermediaries who work with village landholders to identify and record boundary information and also information about the claimant. The information

collected is then passed to a cloud server. The District Land Office (DLO) uses Web-application "Land Rights Data Management" to edit the data, complete the adjudication process and prepare a Certificate of Customary Right of Occupancy (CCRO) for signature by the owner and registration by the District Land Officer.

MAST supports display of raster data (MBTiles), identification and recording of data points to create polygons and records land rights as attributes. Data can be recorded with or without mobile network coverage and is uploaded and held as in the database on the cloud server.

Land rights data management application (Data Management Infrastructure) is hosted on the same cloud server and has the following main functions:

- Administration module; defines project related information and manages users.
- Mobile Configuration tool; defines map layers and attribute data to be captured in the mobile application.
- Data Management tool; includes editing, display, printing tools, and also the printing of adjudication sheets, and CCRO certificates.

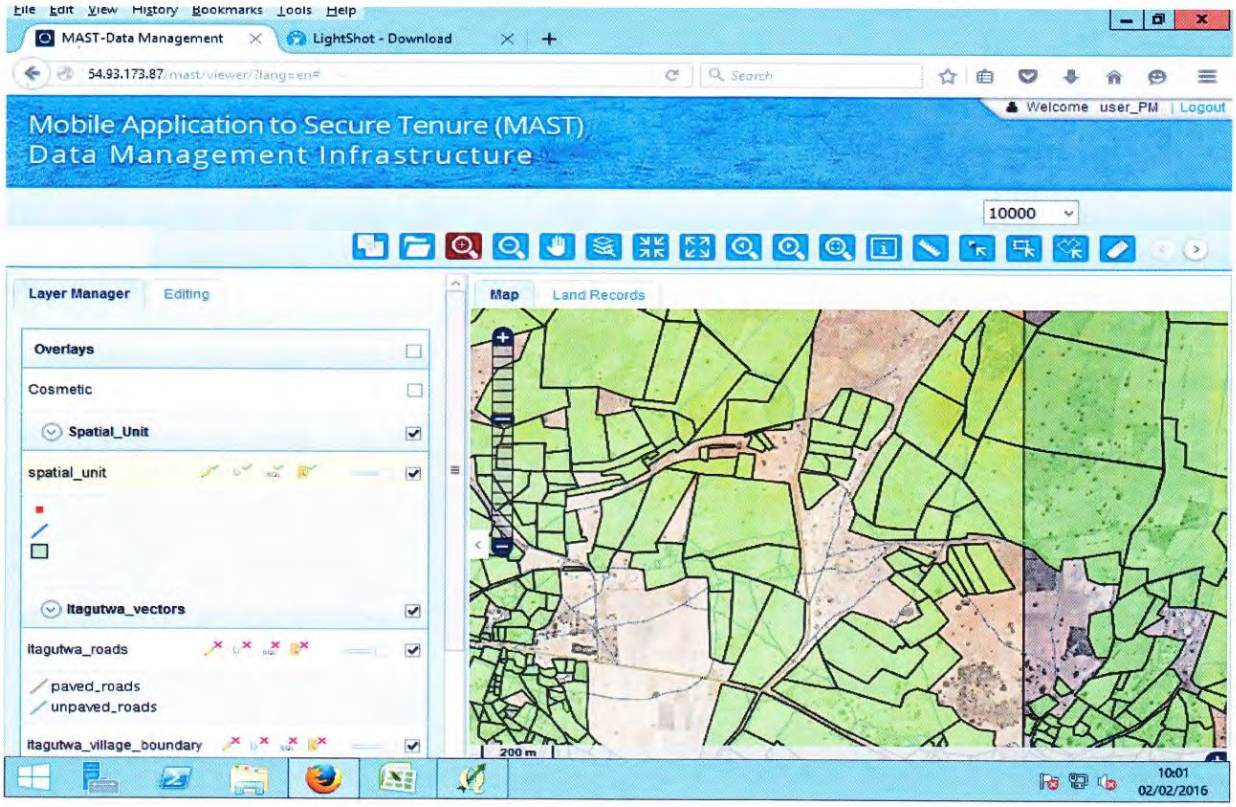
The administration module is used to set project related information – i.e. set up a village with name, hamlets, name of VEO, Village Chairperson, members of the Village committee etc. Village codes are also established – e.g. Ilalasimba is given the code 'ILA'. The DLO is currently assigning these codes (integrated into the CCRO numbers). It is unclear if any official coding of villages exists through administrative procedures or national census information. This system will require review as it carries through to district wide CCRO numbering and indexing.

Data Management Infrastructure application provides a web based GUI with editing capability that is able to view, modify, edit spatial data and also make corrections or changes to attribute data stored on the cloud server. **Figure 5** shows a screenshot of the data management screen, the screen shows those parcels collected within a village project area. Only new CCRO parcels are captured. Existing CCRO data are not captured. The data management tool can only be used when Internet connectivity is established. The DLO is currently using "pay-as-you-go" Internet, so often there is no connectivity. Once connection is established the system response time is good.

The software supports polygon editing. Every polygon is a separate polygon; there is no topology or structural link of any kind to adjacent parcels (**Table 11)**. While the collected attribute data records the name of the right holder to the N, E, W, S, there is no link to CCRO or polygon numbers. Almost all polygons showed overlaps/slivers which will later require editing to remove these (see comments in **Table 11** on the use of the mobile application in the field).

At the time of writing (and during the needs assessment) DAI LTA do not have access to the latest version of MAST software, although access has been requested. Questions compiled by DAI relating to the handover of MAST are set out in **Annex 1**.

Figure 5: Screenshot from MAST Application



MAST Field Trials, Land Rights, Data Capture and Management.

Under the field pilots the MAST system has been tested to proof of concept in Ilalasimba village in Iringa District over the period Feb- Sep 2015. A total of 970 CCROs issued. Under the Cloudburst contract, MAST continues to be used in Itagutwa village and a new village Kitayawa.

The fieldwork for the MAST trials was carried out by TAGRODE as subcontractors to CARE Tanzania who, in turn, managed the trials on behalf of Cloudburst. The MAST application itself was developed by RMSI under subcontract to Cloudburst. A Technical Project Manager provided oversight and led the field operations on behalf of Cloudburst. The Cloudburst contract will end in May 2016.

Under the Cloudburst Trials up to 11 tablets were being used to collect data in the target villages. The tablets are currently held by CARE Tanzania, handed out TAGRODE who, each morning distribute the devices for daily work and collect at night.

At night the data captured is uploaded to the cloud based server using the office wireless (mobile data links are not used), so the tablet has to be brought to an office where there is a wireless connectivity. In the field, each polygon is captured separately using points recorded "every ten paces", or significant corner points. Given the accuracy of the GPS sensor, points can be recorded several metres from the actual position of the tablet device. The DLO has described how points are repeatedly captured/deleted until the point recorded is shown to be reasonably in the right location (relative to the ortho-photo image).

Although there is capability to manually record points against the image, or to move captured GPS points, it seems the TI are requested not to do so, though the reasons why were unclear. On completion of a polygon, an attributes form opens automatically to record the attribute data including neighbours (north, south, east, and west).

Data is uploaded daily from the tablets. The DLO/Surveyors wait until a reasonable block has been completed, before commencing the edit process. The edit process requires the inspection of the polygons and owing to the large number of overlaps/slivers. This requires staff having to go back to the field to check in most cases (taking paper prints). On the basis of this evidence, staff will then make corrections in the office using the data management tool. It is not clear what checks may be applied to the attribute data.

For each parcel, an adjudication form consisting of two A4 pages is initiated and printed and taken to the field by the DLO. This is reviewed by the claimant, the neighbours of the claimant, and signed by the Village committee. Once the signed adjudication forms are returned to the DLO office, any corrections/updates are applied and the parcel status is changed to 'adjudicated'. The DLO then approves the entry.

The final step is the printing of three copies of the CCRO, which is completed in the DLO. After this, the completed CCROs are all transferred to the Village Registry, which are then collected by the claimant and signed for. One copy is retained by the Village Registry, and one copy returned to the District Land Registry at the DLO. The MAST generated CCRO shows only the polygon, and does not list coordinates, orientation, nor adjacent land holders.

Requirements for Additional Work

The MAST tool developed by Cloudburst has demonstrated the concept of mapping of village land rights by using mobile devices can be carried out at the community level with a strong community engagement.

One of the key objectives of the LTA is to further adapt the MAST technology as a data capture tool and further develop the application to cover work on a much larger scale than the pilots in 41 villages in the Iringa/Mbeya districts. As part of this work MAST also needs to be extended to provide a sustainable solution that can both capture and then manage and maintain land rights and support transactions. For the latter DAI have developed the Technical Register under Social Tenure (TRUST) that will provide this facility. TRUST can be customized to seamlessly link with the existing MAST functionality.

At the time of writing issues of copyright has restricted full access to, and the transfer of, MAST to the LTA Project[9]. As a result the LTA has given consideration to a number of alternative options to making use of existing MAST. This, plus the results of the detailed needs assessment of MAST which identified a number of remedial measures to the existing MAST to enable scaling up have led to the consideration of the follow three possible options.

1) **Improve and extend MAST application further.** From the brief overview of the latest version of MAST it became clear that further improvements will be required both to mobile application and data management tool (see **Table 11**). For supporting

[9] Consequences of this are unknown. As a result the LTA has considered a number of alternative options to making use of existing MAST during the inception period.

maintenance of adjudicated land rights, TRUST application will be introduced and customized to the local rules and procedures. Nevertheless, the biggest issue has been identified with this option is a copyright notice recorded on most of the source code files related to Data Management Infrastructure application of MAST. According to the copyright text any modifications are not allowed without permission from RMSI. Most probably when developing MAST solution, RMSI has used one of their products and hence hasn't removed this copyright notice. At the same time Cloudburst claim 'ownership' of MAST. At the time of preparation of this report, the RMSI and Cloudburst copyright issue was not yet resolved.

2) **New development**. If copyright cannot be resolved, development of a new application can be considered. The LTA anticipates the new application will be tailored to the local procedures and would not have any licensing restrictions or copyright claims. This option will require extra effort and time, with additional costs, but the end product would ensure all parties will benefit from it. It has been estimated that by the time Cloudburst contract is completed, the first version of the new data capturing software tool would be delivered. In the meantime, the existing MAST application can be used without any changes until the new tool is available; data migration will be continued. If this option is adopted quickly such a transition from existing MAST switch will not impact on the field work progress. Following the development of the data capturing tool, the TRUST application will be implemented to make it a complete system.
3) **Adopt SOLA Open Tenure, Open-source solution** has been developed by FAO to address ownership rights registration for communities. In practice SOLA Open Tenure is a similar concept to MAST and make use of the same technologies and tools. The main difference between MAST and SOLA Open Tenure is the licensing agreements. SOLA Open Tenure is free and available for modifications without any prior notice to FAO. This product can be used as an alternative to MAST if the copyright issue is not resolved. It will require a local customization, though this would take little time. Similar to option 2, TRUST application will be seamlessly integrated with SOLA Open Tenure.

The additional technical developments and operational requirements need to be resolved to enable the application to be successfully scaled up and to support subsequent transactions in a sustainable manner are summarised in **Table 11.** Whatever the outcome of the copyright, the issues listed in **Table 11** will still need to be resolved. This might still require reversion to Option 2 above when further assessments and field trials have been completed.

Option 2 is the preferred option though this does have contractual consequences. Further comment is made on this in **Section 4** – detailed work planning.

Table 11: Summary of MAST Issues and Remedial Actions

Issues with Current version of MAST	Proposed Remedial Action
Field Operations	
The TI use the GPS capture button to record the position, however, this can be up to +/- 5-10m in accuracy and so does not fall on the right position in the ortho photo.	The georeferenced ortho photo imagery is more accurately located than a GPS point captured by the phone/device and this could be used to validate the data recorded.
Although there is a manual edit (with a coarse movement control) which could be used to move the point onto the correct image location, this is not done by the TI as they are discouraged from doing so.	At all times, the field staff must be empowered to ensure that observed points are correctly located within the georeferenced satellite image.
It is not possible to see the land use plan while working	It would be advantageous to have the land use map

digitally in the field. In fact the land use plan is not recorded at all in the MAST operationalization.	facility available during fieldwork as a digital backdrop on geo-referenced ortho photo/image.
The field teams need to know where there are existing CCROs and their boundary data. At the moment this information is not available, and is not recorded nor is there any way to preload existing CCRO so that they can be seen while undertaking field work.	The software has to be improved to be able to download and display existing CCRO, captured on the different devices.
Once application has been completed and the status changed to "completed", it's not possible to view attribute data or even identify it on the map. If you continue with the next parcel and want to check the owner of neighbour parcel you just finished, you are not able to do it.	Attribute data viewing of completed and synchronized parcels must be available in the application. The list of completed and synchronized parcels should allow for jumping onto attribute form.
There are no additional layers to show various infrastructure objects on the map. Because of it sometimes there are valid gaps between parcels and field teams are asked why they don't have digitized parcels there.	Additional layers have to be introduced to display different infrastructure objects or existing CCROs, adjudicated in the past.
Parcels layer doesn't display assigned parcel number, which makes it difficult for further identification and verification of the parcel. Since it's not possible to view attribute data of synchronized parcels, it's not clear if assigned parcel number on the server returned back to mobile device.	The software has to be adjusted to return assigned parcel number to the mobile device for displaying it on the map.
There is very little control on the content of captured data. Application doesn't make simple check such as length of the data and its range (for numbers). For instance it's possible to enter any number for the "Age" field and it will be accepted. In the case of the "Age" it's not clear why date of birth is not used instead. Apart from this, mandatory fields are not marked with any symbol so to indicate that the value must be provided.	Simple field validations have to be introduced as well as some of the fields changed to the date type fields. Mandatory fields have to be marked with red asterisk or highlighted so that it's clear they are mandatory.
Some information seems to be missing on the data collection forms. For instance there are no fields for any person identification data. Sometimes people may not have ID data, in such cases these fields can be made optional, but still available for capturing.	A review of existing data fields has to be carried out to identify any missing fields, which might be useful in future. Appropriate amendments have to be done to accommodate new fields.
If two handsets are being used on adjacent parcels, there is no way to view or access the other handset data. Also each TI may have a different handset each day.	Rules and procedures are required for how separate handsets should be used when parcels are adjacent There needs to be some consistence and thought in how handsets are deployed and to who.
Each polygon is recorded separately. If a second polygon is captured immediately next to the first, the common boundary is recorded a second time, and the points defining the boundary will not be recorded in the same position, resulting in polygon overlaps/slivers. All polygons then have to be edited to remove the slivers, which is time consuming and must be done in the back office. This often requires printing the polygon and returning for field checks.	Field procedures should minimise repeated observations of the same boundary, and the problems that arise so as to reduce back office editing and additional field clarification.
Currently MAST application allows capturing a photo of right holder, but not other documents, which might be useful for proof of ownership or person's identity.	The software must allow for capturing additional supporting documents, relevant to the recorded ownership right (e.g. a copy of ID).
Data is currently only transferred at the end of the day by wireless. Could more real time updating be introduced? Both in terms of uploading, and downloading and seeing the latest captured data.	LTA should test if mobile data synchronising is possible.
All source code files published on the GitHub are missing application program interface (API) documentation, which	Unlikely API documentation can be provided by the developer at this time.

makes it more difficult to understand the code.	
Data Management Infrastructure - District Office	
Issues with Current version	**Proposed Remedial Action**
At the moment Web-application, used at the district level to do data verification and corrections, works over unsecured http protocol, which means all data and passwords are transmitted to the cloud server unencrypted. Apart from it, application is being accessed using IP address instead of domain name.	Domain name must be setup and bound to the Data Management Infrastructure application. SSL certificate has to be procured for the domain name and installed on the server.
Very few business rules behind the attribute editing were noted, to enable further actions to change the status of the claim. It is really up to the reviewer to make these decisions.	Certain business rules have to be introduced to be able to control and validate input data automatically, where it is possible. Adjudication action should not be allowed if there are obvious violations (e.g. parcel polygons overlapping etc).
Although system doesn't allow attributes editing after adjudication approval, the shape of the parcel still can be changed through the map editor.	Additional control has to be introduced, restricting any modifications once the record has been adjudicated.
Users are only able to work on the data management tool, when there is an internet connection, the option to be able to work offline and then update / replicate back to the server is required and will better fit the circumstances of the DLO.	Consider installation of the server in the district office and connecting to the Internet.
Once application has been completed and the status changed to "completed", it's not possible to view attribute data or even identify it on the map. If you continue with the next parcel and want to check the owner of neighbour parcel you just finished, you are not able to do it.	Attribute data viewing of completed and synchronized parcels must be available in the application. The list of completed and synchronized parcels should allow for jumping onto attribute form.
There are no additional layers to show various infrastructure objects on the map. Because of it sometimes there are valid gaps between parcels and field teams are asked why they don't have digitized parcels there.	Additional layers have to be introduced to display different infrastructure objects or existing CCROs, adjudicated in the past.
Parcels layer doesn't display assigned parcel number, which makes it difficult for further identification and verification of the parcel. Since it's not possible to view attribute data of synchronized parcels, it's not clear if assigned parcel number on the server returned back to mobile device.	The software has to be adjusted to return assigned parcel number to the mobile device for displaying it on the map.
There is very little control about the content of captured data. Application doesn't make simple check such as length of the data and its range (for numbers). For instance it's possible to enter any number for the "Age" field and it will be accepted. In the case of the "Age" it's not clear why date of birth is not used instead. Apart from it, mandatory fields are not marked with any symbol so to indicate that the value must be provided.	Simple fields validation has to be introduced as well as some of the fields changed to the date type fields. Mandatory fields have to be marked with red asterisk or highlighted so that it's clear they are mandatory.
Some information seems to be missing on the data collection forms. For instance there are no fields for any person identification data. Sometimes people may not have ID data, in such cases these fields can be made optional, but still available for capturing.	A review of existing data fields has to be carried out to identify any missing fields, which might be useful in future. Appropriate amendments have to be done to accommodate new fields.
The MAST data is held within the Data Management tool and cannot be exported easily to a third party GIS application for further edit/query.	Need to be able to use standard GIS tools (e.g. QGIS) to work on the data. There is a need to introduce the Land Use plan and VLC data, as additional ortho photo/imagery layers.
MAST cannot make changes to the data as a result of Transactions	DAI propose TRUST to manage the data and support transactions according to the agreed business rules and MLHSSD regulations and ale to be uploaded to ILMIS, if required.
There is no village registry held digitally	We propose the village registry will have a digital

	tablet loaded with TRUST registration information in that village which can be queried, displayed.
General/Generic Comments	
It is not clear if the attribute and polygon data recorded is acceptable to MLHSSD ILMIS programme	All data needs to be compatible with future ILMIS standards. Consult with MLHSSD and implement module to allow and manage leasing.
Village boundaries are shown. Where a parcel cuts across a village boundary, then the parcel is truncated back to the boundary and a new parcel for the remnant is created in the adjacent village.	LTA is not clear if this is the correct solution?

3.2 ACTIVITY 2: CAPACITY BUILDING AND TRAINING

3.2.1 CAPACITY BUILDING, GENERAL APPROACH AND GUIDING PRINCIPLES

Under the LTA project capacity building is a cross cutting issue and forms the main part of Activity 2. Capacity building will be undertaken through the process of providing technical assistance to District and Villages in the implementation of the land laws during village interventions using MAST/TRUST technology.

Capacity building and development is often measured through the achievement of physical and technical targets (e.g. numbers of staff trained, data bases established, titles issued etc) rather than the less tangible issues relating to the *overall* development capacity of local staff and institutions.

Experience has shown, particularly for land institutions, that capacity development strategies are better managed and more effective in the longer term if they are internal and owned by the central and/or district authorities. Embedding long term technical assistance in the partner institutions is the most effective way of achieving this. This approach allows for development of an emergent combination of attributes, capabilities and relationships that enable systems and institutions to perform and ultimately be sustained.

The LTA project will address capacity at several levels targeting primary stakeholders (land owners, land users and local land officials) at Village and District levels. There will also be a need for engagement with the central authorities – mainly the MLHHSD through the Assistant Commissioner for Land - Zone Office based in Mbeya Regional Office.

Capacity building will progress through a series of stages. Initially, through the work in the selected villages, the LTA team, together with the officials and communities involved, will be exposed to an intensive period of on-the-job training and lesson-learning. The preparatory fieldwork, together with the local governmental and non-governmental agencies (CBOs and NGOs) will progress through a steep learning curve. At this stage, and as part of the overall preparatory investigations, the project will conduct a consultative and interactive workshop with the stakeholders (see Section 4, Figure 3)

As the work progresses at the village level, there will be ongoing feedback and adaptation, followed by development of methods and procedures using MAST/TRUST. In the longer run this will enable scaling up of implementation beyond Iringa District to other regions and districts in Tanzania. The iterative approach taken will, progressively shape the scale and

scope of capacity development and training to be undertaken. It is at this stage that the methods to be applied at a wider/larger geographic scale become clearer. During this period, interactive workshops and ongoing fieldwork will be necessary in order to compile manuals and operational guidelines to develop the standards, procedures and formats for essential documents (or amendments to existing ones).

The final stage, at which time the lessons learned will be demonstrated in the other districts, a major exercise in capacity development, training and consolidation will be necessary. This will ensure that the officials of the land office are fully conversant with the land policy and law, including the ancillary legal instruments and guidelines and manuals and how they are to be operationalized and costed.

Implementation on a wider geographic scale will be beyond the scope of the current project, but planning and costing for roll out based on the experience in the villages assisted by LTA will form a major output of the activity. Presentations to government and donors will allow for planning for extension to other areas of the country. This will require the training of trainers the principal target groups will comprise the officials of the District Land Offices in the other districts, and supporting staff.

Ultimately, the timelines for these developments depend on a number of factors, not least public buy-in and local and national political will. The performance of the LTA capacity development will therefore be assessed, not only in terms of results based on reference to the outputs, existing human resources and skills level, but also in terms of the systems and procedures in place to produce outputs at the right cost for the longer term, in a sustainable manner.

Implementation will involve full engagement, clarification of functions roles and responsibilities, organisation, staffing, technical requirements and training for implementation of the land laws.

Establishing firm timelines under this type of approach is particularly difficult, however it is feasible to set milestone workshops to review progress and outline ongoing procedural developments/improvements over the course of the year.

Throughout the process of devising, testing and demonstrating, the LTA will ensure that the wider public is kept informed of the work being undertaken and how the land policy and law will strengthen the tenure security of households, communities and enterprises in the target Districts.

Through all of these processes the team will work closely with the District Executive Director (DED) who is a Chief Executive of the District; the DLO and the RAS, as well as the Regional Commissioner for Lands. Also elected political leaders in particular Ward Councillors will also be consulted.

3.2.2 METHODS AND PROCEDURES

The ambition described above will be realized to a large extent through capacity building in terms of education and training at the main levels of engagement – village and district levels. The work in the villages will be the leading edge for this. The aim is to empower villagers, village governance authorities and district authorities to enable local land institutions to

manage, sustain and extend land administration processes beyond the term of the LTA activity.

The following sections summarise the methods that may be employed at village and district level and key areas of training. The intended aim is to develop simple but clear modules for delivery at each level that can be easily delivered by less qualified individuals.

Village Level

This will target men, women and youths selected in consultation with village authorities to represent farmers, pastoralists, and other land users selected. Villages may be clustered at ward level, so that training will be from ward to ward. **Table 12** summarises the key training modules. Pastoralists may be engaged at village level, or sometimes it may be necessary to meet them in their latest location. Whilst the subject area is broad the aim will be to cover most of these subject areas in each of the assisted villages through development of easily delivered, simple modules to reduce costs and enable local authorities and supporting NGOs to disseminate without recourse to costly technical specialist time.

Table 12: Village Level Training

#	Training Modules	Purpose of Training
1.	Importance of land, property, land formalization and CCROs	To extend to villagers an appreciation that land has value over and above use-value; villagers will gain an understanding of the meaning of formalisation, systematic or sporadic; and the advantages, challenges and costs involved. Villagers will also be appraised on the importance of CCROs which include: affirming ownership of land, reducing disputes; enabling the owner to negotiate with financiers and investors on making land more productive.
2.	Relevant provisions of LA, VLA, LUPA (2007), EMA (2004), LG(DA)A (1982), Courts (Land Dispute Settlements) Act 2002, as they relate to defining and administering land rights	Villagers will be made aware of their land rights as provided for in the land laws; and to know the provisions of other laws that affect land use planning such as the Land Use Planning Act 2007 and the Environmental Management Act 2004. Villagers will also gain and understanding of the dispute resolution provisions in the law, and the role of the local authorities in helping to define and protect land rights.
3.	Land Administration set up at Village, District and National level, including the process of adjudicating a land boundary and obtaining, amending and disposing of CCRO	Villages will be advised on the procedures of the village administration in general and as this relates to land in particular. This will cover; – Village Assembly, – Village Council, – Village Land Council, – The role of the District Land Officer (who is the authorised officer representing the Commissioner for Lands and the Registrar of Customary Rights of Occupancy). This assist village land holders in knowing who is responsible for formalising their land, dispute resolution, transactions relating to change the status of the CCRO.
4.	Vulnerability in land rights especially for women, youth, migrants and poor men; and including inheritance laws and procedures	Villagers will be introduced to the concept of vulnerability with regard to property rights to land for those who hold secondary rights including women, the youth, tenants, migrants and pastoralists and ways of minimising this vulnerability including co-titling (men and women), contracts (tenants); issues related to inheritance (a will for example); and both

#	Training Modules	Purpose of Training
		farmers and pastoralists respecting the rights in land of the other.
5.	Protecting public lands, reserved land, the commons and the environment.	This is necessary in order to create awareness among village communities that there are various types of land use. In a typical village, there will be individual land belonging to families and clans, and over which CCROs may be issued. There might also be; – Public land (for social and infrastructure services); – Reserved land, partly for future village expansion and partly for such uses as forests and water resources; – Common land, for grazing and natural resource harvesting. 4. Villagers need to know also about the importance of environmental protection. In the long run, this will secure CCROs, the value of land and minimise land degradation and conflicts.
6.	Methods of determining optimal land use including the potential of mobile applications such as Land PKS	This will assist villagers to realise the highest potential from their land Physical features of the land including fertility are key attributes and these may be taken into account when developing a Village Land Use Management Plan. Land Potential Knowledge Systems are meant to help governments, farmers and pastoralists to have greater access to local and scientific knowledge from all over the world that is relevant to specific types of land.
7.	Land Valuation methods.	To introduce villagers to market and non-market methods of valuing land and developments on land for economic purposes such as using land as collateral for a loan, negotiating with potential investors (eg in such cases as land for equity); selling, buying or renting out the land; and also to be in position to defend their interest in the case of compulsory acquisition, or imposition of land rent or other charges.
8.	Negotiation Skills	The purpose of this module will be to introduce villagers to basic skills of negotiation especially when it comes to defending or promoting their interests in land rights. Villagers will be introduced to understanding what negotiation is, the phases and tools of negotiation and ways of building win win situations. This is necessary because villages, individually or as a community may find themselves having to negotiate with government officials, internal and external investors, financiers, land seekers, traders, or fellow villagers; and clearly need to have some basics of negotiation skills. Focus groups based on gender, occupation and age will be formed to ease training and focus.
9.	Agriculture-based business, financial and income diversification skills	With secured land rights, villagers are expected to invest more in their land especially for improved agricultural productivity. This entails moving slowly from subsistence agriculture to modern business transactions. They need to be introduced to business, financial and income diversification skills.

Additional Comments:

Education and training implemented in the form of illustrated presentations delivered in Swahili, may last for up to 5 days per group of participants, followed by group discussions and practical exercises. The educators normally might will include capacity building experts, and knowledgeable people in land rights, land use planning, land surveying sourced from such institutions as the National Land Use Planning Commission; from MKURABITA and from NGOs such as HAKIARDHI, MVIWATA and others. Specialists in Land Valuation, negotiation skills, agricultural business and related skills, and mobile apps for improved productivity from land might also be called on to train villagers.

Realising these ambitions on a large scale and at a reasonable cost will be difficult to achieve. Measures must

#	Training Modules	Purpose of Training
therefore be taken to ensure the LTA is able to positively respond to the need for these educational measures in a time and cost efficient manner. Some resources available will be utilized such as the Swahili version of the Village Land Act, the Guidelines to Participatory Village Land Use Planning will be made use of. Simple brochures and other multi-media as appropriate, will be prepared (in Swahili) on important topics such as the procedures for issuing CCROs.		

Village and District Authorities

This will include men and women members of village land tenure institutions as well as key staff from the District, including the District Land Officer. Village authority participants will be grouped according to wards. Modules for training and their purpose are listed in **Table 13.**

Table 13: Village and District Authority Training

#	Training Modules	Purpose of training
1.	Important provisions of the Village Land Act No. 5, Land Act No. 4 and/or any other legislation directly relevant to village-level land rights. Such legislation include the Land Use Planning Act 2007; National Environmental Management Act 2004, Local Government (District Authorities) Act 1982; Forest Act 2002, Mining Act 2010, Water Utilisation Act	Village leaders and district officials will be educated on the land rights of the villagers as provided for in the land laws; and to know the provisions of other laws that affect land use planning such as the Land Use Planning Act 2007 and the Environmental Management Act 2004 that have an impact on the land rights of villagers. This training will also elucidate the set-up and the powers of various village land authorities such as the Village Assembly (a meeting of all villagers above 18), Village Council, and the Village Land Council and the Village Adjudication Committee, and therefore enable them to execute their duties properly and in the interests of villagers.
2.	The process and procedures of obtaining a VLC, developing a VLUP, and obtaining a CCRO;	Village Land Authorities and district Authorities will be taken through the process as provided by law, leading to the award of a CCRO, that is: obtaining a village land certificate (VLC) after resolving boundary conflicts between adjacent villages is applicable; having the boundary surveyed; preparation of VLC by District Land Officer (DLO); signing and sealing of VLC by village leaders; District Land Officer sends the VLC to Commissioner for Lands for signing; VLC then sent to District Land Officer for registration and delivery to village leaders. Development of the VLUP will require some consultation and work to ensure a quality plan that is acceptable to all will be produced. Village land authorities understand the importance of the VLC which then allows villagers to get CCROs after land adjudication. The CCRO affirms customary occupation and use of land by owners; is issued in prescribed form signed by the Village Chairperson, VEO and the owner; -signed and sealed by the District land Officer; and is registered in the village land registry and in the district registry.
3.	Women's land rights, including the importance of co-ownerships or individual titling. Land rights for other vulnerable groups will also be addressed.	The aim of this training is to raise awareness of village land authorities, to fully understand the provisions in the law that prohibit discrimination against women, that override customary norms; and that also provide for affirmative action in the representation of women on village land governance

#	Training Modules	Purpose of training
		bodies. These initiatives will then be followed up by the LTA with affirmative actions through women's participations, clarifying their right in land through the claims process and ensuring full inclusiveness. Village land authorities and district land authorities will be introduced to the concept of vulnerability with regard to property rights for those who hold secondary rights including women, the youth, tenants, migrants and pastoralists and ways of minimising this vulnerability including co-titling (men and women), contracts (tenants); issues related to inheritance (a will for example); and both farmers and pastoralists respecting each other rights in land. The latter may be partly addressed through inclusive VLUPs.
4.	Methods of determining optimal land use including the potential of mobile applications such as LandPKS	This is meant to elucidate to the village and district land authorities in ways by which they can assist the villagers to realise the highest potential from their land. Physical features of the land including fertility are key attributes and these may be taken into account when developing a Village Land Use Management Plan. Land Potential Knowledge Systems are meant to help governments, farmers and pastoralists to have greater access to local and scientific knowledge from all over the world that is relevant to specific types of land.
5.	Land Valuation Methods.	To introduce villagers to market and non-market methods of valuing land and developments on land for economic purposes such as using land as collateral for a loan, negotiating with potential investors (eg in such cases as land for equity); selling, buying or renting out the land; and also to be in position to defend their interest in the case of compulsory acquisition, or imposition of land rent or other charges.
6.	Record Keeping	The purpose of this training is to impress upon both village land authorities as well as district land authorities of the importance of keeping land records and of alerting them on the legal provisions requiring them to do so, and how to do so. The Village Council is required to establish a Village Land Register to keep all land records (boundary, communal, reserve land and individuals' lands details) and the Village Executive Officer is made the Village Land Officer, in charge of the Register. The District Land Officer (the Authorised Officer) is required to register VLCs as well as CCROs and inform the Commissioner for Lands.
7.	Negotiation Skills and vetting investors	The purpose of this module will be to introduce villagers to basic skills of negotiation especially when it comes to defending or promoting their interests in land rights. Villagers will be introduced to understanding what negotiation is, the phases and tools of negotiation and ways of building a win win situation. This is necessary because villages, individually or as a community may find themselves having to negotiate with government officials, internal and external investors, financiers, land seekers, traders, or fellow villagers; and clearly need to have some basics of negotiation skills.
8.	Where appropriate, various contract models which may be presented from investors interested in contract farming arrangements, out-grower	This training is meant to create awareness among village and district authorities on the various approach by which they can engage potential investors in land; and the powers and limitations that they have to do this. This will lead to the

#	Training Modules	Purpose of training
	schemes, or lease agreements;	avoidance of land grabbing, as the goal will be to reach a win-win situation. Models include land leasing, contract farming arrangements, out grower schemes and land for equity schemes. The aim is to secure an ongoing stream of benefits for local communities who have relinquished land for agricultural investment reflecting an adequate level of compensation for the loss of that land.
9.	Good governance and the ability to effectively form and follow by-laws;	The purpose of this module is to introduce village and district land authorities to principles of good governance in general and good land governance in particular. Characteristics of good governance include: accountability, transparency, adherence to rule of law, responsiveness, equitability and inclusiveness, effectiveness and efficiency, participatory, decentralisation, consensus oriented and consideration of wider outcomes of decisions. This will help them to ensure that the move to secure villagers' land rights through the issuing of CCROs is owned by the villagers, and is conducted for their benefit and in an efficient and equitable manner.
10.	Dispute resolution techniques (specifically targeted at Village Land Tribunals and the District Land and Housing Tribunals)	This training will get the relevant officials through the provisions of the land dispute resolution law (Courts (Land Dispute Settlement) Act 2002) including the set up: Village Land Council, Ward Tribunal, District Land and Housing Tribunal; an up to the court of appeal. Weaknesses in the existing set up and performance will be discussed so as to contemplate remedial action. The mediation role of the Village Land Council will be emphasized as will be the Alternative Dispute Resolution (ADRs) approaches. The latter include negotiation, arbitration and mediation.
11.	Agriculture-based business, financial and income diversification skills	With secured land rights, villagers are expected to invest more in their land especially for improved agricultural productivity. This entails moving slowly from subsistence agriculture to modern business transactions. Village and District land authorities need to be introduced to business, financial and income diversification skills including basic book keeping to assist villagers reap benefits from their land.

Additional Comments:
Though similar comments as made in **Table 12** apply, however the need for replicable systems on a large scale is less relevant to District Authorities.

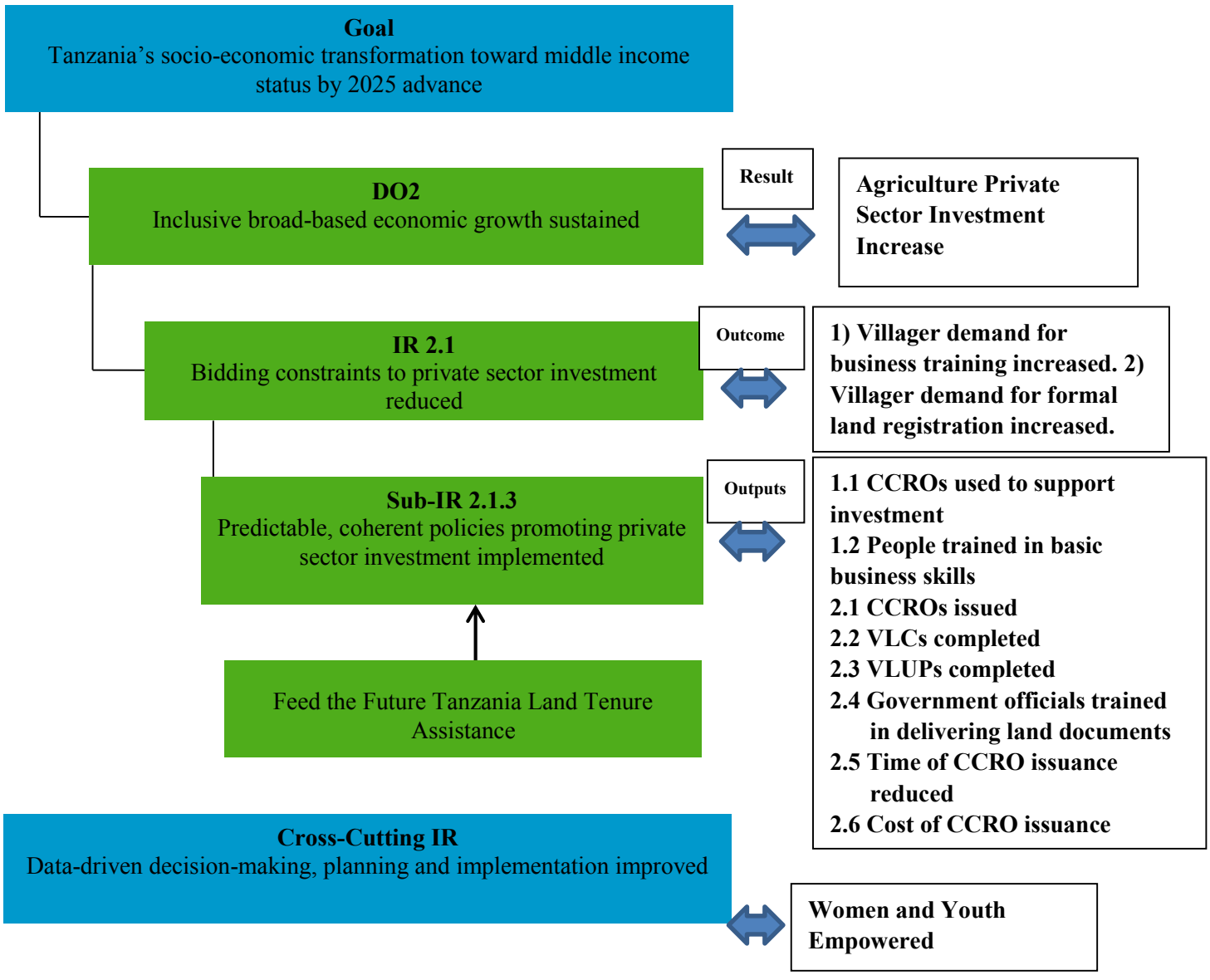
The team of educators will include capacity building experts on the team, and knowledgeable people in land rights, land use planning, land surveying sourced from such institutions as the National Land Use Planning Commission; from MKURABITA and from NGOs such as HAKIARDHI, MVIWATA and others. Specialists in Land Valuation, negotiation skills, agricultural business and related skills, and mobile apps for improved productivity from land will be called on to provide the training.

3.3 MONITORING AND EVALUATION PLANNING

3.3.1 OVERVIEW

Feed the Future (FTF) Tanzania LTA will contribute to the achievement of USAID/ Tanzania's Country Development Cooperation Strategy (CDCS), in particular through Development Objective 2.

Figure 1 LTA within USAID/Tanzania CDCS



Tanzania LTA also contributes to the objectives of the Feed the Future Initiative and the Strengthening Tenure and Resource Rights (STARR) IDIQ.

The LTA is committed close collaboration between the USAID/Tanzania Monitoring and Evaluation Officer and the LTA COR to ensure that all data collection, reporting and analysis capture LTA's "results that matter", conform to USAID reporting requirements, and assist

USAID/Tanzania in highlighting achievements towards a complex set of overlapping objectives.

While conforming to USAID/Tanzania's Performance Management Plan (PMP) and Monitoring and Evaluation Plan for Development Objective 2, the LTA M&E Plan will incorporate additional indicators to capture results that contribute to Objective 1 and Objective 3, to Feed the Future, and to the STARR IQC.

Indicators will be selected in collaboration with USAID and final indicators, baselines and targets will require USAID approval.

The LTA will also be subject to an indpendent third-party Impact Evaluation (See **Section 1.4.1** village selection procedures). The LTA will work to ensure LTA project design and implementation work supports the requirements for this. The LTA COP and Monitoring and Evaluation Specialist will provide accurate, and timely information as needed by the Impact Evaluation team. To this end the LTA Activity Level M&E Plan will:

- Define specific performance indicators at the 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 verification methods to meet USAID quality standards;
- Incorporate relevant data collection requirements into activities to meet both USAID reporting obligations and management information needs; and
- Plan potential related evaluative work to supplement Annual Report indicator data.

Using the M&E Plan to sufficiently document indicator definitions, sources, and methods and frequency of data collection increases the likelihood that comparable data will be collected over time. The M&E Plan supports reliable data collection by documenting the frequency and schedule of data collection and assigning responsibilities to designations within the program rather than specific individuals.

3.3.2 LTA MONITORING AND EVALUATION PLAN (M&EP)

The LTA Monitoring and Evaluation Plan (M&E Plan) is designed for use by the LTA management team, LTA partners, and USAID to assess and report progress towards achieving the activity objectives. The purpose of this activity level M&E plan is to:

- Provide the USAID LTA COR and LTA managers (COP and senior technical staff) with key evidence for activity level management and decision-making through Monitoring, Learning and Adapting;
- Measure progress toward activity level objectives and targets; and
- Ensure that LTA provides necessary, high quality, data to USAID/Tanzania in order to assess program progress at the project and CDCS level, and to report achievements through reporting on USAID Washington and USG whole of government requirements.

Key Principles

The following key principles will drive the development of activity level M&E planning, as follows:

Reflect the Requirements Outlined in the Task Order and the STARR IDIQ. 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. Discussion with USAID will identify the Task Order illustrative indicators most important to retain. Similarly, STARR IDIQ required indicators will be considered for inclusion.

Reflect USAID's M&E Needs. USAID/Tanzania's PMP, DO 2 M&E Plan, and the Project Level PAD Monitoring Evaluation and Learning Plan (if available) represent the foundation for activity level M&E planning. The LTA team will work with the COR to ensure that the LTA M&E Plan delivers data that can be easily and directly reported within the USAID/Tanzania, USAID Washington, and USG whole of government reporting systems. 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". LTA will work with the USAID Monitoring and Evaluation Officer and LTA COR to develop an M&E Plan that is both sufficient and streamlined.

Focus on empowering women and youth. The theme of USAID/Tanzania's CDCS underlies all programming, and is vital to the success of LTA. Starting with the Gender and Youth indicators outlined in DAI's Technical Proposal, DAI will work with the COR to select custom indicators and to define the disaggregation of all relevant LTA indicators. Impacts on women and youth will be monitored and reported comprehensively and accurately, allowing learning and adaptation of program interventions to maximize empowerment of women and youth.

Focus on building an effective system. M&E plan development is about creating operational systems that ensure data quality. Clear indicator definitions, streamlined data collection systems, explicit staff responsibilities, and regular data quality verification will allow LTA to confidently report results with accurate and timely data.

3.3.1 THEORY OF CHANGE AND RESULTS FRAMEWORK

The LTA Theory of Change and Results Framework will be developed in collaboration with USAID/Tanzania. Indicators will be selected at the output, outcome and impact level. The LTA Results Framework will organize those indicators according to the Goal, Purpose, Intermediate Result and Sub-Intermediate Result described in the USAID Development Objective 2 M&E Plan.

3.3.2 INDICATORS

Selecting indicators that best enable effective and accurate monitoring, assessing and reporting on the achievement of activity level outputs and outcomes is a critical element of the M&E plan. Indicators must not only meet USAID's data quality standards, but should provide meaningful data for management purposes and be aligned with USAID/Tanzania, USAID, and USG reporting requirements. The Task Order for the M&E Plan requires integrated tracking of performance indicators that incorporates outputs and outcomes for each program activity. Illustrative indicators are provided for each activity, for which tracking is required on a quarterly basis. Some scope is allowed for the LTA to make provision for

additional output indicators as required, in order to ensure the intended impacts are occurring across the range of different stakeholders.

Indicators will be selected from the Task Order, the STARR IQC, USAID/Tanzania PMP and Development Objective 2 M&E Plan, and USAID EG/FTF indicators. Output and outcome indicators will be included for each program activity, and impact indicators will be selected for the Goal and Purpose levels of the Results Framework. Baselines and targets will be selected in accordance with the Task Order requirements and in collaboration with USAID.

The LTA will prepare a Performance Indicator Matrix (PIM) that will provide an overview of all the indicators. The PIM will include the following details:

1.	**Indicator Number** - Simple number assigned for the LTA project for ease of reference
2.	**Indicator Name** - The indicator name as indicated on the Performance Indicator Reference Sheet (PIRS)
3.	**Level of Indicator** - Impact, Outcome or Output
4.	**Origin** - Where did the indicator come from: the Task Order (contractual), the STARR IDIQ (contractual), the proposal (not contractual) or from the EG or FTF targets requested by USAID
5.	**F indicator / Custom** – If applicable, provides the F indicator number reference
6.	**Definition** - for all cases where there is guidance from USAID regarding indicator definitions this guidance will be used. So F indicators include the F guidance and WASH and FTF indicators include the guidance from those documents provided by USAID. This ensures that LTA is compliant with USAID where necessary from the beginning
7.	**Unit of measure** - Specifies the unit that will be used to measure the indicator
8.	**Disaggregation** - Specifies the disaggregations that LTA will collect and maintain for all relevant indicators
9.	**Data Document Source** - What document will be used to collect data. This is different from the source of the data which will be on the PIRS
10.	**Data Collection Method** - Outlines processes and instruments for collection
11.	**Reporting Frequency** - How often will the indicator be reported
12.	**Individual Responsible** – The front line staff who will collect the data and input into the data management system (the M&E Specialist will have ultimate responsibility for ensuring all data is collected and subject to data quality verification)

The illustrative indicators have been put into a preliminary comments table provided as **Annex 2** preliminary table for activities 1 and 2.

4. DETAILED WORK PLANNING

4.1 OVERVIEW AND TARGETS

The original contract specifications provide for at least 41 villages to be regularised, using MAST, over the 48 months of the contract. With an average parcel number of 1300 parcel per

village this would be 50-55,000 parcels or 15,000 per project year. Under current procedures, even with MAST, these rates will be difficult to achieve. Increasing work rates and reducing costs of operations is the primary objective.

To increase work rates, successful implementation of streamlined procedures and improvements are required, including to the workings of MAST and TRUST described in this report. TRUST must be fully able to batch produce adjudication forms and CCROs to conclusion and final issuance at production rates never before achieved in the target Districts. At the same time provision must be made for ongoing transactions and maintenance of the registry.

This detailed work plan makes provision/allowance for procedural development, MAST amendments and trust in year 1 to enable these objectives to be realised, prior to rolling out and scaling up in year 2. At the same time a start must be made on fieldwork concurrent with these developments to test and hone procedures and to ensure systems can deliver.

The importance of this early design and testing work cannot be over emphasised – even more so given that actual numbers of parcels and levels of difficulty can only be estimated at this stage based on the demographics from the selected villages. Whilst criteria have been suggested for village selections (**Section 1.4.1**) only when field reconnaissance is completed can reasonable targets be set, depending on the selections made, the estimated number of parcels and the likely time required to complete each village. In the interim parcel numbers are based on an average of 4 parcels per household.

Though the overall strategies and methodologies set out in this work plan are not dependent on village selections the realisation of viable contractual targets will be – as this relates to the anticipated/projected number of parcels rather than the actual number of villages.

This work programme is submitted on the basis that these village and related parcel targets are fully understood and clear in the contract amendment/clarifications proposed following the cancellation of the Kilombero villages (**Section 1.4.1**).

Since a key part of the LTA work in year 1 is to find scalable systems with streamlined and more productive work rates - the targets to be set under a revised contract are partly dependent on what can be achieved, and the outcomes of design and development work in year 1. This is not a new situation. Almost all major land registration projects have been preceded by field trials and testing – subsequent planning and costing for the remaining period of the projects is determined and set by the results and outcomes of these trials. A similar approach is adopted in the work plan presented here.

This is the rationale for the project to undertake fieldwork in (achievable) six villages in the calendar year to ensure work rates, costs, potential for scalability and sustainability can be properly projected in different tenure settings. This would leave an outstanding number of at least 35 villages.

Given these caveats timelines presented here can only be provisional. As stated above and in **Section 2.2** in particular, the village selections, the approach taken requires concurrent review, design and planning, running alongside progress in six selected villages. It is therefore advocated that an early start is made on the fieldwork.

General features of the proposed programme include the following;

- Village selections in March and April are a key factor in determining geographic operations – whether VLUP are completed, distance, access and level of difficulty (complex parcel configurations, incidence of disputes, urban/peri-urban/incidence of investment etc) of the selected villages will be key criteria to be considered.
- The work plan allows for a start on fieldwork in April 2016. Procedural observations will be made in the MAST Pilots in Kitayawa village to enable all system and procedural issues from the lessons learned in the field trails to be identified and resolved quickly as possible and to provide a platform for design.
- Since the first year has a strong review and design component for all tasks and sub-tasks the proposal is the LTA works in six villages in 2016 to prepare plans for scaling up further in 2017 – provisionally up to 15 villages will be planned for 2017 (parcel numbers will need to be estimated).
- General season and cropping activities are scheduled under **Tasks 1** and **2** and provide an indication when some LTA field activities (between October and mid-March) will be limited with regard to obtaining maximum attendance at public meetings when farmers are busy with land preparation or harvest.

Actual contractual targets with regard to the number of villages and parcels need to be set against all these considerations. Options/recommendations to consider would include;

- Test scalable options following completion of review and design and in the six villages in 2016 field season – review selection procedures in the light of work rates and establish new targets for years 2-4 based on progress of this work;
- Identify all target villages using set criteria in known locations and proceed with review and design initially in the six villages, extending to other named villages in year 2-4. The risk here is that work rates established in year 1 might be inconsistent with targets in years 2-4.

The recommended option in this report is to follow the model of honing procedures, establishing low cost work rates in the first year and then target all other villages with more precise work rates and costs for years 2-4.

4.2 ACTIVITY – TASKS AND SUB-TASKS

The following sections set out the requirements for each of the activities in

Activities 1 and 2 are the larger of the tasks and are the primary focus of the inception work. Work programming is in line with the both the activities and methodologies described in **Section 2**. The summary gantt chart (**Figure 3**) gives the main activities. This section provides a full work breakdown structure in terms of the sequence of numbered tasks as they relate to procedural and technical requirements at District and Village levels.

Timelines and milestones commence with contract signature, through start up, leading to inception and commencement of Activities 1 and 2 (**Tasks 4 and 5**). Significant milestones are summarised in **Table 14.** Staff names are appended to each task bar as appropriate though precise days inputs are given in **Table 15**.

Cross cutting capacity building, training, gender and youth related issues are implicit in the work programme through learning by doing in Activities 1 and 2. Nevertheless, strategies for capacity development and or building are proposed under Activity 2 (**Task 5**).

Support material for activities such as public outreach, are already available from the Government of the United Republic of Tanzania; CBOs, CSOs and NGOs. For this reason, review and design has been included for several related activities. A number of statements/comments regarding requirements to prepare standard approaches, modules, guides and related documents have been received by the LTA; timelines have been established to do this for all aspects of the LTA project, including operational reviews and design amendments to MAST.

Task and sub-task summaries are presented below.

Under Activity 1 (Task 4)
Review and Design aspects and are interrelated including;

Sub task 4.1 Detailed Needs Assessment for Village Land Administration at the District Level
Initial tasks will be an overview of village land administration in Iringa and current geographic priorities. This will include a detailed review of villages and priorities and selection of target villages. In addition the needs assessment will include:

- Village selections and village reconnaissance and confirmation of existence of VLC and VLUP as they support the CCROs issuance process.
- Current work programmes and ambitions
- All current data, maps and records
- Data on current procedures and resources
- Staff training and training needs assessments (see also Activity 2)
- Understandings of use of MAST
- Equipment and Resources

At this stage in the project cycle, selection of the villages will be key with a focus on those already surveyed by the Government. A Village cannot issue CCROs if it has not been surveyed and VLC issued by the Commissioner for Lands. An allowance has been made in the programme for up to one month of discussions and fieldwork reconnaissance in order to prepare a more detailed field schedule. The deadline set for finalising the list is early – mid April (see gantt chart). This timeline will also allow the team to make a visit to Mbeya District so as to engage on the extension of the project to the Region.

At the time of drafting of this report, it is unclear how much data is currently held in both districts to enable detailed planning and field strategies. Some may be available centrally. Additional work will be done on data compilation post inception.

Sub-Task 4.2 Comprehensive Review of Land Administration Procedures and Design
As stated in **Section 3** above, this sub-task takes a holistic approach to systems and procedures as a pre-requisite to the field programme to assess current designs/practice and prepare proposals for change and improvement. This is also an essential pre-requisite to MAST and TRUST development in evaluating options for scaling up/rolling out. This work will involve;

- Comparative analysis of procedures and CCRO procedures under the MAST trials
- Identification of bottlenecks and opportunities to streamline/shorten procedures to reduce time and cost
- Ongoing procedural consultations/discussions with District Land Administration staff
- Development of step by step integrated procedural manuals and a review of document templates
- Drafting procedures manuals concurrent with fieldwork
- Review of field progress and ongoing improvements to manuals and procedures with District staff.

Sub Task 4.3 Outreach Public Information and Training

Tasks here overlap with those in capacity building and education under Activity 2. The sequencing and methods used methods used during the MAST trials have been reviewed and discussed with the MAST trial field staff. Whilst materials and methods exist for dissemination and extension these will need to be reviewed with regard to the time required and replicability. The range of tasks here is considerable – informational/educational (aspects of rights, the law etc), advisory and instructional/procedural. Specific training (such as that provided to trusted intermediaries) will also be required. More precise requirements on material is provided under Activity 2 (**Section 3** Detailed Methodologies). This sub-task will include but not be limited to

- Review/Compile existing Outreach Public information and field training materials - District and National to find the optimum designs for development for the purposes of the LTA
- Prepare specific designs for design outreach programme for target villages, this will include a range of innovative methods for dissemination of information
- Compiled Outreach Packages and Training Modules
- Design and produce media materials specific to the tasks

Sub Task 4.4 MAST/Trust Review, Design and Development

The following list of tasks is designed to make further improvements to MAST application and introduce TRUST concept enabling district offices to maintain captured and adjudicated records. It will allow automating key land right transactions, applicable to customary right of occupancy.

As stated in **Section 3.1.3** given the copyright issue three options are open to the LTA. If the LTA is given the up-to-date source code modifications as per the list in **Table 11** the LTA will commence immediately to modify the existing code (under Option 1) with a view to introduction within two months. This modified version will also link to TRUST.

If the latest source code is not received the LTA will develop a 'new' version of MAST – designed to be linked to TRUST. This is the preferred option (Option 2) that has been planned for in the Gantt chart.

In term of time, Option 2 will take at least 2 months longer to prepare than Option 1 and will have cost consequences. However this will present the opportunity for a more integrated package linking with TRUST.

<u>NEW MAST/TRUST Detailed specifications</u>

The technical review task was carried out during the period Jan 26th – Feb 5th and involved an initial assessment of MAST and how it has been applied. The functionality of MAST was reviewed and recommendations made for MAST/TRUST implementation. Preliminary plan for development of MAST/TRUST was also proposed.

Following the initial assessment, LTA ICT specialist visited Iringa in March 17th 2016 to complete a detailed review of MAST application, meet with stakeholders and compile technical specifications for TRUST implementation as well as review recommended improvements of MAST.

The following tasks were carried out:

- Technical MAST review and options for further development
- Detailed Requirements Specification
- Finalize Technical options

Main outputs:

- MAST Initial needs assessment
- Detailed technical specifications for MAST/TRUST
- Detailed work plan for development of MAST/TRUST

NEW MAST development

Based on the received experience during the pilot trial of MAST, the new version will be developed to address discovered issues. After 3 months a new version will be available for pilot testing and following the pilot period it will be run into production. Prior to the production phase, intensive user training will be carried out for all field teams. Various issues discovered during the training and piloting stage will be addressed in a timely manner to reach final acceptance. Together with the new version, system documentation will be prepared and include user guide, administrator guide, and technical description.

The following tasks set out key activities for development of a new version of the MAST application as scheduled between April – August 2016 for Option 2:

- Development of new version
- Preparing User/Technical/Administrator documentation for new version
- Introduction of new version
- User training for new version
- Piloting new version and fixing discovered issues
- Internal acceptance of new version and run to production

Main outputs:

- New version of MAST application installed and operational on all devices
- User guide
- Administrator guide
- Technical description of the system
- Trainings delivered to the field teams

TRUST Development

Following completion of the new version of MAST, TRUST application will be further developed and introduced between August – October 2016. The TRUST application will be land registration software, supporting various transactions with customary land rights. It will allow further maintenance and management of the adjudicated rights, in addition to new systematic and sporadic registrations. The design will be linked to ILMIS and the LTA team will maintain checks on the progress of the World Bank in development of the ILMIS system.

The same key stages for TRUST development and introduction will apply as with the development of the new version of MAST. Following development stage, TRUST will be introduced on the district server and user training carried out for the district staff. After the training, pilot exploitation will be run for the next 2 weeks. Before accepting the system and running into production, all issues discovered during the training and piloting stages will be addressed. System documentation will be prepared for users, administrators and developers.

The following tasks will be carried out:

- Development of TRUST version 1
- Preparing User/Technical/Administrator documentation
- Introduction
- User training
- Piloting and fixing discovered issues
- Internal acceptance and run into production

Main outputs:

- TRUST application is operational in the district office
- User guide
- Administrator guide
- Technical description of the system
- Trainings delivered to the district staff

MAST/TRUST Operational Support

MAST/TRUST operational support tasks are concerned with the on-going support and scaling up of the application under operational conditions. A local IT/Support person will be trained in providing on-site support and manage help desk, user support. An expansion of the new version of MAST will be started in the beginning of August 2016, backed up with appropriate support.

The following tasks will be carried out:

- Operational support initiated
- Commence large scale MAST/TRUST usage

Main outputs:

- Operational system in use
- Help desk and user support initiated

MAST/TRUST Review

MAST/TRUST review is concerned with a detailed performance assessment of operations carried out by LTA and user representatives. Based on this, a set of modifications / upgrades will be agreed and described in the new specification for MAST/TRUST improvements. This task is scheduled for the end of the year, considering all systems are in place and operational. From our experience first versions always get a list of improvements, which are requested by the end users. It's not expected to have a major upgrade of developed products, but certain modifications will be required.

The following tasks will be carried out:

- Review
- Preparation of technical specifications for version 2

Main outputs:

- Detailed review of the using MAST/TRUST
- Technical specification for version 2 of MAST/TRUST

Sub-Task 4.5 Field Tasks and Schedules

This covers the main field tasks under Activity 1. As the LTA completes more detailed needs assessment, reviews and designs it is intended to commence field tasks following the priorities established under the village selections task. It is anticipated that the work will commence for 6 villages in the first season starting from April – September, 2016. Field tasks include

- In field village and district procedural design modifications
- Confirm status of the existence of VLC and VLUP in the 6 target villages
- Establish and ensure effective engagement of women's groups in the statutory village committees during the process in the target villages
- Deliver training, outreach and public awareness programmes according to schedule of villages (TBD) according to District agreed schedules
- Roll out VLUP models and CCRO issuance procedures for the 5 villages
- MAST Version 1 applied in the field initially leading to introduction of MAST Version 2 (mapping and demarcation).
- Ensure preparation of VLUP in the villages where they do not exist but are vital for village land administration. Establish and register VLUPs (using Land-PKS where possible)
- Initial upgrade of district registry with TRUST software and training
- Adopt the methods and sustainable systems for maintaining registers (district and village) with proposals for improvements.

<u>Under Activity 2 - Education and Capacity Building (Task 5)</u>

As stated in **Section 3**, the requirements of Activity 2 are cross cutting and therefore difficult to attach specific timelines and milestones. Section 3 details the requirements and modules required to cover all issues related to land administration. This is a large amount of material and there will need to be some work done on creating modules and replicable packages that can be delivered by extensionist and local CBOs alike.

Under Activity 2 (**Task 5**), provision is made for a Senior Reviewer to work with the Public Outreach Specialist on collecting the base information, identifying the requirements and

designing and testing simple replicable models. The intention is to develop a programme of training of trainers to disseminate information rather than use a limited number of specialists.

For this reason the main tasks under this activity, which overlap with outreach initiatives under Activity 1, will be review, design and test/deliver during ongoing work in the first of the six villages. These tasks will focus more on public education/advisory than the instructional outreach that must precede the land regularisation process.

The key tasks will involve:

- Detailed training needs assessment (TNA) and to identify potential trainers
- Review of materials in current use and recommendations for additional design
- Development of simple replicable training modules for roll out – this would include any special requirements for ensuring gender equity
- Roll out of training modules; by year 2 there is a requirement to have all public outreach material in such a form that it can be readily and quickly applied in villages and communities.

Field schedules sub tasks include;

- Testing and evaluation of outreach and extension methods for public education
- Evaluation of methods/special measures to be used for reaching women's groups
- Complete a review and strategy for roll out

These will overlap with developments on public outreach as fieldwork progress.

4.3 KEY MILESTONES

Milestones mark key strategy, report documents and stakeholder workshops and are tabulated in **Table 14**.

Table 14: Key Technical Milestones – Workshops and Reports 2016.

Task ID	Report/Workshop	Date Due
3.1	Contract Signature	12/06/2015
3.2.1.4	COP Arrival	1/11/2016
3.2.1.5	Kick Off Workshop	1/28/2016
3.2.2.9	***Draft Inception Report***	2/25/2016
3.2.2.10	***Final Inception***	3/7/2016
3.2.2.11	1st Local District Stakeholder Workshop – Inception and Village Selection and Methods Briefings	4/7/2016
4.1.5	Village List Finalisation	4/11/2016
3.2.3	***Gender and Vulnerable Groups Strategy***	5/30/2016
3.2.4	***Communications and Outreach Strategy***	5/30/2016
4.4.2.4	Internal Acceptance of MAST 2 Operational	7/11/2016
6.3	***M&E Plan***	***7/29/2016***
4.4.4.3	Final Acceptance of MAST 2	11/1/2016
4.2.5	First Draft Procedures Manual	7/4/2016

4.2.7	Second Draft Procedures Manual	9/5/2016
5.2.6	Comprehensive Training Manual for Outreach	1/11/2016
7.3	***Annual Sustainability Work Plan***	12/5/2016
Monthly and Bi-Annual Reports		
7.2	*Quarterly Report 1*	Not required
7.2	*Quarterly Report 2*	5/1/2016
7.4	*Bi-annual Donor Report*	7/4/2016
7.2	*Quarterly Report 3*	8/1/2016
7.2	*Quarterly Report 4 – Annual Report*	11/1/2016
7.3	*Sustainability Work Plan*	11/30/2016
7.4	*Bi-annual Donor Report*	1/4/2017

4.4 STAFF DEPLOYMENTS

The LTA has a highly qualified, experienced and strong team of national and international staff, all with the field implementation experience to drive these tasks. The COP and DCOP all have considerable field experience and have a hands on management approach. Three full time field staff are proposed to support assist and provide backup training to District Land Office Staff. One, a senior public outreach specialist is supported by two field assistants and short and medium term specialists.

Conventionally, counterpart arrangements local/client staff are specified. These details have still to be assessed with District Executive Director's Office through the District Land Offices.

Named team members are summarised in **Table 15** below with their appointed tasks/sub tasks Names are also given against tasks and sub-task on the gantt charts (**Figure 6**). All of team members will be based in Iringa and will make frequent visits to the field.

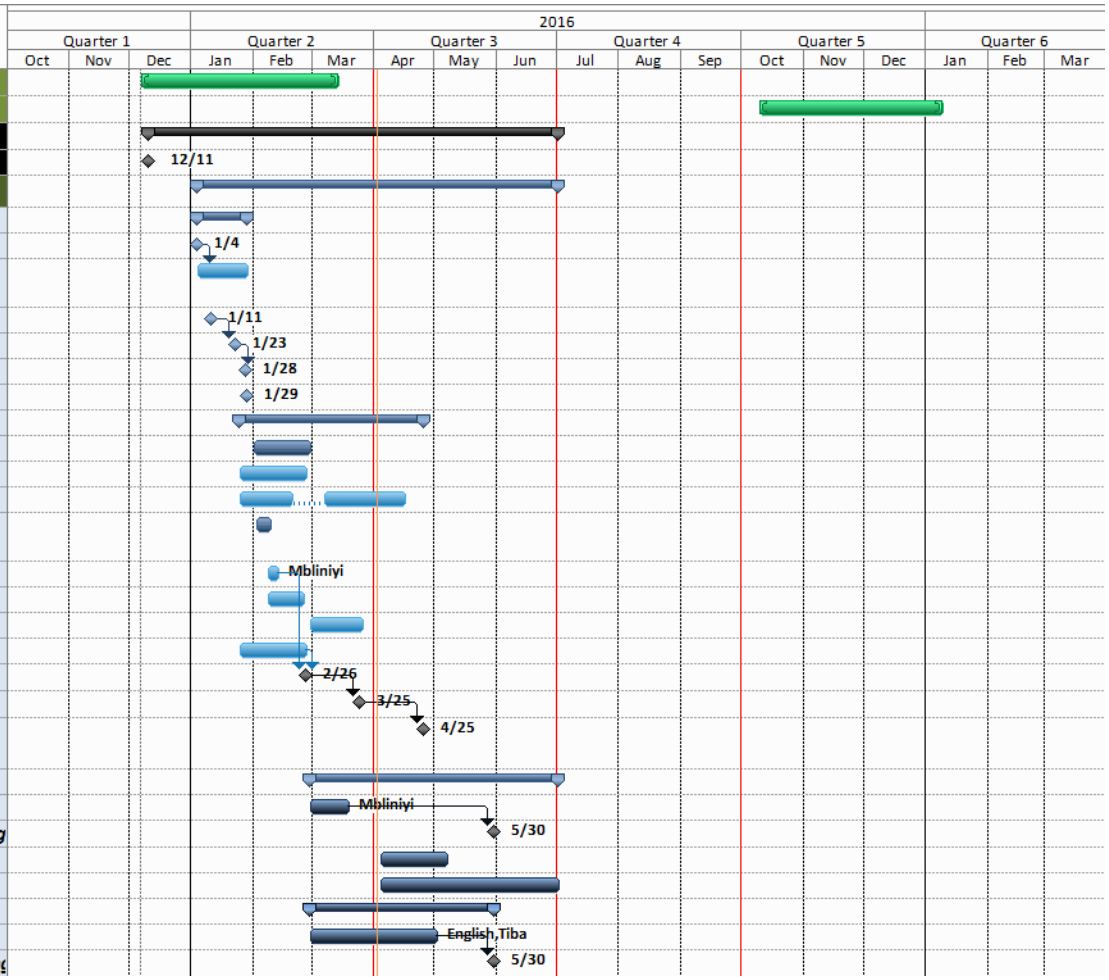
Table 15: Proposed 2016 Staff Deployments

Inception Report Inputs	Task ID *(See gantt chart Fig)*	Staff Name Nat/Int	Term	Summary of Tasks	Timing	Days
Land Administration Design and Development best Practice, incorporation of MAST and TRUST	*4.1.1 - 4.1.2* *4.1.6* *4.2.2 - 4.2.4* *4.4.4.1* *4.5.10* *5.2.6*	*Mr Clive English, Chief of Party, Land Tenure and Land Regularisation Specialist (Int)*	LTTA	Working closely with client agencies at village and District levels. Overseeing/coordinating all the work and team technically.	Full Time Jan 23rd – Sept 2016	252
Land Administration Procedures Tanzania	*4.1.1 – 4.1.3* *4.1.4* *4.1.6* *4.2.1- 4.2.4* *4.4.2.3* *4.4.3.1* *4.4.4.1* *4.5.1 - 4.5.2* *4.5.5 - 4.5.6* *4.5.8* *4.5.10* *5.2.6*	*Dr r Alphonce Tiba, Land Administration Specialist (Nat), Deputy Chief of Party*	LTTA	Working with DLO team focussing mainly on the technical land administration and procedural aspects, overseeing implementation activities.	Full time 1st Mar – Sept 2016	215
MAST/TRUST Development	*4.4.1.1* *4.4.1.2* *4.4.1.3*	*Dr Richard Baldwin, Land Administration and Systems Development (Int)*	STTA	Short term technical oversight, focussing mainly on MAST/TRUST issues. Will work closely with the land administration team.	26th Jan – 4th Feb 2016	10
MAST/TRUST Development	*4.4.1.2 -4.4.1.3* *4.4.2.1-4.4.2.3* *4.4.4.2* *4.5.8*	*Alexander Solovov GIS/IT Specialist*	STTA	MAST/TRUST development/improvement in line with agreed procedural framework.	Two inputs 17th March -	33

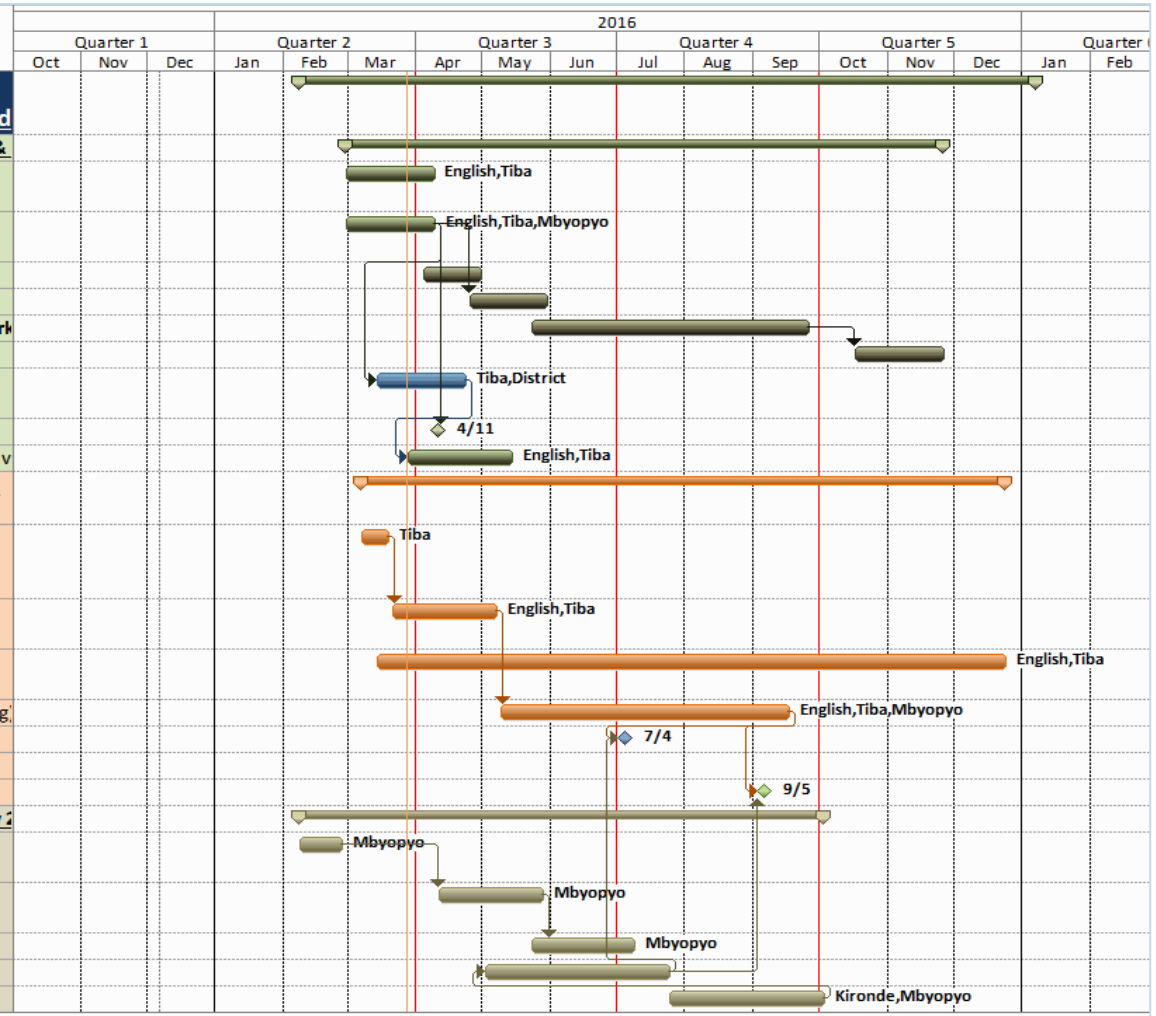
Inception Report Inputs	Task ID *(See gantt chart Fig)*	Staff Name Nat/Int	Term	Summary of Tasks	Timing	Days
Capacity Building	*4.3.5* *5.1.1 - 5.1.2* *5.1.4* *5.2.4 - 5.2.5*	*Dr Lusugga Kironde, Land administration and Capacity Building Specialist (Nat)*	MTTA	Medium term inputs to lead in the development/ design of modular packages for public education on rights and land law.	Two inputs 30 days each April/May and October/November	60
Public Outreach design and methods	*4.1.2* *4.2.4* *4.3.1- 4.3.3* *4.3.5* *4.5.3- 4.5.5* *4.5.9* *5.1.1- 5.1.2* *5.1.4* *5.2.2 - 5.2.3*	*Ms Suma Mbyopyo, Public Awareness, Extension and Gender(Nat)*	LTTA	Support to design of public messages, in-field testing, feedback – covering public education and procedural training. Implementation of gender strategy/approach	Full Time 1st May – 30th Sept 2016	153
Gender and Vulnerable Groups	*4.5.9*	*Dr Marjorie Mbilinyi – Gender and Vulnerable Groups Specialist (nat)*	STTA	Development of gender strategy.		
Field Assistant 1		*TBN*	LTTA	Assist in general training and support to District Land Staff and VEOs as required.	Full Time 1st May – 30th Sept 2016	153
Field Assistant 2		*TBN*	LTTA		Full Time 1st May – 30th Sept 2016	153

Figure 6: Detailed Work Plan LTA, 2016

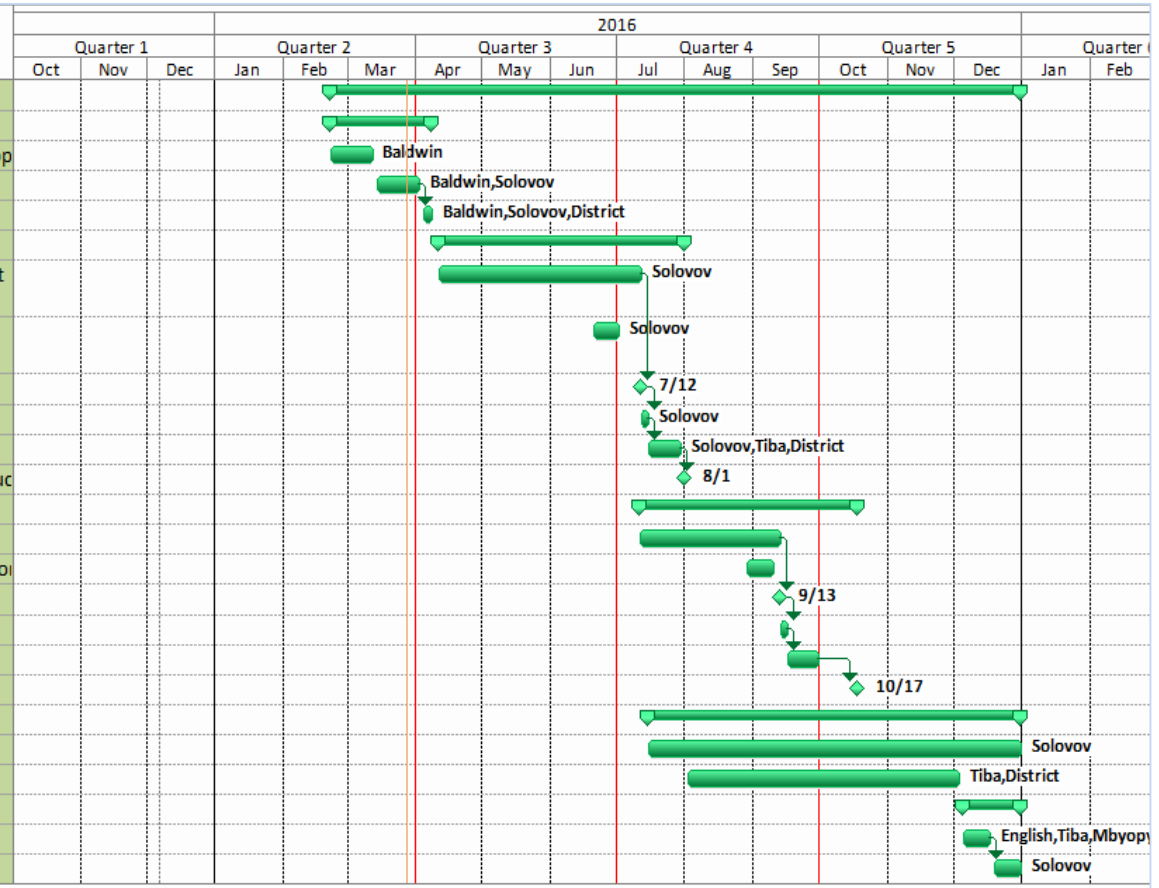
ID	WBS	Task Name
1	1	Season Work Periods Land Prep and Planting
2	2	Season Work Periods Harvest
3	3	YEAR ONE WORKPLAN
4	3.1	Contract Signature
5	3.2	Start up and Inception Period
6	3.2.1	Start Up
7	3.2.1.1	Start up Team Arrive
8	3.2.1.2	Start up team arrive on site - office set-up, office staff recrutiment, baseline village visits
9	3.2.1.3	Acting COP Arrival
10	3.2.1.4	COP Arrival
11	3.2.1.5	Kick Off Workshop
12	3.2.1.6	Impact Evaluation and Technical Meetings - MAST
13	3.2.2	Inception Period
14	3.2.2.1	Confirm Target Districts and Initiate village selections
15	3.2.2.2	Baseline information gathering - village status Iringa
16	3.2.2.3	Develop methodologies for activities
17	3.2.2.4	Summary Communications and Outreach Strategy for Inception
18	3.2.2.5	Baseline gender review for inception
19	3.2.2.6	Provisional Budgets
20	3.2.2.7	M&E Planning
21	3.2.2.8	Inception Report Drafting
22	3.2.2.9	*Draft Inception Report Submission*
23	3.2.2.10	*Final Inception Report Submission*
24	3.2.2.11	*District - Stakeholder Workshop - methods and work programme*
25	3.2.3	Gender and Vulnerable Groups Strategy
26	3.2.3.1	Develop full Gender strategy for mainstreaming
27	3.2.3.2	*Submission of Gender and Vulerable Groups Strateg*
28	3.2.3.3	Ensure strategy embedded
29	3.2.3.4	Dissemination materials prepared
30	3.2.4	Communications and Outreach Strategy
31	3.2.4.1	Develop Full Communication Strategy
32	3.2.4.2	*Submission of Communication and Outreach Strate*



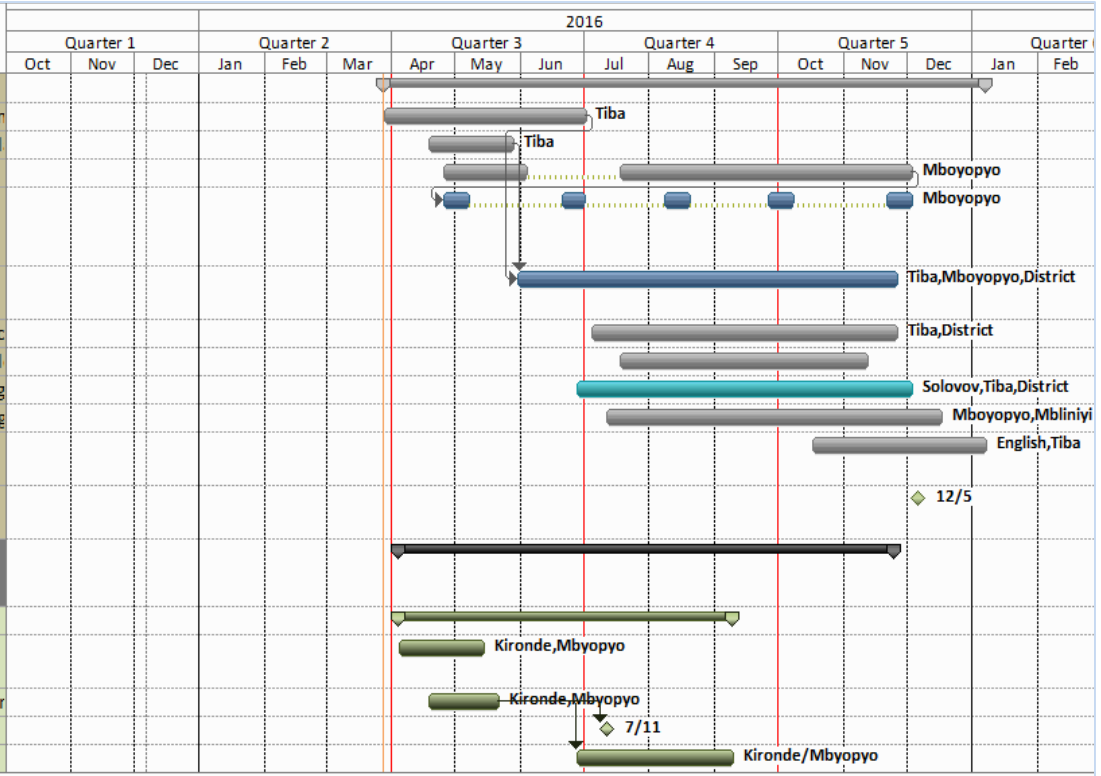
ID	WBS	Task Name
33	4	**Activity One: Assist villages with VLC VLUP and CCRO (Iringa Districts) Design, Development and**
34	4.1	**Needs Assessment and Reconnaissance Land Admin (Dist &**
35	4.1.1	Detailed Needs Assessment for Land Administration -coordination with LGA programmes
36	4.1.2	**Establish Village Priority Lists of Target Villages and Detail field Schedule of Activities/requirements**
37	4.1.3	**Identification of first 6 target villages and field recon**
38	4.1.4	**Image searches and acquisition through USAID**
39	4.1.5	**Development of Impact Assessment Sampling Framework**
40	4.1.6	Final Selection of Target Villages
41	4.1.7	**Detailed data searches, data collection, socio economic and ongoing reviews of target villages**
42	4.1.8	Village Target List Finalised
43	4.1.9	Detailed Assessment of status of VLC and VLUP in target v
44	4.2	**Comprehensive Land Admin Procedural, Review and Design - (inc USAID assisted MAST and current**
45	4.2.1	Review CCRO field procedures USAID Mobile Tech Pilot Programmes MTP (cf with national procedures and procedures applied elsewhere)
46	4.2.2	Procedural Review/Identification of bottlenecks and opportunities to streamline (Villages and Districts)
47	4.2.3	Discussion and meetings with District on Procedural Issues (ongoing)
48	4.2.4	Development of Integrated Procedural Manuals (ongoing
49	4.2.5	First Draft Procedures Manual
50	4.2.6	Consultation with District Land Office (ongoing)
51	4.2.7	***2nd Draft Procedures Manual***
52	4.3	**Outreach Public Information and Training (see also Activity 1**
53	4.3.1	Review Outreach and Training Materials and Methods USAID MTP
54	4.3.2	Review/Compile existing Outreach Public information and field training materials - District and National
55	4.3.3	Design Outreach Programme for Target Villages
56	4.3.4	Compile Outreach Packages and Training Modules
57	4.3.5	Design and produce media materials



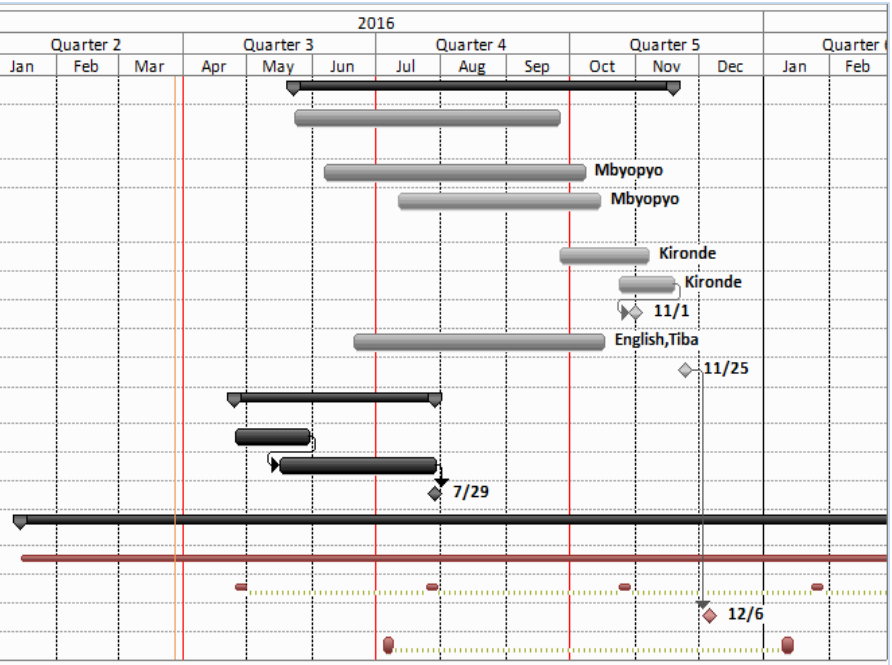
ID	WBS	Task Name
58	**4.4**	**MAST/TRUST Review Development and Design**
59	**4.4.1**	**MAST/TRUST Detailed Specifications**
60	4.4.1.1	Technical MAST review and options for further develop
61	4.4.1.2	Detailed Requirements Specification
62	4.4.1.3	Finalise Technical options
63	**4.4.2**	**MAST Development**
64	4.4.2.1	Development of new MAST version (subject to receipt of up to date code this time will be shorter)
65	4.4.2.2	Preparing User/Technical/Administrator documentation for new version
66	**4.4.2.3**	**Introduction of new version**
67	**4.4.2.4**	User training for new version
68	**4.4.2.5**	Piloting new version and fixing discovered issues
69	**4.4.2.6**	Internal acceptance of new version and run into produc
70	**4.4.3**	**TRUST Development**
71	**4.4.3.1**	Development of TRUST version 1
72	**4.4.3.2**	Preparing User/Technical/Administrator documentatio
73	**4.4.3.3**	**Introduction**
74	**4.4.3.4**	User training
75	**4.4.3.5**	Piloting and fixing discovered issues
76	**4.4.3.6**	**Internal acceptance and run into production**
77	**4.4.4**	**MAST/TRUST Operational Support**
78	4.4.4.1	Operational support initiated
79	4.4.4.2	Commence scaling up MAST/TRUST usage
80	**4.4.5**	**MAST/TRUST Review**
81	4.4.5.1	Review
82	4.4.5.2	Preparation of technical specifications for version 2



ID	WBS	Task Name
83	4.5	**Field Tasks and Schedules (Activity 1)**
84	4.5.1	In field village and district procedural design modification
85	4.5.2	Confirm VLC and VLUP status in the field for all Target Vill
86	4.5.3	Establish women's groups/committees in target villages
87	4.5.4	**Deliver training, outreach and public awareness programmes according to schedule of villages TBD according to schedules developed Task 4.1.2**
88	4.5.5	**Roll out VLUP models and CCRO procedures for 5 villages (Village Locations precise numbers TBD as per output**
89	4.5.6	MAST Version 2 applied in the field (mapping and demarc
90	4.5.7	Establish and register VLUPs (use Land-PKS where possibl
91	4.5.8	Upgrade district registry with TRUST software and training
92	4.5.9	Complete gender and impact analysis on completed villag
93	4.5.10	Establish sustainable systems for maintaining registers (district and village)
94	4.5.11	***Close Activity One Year 1 and report Annual Sustainability Reports***
95	5	**Activity Two: Educate and Build Capacity for village land governance (Iringa)**
96	5.1	**Training Needs Assessment and Strategies**
97	5.1.1	Complete detailed training needs assessment and identify potential trainers
98	5.1.2	Develop Training Modules for Legal and Procedural trainir
99	5.1.3	Summarise Training Strategy for village/district
100	5.1.4	Roll out training modules



ID	WBS	Task Name
101	5.2	**Field Tasks and Schedules (Activity 2)**
102	5.2.1	Deliver training/capacity building to train-the-trainer groups/village/district champions
103	5.2.2	Establish women's groups/committees
104	5.2.3	Deliver training and capacity building to villages and women's groups
105	5.2.4	Deliver training and capacity building to district authoritie
106	5.2.5	Complete review of local capacity for continued training c
107	5.2.6	Training Modules/Manuals Completed
108	5.2.7	Establish cooperation with local CSO/NGOs
109	5.3	***Close Activity Two Year 1 and report***
110	6	**Monitoring and Evaluation**
111	6.1	Agreement on format for M&E Plan
112	6.2	Discussion Selection and Presentation of Activity M&E Indic
113	6.3	Submission of M&E Plan
114	7	**Report Deliverables**
115	7.1	Monthly Activity Briefs (x12)
116	7.2	Quarterly Reports
117	7.3	***Annual Sustainability Work Plans***
118	7.4	Bi-annual Donor Coordination Reports



ANNEX 1: MAST HANDOVER TO LTA

Initial questions for Cloudburst

Background

a) The MAST application was developed by Cloudburst under contract to USAID and has been developed and tested in Tanzania. It is currently hosted on Google Drive (?). It runs on Android
b) The system was used to generate approximately 1,000 certificates in the first pilot village. All data is stored on Google Drive also.
c) An open source version of MAST is hosted n GitHub. This version Cloudburst view as open source and available for download
d) The latest version of MAST is held by Cloudburst. Cloudburst claim copyright on this latest version.
e) Cloudburst claim they hold the IPR of MAST.

The Objective

DAI is expected to use MAST in the LTA project and will develop a low cost registry software platform to link with MAST so that CCRO and other data, once established by MAST can be updated and managed by the registry application.

DAI would like to understand on what terms and conditions they can use MAST, and what obligations may arise in that usage. In this regard we hereby present a number of questions for which DAI requires clarification.

Questions Submitted to Cloudburst (January 2016) no written response received. Flowing response made by USAID LTRM January 31st in Dar es Salaam

	Question	Response (USAID - Ioana)
Questions related to copyright. IPR, licensing		
1	Can Cloudburst clarify any copyright or IPR claims they may have related to the MAST application or any of its documentation.	USAID will speak with Cloudburst
2	What rights does USAID have related to the MAST software and do these rights extend to all versions? Are these rights transferable?	USAID has unlimited use right, including modifying the software which can be transferred to us
3	Cloudburst informed, as in the telecom of the 8th January that there is no copyright on the version hosted on GitHub. Is a third party free to download, adapt, reuse, modify, update this version of the software,	Its an old version, timing is an issue, MAST is still ongoing, need to proceed with the village. Need to get copy of MAST – can we get Alex to make a new database - The needs assessment? - Work with Geoffrey – March
Operational		
4	What is the status of the MAST application currently held on GitHub? Is it operational and how does it differ from the later version of MAST being used by Cloudburst?	There are some differences – there is reference data has been exchanged. Some data model differences. Came from one village to the next? Based on LADM.

5	USAID clarified during the LTA bidding process that "*Substantial maintenance, updating and improvement of the MAST software is not anticipated under this award*" (RFOP Clarification, no 35). Is this view shared by Cloudburst/	We should do a needs assessment for MAST and look at the functionality and database needs. Also look at the implications of scaling up For example, existing CCRO are not included – how do we include these?
6	Can Cloudburst clarify the current hosting arrangements for MAST; is it something we can also use; how long is the current agreement valid for; any other relevant information	Only buying server time – we can make similar arrangements. Remember about the data in Iloilo and other MAST villages. Remember subdivision needs
Technical		
7	Are there any initial Requirements Analysis documents that set out the original planned functionality and performance of MAST? Are there any detail design documents? And if so, can we get copies of them?	Check with Yuliya about the Requirements analysis. Yes we can have copies
8	Can Cloudburst supply a copy of the latest MAST data model (and reference data) used for the test villages. If the data model and reference data is different for each village can both be supplied?	USAID encourages DAI and Cloudburst developers to get together and discuss. Can we have access to the RMSI developer?
9	Has there been any evaluation of the technical or operational performance of MAST and if so, can this be shared with DAI?	There was no planned software evaluation but there is an evaluation ongoing and we can see this
10	Is there an "incident log" or "bug list" being maintained for MAST, and is it possible we could see a copy	USAID believes it has been does not know. There are lots of bugs being addressed.
11	In order to smooth the take up of MAST by DAI, is it possible for the DAI IT development team to talk with the Cloudburst developers.	USAID encourages contact
12	Are there any planned further developments of MAST that Cloudburst is working on or plans to work on during the remaining period of the contract? If so, what are these developments?	Small changes being planned at request of DLO. RMSI have little time left on the contract. Mr Euwama will be in Tanzania late Feb / early March
13	Have MAST technical or user manuals been created and can we see and use them. Are we free to update them? Copy them? Provide them free of charge to end users/	There are user manuals available in Swahili, USAID will check if can get them translated. Field manuals exist. Need Intermediary Task Manager

DAI, January 12th 2016

Persons Met/Consulted

Institution/Person
USAID/Yuliya Neyman Land Governance and Legal Advisor.
USAID/Ioana Bouvier Senior Geospatial Analyst
USAID Tanzania/Jessica L. Padron Deputy Development Outreach & Communication Officer
Cloudburst/Karol Boudreaux, Land Tenure and Natural Resource Management
Marjorie Mbilinyi/Researcher, Policy Analyst, Gender and Development
Info BRIDGE/ Josephat Kyaruzi
UKaid/Alex Mangowi, Private Sector Development Adviser
NORC/Benjamin Linkow, Research Scientist International Projects
Michigan State University/David Nyange
SERA Policy Project/Donald Mitchell, Senior Advisor
SAGCOT/Geoffrey Kirenga, CEO
TAGRODE/Zubery H.S Mwachulla, Executive Director
TAGRODE/Dickson S.N. Mwalubandu, Field Co-ordinator
CARE Tanzania/Mustapha N.I. Mpelembe, Program Initiative Manager
CARE Tanzania/Shelina B. Mallozzi, Deputy Country Director
PELUM/Donati A. Senzia, Country Coordinator

ANNEX 2: M&E INDICATORS INCLUDED IN THE LTA TASK ORDER WITH ADDITIONAL COMMENTS BY LTA

FTF Indicators, *(as per contractor)*	Description	Source(s) of Data	LTA General Comments
Activity 1			
FTF Indicator 4.5.1(25) Number of households with formalized land, disaggregated by male, female, joint, communal, pastoralist, male youth (under 35), female youth (under 35)	"Formalized" here implies that the user of the rural land, farm land, fishery, or water body has some type of formal government administrative recognition of the user's property right of the land/water that increases the tenure security of the resource for the owner. This measures households that, during the reporting year, received formal recognition by government institutions or traditional authorities at national or local levels of ownership rights and/or use rights through certificates, titles, leases, or other recorded documentation. This can include secondary rights. The formalization process varies by activity but can include the recordation or registration of a customary or informal right, as well as the regularization or adjudication of rights prior to formalization. [FTF Indicators P 39].	Activity-level, direct beneficiaries; only those households with land formalized as a result of USG assistance Data from implementing partners, LTA and District Records, National data, Annually reported	This is a standard measure in land registration activities with disaggregation as required. LTA have this covered in their activities and implementation monitoring.
FTF Indicator 4.5.2 (7) Number of individuals who have received USG supported short-term agriculture sector productivity or food security training disaggregated by type of individual, sex, age.	The number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills should be counted. The indicator includes farmers, pastoralists, and other primary sector producers who receive training in a variety of best practices in productivity, post-harvest		

FTF Indicators, *(as per contractor)*	Description	Source(s) of Data	LTA General Comments
	management, linking to markets, etc. It also includes rural entrepreneurs, processors, managers and traders receiving training in application of new technologies, business management, linking to markets, etc, and training to extension specialists, researchers, policymakers and others who are engaged in the food, feed and fiber system and natural resources and water management. [FTF Indicators P46]		

Illustrative Indicators, *(as per contractor)*	Activity Outcomes	Source(s) of Data	LTA General Comments
Activity 1			
1. Number of VLCs registered	VLCs registered for each village assisted in Iringa and Mbeya, and digitized at village, district, and national level; Linking data with donor and/or GOT-led land information systems as appropriate, or when requested by the Contracting Officer.	VLC survey data from District and from MLHHSD, Asst. Commissioner, Lands, Zonal Lands Office in Mbeya	There will be a need to assemble all VLC data from the various sources for the target villages. Clarifications will needed on the VLC work completed and whether this has general acceptability in the community and the neighboring village. Acceptability of VLC boundaries and the number of disputes generated as a direct result of VLC work will be a key indicator.
2. Number of VLUPs developed	VLUP registered for each of the assisted villages Iringa and Mbeya Districts and digitized at village, district, and national level, linking data with donor and/or GOT-led land information systems as appropriate, or when requested by the Contracting Officer. A record evidencing participation in VLUP development, particularly by women, youth, and pastoralists.	VLUP data from District Land Office and Asst. Commissioner, Lands, Zonal Lands Office in Mbeya, National Commissioner for Land Use Planning in Dar, LTA data as project progresses	The level of effort and costs to conclude VLUP to the specification required for target villages will need to be specified. Actual numbers with full VLUP will be maintained present as a matter of routine with the LTA data

Illustrative Indicators, *(as per contractor)*	Activity Outcomes	Source(s) of Data	LTA General Comments
	Joint Village Agreements developed where appropriate.		
3.Percentage of households in assisted villages receiving CCROs	CCROs delivered for a minimum of 80% of households in each of the assisted villages, using the MAST application,, digitized at the district level, and data linked with donor and/or GOT-led land information system projects as appropriate, or when requested by the Contracting Officer .	District Land Office and Village Land Registered, LTA data as project progresses	A more definitive measure is the number of parcels mapped/claimed with breakdown by gender, age This will include mapping of those CCROs already registered sporadically to ensure a contiguous cadastral map for the whole village (existing CCROs were omitted from the initial MAST mapping). The actual number of parcels will include all sporadic registrations as well as systematic first registrations. The actual numbers 'delivered' to village registries will need to be differentiated from the actual numbers collected, signed for and 'issued to' each household. These rates may differ considerably by area according to the importance attached to CCRO ownership.
4.Number of CCRO documents digitized	Data capture for all CCROs held in the District office including those under the LTA.	District Land Office, Village registries and LTA data	This will largely comprise two figures, the District Registry as a whole (all pre LTA registrations) and all LTS registered CCROs. These numbers will be compiled from LTA work and the programme progresses
5.Number of district and village registries rehabilitated	District registry and, where appropriate, village registries rehabilitated and brought into fit condition to store village land records.	District Land Office, Village registries and LTA data	In most cases village land registries in the selected villages will not have been established. This will therefore require investment for each of the village land offices. There will be a need to track average rehabilitation costs and prospects for sustainability.
6.Average cost per parcel of CCROs issued disaggregated by village	Final Sustainability Planning, evidencing the ability of the targeted districts and villages to continue the land administration process independently, in villages not included in the LTA	LTA to develop parameters for inclusion and measurement in the overall process	Finally sustainability planning will require more detail and a greater range of measurable parameters. These are summarized as follows; • Cost per parcel – a significant measure in scaling up/rolling out is dependent on several factors and what is included in the overall pricing structure o Cost and time for issuance of CCRO documents – o Time and cost for each stage of process

Illustrative Indicators, *(as per contractor)*	Activity Outcomes	Source(s) of Data	LTA General Comments
			○ Person hours required • Little data is available on local informal land markets. Data will be required to measure and cost the volume of transactions in the post CCRO period. • An understanding of women's rights and their current status in each of the target villages. • Pricing policies and strategies for services are also critical and need to be factored in to sustainability planning. • Future trends re the marketability of the CCROs will have a significant impact on demand and sustainability going forward. These issues will need to be monitored during the course of the work. One key element is gaining and understanding of the actual characteristics of local land access and markets in a rapidly changing economic setting.
Additional LTA Indicators			
		District Land Office, LTA Data, Village Registry Information	• Number of female trainers and Village Liaisons engaged by LTA • Percentage of LTA trainees from public sector institutions that are women • Percentage of LTA trainees from public sector institutions who are less than 35 years old • Percentage of direct beneficiaries of LTA who are women • Percentage of direct beneficiaries of LTA who are less than 35 years old • Percentage of people registering land/property as a result of LTA support who are women • 9. Percentage of LTA partner organizations and beneficiary groups that have women managers and/or decision makers

Illustrative Indicators, *(as per contractor)*	Activity Outcomes	Source(s) of Data	LTA General Comments
Activity 2			
1.Number of trainings delivered to village government bodies	Villager-level trainings in each of the villages targeted in Activity 1, where applicable, associated hamlets. Each training should be delivered on at least two occasions to ensure attendance, and should include material on the Village Land Act No. 5, the CCRO process, women's land rights and agriculture-related business skills. Average ending aptitude in subjects covered must be at least 70%.	District Land Office and LTA data and statistics	
2.Number of trainings delivered to district authorities	District-level trainings, including training in land administration and land use planning processes, land dispute resolution, record keeping and negotiation skills. Average ending aptitude in subjects covered must be at least 80%. At the conclusion of Activity 2, district authorities should be in a position to train villages within the district that were not targeted in Activities 1 and 2.	District Land Office and LTA data and statistics	There will need to be a clear focus on systematic delivery and management systems for scaling up. Focus on the training in principles of land administration and land use planning alone will not be enough. To meet the requirement of the LTA contract will require more transferable modular development of the main subject areas and methods for scaling up. Capacity will be measured not only on the number of trainings but the ability to replicate and deliver across a broad geographic area and range of tenurial settings at a low cost.
3.Number of district officials trained to deliver training to villages	Key land officers fully engaged and able to manage the process without technical assistance. Methods of delivery and use of third parties to deliver messages.	District Land Office and LTA	Since many of the officials already have these skills and some training in them some refinement of this indicator will be required.
4.Number of trainings delivered to villagers, disaggregated by village and hamlet level, where hamlets exist	Training delivered in general aspects of the land law and procedural training in participatory VLUP and CCRO delivery.	District Land Office, Village Executive and LTA	The nature of the work requires delivery in all 41 targeted villages. The number of sessions will be monitored over time and their impact assessed as the work proceeds. Current designs and methods used will be subject to review and design for scaling up.

5.Number of women's groups formed	The formation of women's groups in a minimum of 25 villages where they don't currently exist, and a minimum of 2 specialized trainings with each of these groups.	District Land Office, Village Executive and LTA	The LTA anticipates separate women's meeting will be held and methods deployed to ensure the LTA has full insight into how claims and subsequent titling will be managed to ensure people are not dispossessed.
6.Number of people reached through trainings	Training sessions to be completed in all 41 villages prior to work for VLUP and CCROs	District Land Office and LTA	Attendance at training will be routinely measured but through systematic learning by doing within and by the community, general awareness should improve beyond actual numbers who attend training sessions.
7.Percentage of ending aptitude in thematic areas in which trainings are delivered			
8.Number of informational materials produced	Modular material in several forms that can be delivered at scale at low cost through CBOs	LTA	Absolute numbers are less important than effectiveness and adaptability to scale and geography and the methods of delivery. All key areas of land admin must be covered including informational, advisory and instructional materials. All teaching aids etc must be widely available and easily delivered without specialist inputs.
9.Number of linkages with local CBOs/CSOs/NGOs		District Land Office and LTA	

STARR IQC Indicators
The number of parcels 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) as a result of USG assistance (disaggregate by parcels corrected or newly incorporated)
The number of households or organizations with formalized land rights as a result of USG assistance (disaggregate by sex, individual/collective rights, and type of entity – household, community, commercial, other)
The number of specific pieces of legislation or implementing regulations proposed, adopted, and/or implemented affecting property rights of the urban and rural poor as a result of USG assistance (disaggregate by Stage: 1=Analyzed; 2=Drafted and presented for public/stakeholder

STARR IQC Indicators
consultation; 3=Presented for legislation/decree; 4=Passed/approved; 5=Passed for which implementation has begun)
The number of individuals trained in land tenure and property rights as a result of USG assistance (disaggregated by sex)
The number of disputed land and property rights cases resolved by local authorities, contractors, mediators or courts as a result of USG assistance
The number of land administration and service entities, offices, or other related facilities that the project technically or physically establishes or upgrades as a result of USG assistance (disaggregate by established or upgraded and between "technically" and "physically" supported)