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President's Office
TANZANIA SOCIAL ACTION FUND



PRODUCTIVE SOCIAL SAFETY NET (PSSN III)

CLIMATE SMART PUBLIC WORKS PROGRAMME HANDBOOK

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ACRONYMS AND ABBREVIATIONS

BoQ	Bill of quantity
CBPPA	Community Based Participatory Approach
TASAF	Tanzania Social Action Fund
CMC	Community Management Committee
CMT	Council Management Team
CS -PW	Climate Smart Public Work
DFA	Development Financing Agreement
ESMP	Environmental and Social Management Plan
LSP	Local Service Provider
MC	Mtaa Committee
MIS	Management Information System
NSC	National Steering Committee
OM	Operational Manual
PAA	Project Area Authority
PMT	Proxy Means Testing
PSSN	Productive Social Safety Net
PSSNA	Productive Social Safety Net Accountant
PSSNC	Productive Social Safety Net Coordinator
PW	Public Works

CS-PW	Climate Smart Public Works
CS-PWP	Climate Smart Public Works Programme
RCC	Regional Consultative Committee
RAS	Regional Administrative Secretary
RPF	Resettlement Policy Framework
RRT	Rapid Response Team
SET	Sector Expert Team
SAC	Shehia Advisory Committee
SPWG	Social Protection Working Group
SP	Service Poor
SVPO	Second Vice President's Office
SWC	Soil and Water conservation
AMO	Assistant Monitoring Officer
TMU	TASAF Management Unit
TASAF	Tanzania Social Action Fund
PMO-RALG	Prime Minister's Office-Regional Administration and Local Government
VG	Vulnerable Group
VC	Village Council

MEO	Mtaa Executive Committee
WEO	Ward Executive Officer
WDC	Ward Development Committee
ASP	Adaptive Social Protection
PCT	Productive Cash Transfer
HHs	Households
BHHs	Beneficiaries' Households
CBPP	Community Based Participatory Planning
NRM	Natural Resources Management
GRM	Grievances Redness Mechanisms

BACKGROUND

The Government of Tanzania is committed to advancing national development and improving citizens' welfare through targeted investments in public service delivery and poverty reduction. Recognizing the need to translate macroeconomic growth into tangible benefits for disadvantaged communities, the Government established the Tanzania Social Action Fund (TASAF) in 2000 to support vulnerable populations. TASAF has evolved through three phases:

TASAF I and II (2000–2012) focused on community - driven development and small-scale infrastructure projects, while TASAF III introduced the Productive Social Safety Net (PSSN) to provide integrated social protection for extremely poor households. PSSN has been implemented in two phases since 2012, aiming to increase income, consumption, and resilience among targeted households, while enhancing human capital for children. The implementation of the Second Phase of PSSN II which started in year 2020 and completed in September 2025, focused more on productive impacts.

Building on the achievements and lessons learned from these phases, PSSN III (2026 – 2029) seeks to expand access to social protection and productive employment opportunities, modernize delivery systems, and place a strong emphasis on sustainable graduation from poverty. The programme also prioritizes on institutional strengthening and enhanced coordination, enabling efficient implementation and rapid scale-up during both normal conditions and times of crisis. PSSN III therefore reflects Tanzania's continued commitment to fostering an inclusive, resilient, and prosperous future for its most vulnerable citizens.

Public Works Program (PWP) was among the three components which implemented during TASAF under PSSN I and II. TASAF in collaboration with World Bank and other Development Partners is designing Climate Smart Public Works (CS - PW) program as one of PSSN III component.

The CS-PW under PSSN III is designed to focus primarily on climate-smart sub - projects in order to retain positive outcomes obtained under PSSN II including CS - PW pilots. The design of CS-PW will be aligned with global evidence that public works have proven to be effective as a short-term temporary employment measure for

smoothing consumption and alleviating the negative effects of shocks and crises, including food price hikes, economic downturns, etc.

Tanzania like other countries is facing a climate-exacerbated lean season, intensifying food insecurity challenges, highlighting the need for Adaptive Social Protection (ASP) programs that address such shocks. Thus, CS-PW will be implemented in selected areas of the country as a climate adaptation and mitigation measures, multiplier effects on livelihoods. The activity would provide temporary safety nets in the form of wages to poor households in selected areas.

1.0 INTRODUCTION

CS-PW sub-component under PSSN III designed to support a climate-smart, labor-intensive public works (CS-PW) in selected areas of the country to enhance smooth consumption for poor and vulnerable households and contribute to climate change adaptation at the community level through the creation of community assets. The core objective of the CS-PW is to provide temporary employment during lean season of the year while ensuring that most funds are transferred to extremely poor households as wages at the same time, the assets created should support climate resilience and livelihoods.

The CS-PW implementation will be implemented in areas impacted heavily with climate shocks; hence implementation outcome and indicators depict factors addressing mitigation results and/or adaptation results that are SMART by characteristics. The program will provide CS-PW to around 150,000 additional households that are not Productive Cash Transfer Beneficiary House Holds (PCT BHHs) but rather those which have been targeted and stored in the TASAF Registry. Timely payments will be prioritized including improved local procurement and faster data processing through digital solutions.

Community Based Participatory Planning (CBPP) will be used for selection of potential CS-PW sub-projects based on community needs and climate vulnerability assessments. Emphasis will be placed on sub projects that address climate change adaptation and mitigation while promoting livelihood activities for beneficiary households and the broader community it includes sub-projects related to Natural Resources Management (NRM) interventions for land rehabilitation, Water related sub-projects, Small Scale Irrigation development, Climate Smart Community Road Construction/Rehabilitation, Nutrition Sensitive PW, Disposal of inorganic wastes and Clean Energy CS-PW activities. Additionally, the CS-PW sub- projects will explore ways to promote collaboration with local authorities and other stakeholders in planning processes and investments in activities that will promote climate resilience.

The CS-PW will comply with crosscutting issues to improve development outcome and sustainability, reduce risks and align operations with national priorities such as

safeguards, Grievances Redress Mechanism (GRM), gender issues, nutrition and climate change. They help to ensure project is inclusive, resilient and accountable.

1.1 Rationale

The overall objective of labour intensive CS-WP under the PSSN III is to offer temporary employment opportunities to poor HHs with labour capacity during lean season, ensuring that most funds are distributed as wages to extremely poor households.

The CS-PWP under PSSN III is a targeted initiative that provides temporary employment to vulnerable households living in areas prone to climate change in order to alleviate climate change impacts, build community resilience and impart valuable skills through participation in community-based sub-projects as a key outcome.

1.2 Purpose of the handbook

This Handbook seeks to guide Project Area Authorities (PAAs) facilitators and other stakeholders in understanding the objectives, rationale and guiding principles of the CS-PW. It further describes the target groups, roles and responsibilities of different stakeholders; at National, Regional, PAA, Ward and community levels.

Within this context, this handbook:

- (a) Gives step by step procedures that must be followed in the planning, implementation and post implementation of CS-PW subprojects;
- (b) Give suggestions and advice to ensure effective and efficient sub project implementation in order to get value for money;
- (c) Highlights roles of key stakeholders at all levels
- (d) Gives information to PAA and other stakeholder's that is needed to ensure successful planning, implementation, completion, operation and maintenance of the sub -projects.

1.3 How to use this book

The PAA facilitation team should refer to this Handbook during; planning, appraisal and approval, implementation, supervision, monitoring and reporting of CS-PW sub-projects.

This handbook should be read with the Operational Manual, CS-PW Technical Manual, Procurement handbook, Safeguards Policy Frameworks and Guide for main streaming climate change in PSSN. However, the handbook is a living document and can be revised whenever a need arises.

2.0 DESCRIPTION OF CLIMATE SMART-PUBLIC WORKS PROGRAMME

The primary objective of the labor-intensive CS-PW is to provide temporary employment opportunities during the lean season to eligible households. As such, a key principle of PW is that the majority of funds are transferred to extremely poor households in the form of wages. The secondary objective is to provide climate adaptation and mitigation, with potential multiplier effects on improving community livelihoods, build community resilience and impart valuable skills through participation in community-based sub-projects.

Participation in CS-PW is open to households with labor capacity that are not recipients of PCT. The program may also utilize self-targeting mechanisms, with the option of applying a means-tested filter in areas where job demand exceeds supply. Households with labor are defined as those with at least one adult aged 18 - 60 years who is able to work.

Eligible households are entitled to 60 working days per year, distributed over six months (approximately 10 days per month). Under PSSN III, the daily wage rate is

set at TZS 4,000,00 paid monthly. This rate is intentionally set at or below the local market wage for unskilled labor to avoid distorting the labor market while providing meaningful income to beneficiaries. Work schedules are organized to avoid overlap with peak agricultural seasons or major community economic activities.

Households with multiple working-age members may send any adult who is neither pregnant nor the caregiver of an infant aged 0-2 years to participate in CS-PW. Childcare support options for children over two years old at PW sites will be explored and implemented where feasible. The CS-PW program will be rolled out in PAAs targeting approximately 75,000 poor and vulnerable households, with potential expansion to 150,000 households depending on sub-project duration and location. Households may participate in multiple cycles if required by sub-projects in their area.

The CS-PW sub projects are identified through a participatory, community-based planning approach and the priority will be given to sub-projects that promote climate change adaptation and mitigation, as well as livelihood improvements which include soil and water conservation, afforestation, seawater protection bunds, small-scale irrigation, and water supply initiatives.

Also, CS-PW will support nutrition and child development by linking subprojects to the production of dietary complements to address stunting and malnutrition. The participatory approach is gender-sensitive, ensuring that both women's and men's priorities are addressed. In urban areas, additional interventions such as pedestrian pathway paving, cobblestone surfacing, gardening, and recreational area development have been added to the PW menu to better meet urban community needs.

Labour-based: Activities to be implemented must be climate smart labor-intensive public works and use simple tools as much as possible. The ratio of labour to capital inputs is 72% and 28% respectively. The labour cost paid as a wages to beneficiaries

should be fixed at sub-project level, with a minimum ratio of 72% of the total subproject cost. The capital inputs cover the cost of tools, CMC allowances, LSP allowances, and Personal protective Equipment's which should not exceed 28 of the subproject costs.

2.1 Design Elements

- a) **Community driven:** The community participates in the prioritization, planning, implementation, monitoring and evaluation of subprojects. The Village Council/Mtaa Committee/Shehia Advisory Committee and Community Management Committee (CMC) will be responsible for developing a multi-year plan, seasonal calendar and annual prioritization of CS-PW activities. The highest priority subprojects are then matched to the resources available. The CMC and VC are responsible for implementation, monitoring and evaluation of the subprojects.
- b) **Collaboration with other stakeholders.**
The implementation of CS-PW will collaborate with other key stakeholder in spearheading of climate resilience agenda in vulnerable communities. The arrangement will allow working with other institutions, programs and organization bearing a common interest of mitigating climate change impacts.
- c) **Appropriately timed:** Public works should be timed during the lean season when the consumption needs of beneficiary households are greatest PW is undertaken during specific period of the year, when labour demand for agricultural activities is low, hence participation in PW will not compete with the need to work on own land and should be timed so that payments are made during the lean season. Therefore, CS-PW will be implemented within August to February to all targeted

PAAs. Cash transfers should be made timely so that people can receive their payments during the period their needs are greatest. In designing the timing of all public works, efforts should be made to ensure that participation in public works doesn't coincide with peak periods of agricultural season.

- d) **Wage rate:** The public works programme will offer a guaranteed 10 days of paid work per month for six (6) months to the targeted households with labor capacity. The daily wage rate is the equivalent to TZS 4,000 or TZS 240,000 in a year (six months of implementation).
- e) **Eligibility:** The project will target poor and vulnerable households with labour that are not recipient of Productive Cash Transfer (PCT). Households with labour capacity, defined are those consisting of at least one adult aged 18-60 years who can work, will be eligible. The project may adopt self-targeting for this activity with the option of including a means-tested filter in areas with higher demand than supply of available jobs. However, participation of households in CS-PW is on voluntary basis. Payment for work will be made to the household representative.
- f) **Pregnant women or those taking care of an infant aged 0-24 months:** Households with multiple working age members have the opportunity to send any adult who is neither pregnant nor the caregiver of an infant aged 0-2 years to CS-PW implementation. For eligible households with only one working adult who is pregnant or caring for an infant, wages will still be provided, with work requirements waived for the length of the CS-PW cycle.
- g) **Proximity:** The selected subprojects should be within reach as beneficiaries should not travel long distances to participate in public work activities and will be able to receive the benefits from the assets created within their vicinity. It is recommended that the maximum walking distance should not exceed one hour

from homesteads. Communities can implement several subprojects in a year depending on the number of beneficiaries and their locations.

- h) **Integration:** Public works should complement other activities prioritized in the Community. CS-PW planning should ensure that works complement each other in the overall management of the programme i.e. example livestock keepers community can be supported by different PW interventions like grazing land rehabilitation, livestock pond construction or the planting of fodder tree species.
- i) **Gender:** The program will continue to give emphasis to gender considerations in the planning and implementation of all components of the program. Specific gender gap action plan will be prepared during design of PSSN III and will be implemented as part of the annual plan when the new phase of the program starts. The project is gender sensitive (both women's and men's priorities are addressed) and promotes gender mainstreaming in all stages of CS-PW implementation.
- **Gender consideration:** CS-PW will help an improvement on gender consideration in the PW planning and implementation. To achieve this, it is recommended that, gender sensitive awareness training will be delivered during the micro planning, whereby malt-year planning should reflect women's preferences and needs. Moreover, some innovations (e.g. Asset Tracker Tool) will be used to monitor CS-PW subproject progress and tablets will provide disaggregated data by gender.
 - **Gender Sensitivity:** Public works are designed to enable women to participate. Work will be allocated in a way which is appropriate to women and ability of beneficiaries. Priority will be given to works which reduce women's regular work burden.

The community will be allowed to plan flex-work schedule for women during the sub-project implementation. Among others; the flex-work schedule will allow household and childcare responsibilities for women without affecting the payment they receive, sub-project implementation plan and payment calendar.

- j) **Creation of Community assets:** The secondary objective of CS-PW is to provide climate adaptation and mitigation, with potential multiplier effects on improving community livelihoods. Other expected outcomes include skills transfer and creation of community assets. A broad selection of public works interventions is possible including physical infrastructure, environmental conservation, watersheds and natural resources management. The CS-PW approach may require work to be undertaken on both private and community land to achieve the desired impacts and therefore, public works labour is allowed on private land when the land is required to enhance the environment for the benefit of the whole community. When a subproject requires either public or a private land, procedures for land acquisition must be followed as detailed in Safeguard guidelines.
- k) **Nutrition:** CS-PW will consider nutrition aspects by sensitizing community to utilize the created assets such as water related sub projects (charco dams, shallow wells, small scale irrigation canals, springs and community ponds), Soil fertility management interventions (Preparation of compost manure), and Fruit tree plantations for production of different crops as the result of improving household's nutrition and income. However the community will use their acquired skills in scaling up their household's production.
- l) **Compliance to Safeguards policy frameworks:** All public works must comply with Safeguards Policies; detailed explanation will be elaborated in the safeguard guidelines.
- m) **Climate change:** CS-PW contributes simultaneously to social protection and building climatic resilience. Climate Smart - Public Work can have a very

important role in reducing and mitigating the risks of climate change by generating environmentally sound subprojects. Some of the sub-projects e.g. water storage, soil and water conservation can increase the resilience of the communities and protect the environment from adverse impact of climate change. Implementation of CS PW in PSSN III will consider Climate change issues during micro planning and implementation so as to make sure proposed sub projects address the Climate change impacts which may emerge during implementation.

- n) **Integrity:** All activities under CS-PW will be undertaken in a transparent manner, with proper records maintained at all levels. The CMC and the community at large will be actively involved in monitoring of the record keeping of labourers working on the subproject.
- o) **Linkage with Livelihood:** Climate Smart Public work activities will enable and provide a smooth environment for Livelihood activities through skills transfers, temporally employment to participating Households and emphasis will be placed on assets creation. Assets are required for longer-term sustainable livelihoods. The aim of CS-PW should be on building community assets that reduce the risk of disaster, strengthen livelihoods and build resilience over time. Further to that the assets created will act as infrastructure for livelihood activities to take place.

2..1.1 Eligibility and registration criteria for CS-PW Participants

CS-PW participants will be obtained from the register of beneficiary households for the PSSN III Program. Once PSSN III beneficiary households are registered in the Program each component will draw specific participants therefrom starting with PCT. The CS-PW activity will target households that are not recipients of productive cash transfer (PCT).

In a situation whereby, CS-PW subproject implementation requires more than available participants, self-targeting will be considered with the option of including a means-tested filter in areas with higher demand than supply of available jobs in any given cycle. The vacant positions will be advertised at community level, providing information on type of work, working principles and entitlements. In case the available labor force could not suffice a single round of CS-PW implementation, multiple rounds of implementation will be considered with available labor force to have a project completed through a multi-year implementation plan.

Upon considering above mentioned option and finding unfeasible implementation possibility, the subproject will be considered unfit for CS-PW and will be dropped out of list of sub-projects for implementation. Only registered participants with labour capacity aged from 18 to 60 will be authorized to work in the public works sites. Households with multiple working-age members may select any adult, except for pregnant women or primary caregiver(s) of an infant (aged 0-2 years). For eligible households with only one working adult who is pregnant or caring for an infant, CS-PW wages will still be provided, with a waiver from work requirements.

2.1.2 Procedures for undertaking self-targeting for CS-PW implementation

a) Overview

Self-targeting in Climate-Smart Public Works (CS-PW) is a mechanism used to identify beneficiaries from the public to supplement the labour force deficit observed after exhausting the program BHHs which are not recipients of PCT. This option is more applicable in areas where job demand exceeds supply evidenced by a means-tested filter. Refer *annex 1 and 2* for more details.

b) Key Aspects of Self-Targeting in CS-PW:

- i. **Wages:** Wages are often set slightly below the prevailing market wage for unskilled labor, making the work unattractive to those with better job opportunities.
 - ii. **Labor-Intensive Tasks:** The projects require physical labor, which encourages only those in severe, immediate need to apply.
 - iii. **Eligibility criteria:** aged 18-60 years
 - iv. **Wage rate:** TZS 4,000.00 per day, paid monthly
 - v. **Timing:** 4 hours per day, 10 days per month and 60 days (6 months) per implementation circle
- c) **Procedures for undertaking self-targeting**
- a) Vacant labour requirements is advertised at community level, adverts displayed in public places (village offices, churches, mosques, market places, etc)
 - b) Shortlisted applicants are screened by Village Council/shehia committees under guidance of PAAFs
 - c) Nominated applicants will be notified and oriented on modalities for implementing CS-PW by CMCs/VCs/Shehia committees
 - d) Nominated participants will sign a consent form
 - e) The nominated CS-PW participants will be captured into TASAF MIS ready for participation during implementation
 - f) Once the implementation circle (six months) is completed the participants will be exited from the program.

2.2 Climate Smart Public work interventions and expected outcomes 2.2

CS-PW subprojects are expected to bring about a range of development outcomes. The potential desirable CS-PW outcomes are:

- a) Land management;
- b) Water development and management;
- c) Health development;
- d) Address the root causes of food insecurity;
- e) Address environmental degradation which is the leading cause for chronic food insecurity.
- f) Improving urban environment through greening subprojects
- g) Improved livelihood of beneficiaries
- h) Addressing soil erosion through conservation measures,
- i) Improved health and education facilities.
- j) Improved community roads infrastructures
- k) Improved Nutrition Issues
- l) Green Cooking Energies
- m) Water Related Infrastructures.

Table: Potential Public Works activities and expected outcomes

Sub-Code	Potential activities	Expected outcomes
1.0	Natural Resources Management (NRM) interventions for land rehabilitation	Improved land productivity and soil fertility, Improved aesthetic value to environment, Maintaining biodiversity, Increased climate resilience.
2.0	Water related sub-projects	Improved access to domestic, livestock and irrigation water
3.0	Small Scale Irrigation development	Increased agricultural productivity, Enhanced food security, Improved household incomes, and Improved resilience against climate shocks.
4.0	Climate Smart Community Road construction/ Rehabilitation	Enabling swift emergency response during natural disasters and reducing vulnerability to climate-related risks. Facilitate movement of goods and services hence stimulate economic activities, promote trade and attract investment in rural areas.
5.0	Nutrition sensitive PW	Improved Diet Quality, Reduced Stunting and Malnutrition to children, Reduce water-borne diseases
6.0	Disposal of inorganic wastes	Environmental protection, Public health improvement.
7.0	Clean Energy CS-PW activities	Reduced greenhouse gas emissions and air pollution,

		Increased energy security through localized production, Improved public health.
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In order to realize CS-PWs outcomes relating mainly to Natural Resources Management (NRM), it is necessary to pursue an integrated planning approach focusing on the relevance of interventions identified by the community. What can be improved at the household level is closely linked with what can be done at a community level. The use of a watershed development approach is vital for implementation of activities in a logical and environmentally sequential manner. Downstream effects of upslope activities can only be avoided by using a watershed development approach. Technically sound implementation of Climate Smart Public Works will contribute to achievement of outcomes as shown in the table above. Some of the major objectives of integrated watershed management approach on CS-PW interventions are:

- i. Conserve soil, rainwater and vegetation effectively and harvest surplus water to create water sources in addition to ground water recharge.
- ii. Cover the non-arable land area effectively through afforestation, horticulture, agroforestry and pasture land development based on the land capability.
- iii. Promote sustainable farming practices and stabilize crop yield by adopting sustainable soil, water, nutrient management and crop management practices.

Public work activities must be selected from the menu as listed in the CS-PW Technical Manual. These activities have been selected because of their higher labour requirement compared to other costs (unskilled labour costs will make up an average of 72% of the cost of public works in each subproject).

Types of Public Works activities eligible for funding include but not limited to the following labour intensive activities as shown in *annex 22*.

3.0 INSTITUTIONAL ARRANGEMENT

The institutional arrangement for CS-PW sub-projects is designed to promote coordination, collaboration and effective functional linkages among stakeholders at Community, Ward, Project Area Authorities (PAAs), Region and National Levels. The institutions and actors at various levels are as follows:

- (i) **Community Level:** The lowest level of government is the Village/Shehia/Mtaa. The existing Village Council/Shehia Advisory Council/Mtaa Committee and Village Assembly play a key role in programme oversight with CMC playing key operational roles.
- (ii) **Ward Level:** Ward Development Committee, WEO and Extension Officers.
- (iii) **Project Area Authority (PAA) Level:** Finance Committee, Council Management Team (CMT), and CS-PW Technical Team
- (iv) **Regional level:** Regional Consultative Committee (RCC) and Regional Secretariat
- (v) **National Level:** National Steering Committee (NSC), TASAF Management Unit (TMU) and Sector Experts Team.

3.1 Roles and Responsibilities at Different Levels

3.1.1 Community Level

At the community level Community Management Committee (CMC) will be responsible for the planning, implementation, monitoring and evaluation of CS-PW activities. CS-PW will use four (4) among the CMC freely and fairly elected by Village assembly for subprojects implementation. This committee operates under

the auspices of a Village Council/ Shehia Advisory Council/Mtaa Committee. The main function of the CMC is to manage implementation of the community subprojects. Specific responsibilities include:

- (a) Participate in sensitization and micro planning of PW activities.
- (b) Procurement of goods and services for subprojects at Community level,
- (c) Mobilizing beneficiary's attendance as per schedule of requirement,
- (d) Prepare beneficiaries daily attendance sheet,
- (e) Confirm daily completed tasks together with the Local Service Provider,
- (f) Maintain sub project stores,
- (g) Prepare and submit implementation reports to the Village Council/Shehia Advisory Council/Mtaa Committee
- (h) Assist LSP to collect beneficiary's attendance by using application of tablets or Job cards.
- (i) Facilitate Payment of wages.

3.1.2 Village Council/ Shehia Advisory Council/Mtaa Committee.

This is the governing body vested with the responsibility of facilitating development plans and management within the respective Village/Mtaa/Shehia.

The functions of this body shall be:

- a) Participate in sensitization and micro planning for CS-PW activities,
- b) Mobilize beneficiaries to effectively participate in the sub project activities,
- c) Provide store premises and security for subproject tools.
- d) Nominate three members to work with CMC on supervision of subprojects.
- e) Resolving grievances that may affect smooth implementation of the sub project,

- f) Liaise with higher local authority organs to ensure appropriate operation and maintenance of assets is created,
- g) Receives and discusses sub-project progress reports submitted by the CMC

3.1.3 Ward Level

The Ward Development Committee (WDC), Ward Executive Officer (WEO) and Extension Officers will:

- a) Consolidate Village/Shehia/Mtaa CS-PW plans,
- b) Supervise implementation of subprojects at Ward level
- c) Provide technical support to VC and CMCs during planning and implementation of subprojects.
- d) Promote PSSN
- e) Conduct sensitization, training and participatory planning with support and oversight from the PAA facilitators.
- f) Supervise and monitor implementation of CS-PW activities

3.1.4 Project Area Authority Level

The Project Area Authority (PAA) will be responsible for overall promotion and management of the programme as follows:

a) Finance, Planning and Administration/ Committee

- i. Approve CS-PW annual works plans, sub projects and budget proposals of the PAA.
- ii. Approve the biannual and annual progress reports of the PAA.
- iii. Decide on issues related to implementation of CS-PW subprojects.
- iv. Ensure that interventions funded by PSSN are mainstreamed in the PAA annual plans.

b) PAA Management Team (CMT)

- i. Facilitate communities in undertaking sensitization and micro planning.
- ii. Desk review of subprojects to ensure adherence to sector norms and standards.
- iii. Assist communities with standard technical specifications required in procurement of goods and services, e.g. trees, grasses and other inputs etc.
- ii. Maintain and update PAA market price list (data bank) of all basic goods and services.
- iii. Regularly provide the communities with updated market unit prices (from the above data bank) to assist their decision making processes;
- iv. Provide procurement expertise to communities and supervision of procurement of goods and services;
- v. Facilitate communities to maintain appropriate community contracting documents;
- vi. Receive, review and compile quarterly progress reports from CMCs and submit to RAS for review and subsequent submission to TMU;
- vii. Provide technical support during planning and implementation of subprojects.
- viii. Link CS-PW subprojects with other existing programs in the PAAs to maximize utilization of resources.
- ix. Appoint a PAA Technical Team (PTT) that will provide technical support to communities on implementation of subprojects to adhere to sector norms and standards including safeguards policies.
- x. To make certification of works after completing each cycle of 10 days in order to improve the quality of the work in the subsequent cycle and get

value for money.

c) PSSN Coordinator

- i. Coordinate the processes from sensitization and micro planning.
- ii. Coordinate appraisal of submitted subprojects.
- iii. Prepare a summary of appraised community sub projects proposals and submit to the PAA Management Team for review and approval by Finance /Steering Committee;
- iv. Submit approved summary of sub project's packages to the TMU for funding;
- v. Plan for implementation, monitoring, evaluation sub- projects;
- vi. Prepare quarterly and annual performance reports, and submit the same to TMU upon approval by the Finance /Steering Committee;
- vii. Liaise with Assistant Monitoring Officer (AMO) for technical support;
- viii. Monitor sub-project implementation;
- ix. Coordinate capacity building activities at PAA and community levels;
- x. Ensure timely submission of beneficiaries' attendance captured by using tablets or Job Cards and Muster rolls.
- xi. Ensure timely payment of wages by following the approved master calendar.
- xii. Avail subprojects documents to VC/CMC/SAC

d) PSSN Accountant

- i. Check and review the available list of attendance in MIS which derived from tablets for respective subproject.
- ii. Acknowledges receipt of funds from TMU;
- iii. Assist CMCs to prepare and make payments;
- iv. Maintain books of accounts and all financial records as per regulations of

PSSN activities;

- v. Keep records of all assets provided by TASAF to the PAA;
- vi. Prepare timely financial and MIS returns including required baseline data;
- vii. Justification of sub projects funds as per provided guidelines;
- viii. Train of CMCs on procurement fiduciary management and record keeping;
- ix. Responsible for entering sub projects data into the TASAF MIS;
- x. Assist in data entry to PAA TASAF MIS (PW module);
- xi. Ensure uncollected funds are deposited in TASAF Bank Account.

e) Assistant Monitoring Officer (AMO)

- i. Provide technical support in areas of planning, implementation and reporting,
- ii. Ensure planned and implemented subprojects have value for money
- iii. Support PSSNC and other PAA staff to follow CS-PW procedures,
- iv. Ensure timeliness of transfers,
- v. Provide technical support to training and assessment of programme performance.
- vi. Review of subprojects to ensure they comply with sector norms and standards as well as. safeguards policies
- vii. Ensure proper documentation at PAA as well as Community level
- viii. Ensure timely submission of captured attendance in the tablets.
- ix. Check and approve data entry in the TASAF MIS.

f) PAA Technical Team

- i. Provide Technical Support and build capacity of community on planning, implementation, monitoring and evaluation of CS-PW subprojects.
- ii. Ensure communities identify and prepare enough subprojects to utilize all

available person days

- iii. Ensure identified subprojects are designed as per norms and sector standards
- iv. Ensure planned and implemented subprojects have value for money
- v. Support communities in preparing relevant oBOQs for all subprojects
- vi. Ensure drawings, oBOQs and all-important documents are available in the subproject file and are used during implementation.
- vii. Provide technical support to CMC and LSP.
- viii. Certify completeness of subprojects
- ix. Train LSP on sector norms and standards

3.1.5 Regional Level

- a. Strengthen accountability by reviewing trends in PSSN including CS-PW activities.
- b. Review and forward reports to PO-RALG,
- c. Promote PSSN in the region.
- d. Provide technical support to PAAs during planning, implementation and monitoring of subprojects.

3.1.6 National Level

At National level there will be three bodies namely National Steering Committee (NSC), TASAF Management Unit (TMU) and Sector Experts Team (SET).

3.1.7 National Steering Committee

- (a) Formulating and Reviewing the policy framework underpinning implementation of TASAF,
- (b) Reviewing and endorsing the TASAF project annual work plans and budgets and ensuring consistency with the OM;

- (c) Reviewing progress reports
- (d) Endorsing disbursement of funds for community sub projects verified by SET
- (e) Monitoring and evaluating impacts of TASAF supported activities.

3.1.8 Sector Experts Team (SET)

The SET constitutes senior sector experts from Ministries and governmental departments to provide technical support to PSSN III interventions in their area of expertise. The SET shall meet in each quarter, four times annually. For Tanzania mainland, the SET is chaired by the Director of Local Government in the PMO-RALG or he/she may delegate as appropriate. Other SET members are drawn from:

- a) Vice President Office- (Environment)
- b) Ministry of Health and Social Welfare (Social welfare and construction)
- c) Ministry of Community development, Gender and Children (Community development)
- d) Ministry of Livestock and Fisheries development (Livestock/Fisheries Sector)
- e) Ministry of Agriculture, Food Security and Cooperatives (Irrigation sector, Horticulture)
- f) Ministry of Education and Vocational Training (Primary and Secondary facilities)
- g) Ministry of Natural resources and Tourism (Forest sector)
- h) Ministry of Works (Public works)
- i) Ministry of Industry and Trade (SIDO - Entrepreneurship)
- j) Ministry of Water (Water supply)
- k) Prime Minister's Office (Nutrition)

For the case of Zanzibar, the SET constitutes senior sector experts from Ministries and governmental departments, and is chaired by the Director of Coordination in the SVPO. Other SET members are drawn from:

- a) Ministry of Health
- b) Ministry of Education
- c) Ministry of Communication and Transport
- d) Ministry of Land Housing Water and Energy
- e) Ministry of Agriculture and Natural Resources
- f) Ministry of Works, Elderly, Women and Children.

The operation and functions of SET in Zanzibar and the Mainland are similar.

The functions of the SET include the following:

- a) Ensuring sector norms and standards are observed by PSSN III interventions during design, implementation, and operation and maintenance.
- b) Linking PSSN III with other ongoing programs, projects and initiatives in their respective sectors so as to avoid duplications
- c) Ensuring compliance of PSSN III to Environmental and Social Frameworks
- d) Conducting regular reviews on conformity with sector norms and standards for CS-PW and Infrastructure sub projects on a sample basis pre and post implementation
- e) Participate in supervision/review missions organized by DPs so as to provide required input regarding sectors they supervise, and being updated on the changes introduced for purposes of improving performance.
- f) Provide technical support to PAAs to define multi-year interventions in CS-PW.

3.1.9 TASAF Management Unit (TMU)

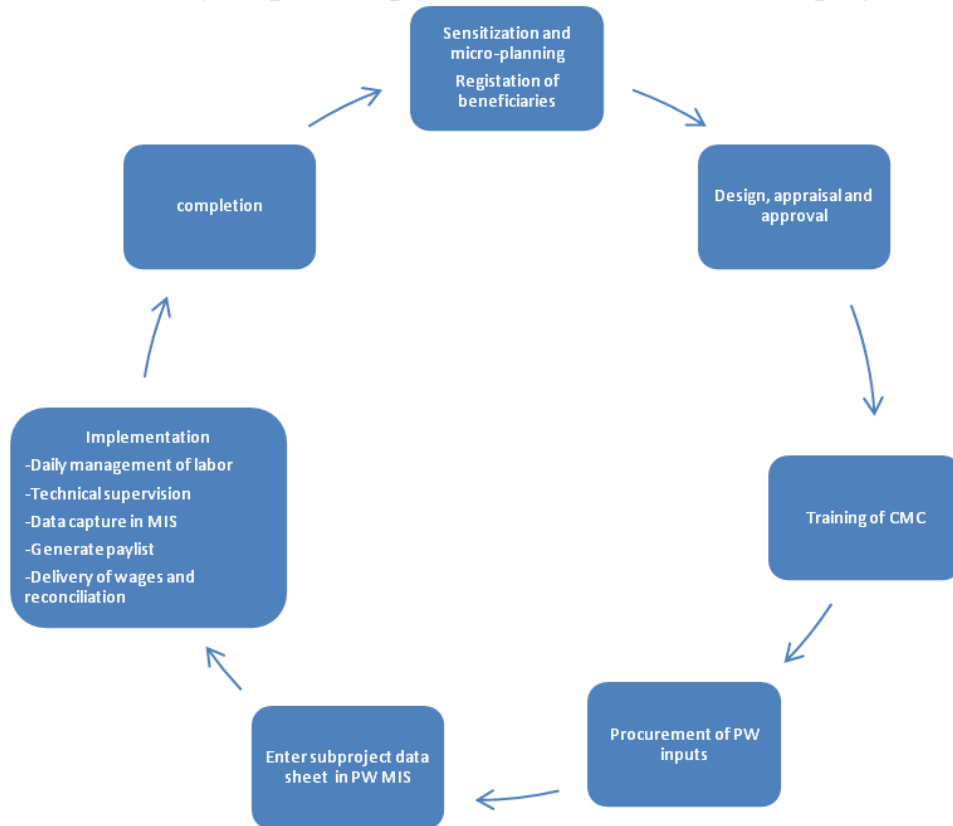
- a) Timely disbursement and thorough accounting of programme funds;
- b) Preparation of annual work plans and budgets;

- c) Liaise with the relevant officers at sectorial ministries to access information on norms, standards and specifications for subprojects as provided in the sub-project's menu;
- d) Liaise with sector ministries in obtaining and providing technical support to the PAA.
- e) Receive and review applications for funding of sub projects.
- f) Organize technical support and capacity building for PAA, community and other stakeholders
- g) Monitoring, evaluation and regular reviews of programme design to improve programme quality;
- h) Technical guidance and support to programme implementers; and
- i) Preparation and submission of all financial and narrative reports to the NSC, Development Partners and the Ministry of Finance.
- j) Coordinate SET meetings on quarterly basis
- k) Undertake public works duties within the prescribed policies and procedures of TASAF, in particular coordinating interventions of the Public Works Program Department.
- l) Be responsible for managing data base for public works interventions that captures; number of beneficiaries by sex, wages paid, funded, completed and certified subprojects.
- m) Coordinate preparation of multiyear plans by PAAs to guarantee predictability of transfers for the targeted beneficiaries.
- n) Identify technical support requirements for implementation of CS-PW interventions and ensure availability of required training materials and support.
- o) Ensure compliance to CS-PW implementation benchmarks by PAAs.

- p) Prepare and update a guide for the PAAs on the number of CS-PW interventions needed to absorb the annual number of PW working days based on the number of beneficiaries in the village.

4.0 IMPLEMENTATION CYCLE OF CS-PW

Below are key steps in implementation of C-S PW sub-projects;



4.1 Preparation of Climate Smart Public Works Plan

Sub projects to be implemented through CS-PW shall be prepared by the Community through community based participatory planning process. PAA facilitators will facilitate communities to undertake micro planning and will fill in CS-PW Forms attached in (*annex 3- 11 and 17*). The PAAs and Ward annual development plans which may fall in the Community’s boundary can be included in the annual multi-year plans that Community can implement using beneficiaries labour. The multi-year

plans may be comprised of several sub-projects depending on the size of the resource envelope (which in turn will be informed by the number of beneficiaries who will participate in Public Works). The annual Public Works plan will be drawn from the multi-year plan. Once approved, the annual plan should be incorporated into the Ward and PAA development plans.

Eligible/planned works must address impacts of climate change, labour-intensive in nature, demand driven, meet the needs of the community and be technically, environmentally, socially and economically viable. The works must not have any significant negative social or environmental impact, land conflicts or have any significant negative impact on physical or cultural resources.

4.2 Sensitization and micro planning

4.2.1 Sensitization

Prior to start implementation of CS-PW activities sensitization and awareness creation will be done through community meetings to the targeted community. The objective is to ensure that beneficiaries are informed on the rationale, guiding principles, multi year plan, payment systems, re-timing of labour period, management and supervision, roles and responsibility of stakeholders at different levels.

4.2.2 Micro planning

PAA facilitators trained on CS-PW will support Communities in planning public works based on sub-projects selected through Community Based Planning Process (CBPP) in addressing impacts of climate change. Sensitization of Communities on the salient features of CS-PW design and rules will be done in a special Village assembly. The following steps should be followed when carrying out planning at Community level.

- i. PSSNC will inform the VEO/Sheha/MEO on the date of the special village assembly to introduce CS-PW subprojects.
- ii. PAA facilitators will sensitize Communities on the objectives, guiding principles, a menu of CS-PW subprojects and its expected outcome.
- iii. PAA facilitators will provide guidance on the criteria for selection of CMCs and LSP.
- iv. PAA facilitators will facilitate registration of households willing to participate in CS-PW activities using specially designed registration form. Two names will be captured, the household representative and a substitute.
- v. VC/Mtaa/Shehia will undertake Community level multi- year participatory planning process. The PAAFs will facilitate the Community to constitute a team which will take part in PW planning. The planning team will be selected based on gender segregation and be drawn from members of Village Council and Community representatives among youth, elderly and influential persons. The planning shall be based on Community Based Planning Process (CBPP) by using the improved Opportunities and Obstacles to Development (O&OD) approach focusing on addressing the impacts of climate change.
- vi. The selected community teams with support from PAA facilitators conducts socio-economic surveys, biological surveys and natural resources assessment based on the number of watersheds and sub-villages in the Village. The team will carry out problem analysis, identify and prioritise interventions that will bring change or improve livelihoods of the communities. It is important to select subprojects that are climate smart. In problem identification and prioritization, the needs of women should be given due considerations.

The following task will have to be accomplished during sensitization and micro-planning (*Annex 3 to 11 and 17*):

- (a) Conduct Transects walk
- (b) Resource Assessment and Base Map
 - Participatory Socio-economic Survey
 - Participatory Biophysical Survey
- (c) Gap Analysis/identify problems
 - Identify community needs
- (d) Identify and Prioritize Interventions
 - Referring to CS-PW Technical manual for relevance of subproject interventions.
 - Traditional knowledge
- (e) Community discussions on the prioritized intervention, amend and approve the prioritized needs as necessary
- (f) Prepare multi-year Community Based CS-PW Plan
 - Development map
 - Resources required
- (g) Community Annual CS-PW Plan
 - Input required
 - Integrate with other development plans

The PAAFs who has been trained on CS-PW planning will prepare a Community CS-PW planning report highlighting the process and the priority subprojects to be undertaken on multi-year basis. This report will be used by the PAAs Technical team to design the subprojects using the sector norms and standards.

The process is informed by the menu of eligible labour-intensive CS-PW activities. During the successful years the multi-year plans are reviewed and sub projects for the upcoming year are prioritised in a village level participatory meeting. The highest priority sub projects are then matched to the resources available for the coming year. Work to be undertaken under PW should needs of the communities and should have technical note to indicate the expected outcomes from implementing the work that contribute to the livelihoods of beneficiaries.

4.3 Sub project Design

This stage entails visiting the subproject site, collect important data to facilitate designing of the subproject. Technical sector experts at PAA level undertakes detailed design of public works activities in collaboration with CMC, VC and Community members. PAA experts use guidelines and norms to design subprojects as detailed in the Public Works Technical Manual and Standardised Environmental and Social Management Plans (SESMP).

The number of CS-PW subprojects a Community can undertake is related the number of person days of public works participants. Example if the number of beneficiaries who will participate in public works is 200, then the number of person days available is multiplied by 60, i.e. 12,000. By using work norms provided in the technical drawings and CS-PW Technical Manual, it can be estimated the person's days to complete the activity. Thus, the Community can undertake many subprojects depending on the number of person's days available.

Subprojects activities are identified, quantities established and work norms are used to estimate cost of the subproject. At this stage, screening for environmental and social impacts is done, mitigation measures identified, and environmental and social management plan developed incorporating budget for implementation of identified mitigation measures. Village council will establish the availability of land for the

subprojects using the existing land acquisition guidelines. Once the design is complete, they are subjected to review by the respective sector experts (Desk appraisal). Subprojects Data Sheets (SPDS) are then prepared summarizing all important data of the subproject for entering into the PW-MIS.

4.4 Appraisal and Approval

The resulting designs are then appraised to ensure that the proposed works are technically sound, comply with sector norms and standards, adhere to environmental and social safeguards policies and comply with eligibility criteria. The appraisal will be carried by PSSNC, AMO, PAA CS-PW team and other sector experts of specific subproject sector in order to ascertain the suitability of the subproject, that work to be undertaken correspond to the number of beneficiaries, availability of technical capacity, cost effectiveness, predictability of completing the subproject within the specified six months and if any support is required from the PAA to complete the subproject to the required standards. The sector experts have to ensure that standard drawings and detailed operational Bills of Quantities are attached in the final document.

The PAA technical experts can verify further information by site visit if required. On sample basis, Sector Experts Team (SET) from respective ministry and TMU undertake a more detailed field review of public works subprojects to check conformity to sector norms and standards and adherence to safeguards policies. The Sector Experts Team (SET) from respective ministry and TMU will visit the sub-projects implementation twice per circle; prior implementation and post implementation.

PSSNC will send the subprojects application package to Head of Departments at the PAAs to check completeness and including the proposed subprojects into Departmental annual plan for easy of providing technical support and monitoring. The Head of Department will fill in a form attached in *Annex 16* to endorse the application. The PSSNC will then prepare a summary of all subprojects indicating the cash transfer and other inputs for review submission and review by CMT.

The PAA Finance Committee for Tanzania mainland and Steering Committee for Zanzibar approves subprojects application package for financing. PSSNC prepare a summary of number of subprojects for each Village indicating the cash transfer and a list of tools required to implement the subprojects to TMU. The minutes of CMT and Finance Committee/ Steering Committee approving the subprojects will be attached with application package file.

4.5 Training of CMC

PAA facilitators train CMC on key aspects of sub project implementation including; procurement and stores keeping, management and organization of labour, record keeping, how to use tablets/Job Card and muster rolls, communication with beneficiaries, health and safety at work place, task rates and work measurements, payment of wages, gender consideration, implementation of safeguards measures, fraud, corruption and how to handle grievances.

4.6 Procurement of CS-PW Inputs

CMCs with technical support from PAA does the procurement of goods and services. PAA technical experts will facilitate CMC on preparation of specification of goods and services, filling of goods and services contracts without intervene CMC's procurement responsibilities. However, the mentioned activities will be done through the relevant community procurement system under guidance of the TASAF

procurement unit. Once procurement is complete, tools and materials are delivered to the respective Village and kept in a store provided by the Village council. PAAs enters into formal agreement with LSP to undertake the works according to the sector norms and standards. The LSP will report to the PAAs sector experts and submit monthly report with a copy to VC and PSSNC.

4.7 Selection of Local service providers (LSP)

The LSP is a person within the locality of subproject implementation with specific skills on the type of works to be carried out by participant HHs during sub project implementation, they act as intermediaries between the Community management committee (CMC) and the PAA technical team. They are the day to day site supervisors /facilitators and ensuring that the subproject is implemented according to sector norms and standards by interpreting the work plans, drawings and BOQs provided.

4.7.1 Qualification and Procedures of selecting LSP

The LSP may have technical skills such as civil technician, agricultural extension worker, a retired civil servant, or any other person with technical skills and background who can read and write. The LSP will be nominated during micro planning in a special village/mtaa/shehia assembly. Upon acceptance to the nomination will be interviewed by PAA technical team for authentication potential capacity in supervision and guiding of sub project implementation under the particular sector. The LSP will enter into formal agreement with PAAs, on basic terms of Reference of his/her duties and tasks. The LSP will be eligible for daily allowance payable on monthly basis or as agreed by PAA administration.

4.7.2 Roles and responsibility of LSP

In collaboration with CMCs, extension Officers and PAA technical experts, Local Service Provider will be responsible for supervising and providing technical support to the Community to implement the identified subproject and achieve the desired goal. The main function will be to manage day to day implementation of the Community subprojects. Specific responsibilities include:

- (a) Ensure availability of working tools corresponding to number of participating beneficiaries
- (b) Arrangement of tasks and ensure all participating beneficiaries are provided with task rates as shown on the BOQ
- (c) Ensure completeness of assigned tasks during each work session
- (d) Capture beneficiaries' daily attendance
- (e) Prepare and submit implementation reports to the Village Council/Shehia Advisory Council/Mtaa Committee
- (f) Ensure quality of assets and adherence to sector norms and standards
- (g) Plan for activities to be accomplished daily
- (h) Abide to instructions and directives from PAA experts and ward extension officers.

4.7.3 Orientation of LSPs

After the nomination of Local Service Provider (LSP); PAA technical experts has the responsibility to provide mentorship on technical aspects before commencement of sub-project implementation. The mentorship will cover the following;

- a) Task rates
- b) Climate Smart Public Work interventions
- c) Gender consideration

- d) Implementation of safeguards measures
- e) Fraud and corruption.
- f) How to handle grievances
- g) Preparation of reports
- h) Work distribution and attendance capturing
- i) Safety at work place
- j) Interpretation of drawings and BOQ.

4.8 Preparation of Sub-project data sheet

Subproject data sheet is a menu in TASAF MIS that summarises important sub-project information such as location, name of subproject, number of participants, subproject cost, dates of subproject activities, safeguard issues etc.

Preliminary information's gathered during micro planning will be captured in the Subproject data sheet by PAA team participated in micro planning.

Other information like subproject cost, monthly beneficiary wages, subproject progress; safeguard issues will be updated regularly on the course of implementation.

4.9 Payment of wages

Payment of wages is done on monthly basis. The CMC and LSP are responsible for capturing attendances on daily basis. After completing 10 days round the captured data will be synchronized for verification by PSSNC and approval by AMO. This activity will be supervised by CMC/LSP and Village/ Mtaa Executive Officer.

4.9.1 Subproject Completion, handing over form and Certificate

Once the implementation of CS-PW subproject is completed, the PSSNC/PSSNA in collaboration with PAA sector expert will assess completeness of the subproject. PAA

Team and CMCs will prepare a subproject completion report for requesting a completion certificate. A subproject completion report will comprise of PSSNC Report, PAA Sector Expert Report, and CMC Report, a dully filled and signed SPDS, tools justification report and sub project coloured picture. These documents will be filled in the respective subproject file at PAA. Subprojects data will be updated in the system for printing completion certificate at TMU. TMU will issue a signed completion certificate that will be used to hand over the implemented subproject to the community. PSSNC Completion Report is under **Annex 21**.

4.10 Operation and Maintenance

To ensure the sustainability of the implemented subprojects, operation and maintenance is considered and planned during micro planning process. The CMCs, Village Council/Shehia Advisory Council/Mtaa Committee and the Community identify and incorporate operation and maintenance plan. In addition, during subproject handing over the Community leaders will be oriented on the O&M plan and will be responsible for update and follow-up on its implementation. Operation and Maintenance Committee should be formed under supervision of the respective subprojects' sectors/department immediately after completion of subproject implementation. Head of department of the respective sector are responsible for supporting and monitoring the daily activities of O&M committee.

5.0 IMPLEMENTATION ARRANGEMENTS

To begin the actual implementation of the CS-PW, TMU will disburse 28% as non-wages cost into PAA Bank Account for procurement of non-wages input such as tools, equipment and construction materials and safeguards equipment to make sure that implementation starts as planned. This should be done at least one month prior to start date of implementation.

CMCs will liaise with VC/Mtaa/Shehia to ensure proper storage of working tools, equipment and materials. All tools and equipment should be coded before use. The storekeeper should use store ledger to issue tools to the gang leader who will issue to individual workers under their charge but for the small group the tools should be issued to individual beneficiary and similarly collect and return to the store by the same person daily after working hours.

Day-to-day management of public works at village level is the responsibility of the LSPs and CMCs who plan and decide on activities to be carried on daily basis. The LSP will provide full time supervision throughout the work sessions. The LSP will be handled over the following documents that will guide implementation:

- i) Technical drawing of the subproject detailing layout plan, dimensions and cross sections
- ii) Operational Bills of Quantities showing tasks to be accomplished and work norms.
- iii) Environmental and Social Management Plans showing the identified impacts and proposed mitigation measures.
- iv) List of registered beneficiaries from the MIS showing names of household's beneficiaries and a substitute

- v) A list of tools that has been procured and be used for subproject implementation
- vi) Tablets for capturing attendance of participants
- vii) Site instruction book
- viii) Templates for preparation of monthly progress reports.

Only registered participants with labour capacity aged from 18 to 60 are authorized to work in the public works sites, hence subcontracting of work to non-registered participants is not authorized.

All beneficiaries will be oriented on the fundamental principles of CS-PW, participation, rules for attendance, cooperation, payment schedule and safety precautions before starting the work.

A first aid kit and other necessary safety gears should be available to each subproject's work sites, and a first aid attendant will be nominated amongst the CMCs, VCs representatives or the beneficiaries. He should be provided with proper guidance by a community health practitioner available in the nearest locality.

5.1 Formation of work teams

To simplify supervision of works in villages with 200 and above participant beneficiary's households, participant in CS-PW will be organised in work teams (gang) with 25 members each. The assigned work should be equivalent to the task rate of 25 participating households. The team will elect their gang leader (GL) and the assistant gang leader. These act as a link between LSP and CMC on daily planning and execution of work. If the selected Gang Leader is male, the assistant should be a female and vice versa where possible. Gang Leaders should communicate to their members on the time and location of the public works activities and are responsible for sharing the work within the team. This arrangement will ensure cooperation,

monitoring attendance, and timely arrival at site. The team should have fairly balanced composition taking account of gender, age, skills, ability and strength. Gang leaders and assistant gang leaders will be assigned the same piece work as other team members.

5.2 Work site management

Management of worksites is the key part of implementation of a CS-PW subprojects. It will entail organisation of labour, management of attendance, provision of required materials and other inputs, physical execution of works, technical support and resolving issue that might arise during execution.

Prior starting implementation, the PAA Technical team will carry out the following tasks:

- i. Orientation to LSPs at the particular site on the interpretations of technical drawings, work norms, setting out works so that work allocated correspond to the available labour.
- ii. Orientation to CMCs, VEOs/MEOs and Chairpersons will be conducted on sub project implementation which will include scheduling of activities, capturing and uploading daily work attendances, procurement process, record keeping and report writing on work progress.
- iii. Plan what activities need to be accomplished in every 10 days per month (60 days in all six months) and allocation of tasks based on the number of beneficiaries. These should be documented into the site instructions book and should be agreed among the CMCs, LSPs and VCs.
- iv. Organise a gang of work groups into 25 participant beneficiaries to carry out specific tasks of the subprojects. The gang leader will receive work orders from

LSP. It is the task of the gang leaders to ensure that the assigned task is completed for a particular day.

- v. Due consideration should be given to women's needs.
- vi. The technical team must ensure that enough quantity of tools are available for the working gang. The team should ensure that enough materials are available at the worksites to create quality of assets
- vii. Inform beneficiaries that payment of public works will base on the achievements of work norms, it is the duty of LSPs, CMCs and VCs to plan and organise work to be undertaken based on targets.

After completion of a daily task, LSPs and CMCs will check completeness of the work by measuring actual work done and records.

5.3 Technical Supervision and Management

During implementation of the subprojects, technical supervision will be provided by PAA Experts of specific sector and Ward Extension officers. They will provide technical guidance and inspect the works to be carried out to ensure that works are carried out to acceptable standards. The supervision team will check the work progress, fill in and sign the site instruction book for any recommendations towards adherence to norms, standards, specifications and any other social issues.

Supervision team will also receive and document complaints, grievances, date occurred and redress mechanism. The team will also recommend specific actions to redress pending issues. Site visits by PAA technical team will be conducted frequently to provide technical support during implementation to ensure good quality of asset created. The LSP and CMC will also prepare a monthly report showing achievements against planned targets

5.4 Verification and Measurement of works

One of the objectives of CS-PW under PSSN III is to create durable assets and strengthening the livelihood resource base of the communities. A substantial amount of funds is used to pay beneficiaries labor and other inputs. Thus, if well implemented by complying to sector norms and standards, these subprojects have the potential of mitigating potential risks emerging from climate change and build resilience for the vulnerable Communities living in high risk areas and substantial infrastructural development.

PAA technical team will make measurements of works after completing each round of 10 working days and make a joint plan of the next round. However, where any deviation occurs should be communicated to the Village Council and corrected before proceeding to the next round. The PAA Technical Team should strictly monitor the quality of works on four major aspects; Measurements, Specification, Workmanship and end Outcomes of each subproject.

5.5 Management Information System (MIS)

The CS-PW-MIS is very useful for effective and efficient decision making. It is a tool to operate and track CS-PW inputs, processes, outputs and reporting effectively. It helps to monitor whether these are being delivered in line with the expected outputs. The TASAF- MIS has a module in which all CS-PW matters are handled.

The CS-PW- MIS module facilitates;

- a) Registration/enrolment of household beneficiaries aged 18 to 60 years with labour capacity that will participate in CS-PW be captured in the system including the name of a substitute who will work on behalf of the household representative. The

purpose of registration is to ensure willingness/availability of household to participate in CS-PW

- b) Monitor and Capture Data Sheets and obtain real time information of the progress of different activities accomplished at PAAs and village level
- c) To generate job
- d) Generate payments
- e) Case management/complaints system for beneficiaries
- f) Reporting system based on the results framework
- g) Payment reconciliation.

5.5.1 CS-PW Applications

Two CS-PW applications have been developed to facilitate timely payment of beneficiary and monitoring of subprojects implementation. The PW participants' attendance will be captured through a special Application (App) in tablets/cell phones. Once a participant completes his/her work, CMC/LSP captures attendance in tablet and uploaded to TASAF-MIS for further processes. The authentication of the attendance list is done by AMO and PSSNC prior to payment authorization.

The daily work attendances will be captured using tablets and uploaded on daily basis within two hours after completion of daily assignments, if capturing of attendances require extra time LSP/CMC will seeks for an approval of extra time for completion of uploading data to the PSSNC/PSSNA with reasons for delay. PAAs review and approve the information uploaded into the CS-PW-MIS for payment generation at TMU.

5.6 Payment Guideline

Wage payments are made on the basis of attendance and the quantity of work completed in 10 days based on assessment done by the PAA Technical Teams. This

will be done on the basis of the standards work norms and specifications as set out in the PW Technical Manual.

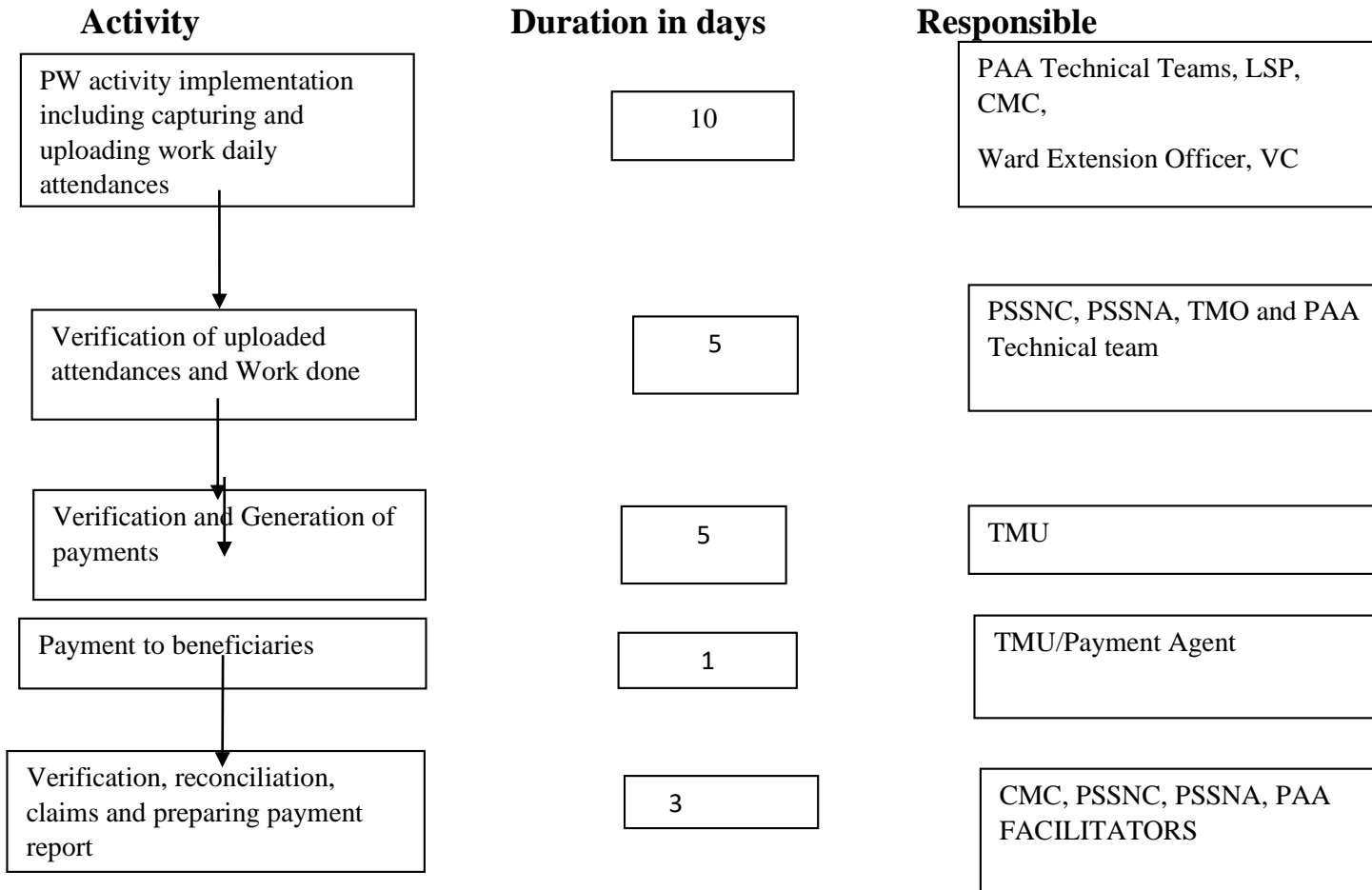
TMU will generate the payments based on the data approved at PAA level. Payment to participants HHs will be made electronically through payment agents. Each beneficiary will be issued with a receipt note as a proof that payment has been affected. At this point CMC reconcile whether there is underpaid, over paid or unpaid. In all cases, a claim form will be filled.

Payment Service provider will be required to account for cash related to failed transaction and return to TASAF Account. Payment reports will be prepared by the PAA in accordance to TASAF financial management procedures.

a. Payment Flow chart

Payment flow chart/tasks consist of activities that need to be accomplished by various parties. Major flow of activities includes:

Figure: Payment Flow chart



(a) Compliance with work requirements

Once beneficiaries have been selected and registered, the Job Card is generated from the system. The Job Card will bear the name of beneficiaries and a substitute, ID number, date and month of work. Only BHHs whose names appear in the job card will be allowed to attend work sessions. The works will be implemented according to sector norms and standards. Work site safety should be appropriately considered.

(b) Verification of the work done

The LSP/CMC will be responsible to ensure completeness of work by each participant as per work piece distribution. Before verification of uploaded attendances by PSSNC and approval by the AMO, the Sector Expert team will verify the quality and quantity of executed work after completion of 10 working days.

5.7 Grievances and redress mechanism

The project has in place a tool for Grievance Redress Mechanism (GRM) which provides a formal channel for citizens to air their grievances and hold the program accountable, so as to improve performance and provide high level of accountability. The GRM module captures complaints and concerns gathered from various channels and stores them in a centralized electronic logbook. This logbook is directly accessible to the authorities responsible for resolving grievances, ensuring that all complaints are tracked, addressed, and acted upon in a timely manner. The centralized system ensures transparency in the process, allows for better tracking of resolutions, and fosters accountability in handling grievances.

PSSN's GRM system enables receipts, follow up and redressing program-related grievances from affected communities and the public. The GRM system allows stakeholders to register complaints/opinions at different levels. Most beneficiaries register their complaints through the system connected to directly to centralized

electronic logbook. Other channels available for registering grievances include GRM hotline number 0739-000038, email address created for receiving grievances malalamiko@tasaf.org and TASAF call center.

6.0 FINANCIAL ACCOUNTING AND PROCUREMENT

A strong financial accounting system should be instituted to improve efficiency and effectiveness of the programme implementation and contribute to an accountable and transparent system through;

- a) Timely transfer of funds to beneficiaries,
- b) strong and transparent record keeping,
- c) the implementation of effective internal controls and
- d) timely and accurate reporting system

The key elements of the Financial Accounting Systems include:

- a) Flow of funds
- b) Proper Accounting
- c) Internal Controls, and
- d) Reporting

6.1 Flow of Funds

Disbursement of CS-PW funds to PAAs, Village Council/Shehia Advisory Council/Mtaa Committee and CMC will be as follows:

The ratio of labour to capital inputs is 72% and 28% respectively. The labour cost paid as a wages to beneficiaries should be fixed at sub-project level, with a minimum ratio of 72% of the total subproject costs. The capital inputs cover the cost of tools, CMC allowances, LSP allowances and personal protective Equipment's (PPE) which should not exceed 28% of the subproject costs.

6.2 Proper Accounting

All payments made by TASAF (PSSN III) will follow the existing TASAF accounting procedures regarding payment requests and approvals. CMC will keep record of all documents including stores ledger and pay list.

6.3 Justification of sub project Funds:

Justification means to account for the disbursed funds with documentary evidence on how the funds have been spent. PAA Accountant will prepare and submit justification reports for expenditure incurred. Sub-project progress report on the physical and financial status as at date of justification being done will be provided by the Community Management Committee (CMC) to the PAA Accountant to facilitate justification of the sub-project's expenditure.

6.4 Receipts of Funds

Funds for procurement of tools and other non-wage inputs will be transferred to the PAAs deposit account. Once these funds are received, PAAs will acknowledge receipt of the same by sending official letter to TMU. PAA will maintain the price list for control purposes and guiding CMC during procurement of inputs. The recruitment of LSP identified during sub-project design with support from technical teams can also begin through PAA channels. PAAs will record all receipts of funds in the receipts and cash books

6.5 Disbursement of Funds

Disbursement of CS-PW funds will be made to cover wages, inputs and supervision. Every payment should be documented on a payment voucher. The payment voucher

should be prepared before the payment is made. All payments for works should be made to the eligible Public works activities.

6.6 Beneficiaries payment

Payments to beneficiaries will be made under monthly basis, considering ten (10) days as a complete monthly circle for CS-PW implementation. Payments to beneficiaries are undertaken electronically through payment agents.

Basis of payments will depend on:

- Attendance and completion of tasks based on task rates after PAA Technical team verification.
- Workers who turn up at work and have finished the assigned task will be paid in full.

The standard task rates for typical tasks will be fixed in advance, through work norms as defined in the CS-PW Technical manual. Completed task will be measured before payments are made to get value for money.

6.7 Internal Controls

A number of internal controls are built into the system to ensure the highest level of accountability, to minimize abuses of the system, and to facilitate early detection of any abuses. These internal controls include:

- A well-defined approval process
- Segregation of duties
- Regular reconciliations of accounts
- Compliance with applicable laws and regulations
- Good and reliable reports.

6.8 Procurement procedures

Compliance to procurement procedures will improve the efficiency and effectiveness of the implementation of TASAF III through;

- Timely purchase of goods, tools and services which ensures they are available when needed;
- Ability to achieve value for money through the use of competitive processes; and
- The use of transparent and accountable systems which both engender trust by programme stakeholders, and safeguard the reputations of the programme and its implementers.

For each level of implementation, the sections consider the main actions in relation to procurement, the approaches used, and the key parties responsible.

6.8.1 Procurement at Community Level

A simplified set of procurement methods have been developed for procurement by CMC as detailed into Community procurement handbook. These methods include:

- (a) Lower Level procurement System NeST will be used by CMC during procurement of goods and services.
- (b) Local bidding; CMCs will prepare the advert and post it on common community places such as village council offices, school boards, churches, mosques, open markets, etc.
- (c) Direct contracting; CMCs will direct contract without competition when there is only one supplier or no saving will be realized in shopping goods from district due to transportation cost or where the amount is small and
- (d) Force account; Beneficiary HHs representatives participate in implementation of community projects

CMCs will receive training on procurement procedures; lower level e-procurement system and preparation of sub project Procurement Plans from relevant PAA staff as well as their roles and responsibilities.

6.8.2 Procurement of sub-project's inputs

Procurement of goods and services related to sub projects will be done at community level by CMC under the technical support of PAA team using the appropriate procurement method. PSSN III community procurement handbook will be used for guiding procurement procedures.

6.8.3 Support to community Procurement

PAAs are responsible for training and providing procurement expertise to CMCs and village council on procurement activities at community level and consolidating progress reports on the procurement implementation status. The consolidated procurement reports will be submitted to RAS for review and subsequent submission to TMU and other stakeholders. In this respect the PAAs:

- (i) Support community to prepare operational bills of quantities and facilitate micro planning and procurement plan.
- (ii) Assists communities with standard technical specifications required in procurement of goods and services, e.g. trees, grasses and other plants, cement, timber, water pumps, etc.
- (iii) Maintains and updates PAA market actual price list (data bank) of all basic goods and services that are commonly used in the implementation of the sub projects.
- (iv) Regularly provides the communities with updated PAA market unit prices (from the above data bank) to assist their decision-making processes
- (v) Provides procurement expertise to communities and supervision of procurement process

(vi) Facilitates communities to maintain appropriate community contracting documents.

6.9 Procurement at PAA

The PAAs undertake procurement of stationary, fuel, supplies and maintenance services for both equipment and vehicles from the administrative budget allocated to them. The following methods are commonly used at PAA level:

- Shopping on the basis of quotations obtained from three qualified local contractors and/or suppliers in response to a written request for quotations;
- Single sourcing of goods or consultant services, only when justified and when the contract price is within the regional market price;

PAAs will receive training and technical support on procurement from TMU. This will include training on the above procedures, the support they are expected to provide communities and reporting procedures. The PAAs report quarterly on procurement activities.

7.0 ENVIRONMENTAL AND SOCIAL SAFEGUARDS

7.1 Overview

The Climate smart Public Works programme will use safeguards instruments that were developed for the Productive Social Safety Net (PSSN III) which are aligned with existing laws, policies and standards of the Government of Tanzania and the World Bank Environmental and Social Framework (ESF). These instruments guide each of the areas of focus and references should be made to them for further details (*refer to Annex 18 - 22*). The instruments are:

- a) The Environmental and Social Management Framework (ESMF);
- b) The Resettlement Policy Framework (RPF);
- c) The Stakeholder Engagement Plan (SEP), which also includes the Grievance Redress Mechanism (GRM);
- d) The Labour Management Procedure; and
- e) The Environmental and Social Commitment Plan (ESCP).

7.2 Brief descriptions of the safeguard Instruments

7.2.1 The Environmental and Social Management Framework (ESMF)

PAAs will ensure that environmental and social screening is undertaken for each sub-project under the Climate Smart PW to;

- Identify and assess the potential environmental and social risks and impacts of the proposed subproject activities;
- Develop appropriate mitigation or enhancement measures;
- Outline appropriate roles and responsibilities for managing, monitoring and reporting on E&S issues; and

- Ensure compliance with applicable national laws and policies, and the Bank's ESF, policies and guidelines.

This should be done with reference to the guidance provided in the Environmental and Social Management Framework (ESMF) of the PSSN III.

7.2.2 The Resettlement Policy Framework (RPF)

Overall policy provides guidance on the execution of CS-PW sub-projects to avoid resettlement related cases at the earliest opportunity.

Key principle to be used is that Sub-projects eligible for CS-PW funding shall be those proposed in suitable sites where implementation of a sub-project would **NOT** bring about:

- i. Involuntary resettlement, involuntary physical dislocation, eviction of squatters, and loss of land (whether ownership is recognized by customary land tenure or land titles)
- ii. Impact on cultivations and property, loss of access to property, natural resources, cultural heritage and other economic resources.

CS-PW participants are not allowed to work on privately leased land unless the community asset to be created on the private land shall be deemed to improve the watershed/catchment and only with consent from the land owner and local leaders. In cases where there is consent, an agreement shall be drawn up on paper and a copy kept by the respective PAAs for future reference. During appraisal, availability of a written proof of properly acquired land will be one of the pre-requisite conditions for approval of a proposed sub-project.

7.2.3 Stakeholder Engagement Plan (SEP)

The main purpose of the Stakeholder Engagement Plan (SEP) is to provide a coordinated and continued engagement of relevant key players, affected persons and

interested parties throughout the project cycle of the CS-PW implemented during PSSN III.

The PAAs should, therefore, ensure that they establish and maintain stakeholder and citizen engagement mechanisms throughout the duration of the CS-PW interventions.

7.2.4 Labour Management Procedures

The objective of labour management procedures are to protect project workers, including vulnerable workers such as women, persons with disabilities, children (of working age, in accordance with ESS 2) and migrant workers, contracted workers, community workers and primary supply workers, as appropriate. PAAs shall ensure that they put in place mechanisms to support achievement of labour management procedure objectives in CS-PW.

Some of the critical areas requiring the attention of the implementers include:

(a) Sensitization of Participants and Community Members

During enrollment of CS-PW participants, PAAFs will explain on labour related requirements to the participants and community members. The working conditions will be made clear to the community members before the commencement of works.

(b) Occupational Health and Safety Considerations

- i. Hazard analysis of assigned tasks
 - Should be carried out at the start of every new task to plan for best ways of preventing and reducing the risks
- ii. Regular safety talks with participants before commencement of works
 - LSP/CMCs should make it part of their standard practice
- iii. First Aid Kits and training of focal persons

- Provision should be made in the tools and materials budget for procurement one or more first aid boxes per subproject depending on the number of participants of the CS-PW subproject
 - Appropriate orientation should be provided to focal persons appointed to administer first aid
 - In event of injuries, first aid should be provided to victims and where necessary the victim should be referred to the nearest health facility
- iv. Provision of Personal Protective Equipment (PPE)
- Should be considered for selected participants assigned to work on higher risk tasks as determined by task risk analyst
- v. Accident and incident reporting forms and logbooks
- Should be made available to LSP and CMCs for prompt recording and reporting of their occurrence.
- vi. Labour agreement and indemnity from compensation in-case of injuries
- Participants should be made aware that participation in the public works is voluntary and there is no provision of compensation in case of injury

(c) Community Health and Safety

- The environmental and social management plans should also include measures for preventing and reducing risks for introduction or spread of communicable diseases such as (Cholera, HIV, STIs and Covid-19) in the project target communities.

(d) Prevention of Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH)

- PAAs should ensure that CMCs and LSPs are inducted on the standard code of conduct (CoC) and make commitments to desist from indulging in SEA and SH by signing the code of conduct.

- The participants/community workers should be sensitized about the code of conduct and be empowered to report cases of SEA and SH.

(e) Gender, Disability and other Social Inclusion Considerations

- i. Where possible, efforts should be made to identify tasks which could easily be done by people with disabilities or other conditions so that they are not completely left out of the programme.
- ii. In addition to measures built in the program design, the PAAs will always pay attention to implementation approaches which enhance gender equity and equality.
- iii. Children under the age of 18 will NOT be allowed to be enrolled in the climate smart public works programme because its activities are deemed to be labour intensive and against child labor rules and regulations
- iv. Households with multiple working age members (18 to 60 years) may select any adult, except for pregnant women or the primary caregiver of an infant aged 0 to 2 years.
- v. Eligible households with only one working adult who is pregnant or caring for an infant, wages will still be provided, with work requirements be waived for the length of the CS-PW cycle.

(f) The Environmental and Social Commitment Plan (ESCP)

- This provides a binding summary of key environmental and social safeguards requirements to which the Government of Tanzania has committed to comply as part of the financing agreement for the PSSN III.
- PAAs and other collaborating institutions involved in the CS-PW should develop Environmental and Social Management Plans (ESMPs) which include areas and the commitments in the ESCP. These key areas and nine

(9) Environmental and Social Standards (ESS) triggered by PSSN III include:

1. Monitoring and Reporting

Regular reporting of safeguards implementation progress and incidents and accidents

2. ESS 1: Assessment and Management of Environmental and Social Risks and Impact

Ensuring maintenance of Organizational Structure for safeguards implementation, Environmental and Social Assessment, Management Tools and Instruments, Management of Contractors

3. ESS 2: Labour and Working Conditions

Labour Management Procedures, Grievance Mechanism for Project Workers, Occupational Health and Safety (OHS) Measures

4. ESS 3: Resource Efficiency and Pollution Prevention and Management

➤ Pest Management Planning

➤ Resource Efficiency and Pollution Prevention and Management

5. ESS 4: Community Health and Safety

➤ Community Health and Safety

➤ GBV and Sexual Exploitation and Abuse Risks

6. ESS 5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement

➤ Resettlement Plans

➤ Grievance Redress Mechanism

7. ESS 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources

➤ Biodiversity Risks and Impacts

8. ESS 8: Cultural Heritage

- Chance find procedures
- 9. ESS 10: Stakeholder Engagement and Information Disclosure
 - Stakeholder Engagement Plan Preparation and Implementation

7.3 Safeguards Planning and Implementation Procedures

Environmental and Social Screening, Development of ESMPs and Sustainability Plans

- i. All sub-projects will be screened for potential environmental and social risks and impacts before implementation.
- ii. The screening will also include an assessment of land acquisition processes and the potential for restrictions on land use and involuntary resettlement.
- iii. This process will be done by PAAFs with the support of the environmental SE and in consultation with the representatives of project participants and the community around the project site.
- iv. The PAAFs will use existing checklists which are provided in the updated ESFM and RPF for PSSN III.
- v. All subprojects with potential negative effects shall prepare an environmental and social management plan for preventing and mitigating the anticipated risks and impacts.
- vi. In addition, every subproject utilizing land shall have a written proof of voluntary land acquisition or right of use. This will be one of the prerequisite conditions for sub-project approval.
- vii. The implementation of mitigation measures will be conducted alongside the main project activities.
- viii. The cost of mitigation measures shall be mainstreamed into the overall cost of the sub-project but communities shall be encouraged to make use of locally available materials, tools and resources first.
- ix. Where there is still a need to procure certain tools and materials for implementation of mitigation measures, the PAAs shall ensure that CMCs include such procurement in the materials budget of the sub-projects.

- x. Engagement and collaboration with other service providers in the communities such as NGOs and other government sectors working in the same localities should be encouraged to reduce the cost of safeguards implementation.

7.3.1 Capacity Building on Environmental and Social Safeguards 7.3.1

TMU shall ensure that initial and refresher capacity building training on environmental and social safeguards planning and implementation is provided regularly to all groups of stakeholders involved in the implementation chain of CS-PW. Particular focus will be on the involvement and empowerment of community subproject implementation structures to ensure that safeguards culture is inculcated as a normal way of doing development subprojects even at the lowest level. Follow ups and mentorships will also be done where necessary.

8.0 OPERATION AND MAINTENANCE

Operation and maintenance planning are integrated into subproject design to ensure sustainability. CMCs, Village Councils, Shehia Advisory Councils, Mtaa Committees, and communities are responsible for ongoing operation and maintenance, with technical support from PAAs as needed.

Operation is the timely and day-to-day actions required to keep the completed subprojects in functioning/working condition. Maintenance is keeping the CS-PW subproject in optimum working condition. Operation and maintenance includes technical, environment, social-economic and administrative components, the components are explained in detailed below;

- **Technical component:** The PAA should ensure continuous operational and maintenance of the asset created by providing adequate technical support.
- **Environmental and social safeguard:** PAA should ensure close monitoring of mitigation measures by allocating sufficient resources that will enable to undertake maintenance and mitigation activities.
- **Socio- economic:** PAA should guarantee the anticipated enjoyment and benefits of the created assets by ensuring equal opportunities to different groups including vulnerable groups.
- **Administrative components:** Administratively the PAA should ensure close supervision and sustainability plan of the created asset by appointing a specific committee at village/Mtaa/Shehia level and financial support if necessary.

8.1 Purpose of Operation and Maintenance

Many community assets created or enhanced through CS-PW activities are likely to be subject to constant tear and wear through natural or human agents such as erosion and trekking over earthworks by cattle and humans. Whatever the causes of damages may be, some wears are inevitable. Therefore, after the initial construction of CS-PW structures, subsequent maintenance at suitable intervals is essential.

Operation and maintenance has to be considered and planned prior to implementation of the subprojects to ensure that the CMC, Village Council/Shehia Advisory Council/Mtaa Committee and the Community are facilitated to identify and incorporate operation and maintenance aspects in subproject design and plan for their implementation before the subproject is completed.

Key purposes of O&M are:

- a) Improve effectiveness of assets created
- b) Ensuring sustainability of the subprojects while addressing poverty
- c) Instrument to strengthen community ownership and increase commitment at grassroots level;
- d) Promote community empowerment through integration and responsibility of stakeholders.

8.2 Operation and maintenance challenges

There are some challenges that can hinder effective operation and maintenance. The major challenges are:

- a) Poor planning
- b) Lack of ownership of delegated responsibilities
- c) Lack of awareness

- d) Inadequate skills
- e) Inadequate/resource for O&M

The following are important prerequisites that should be put in place by the Ward and/or PAAs for effective and timely O&M:

- (a) Capacity to manage the created assets and ensure operational and maintenance
- (b) Formation of users' groups
- (c) Formation of a committee to oversee management of the investment
- (d) Capacity building for the committee and community
- (e) Operation and maintenance requirements
- (f) Establishing a Fund and open a bank account to finance operation and maintenance of the investment;
- (g) Extension services to O&M Committee.
- (h) Operation and Maintenance activities be embodied in the action plan
- (i) Handing over procedures of the completed sub-projects
- (j) Formulation of by-laws for proper use and sustainability of sub-projects

8.3 Formation of O&M Committee

The Committee that will be responsible for ensuring operation and maintenance of the community assets should be formed immediately after handing over the completed sub-project to the community. The O&M committee mandated to oversee Operation and Maintenance arrangements of a community assets as per respective sector guidelines. It will ensure that the set requirements for Operation and Maintenance are implemented by the community.

8.4 Roles and Responsibilities

The committee is responsible for:

- (a) Review O&M plan and budgets periodically (preferably after every three months).
- (b) Sensitize community on the proper use of assets created
- (c) Organizing the community on implementation of O&M activities of the created asset
- (d) Mobilize resources for implementation of O&M activities
- (e) Prepare reports on the operation of the community asset created and submits to the Village Council/Shehia Advisory Council/Mtaa Committee.

8.5 Types of Maintenance

- (a) Regular preventive maintenance
- (b) Corrective maintenance
- (c) Crises/emergency maintenance

8.6 Regular Preventive Maintenance

Preventive maintenance means taking the necessary actions to avoid unnecessary occurrence of damages. Such actions include:

- (a) Oil and greasing;
- (b) Vaccination of livestock;
- (c) De-silting of drainages and irrigation canals; and
- (d) Routine servicing of facility.

8.7 Corrective Maintenance

This entails keeping the assets in good quality; even if they are of old age. It includes minor repairs and replacements of parts. Work to be done on a planned basis includes:

- (a) Thorough Inspection;
- (b) Replacement of worn out items.

8.8 Crisis/emergency maintenance

These include maintenance which is undertaken when unexpected system breakdown or subproject damage happens due to unforeseen circumstances.

9.0 MONITORING AND EVALUATION

A well-functioning Monitoring and Evaluation (M&E) system is a critical part of CS-PW management and accountability. Timely and reliable M&E will provide information to: (i) support program implementation with accurate, evidence based reporting that informs management and decision-making to guide and improve performance; (ii) contribute to organizational learning and knowledge sharing by reflecting upon and sharing experiences and lessons; (iii) uphold accountability and compliance with established standards; (iv) provide opportunities for stakeholder feedback; and (v) promote work done by highlighting accomplishments and achievements.

TASAF PSSN establishes a participatory results-based M&E system that will track CS-PW processes and assess results. M&E system spells out the different levels of data capture along the hierarchy of objectives (input, process, output, outcome and impact), clearly articulating what will be tracked through indicators, how often and the corresponding purpose for the information.

The system will be supported by an appropriate Management Information System (MIS) that is designed to ensure effective tracking of the progress in implementation at PAA and community levels.

Furthermore, monitoring App will be used for capturing the progress of the CS-PW sub-projects' implementation. Additionally, geographical location coordinates for sub project implementation sites of funded sub-projects will recorded for easy tracking.

The M&E plan will outline the tools and methods for data gathering, analysis and reporting and the roles and responsibilities of the various stakeholders in these processes.

Monitoring and Evaluation plan will be done by;

- Using the Monthly reporting format
- Measuring the level of community interest/demand for the project
- Tracking the levels of efficiency in sub project processes
- Providing information to decision makers for balancing resource allocation and demand

9.1 Monitoring

PSSN III will monitor and ensure the implementation of different Climate Smart PW subprojects as planned in socially and environmentally safe manner. It will ensure that all stakeholders are taking part in monitoring of PW plans and processes according to defined roles and responsibilities based on specific performance indicators. It will also promote participatory community monitoring tools to ensure that CS-PW implementation processes are executed in a satisfactory manner and that the benefits are sustainable.

At a field level, different monitoring format (*Annex 12 and 13*) will be used to track implementation of the subprojects. The PAA Coordinator and TMU will review the completed monitoring form and provide the necessary support to keep implementation in a socially and environmentally sound manner. Types of monitoring to be undertaken will include: (i) results monitoring to determine if CS-PW component is on target towards its intended results; (ii) process or activity monitoring to track the use of inputs and resources, the progress of activities and the delivery of outputs; and (iii) compliance monitoring ensures compliance with sector norms and standards.

9.2 Evaluation

TASAF-PSSN III will conduct evaluation to determine the relevance and fulfillment of objectives, efficiency, effectiveness, impact and sustainability of the CS-PW component in reaching the target communities and households. An evaluation will

provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of the Program. Types of evaluation to be undertaken will include: (i) midterm evaluation to occur at the midway through implementation; and (ii) final evaluation to be conducted at the completion of Program implementation.

9.3 Implementation Arrangement

PAAAs will be the main responsibility center for M&E function. The PAA will make monitoring and supervision visits to each funded on-going sub-project frequently, and ensure that data is collected from sub-project's sites, compiled and synthetic and analytical reports are submitted to TMU on a monthly and quarterly basis.

PAAAs will also produce geographical location (coordinates) for sub project implementation sites of funded sub-projects will recorded for easy tracking. TMU will consolidate the routine progress data received from PAA and submit it to other relevant sector ministries and to the donors. Technical backstopping for M&E data collection, analysis and reporting will be provided by TMU. The support will be in the form of running short training sessions for PAA through physically, digitally, mentorship to review data gathering, analysis and reporting instruments.

The implementation Strategy include;

- i) Completed sub-projects application packages from community level sent to the district/PAA for final approval and consolidation by PSSN Coordinator
- ii) Facilitation for organization of technical assistance in the aggregation and compilation process to be done by PAA
- iii) Ensuring high levels of community participation during implementation.
- iv) Plan modifications at the stage of implementation by land users

- v) Strengthening communication between various line departments and non-state actors operating in their areas.

9.4 Participatory Monitoring and Evaluation

Given results-based nature of the overall monitoring and evaluation strategy of the project, a participatory approach with qualitative indicators to promote accountability of service providers will be useful. The approach promotes a working partnership between the Government and community institutions in undertaking the monitoring and evaluation efforts. In this regard, the project will use Citizen Report Cards.

9.5 CS-PW Key Performance Indicators

The CS-PW key performance indicators will be tracked at input/process, output and outcome/impacts levels as follows:

Process/Input Indicators

- Number of people employed per sub-project
- Number of people employed per month
- Number of women employed per sub-project
- Percentage of wage cost per sub-project
- Number of person days of employment created

Output Indicators

- Total number of people employed per subproject disaggregated by gender
- Number of CS-PW sub-projects planned at community by sector
- Percentage of CS-PW sub-projects trigger climate adaptation and mitigation
- Number of sub-projects funded, implemented and completed
- Percentage of unskilled labour cost as a share of the total budget
- Percentage of women in total labour force
- Amount of cash transferred to targeted participants

Outcome/Impact Indicators

- Percentage of households accessing food and other basic needs with CS-PW incomes
- Percentage of income used on food and other basic needs
- Number of people benefiting from created assets
- Percentage increase in household consumption of basic requirements
- Percentage of individuals employed or engaging in self-employment due to skills acquired under CS-PW implementation
- Satisfaction level of the community on the asset created with respect to the expected value of the asset during project selection process
- Community assets used productively and managed in a sustainable manner.
- Increased household income opportunities and resilience to shocks.

10.0 ANNEXES

Annex 1: Advertisement for self-targeting applications

Jamhuri ya Muungano wa Tanzania

Ofisi ya Rais

MFUKO WA MAENDELEO YA JAMII



TANGAZO LA KUOMBA KUSHIRIKI KAZI ZA AJIRA YA MUDA

Mamlaka ya Eneo la Utekelezaji:

Kata:

Kijiji/Shehia/Mtaa:

Jina la Mradi:

Tarehe:

Maelezo ya Kazi za ajira ya Muda:

1. **Chanzo cha fedha:** TASAF
2. **Muda wa kazi:** Siku 60 ndani ya miezi 6 (Siku 10 kwa mwezi, masaa 4 kwa siku)
3. **Malipo ya kazi:** Shilingi za kitanzania 4,000 kwa siku (sawa na shilingi 40,000 kwa siku 10 za kazi)
4. **Majukumu ya Kazi:** Kutoa nguvukazi kwenye mradi wa jamii na kukamilisha kipande cha kazi atakachopangiwa na msimamizi kila siku ya kazi
5. **Sifa hitajika kwa waombaji:**
 - i. Awe ni mkazi anayeishi katika kijiji/mtaa/Shehia husika
 - ii. Awe ni raia wa Tanzania

- iii. Awe na kitambulisho cha nida/namba ya nida /Utambulisho wa mkazi/kitambulisho chochote kinachotambulika
- iv. Awe na umri wa miaka 18-60, mwenye uwezo wa kufanya kazi
- v. Awe tayari kuhudhuria siku zote za kazi hadi mradi utakapokamilika
- vi. Awe tayari kusubiri malipo ya kazi ndani ya mwezi mmoja baada ya kukamilika siku 10 za kazi kwa mwezi husika
- vii. Mwombaji awasilishe jina la nguvukazi mbadala ambaye atahudhuria akipata dharura.

6. Namna ya kuomba:

Mwombaji atawasilisha jina lake kwa VEO/MEO/Sheha yeye binafsi na kuhakikisha jina lake limeingizwa kwenye fomu maalumu na ataweka saini kwenye fomu hiyo

7. Muda wa kutuma maombi:

Maombi yatapokelewa kuanzia tarehe..... hadi tarehe.....

8. Uchambuzi wa maombi na kuthibitisha:

Serikali ya kijiji/Mtaa/Shehia itapitia orodha ya waombaji na kupitisha watakaokidhi vigezo

9. Mrejesho kwa waombaji:

Baada ya kukamilika kwa uchambuzi wa waombaji, VEO/MEO/Sheha atabandika kwenye mbao za matangazo majina ya waombaji waliothibitishwa kushiriki kwenye shughuli za mradi

Annex 2: Self-targeting application form

Jamhuri ya Muungano wa Tanzania

Ofisi ya Rais

MFUKO WA MAENDELEO YA JAMII



FOMU YA KUOMBA KUSHIRIKI KAZI YA AJIRA YA MUDA

Mamlaka ya Eneo la Utekelezaji:

Kata:

Kijiji/Shehia/Mtaa:

Jina la Mradi:

Na	Jina la mwombaji	Kitongoji anachotoka	Jina la mshiriki mbadala	Namba ya simu	Saini ya mwombaji

Imethibitishwa na: Afisa Mtendaji wa Kijiji/Mtaa/Sheha

Jina :

Saini:

Tarehe:

Annex 3: Sensitization Session at Community Level

TANZANIA SOCIAL ACTION FUND



SENSITIZATION SESSION AT COMMUNITY LEVEL

Name of Village/ Shehia/Mtaa:.....

Name of Ward:.....

Name of PAA:.....

Name of Region.....

Date:.....

REPORT ON SENSITIZATION FOR CS-PUBLIC WORKS – PSSN III

1) Introduction:

The Village Council/ Shehia Advisory Committee/Mtaa Committee together with beneficiaries were sensitized on:

- a) Introduction of PSSN III in relation to other poverty reduction strategies
- b) Objectives of PSSN
- c) Introduction to CS-PW
- d) HHs eligibility/targeting procedure for CS-PW
- e) Self-targeting procedures
- f) Grievance/Appeal mechanism
- g) Safeguards Frameworks
- h) Wages rate

- i) Possible types of subprojects under CS-PW
- j) Formulation approach and planning process of CS-PW sub-projects
- k) Payments process
- l) Gender consideration/issues
- m) Roles of CMCs, LSPs, Village Council
- n) Operation and Maintenance requirement of sub projects

S/N	Name of Facilitator	Title
1		
2		
3		

The session was attended by the following members as summarized in a table below (The signed list of community members who attended the session is attached).

S/N	MEMBER CATEGORIES	MALE	FEMALE	TOTAL
1	VC/Shehia/Mtaa Committee			
2	CMC			
3	Community members			

Report submitted by Team Leader:

Name.....Designation.....

Signature.....Date.....

Certified by the PSSN Coordinator on.....

Name..... Signature.....

Annex 4: Socio-economic Survey Procedures

i) Socio-economic Survey and Analysis

The socio-economic survey reinforces the PI exercise. PI serves to outline main problems and start identifying possible solutions, bringing the community and field staff to visualize the main causes and interrelations between problems and list some main activities that need to be done to address those problems.

Socio-economic and biophysical assessments follow next to:

- a) verify the PI findings and consolidate understanding of both problems and solutions;
- b) build ownership over the solutions;
- c) Visualize the watershed logic and the priorities in terms of where, what and how to start the treatment of the various parts of the watershed.
- d) link the biophysical aspects to the socio-economic problems in detail to highlight new opportunities based on watershed logic
- e) Understand the linkage between communities influenced by a common sub-watershed line and the benefits of joining hands to carry out specific measures

Socio-economic information can be obtained from:

- a) Review of existing reports;
- b) Socio-economic baseline survey;
- c) Design and use of questionnaire;
- d) Collection and analysis of secondary data;
- e) Semi-structured interviewing.

Background Information of the area and community

Shehia/Mtaa/Village: _____ Ward: _____

Region: _____

PAA: _____

Number of sub-watersheds of main relevance for the community: _____

Main sub-watershed name/location within which the community is located:

S/N	Description	Male	Female	Total
1	Total households in the Community			
2	Cultivating households			
3	Population in the Community			
4	PSSN Households			
5	CS-PW beneficiaries			

Community Management Committee (CMC) team members

S/N	Name	Title	Gender	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Total male: _____ % _____

Total female: _____ % _____

Remark: _____

Analysis of Community constraints;

- i. Possible major community constraints
- ii. Crop production (Farming system on cultivated land)
- iii. Livestock production (animal husbandry)
- iv. Domestic energy/construction wood/production and tree products
- v. Water supply for domestic use and livestock
- vi. Water harvesting and small-scale Irrigation
- vii. Land degradation
- viii. Homestead development
- ix. Women in the community and watershed development
- x. use of communal areas and watershed development
- xi. Floods

Annex 5: Problem identification and ranking procedure

A number of participatory planning tools and methodologies have been used to facilitate people's participation in development planning and implementation process. Most of these approaches emanate from combination of planning tools motivated by various methodologies and adaptations at the local level. However, the common ones are:

- a) Participatory Rural Appraisal (PRA),
- b) Farming Systems Development,
- c) Participatory Land Use Planning, and
- d) Participatory Watershed Planning.

The following tools are extracted from several of these to provide guideline for watershed planning. It helps the sub county and technical staff on how to engage and consult with communities to jointly prepare a workable, socially acceptable and technically sound community-based watershed plan.

i. Participation

Communities' participation is defined as employing a method where the community is motivated to function and contribute as a group to perform various tasks they all contributed to identify, select and design. This includes use and management of land resources, people's assets and farming system, economic activities and coping mechanisms. Participatory development planning should capture the necessary steps, elements and interactions to formulate a development plan that satisfies both the community in terms of addressing the main needs and aspirations of its members, as well as fulfil the principle of sustainability of the use/management of natural resources. Unless the direct and visible benefits of the programme are in line with the interests of the people, genuine participation is not likely. Participation creates strong communities' ownership over the programme and assets being created.

Rural organizations are a key element both for participatory planning and for the sustainability and continuity of the project once implementation begins. Without them, no dialogue can take place between government agencies and the watershed beneficiaries. Consequently, bottom-up planning cannot exist. Government agencies need to identify appropriate rural institutions, and formal as well as informal leaders that could speak on behalf of the group or community.

For planning, a common interest group such as CMC should be established. Its members should be elected fairly and represent the main interests of households and their livelihood profile, including vulnerability and social status.

ii. Problem Identification

Problem identification is a process to identify the major socio-economic problem of the community. The problem identification process should be followed by possible solutions to overcome the problems. Watershed management is a problem-oriented approach. It is important that major problems be carefully defined at the beginning (the first step) of the planning process. Generally problems are recognized as related to crop, livestock production, environmental (drought, deforestation, soil erosion), economic (lack of credit, limited purchasing power, low incomes, etc.), infrastructure-related (access roads, access to basic services such as health and education), institutional, social or cultural factors, and the like.

During problem identification attention should be paid to the following key issues:

- a) Distinguishing problems from causes and solutions;
- b) Distinguishing between symptoms and problems;
- c) Interactions between problems.

There should be consensus among the farmers in the ranking and in determining the severity of the problem. Problems have to be ranked using well-defined criteria such

as distribution and seriousness of the problem. Example of a problem analysis and ranking format is shown below.

iii. Example of problem analysis and ranking format table

Problem	Main causes	severe	medium	low	Rank
Land degradation					
Soil erosion					
Low crop productivity					
Deforestation					
Shortage of water					

Generally problems are interconnected during problem identification and ranking the community should discuss and highlight the main causes of these problems. This is useful to start making the community aware about why problems occur and their relationship with the land resources and socio-economic issues.

The sub county, and technical staff and the community can also group problems by main category and undertake the problem identification. Problems can also be identified by gender groups.

After the PI and ranking exercise the community has to understand the reasons why problems occur and divide the problems as principal and secondary problems or into major causal ones and others more related to the effects of specific interrelated problems.

For example, low fertility is not to be associated with lack of fertilizers but to erosion and lack of proper crop rotation, insufficient organic recycling, and others. It should

be noted that linkages to problems should guide linkages to solutions and those should be discussed along with the identification of problems and their ranking.

iv. Problem ranking and analysis

Ranking can be used as part of an interview, or as analytical tool by itself. Ranking reveals differences in priorities, and help to understand the criterion used in doing so. Ranking also helps to compare priorities and discuss opportunities for community members of different social status.

Ranking differ from poorest to better off members in the community. However, understanding the priorities of different groups is very useful as it allows finding common interests and relationships between those groups and avoids potential conflict.

Ranking methods are also useful to deal with some sensitive information, especially for income or wealth. Informants tend to be more willing to provide relative values regarding their wealth than absolute figures. For instance, it is easier to ask a farmer to rank his income sources by importance rather than asking him how much he earns. Ranking scores are easier to obtain than absolute measurements.

Types of ranking commonly used in participatory planning are:

- a) Preference ranking (ranking by voting),
- b) direct matrix ranking,
- c) pair-wise ranking and
- d) Wealth ranking.

While undertaking any ranking exercise -

- a) let people do it their own way
- b) use people's own unit of measurement
- c) use local names and materials

d) be patient, probing and eager to learn.

Preference ranking implies voting for selecting priorities. Use card sorting or tally people’s preferences by vote. Wealth ranking (WR) is an exercise used to assess and understand household profile in terms of assets and income levels, thus related to capabilities, resilience to shocks, food security and other socio-economic parameters. Further, wealth ranking is used to understand and address factors determining vulnerability. WR is also used to have fair representation in planning teams, i.e. select members of different wealth groups so as to voice every category’s needs and aspirations.

Problem identification chat

S/N	PROBLEM	MAIN CAUSES	LEVEL OF SEVERITY			RANK
			Severe	Medium	Low	
1						
2						
3						
4						
5						
6....						

Problem prioritization and Proposed Solutions chat

Rank	Problem	Proposed Solution
1		
2		
3		
4.....		

Survey Team members

Rank	Name	Title	Signature
1			
2			
3			
4.....			

Name of team leader/coordinator.....

Date..... Signature.....

Annex 6: Guideline for Semi Structured Interview (SSI) for collection of socio-economic information

The semi structured Interview tool is used during community participatory planning. The following checklist would help to collect socio-economic information from a given area.

Before the interview:

- i. Prepare yourself for the interview.
- ii. Develop typical guidelines and agree on team role
- iii. Design a rough outline for the SSI, which will be refined during field work.
Better start with general inquiries on a certain topic and add more detail and depth as the discussion progresses
- iv. Choose appropriate interviewees for the topic, based on their knowledge, age, gender, status, ethnicity, and others
- v. Try to obtain a broad overview of the socio-economic stratification of a community. First find someone who is familiar with the community (community member or community development worker) who can draw a map of the community indicating the different quarters and socio-economic, ethnic, and religious groups.
- vi. Select a number of interviewees from each category (male, female, old, young) based on availability (opportunity sample).

During the interview:

Introduce the team, explain the objectives, and begin with polite/social talks. If possible use the same language as the interviewee (colloquial language) to reduce barriers. Ensure that questions are relevant and phrased in a meaningful manner

- a) Questions should always be phrased in such a way that they required explanation (open ended questions) rather than allowing the interviewee to answer with “yes’ or ‘ no’
- b) Formulate questions clearly and don’t ask more than one question at a time
- c) Most interviews should be opened with a broad question to allow respondents to discuss the topic
- d) Make questions short and easy to understand, but aim at consistently drawing out more details
- e) Pause to let the interviewee add more information, but don’t make the pauses too long which may cause embarrassment
- f) Use neutral question, such as: “Could you tell me more about that?”, “Could you give me an example?”, “Could you explain that to me?”
- g) Have a mental checklist of questions but be open to new questions
- h) Prepare a list of key questions and key probes which result in a whole series of new questions (e.g., “What crop varieties have you experimented with in recent years?”)
- i) Case studies, stories, household history and profiles can be used to analyze how a conflict was resolved, what coping strategies were used in a crisis, and such like
- j) Finish the interview politely. Thank the interviewee.

Annex 7: Bio-physical Survey

Demarcation (Mapping) and Size of the Area

Specify the agro-climatic zone (s): _____

First delineate the boundaries of the area. You can do it as follows:

If a topographic map with a scale of 1:50,000 is available, it needs to be enlarged twice or four times to the scale of 1:25,000 or 1:12,500, on which you will draw the boundaries. Further enlargements may be needed for small planning units. To calculate the approximate size of your area you will use a Grid Square. The size of your area should be given in Hectares.

If a topographic map is not available in your area, you **can draw a sketch map** following the boundaries of the selected area and use the secondary data to indicate size of your area (Ha)

Present land use, drainage, community infrastructure, soil and topographic surveys

Land use

On the topographic map or sketch map of your area, delineate the approximate boundaries of the major land-use types: Cultivated land (Cu), Grassland (Gr), Forest land (Fs), Miscellaneous land (Msc), homesteads (H) and others. Develop your own legend for additional specific features.

Within each present land use you may find important differences in terms of slopes, soil depth texture and erosion problems. Try to delineate as accurate as possible the boundaries between the different areas within the same land use that have such significant differences (dashed or broken lines - for instance Cu1, Cu2, Gr3, Fr1, Fr2, and others).

Then **estimate the proportions of each land-use (and the subunits) type in hectares and in percentage of the total area**. For this task, you should use a plan meter or grid square. Start from the minor land-use types. Subtract from the total area the sum of all minor land uses and find the major land-use type area. If a topographic map is not available in your area, you **can** use the secondary data to indicate **each land-use** (Ha).i.e

a) Drainage and community infrastructure

While mapping your area, indicate the drainage pattern of your area (which can be Main River, tributaries and gully lines). Indicate infrastructure such as schools, health posts, churches, mosques, roads, stores and nurseries which are present in the area.

b) Slopes, soil texture and soil depth

Slopes-During the area mapping and transect walks, measure the slope of each land use and sub-class based on differences in soil type or slope. Use a line level to measure slope. Mark with a cross (es), very common (xxx), common (xx), rare (x) and nil (o) for each land use (on the same units as above) the nearest

Table shows categorized soil slopes based on the appropriate range agreed on by technical staff.

Slope Classes	Range (%)
Flat or almost flat	0-3
Gently sloping	3-8
Sloping	8-15
Moderately steep	15-30
Steep	30-50
Very steep	>50

- **Soil Texture Group**

Mark also with a cross (es) the **Soil depth:** very common (xxx), common (xx), rare (x) and nil (o) for each land use (on the same units as above). The soil depth includes the total depth of the soil to a contrasting layer significant for soil conservation requirements (rooting depth, presence of hard pan, hard sub-soil, and others).

Look at profiles near edges of footpaths, gullies, and ask farmers for their view. In general, observe/measure soil depth and soil type at least every 100 meters in most terrains, at different changes in slope and soil colour. Also during the transect walk determine the type of soil after a certain distance by using hand feel Method. The soil texture can be Sand, Loamy sand, Silt loam, loam, clay loam, light clay and heavy clay

Table showing distribution of soil depth classes

Soil Depth Classes	Depth (Cm)
Deep to very deep	> 100
Moderately deep	50-100
Shallow	25-50
Very shallow	<25

Erosion and deforestation problems in the area; First observe signs of sheet erosion (tree roots exposed, big concentration of stones or gravel in the fields, rock exposure or shallow soil depths) for each land-use type. Then observe rill and gully erosion for each land-use type. Mark with cross (es) and complete the table, the extent of past erosion: very severe (xxxx), severe (xxx), moderate (xx), slight (x) and nil (o).

Similarly, provide information on deforestation in a particular type of land (mark with crosses): very severe (xxxx), severe (xxx), moderate (xx), slight (x) and nil (0).

Key signs for deforestation;

Nil	No erosion noticeable	0
Slight	Forest start to be affected, few gaps & clearings observed. Some sheet and rill erosion generated from those gaps. Some species start to become rare. Underground bushes moderately affected.	X
Moderate	Several gaps start to appear. Sheet erosion and rills common under trees. Some land below forest start to become affected by runoff generated from cleared areas. Underground bush mostly affected. Most valuable trees become rare. Forest management poor. Regeneration of new trees almost nil	Xx
Severe	Most forest cleared. Scattered trees. Most valuable trees disappeared. Severe erosion frequent between trees and open gaps. Several patches of topsoil removed. Tree roots almost completely exposed.	Xxx
Very Severe	Forest disappeared. Most of the land is severely eroded. Only very few trees and scattered bush present	Xxxx

Annex 8: Village map and Transect Walk Sketch

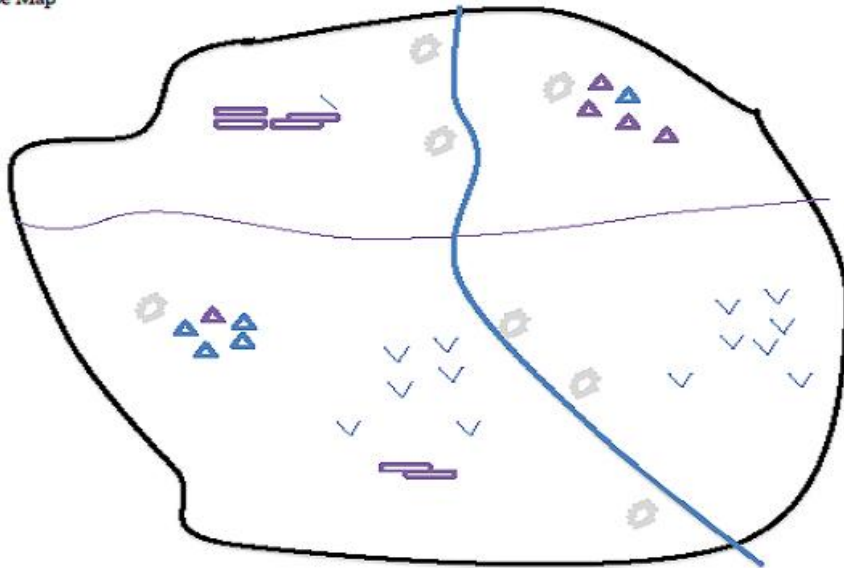
Village map is a map drawn by the community representatives. They has to show their own village area, inclusive of land use, social infrastructures such as churches, homesteads, health post, roads, school, water supply facilities, and other features including drainage, mountains, rivers, forest sites, etc. The purpose of drawing community map is to help the community and the facilitators to visualize their area and for community to familiarize themselves with what they consider more important as assets. The map helps the community to agree on a visible projection of the land resources and their value.

i) Procedure for drawing a village map







Guide the community to draw a map on the ground to bare soil using sharp sticks and other simple materials such as stones, pebbles, and straws. They can roughly delineate the boundaries, drainage and main land use, and all the other main features of importance. Then the map has to be copied to a paper/flip chart for future reference and use. Another option is to draw a village map village map on a flip chart with pencils and markers. Encourage and facilitate the men and women to do their own map, even if they belong to the same planning team.

Base map

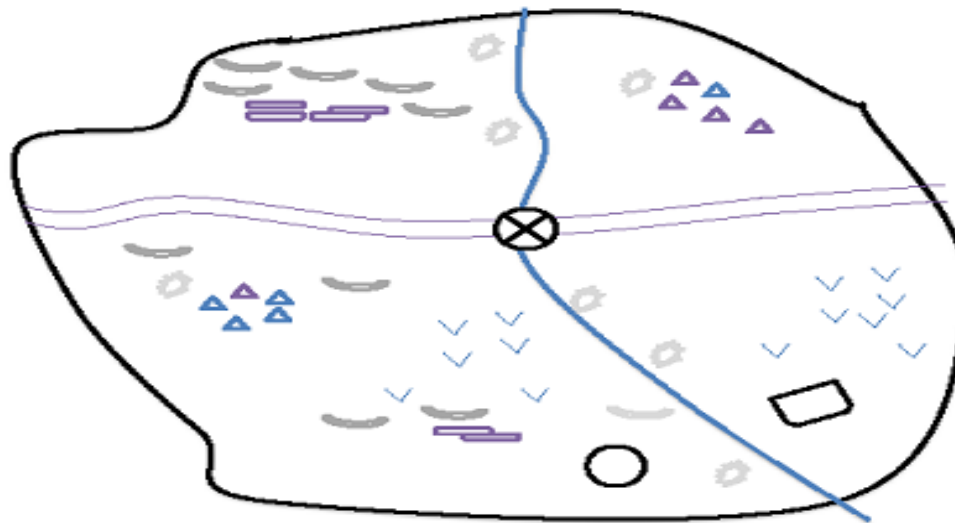
Base Map



Legend

- | | |
|--------------|---|
| River |  |
| Farmland |  |
| Village |  |
| Foot path |  |
| Grazing land |  |
| Vegetation |  |

Community Map



Legend

River		SWC	
Farmland		Pond	
Village		Valley tank	
Foot path		Road	
Grazing land		Bridge	
Vegetation			

ii) Drawing a transect Sketch

A transect sketch, accomplished through a transect walk, is a tool used by a group undertaking observation-based community improvement, which should include informed community members and people with the technical skills to identify and propose solutions to issues that are visibly manifested on a walk through the community.

Transect walks can supplement formal maps and data, but in cases where these do not exist, they are an excellent tool for creating a record of environmental conditions: those arising in the natural, built and experienced environments.

A transect walk can serve many functions. In some cases, an outside analyst is helpful for a technical perspective. In others, this activity can serve as a valuable resource when conducted by community residents alone.

When to do transect walk - Transect walks should be conducted early in the planning process, after the mapping exercise. Transect walks provide the community with an overall view of the community and help it to identify issues that might merit further exploration.

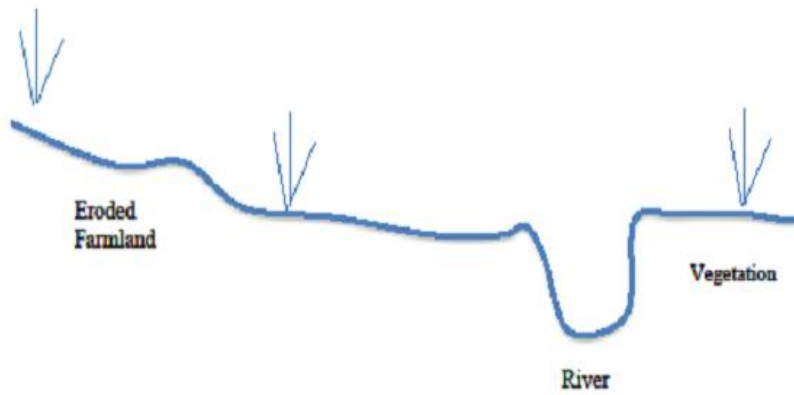
Proposed steps for drawing the transect walk

- a) Agree with the community the route they would like to follow on the walk. The planned route should cover the main variations in topography and other features. If necessary, the route can meander rather than be a straight line.

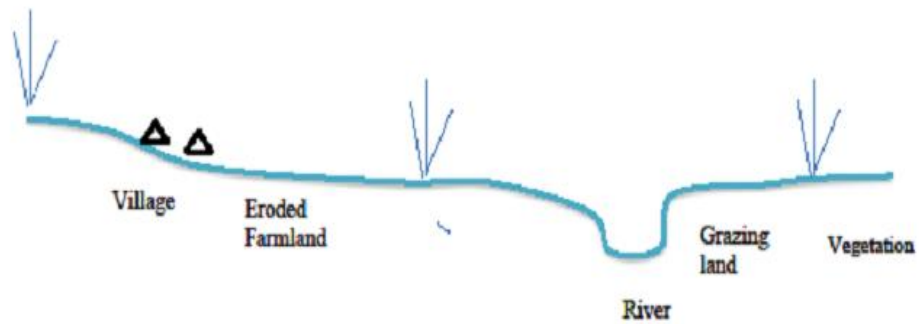
- b) Start at the edge of the area and begin the walk. As the walk progresses, stop at key features or borders of a new zone (such as residential, topographic, land usage) and record the observed features.
- c) Ask participants to describe everything encountered or noticed and to explain the key characteristics of areas/features they see. The discussion can be facilitated by asking questions about the details (along the same lines as the community resource map) and by making observations. Make notes of all vital information gathered and take photographs or draw sketches.
- d) It is not necessary to stick to the original planned route. Participants can deviate when useful or interesting, or even at random, to observe the surrounding area and to gather relevant and useful information. Walk slowly and gain an understanding of the physical features in the village from different perspectives.
- e) Women and men met along the way can be informally interviewed to obtain local perspectives from people who might not have been able, or felt able, to join the original local participants.
- f) After the transect walk has finished, sit down in a suitable place to discuss and record the information and data collected. Where more than one transect walk has been completed, results can be combined and compared.
- g) Ask participants to prepare a diagram of the transect walk using the information. The diagrams can be prepared on a large sheet of paper (or on the ground). On the top line, illustrate the different zones that were visited. Down the side, list headings of the areas of interest (plants, land use, problems, drainage system, and so on) and then fill in the details of what was observed in each zone.

Transect Walk at the community

a) Upper part of the village/catchment



b) Lower part of the village/catchment



Annex 9: Multiyear Targets for Implementation

Selected intervention	Unit	Year 1	Year 2	Year 3

Annex 10: Planning required Inputs

Based on the number of beneficiaries participating in CS-public works and the work norms develop a multi-year targets for implementing various interventions.

Selected Interventions	Unit	Quantity	Person days (cash)	Year 1	Year 2	Year 3

Annex 11: Monthly Sub-project's Implementation Plan

TANZANIA SOCIAL ACTION FUND

MONTHLY SUBPROJECT'S IMPLEMENTATION PLAN AND PROGRESS REPORT

MONTH NAME: _____ **YEAR** _____

1. Sub project Name: _____
2. Sector: _____
3. Village/Shehia/ Mtaa: _____
4. Ward: _____
5. PAA: _____
6. Region: _____

PART A: MONTHLY SUB-PROJECT IMPLEMENTATION PLAN

INSTRUCTION: To be filled in duplicate by Sub-project Supervisor/LSP monthly under the supervision of PAA technical Personnel, one copy to be kept in the subproject file, another copy to be submitted to PSSN Coordinator

7. Sub-project description _____

No.	Activities	Unit of Measure	Planned Quantities	Labor required (person days)	Implementation Period (Months)					
					1	2	3	4	5	6

Submitted by: _____

Verified by: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Annex12: Monthly Work progress Report

Region _____

Name of PAA _____

Month _____

S/N	Ward	Village/ Mtaa/ Shehia	Name of subproject	Sector	Subproject Code	Number of Beneficiaries	# of beneficiaries worked			% of households worked 10 days	Total person days executed	Total wages paid	Start date of the month	End date of the month	Status of works (ongoing, completed, onhold)	Remarks
							M	F	T							

Annex 13: Monthly Financial progress Report Form

Region _____ Name of PAA _____

Month _____

S/N	Ward	Village/Mtaa/ Shehia	Name of subproject	Sector	Subproject Code	Number of Beneficiaries	Planned total subproject budget			Actual Expenditure			Cos
							Wage	PW Input	Total	Wage	PW Input	Total	

Annex 14: Certification of subproject by Head of Department

TANZANIA SOCIAL ACTION FUND



CERTIFICATION OF SUBPROJECT BY HEAD OF DEPARTMENT

Name of the subproject.....

Sector.....

Village/Mtaa/Shehia.....

Ward.....

Project Area Authority.....

Region.....

General assessment by Head of Department

S/No	Observations	Comments
1	Technical Drawings and specifications	
2	Bills of Quantities conform to PWP requirements	
3	The subprojects conform to sector norms and standards	
4	Operation and maintenance requirements	

Any other specific sector comments on the subproject:

.....
.....

CERTIFICATION

I, Eng/Dr/Mr/Mrs.....being the Head of Department of.....Council conform that I have checked and reviewed the subprojects to be supported by Tanzania Social Action Fund. I certify that the subproject conform to sector norms and standards and will adhere to the following;

- Incorporate the subproject in Council annual plans
- Providing technical support to PW sub-projects
- Monitor operation and maintenance plan

Signature.....Date.....

Contact

Telephone.....Email:.....

Annex 15: Example of Community Integrated Public Works Plan

District: Singida **Division: Mgori**

Ward: Mgori **Village: Sughana**

Sub Village: Ujaire and Ikaka, Sughana

1. Background Information

Physical setting, Location: Sughana village is located at Mgori Ward in Singida District/PAA Council, about 26 km East of Singida Town on the Arusha. It is located on the average at 4,500 ft above sea level.. The village consists of 11 Sub Villages (Ujaire, Majengo mapya, Iroo, Isanga, Unyanyoka, Ikaka, Sughana, Kirogi, Kinyantundu, Tindika A na Tindika B),

2. Socio-economy

Household size (population, PSSN beneficiaries, etc): The village consists of 627 households with a total population of 2,939 persons (male 1,456 and female 1,483)

Livelihood: The economy of the village can be classified as “cereal-major and livestock-minor.”

Crops grown: Major crops are sorghum, sunflower, ground nuts, sweet potatoes and cassava. Agriculture is almost entirely rain-fed

Land size ownership: The total area of the village is approximately 5,300 ha (13, 000 acres)

Cattle ownership: Livestock holding is limited due to prevalent livestock diseases. The cattle breed is local with low productivity. Ownership is about 3 – 60 per Household

Institutions: In the village there are five churches, two mosques and one primary school. There are no NGOs or Government supported projects/programmes except the Productive Social Safety Net (PSSN). The current PSSN beneficiaries in the village are 234 households.

3. Biophysical

Topography and Soils: The slope of Sughana village ranges from flat to very steep. In the upper part of the village the land slope is about 15.2% whereas the lower flood plain has 1.2% slope. The floodplain of the village/watershed is the area where most crops farming takes place. The rolling and steep are covered with scattered vegetation. Soil is generally characterized in various forms of sand and clay loam. Soil types of a large portion of the village/watershed are sandy

Climate. The climate is characterized by dry semi-arid with erratic rainfall with two pronounced seasons; wet November to March and dry the rest of the year.

Land Classification. The upper part of the watershed is classified as forestland. The remaining area is disposable lands devoted to agriculture and grassland.

Water Resources. In the watershed there are several intermittent rivers with variable flows during the year. At the downstream part of the village there a charcoal dam constructed in 1952. The charcoal dam is the source of water for domestic consumption for the village population. In the middle and lower part of the village the ground water can be reached at about 10 meters below the surface.

Flood: Flood is one of the major problems that put the life of the residents in the lower flood plain at risk. Frequently households residents are inundate and rescued by the community. The local officials suggested if no permanent solution is sought some villages have to be resettled at safer place

Soil erosion and sedimentation: The upper part of the village area has moderate erosion. Severe erosion and gully formation is observed adjacent to the bank of the intermittent rivers. There is no apparent erosion in the low-lying areas of the village. The sedimentation of the charcoal dam is not serious due to flat topography in middle and lower part of the village where sedimentation takes place before it arrive the reservoir. As a result of variation in rainfall distribution/timing and sandy soil the moisture stress frequently suppresses agricultural production.

Major limiting factors for agricultural crops production are: Three major limiting factors for agricultural crops production are:

Poor and declining soil fertility- The dominant soil type is sand with low water holding capacity.

A soil fertility decline is widespread, and is attributable to (1) erosion of topsoil, and (2) nutrient depletion due to repeated cropping. Use of manure on cropped field is practiced by the farmers.

Drought and Moisture stress – The soil dominated by sand has low water holding capacity and the rainfall is frequently erratic

Population Pressure- High population growth rates are acting to reduce average plot size. The population pressure has contributed to the level of high deforestation. There is no tree planting practice.

Shifting cultivation- This includes deforestation as a means to expand cultivation area

4. Major Problems /Problem matrix

Problem	Major causes	Degree of severity			Rank
		high	Medium	low	
1. Soil erosion	<ul style="list-style-type: none"> ➤ Deforestation (Charcoal making, fuel wood, ➤ Overstocking 		x		3
2. Shifting cultivation	Poor soil fertility, Poor land use planning, Insufficient extension services, low agriculture harvest				1
3. Land infertility	Lack of soil and water conservation measures				4
3. Drought	Environmental degradation				5
4. Insufficient grazing land	Population growth, pastoral migration				8
5. Insufficient safe and clean water	Destruction of water sources (such as poor agriculture practices, overstocking, lack of environmental conservation skills		X		7
5. Diseases	Water contamination				6
6. Deforestation	Charcoal making, fuel wood, shifting cultivation, construction poles, Overstocking, population growth, threshing poles				2

4. Prioritized Problems

Problem (according to priority)	Recommended Solutions for the problems (select interventions from PWP technical manual & others as appropriate)
1. Shifting cultivation	1. Education to stake holders on proper agricultural practices 2. Implementation of Regional Land use planning
2. Deforestation	1. Tree planting 2. Enrichment planting 3. Natural regeneration 4. Establishment of woodlot 4. Community forest agreement (bylaws)
3. Soil erosion	1. Intensive livestock keeping system 2. Soil and water conservation measures- application of watershed technology (fanya juu and fanya chini, bench terraces, stone bands)
4. Land infertility	1. Planting of trees and grasses 2. ridge cultivation 3. Use of organic manure
5. Drought	1. Application of watershed technology 2. Trees planting 3. Proper agriculture practices
6. Diseases	1. Health education on hygienic and construction of pit latrine 2. Capacity building to community on the importance of health facilities in their Village
7. Insufficient safe and clean water	1. Soil and water conservation measures 2. Water harvesting 3. Application of watershed techniques
5. Insufficient grazing land	Land use Planning

7. Multiyear (3) Targets for Implementation

Selected Measures	Unit	Year 1	Year 2	Year 3
Bench Terrace	M			
Level soil bund	M			
Level Fanya Ju	M			
Stone bund	M ³			
Stone check dam	M ²			
Gully reshaping, filling and re-vegetation	M ²			
Seed collection	G			
Restoration of degraded area	No			
Improved pit	No			
Cut of drain	M			
Charco dam	M ³			

8. Action plan - Multiyear (3) Targets for Implementation

Selected Measures	Unit	Quantity	Cash PDs	Year 1	Year 2	Year 3
Bench Terrace	PD/m	3000	1,380,000	3000	3000	3000

Level soil bund	PD/km	10	3,450,000	10	10	10
Level Fanya Ju	PD/km	0.8	368,000	0.8	0.8	0.8
Stone bund	PD/m ²	500	2,300,000	500	500	500
Bench Terrace	PD/m	3000	1,380,000	3000	3000	3000
check dam	PD/m ³	2000	2,300,000	2000	2000	2000
Gully reshaping	PD/ha	0.5	575,000	0.5	0.5	0.5
Seed collection	PD/gm	10	1,150,000	10	10	10
Restoration of degraded area	PD/ha	10	92,000	10	10	10
Improved pit	PD/IP	100	1,150,000	100	100	100
Cut of drain	PD/m ²	520	11,960,000	520	520	520
Charco dam	PD/m ³	5500	6,325,000	5500	5500	5500

9. Non-labor cost requirement

List of materials	Unit	Quantity	Self-help PDs	Cash PDs	Year 1	Year 2	Year 3
Cement	bags	0	0	-	-	-	-
Nails	kg	0	0	-	-	-	-
Corrugated sheet	no	0	0	-	-	-	-
r-bar	kg	0	0	-	-	-	-
Polythene tubes	Kg	100	0	1,000,000	1,000,000	1,000,000	1,000,000
Hoes	No	100	0	500,000	500,000	500,000	500,000
Spade	No	50	0	250,000	250,000	250,000	250,000
Buckets	No	25	0	150,000	150,000	150,000	150,000
Water can	No	30	0	210,000	210,000	210,000	210,000
Knives	No	20	0	40,000	40,000	40,000	40,000
Masking	No	234	0	468,000	468,000	468,000	468,000.
Tape measures	No	2	0	10,000	10,000	10,000	10,000
Gloves	No	234	0	117,000	117,000	117,000	117,000

Ropes	Roll	2	0	4,000	4,000	4,000	4,000
Wheel barrow	No	30	0	4,350,000	4,350,000	4,350,000	4,350,000
Training for CMC	No	14	15000	3,711,000	3,711,000	3,711,000	3,711,000
Total				10,810,000.	10,810,000	10,810,000	10,810,000

10. First year detail action plan

Type of Activity	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bench Terrace	PD/m												
Level soil bund	PD/km												
Level Fanya Juu	PD/km												
Stone bund	PD/m ²												
Bench Terrace	PD/m												
Stone check dam	PD/m ³												
Gully reshaping, filling and revegetation	PD/ha												
Seed collection	PD/gm												
Restoration of degraded area	PD/ha												

Improved pit	PD/IP												
Cut of drain	PD/m 2												
Charco dam	PD/m 3												
Procurement of Materials													

Table 3: Multiyear (3) Targets for Implementation

S/N	Selected Measures	Unit	Quantity	Year 1	Year 2	Year 3
1	Promote soil and water conservation measures	Hectares	55	10	30	15
2	planting fire wood tree plants/seedlings	Hectare	17	0	10	7
3	Valley tank Construction	Number	1	0	1	0
4	Pond Construction	Number	1	1		
5	Construction of gravel road and bridge	Km	5	2	3	0

Table 4: Required labor Inputs

Selected Measures	Unit	Quantity	Work norm (PD/unit)	Person days (PD)	Year 1	Year 2	Year 3
Promote soil and water	Hectares	55	2,500	20,000	10	30	15

conservation measures							
planting fire wood tree plants/seedlings	Hectares	17	500	150	17	0	0
Construction of valley tank	Number	1	12,000	8,000	00	01	01
Pond construction	Number	1		5,000	5,000		
Construction of gravel road and bridge	Km	05	2,500	2,000	02	03	0

Table 5: Non-labor cost requirement

List of materials	Unit	Quantity	Cash (TZS)	Year 1	Year 2	Year 3
Cement	Bags	50	1,500,000	500,000	500,000	500,000
Sand	Trips	5	500,000	200,000	150,000	150,000
Stone	Trips	5	500,000	200,000	150,000	150,000
Hoes	Pcs	250				
slashers	Pcs	100				
String	Roll	5				
spades	Pcs	150				
Measuring Tape	No	5				
Culverts	No	30				
Tape measure						
Sensitisation meetings						

Table 6: Annual detail action plan

Type of Activity	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Promote soil and water conservation measures	hectare												
planting fire wood tree seedlings	hectare												
Construction of valley tank	number												
Pond construction	number												
Construction of gravel road and bridge	km												

Annex 16: Subproject identification, consultation and participation

- 1. Part One: Introduction
- 2. Subproject Name
- 3. Sector:
- 4. Regional:
- 5. PAA:
- 6. Ward:
- 7. Village/Mtaa/Shehia:

Part One: Subproject Information

(a) Mention key subproject activities that will be implemented;

.....
.....
.....
.....
.....
.....

(b) Mention tools that will be used during implementation of subproject

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.

(c) Mention social and economic benefit?

Economic benefits:

.....
.....

Social Benefits :

.....

.....

.....

.....

Part Two: Consultation with Stakeholders/Project Affected Person on Environmental and Social impacts

Note: Attach minutes showing date, affected persons/institutions, phone number, signature and key issues discussed during the consultation.

Information regarding the consultation process

- i. Identify stakeholders that will be affected by subproject activities

stakeholders	Expected impacts
Government institutions (market, school, hospital, village office) Mention others (if any):	
Non-Government Institution	
Private	
Community Based Organization/ Groups	

Mention if there are other stakeholders :

.....

.....
.....

How the mentioned stakeholders were identified?

.....
.....
.....
.....

ii. Explain how the consultation was conducted.

Consultation was carried out through; (tick the appropriate answer)

Village/Mtaa/Shehia Assembly	Tick(v)
Meeting with Project affected Persons only	
Focus group discussions	
Discussion with individual affected Persons	

Mention if there are other methods used; :

.....
.....
.....

iii. What are the key issues discussed during the consultation?

.....
.....
.....
.....

Declaration that information provided above is correct;

Name of Facilitator corrected the information:

.....

Designation:

Signature: **Phone Number:**

VEO Name:

Signature **Date:**

Stamp

Annex 17: Preliminary Environmental and Social Screening

A) Subproject information

- 1. Subproject Name
- 2. Sector:
- 3. Regional:
- 4. PAA:
- 5. Ward:
- 6. Village/Mtaa/Shehia:

B) Environmental and Social Screening

Environmental screening

Code	Potential adverse	Code	Mitigation measures

C) Social Screening

Code	Potential adverse	Code	Mitigation measures

Annex 18: Environmental Checklist based on Subprojects Sectors

1. Introduction:

- i. The PW subproject screening checklist for ESMF will be applied for PW subprojects during micro-planning as well as during subproject implementation stage.
- ii. The user will put a tick mark in appropriate space correspond to environmental/social impact of a subproject.
- iii. During micro-planning the expected mitigation measure will be chosen corresponding to predicted impact, meanwhile during implementation mitigation measures applied to corresponding observed impact.
- iv. The significance implies estimated level of impact to the community and is indicated as H mean High impact level, M for Medium and L for low impact level.
- v. The completed form will be certified and stamped by Sector Expert of respective subproject and District EMO.
- vi. The PAA will use the ESMF checklist according to subproject types present in the PAA.

A. Community access roads

Subprojects types: New access (road) construction, foot bridges and culverts, Gravel/Earth road

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
CR 1	Dust pollution							CR 1.1	Use of protective gears while working
								CR 1.2	Sprinkle water to reduce dust
CR 2	Water pollution							CR 2.1	Locate properly well to avoid contamination
								CR 2.2	Ensure proper disposal of wastes
								CR 2.3	Provide pit latrine at work site
CR 3	Soil erosion							CR 3.1	Avoid unstable areas with steep slopes
								CR 3.2	Monitor people and animal movement
								CR 3.3	Re-plant of vegetation
CR 4								CR 4.1	Interfere vectors life cycle by fish, etc

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
	Water related diseases							CR 4.2	Use of bed nets and repellants
CR 5	Increased sediments into culverts							CR 5.1	Improve culvert/channels design Continuous maintenance and cleaning
CR 6	Increased runoff and flooding conditions							CR 6,1	Provision of adequate and well-designed drainage channels
CR 7	Creation of stagnant pools of water in left borrow pits							CR 7.1	Rehabilitation of borrow pits by filling or alternative use.
CR 8	Spread of HIV/AIDS							CR 8.1	Provision of Promotion materials
								CR 8.2	Work with existing HIV/AIDS prevention programs

B. Small scale irrigation¹

Subprojects type: Catch/cut-off drain, Micro ponds, river bed/permeable rock dams, small scale drip irrigation, small scale surface irrigation, and hand dug wells

Imp act Code	Environ mental /Social Impact	Predict ed (v)	Obse rved (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
IR 1	Water pollution			H	M	L	U	IR 1.1	Locate properly well to avoid contamination
								IR 1.2	Ensure proper disposal of wastes
								IR 1.3	Provide pit latrine at work site
IR 2	Vegetatio n clearance			H	M	L	U	IR 2.1	Prepare tree nursery or source seedlings from existing nursery
								IR 2.2	Replant of vegetation
IR 3	Loss of agricultur al land			H	M	L	U	IR 3.1	Provide alternative land for agriculture
								IR 3.2	Build drains in specific areas where there are

¹Whenever the subproject involves using water from international waterways or transboundary tributaries, that subproject shall not be considered for implementation under Public Works.

Imp act Code	Environ mental /Social Impact	Predict ed (v)	Obse rved (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
								absolute need and no sufficient measure to reduce water runoffs and erosion	
							IR 3.3	Build drains where there are natural water ways	
IR 4	Risk of increased erosion						IR 4.1	Provide waterways to receive surface runoff	
							IR 4.2	Proper citing of irrigation sub	
							IR 4.3	Avoid shifting cultivation	
IR 5	Land use and management issues						IR 5.1	establish land use guideline to avoid potential conflict between land users (irrigation project versus fishing opportunities or nomadic pastoralists)	

Impact Code	Environmental/Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
IR 6	Conflicts over water use rights			H	M	L	U	IR 6.1	Provide Water use rights guidelines to the community
								IR 6.2	Plan water intake according to available water
IR 7	Water pollution			H	M	L	U	IR 7.1	Educate communities on poor irrigation practices such as use of fertilizers and pesticides
								IR 7.2	Monitor water quality through regular testing
								IR 7.3	Provide restriction guideline on domestic use of irrigation water
IR 8	Salinization			H	M	L	U	IR 8.1	Monitor water quality through testing
								IR 8.2	Ensure proper drainage and soil salinity control system

Imp act Code	Environ mental /Social Impact	Predict ed (v)	Obse rved (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
IR 9	Clogging of drippers due to particles							IR 9.1	Provide regular flushing of the irrigation system
IR 10	Chewing of drippers by rodents							IR 10.1	Pests control measures should be applied.
IR 11	Disturban ce to protected areas and natural habitats							IR 11.1	Locate and design the irrigation scheme to protect natural environment
IR 12	Shortage of water due to decline in water							IR 12.1	Control water usage at a low level during dry season

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
	level in dry season								

C: Agro forestry

Subproject type: Eyebrow basins, herring bones, improved pits, micro basins, micro trenches, water collection trenches

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
AF 1	vegetation clearance							AF 1.1	prepare tree nursery
								AF 1.2	replant of vegetation
AF 2	Loss of productive land							AF 2.1	Restrict construction to degraded areas, mostly in semi-arid and medium rainfall areas with shallow soils.

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
AF 3	Land degradation							AF 3.1	Limit grazing around constructed structures
AF 4	Risk of water related diseases, e.g. malaria							AF 4.1	Use mosquito protection methods e.g. nets and repellants
AF 5	Risk of soil erosion							AF 5.1	Compact soil during construction
								AF 5.2	Plant grasses between herring bones
AF 6	Risk of accidents e.g. human and /or animal falling in the trenches							AF 6.1	Avoid building trenches during rainy season
								AF 6.2	Install pegs to demarcate working areas
								AF 6.3	Provide a well-stocked first aid kit with trained personnel

D: Multi-purpose tree nursery

Subprojects types: Seed collection from woodlots, homesteads areas and forests, tree/shrub seedlings and grass nurseries, Restoration of degraded land/area, Gully reshaping, filling and revegetation.

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
TN 1	vegetation clearance							TN 1.1	prepare tree nursery
								TN 1.2	replant of vegetation
TN 2	Solid waste generation							TN 2.1	Dispose all wastes such as polythene bags, sacks used for storing or planting seedlings into an open pit
TN 3	Limited water source for seedlings watering							TN 3.1	Establish more wells where possible
								TN 3.2	Establish rain water harvesting facility, and water retention mechanism
TN 4	Unsuitable forest production							TN 4.1	Use variety of multi-purpose and fast growing indigenous trees

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
TN 5	Introduction of exotic species over crowd/ choke the indigenous species							TN 5.1	Give preference to the use of indigenous species
TN 6	Human interference							TN 6.1	Fence the area to be restored and restrict access until restoration is achieved
TN 7	Pollution of the ground water, surface water and habitats							TN 7.1	Avoid use and/or manage fertilizers or pesticides/herbicides
TN 8	Land degradation							TN 8.1	Limit grazing around restoration area
TN 9	Land use management issues							TN 9.1	Establish community land use management guideline to address

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
									potential conflicts between land users
TN 10	Social conflicts due to unclear ownership of resources							TN 10.1	Prepare community guideline on ownership and responsibilities
TN 11	Risk of soil erosion							TN 11.1	Compact soil during construction
								TN 11.2	Avoid areas with fragile and/or unstable soils/slopes

E: Soil and water conservation

Subproject types: Level soil bunds, level fanyajuu, stone bunds, bench terraces, stone check dam, gully reshaping, filling and re-vegetation.

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
SW 1	Temporary water logging in heavy soils							SW 1.1	Leave some vegetation on ground to help control water logging
								SW 1.2	Level soil bunds to integrate with soil fertility management
SW 2	vegetation clearance							SW 2.1	prepare tree nursery or source seedlings from existing nursery
								SW 2.2	replant of vegetation
SW 3	Risk of soil erosion due to breakage of structures (bunds, terraces, stone check dam)							SW 3.1	Ensure that bunds, terraces, dams are level and well compacted and constructed to avoid soil erosion
								SW 3.2	Provide waterways to receive surface runoff

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
								SW 3.3	Plant vegetation/grasses on steep banks to prevent erosion
								SW 3.4	Raise height of the dam if necessary
SW4	Dust pollution							SW 4.1	Sprinkle water to reduce dust
								SW 4.2	Provide protective masks to workers
SW5	Population influx							SW 5.1	Educate on sustainable use of resources
SW6	Land pollution from wastes							SW 6.1	Provide temporary toilets
								SW 6.2	Provide waste disposal pit at the site
SW7	High demand of stones							SW 7.1	Ensure trees are planted in places of fragile areas

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
									where stones were fetched
SW8	Spread of HIV/AIDS							SW 8.1	Provision of Promotion materials
								SW 8.2	Work with existing HIV/AIDS prevention programs
SW9	Loss of soil fertility							SW 9.1	Rotate crops Use correct type and quantity of fertilizer
SW10	Terrace collapse							SW 10.1	Regular maintenance
								SW 10.2	Ensure enough vegetation on banks
SW11	Increased soil erosion as							SW 11.1	Restrict access of water to a

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
	people/animals access water								particular access point
								SW 11.2	Raise community awareness through sensitization meetings
SW12	Risks of water related diseases e.g. malaria							SW 12.1	Use of malaria control techniques, e.g. nets, repellants
SW13	Risks of water-borne diseases e.g. cholera, typhoid							SW 13.1	Sensitize on use of safe drinking water, e.g. boil water before use
SW14	Land use and management issues							SW 14.1	establish land use guideline to avoid potential conflict between land users (domestic users versus fishing opportunities or nomadic pastoralists)

E: Water and environmental conservation

Subproject types: Earth dams, charco dams, pans and ponds.

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
WE 1	Loss of land taken up by the pond /reservoir and its spillway(s)							WE 1.1	Community to provide alternative land for PAPs
WE 2	Risk of increased water related diseases e.g. malaria, bilharzias, typhoid etc.							WE 2.1	Introduce fish to eat vector larvae Fencing to restrict uncontrolled access and unintended use of water Use of protective equipment e.g. nets, repellants
WE 3	Risk of soil erosion due to breakage of structures (earth dams, charco dams)							WE 3.1	Ensure that dams are level and well compacted and constructed to avoid soil erosion

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
								WE 3.2	Provide waterways to receive surface runoff
								WE 3.3	Plant vegetation/grasses on steep banks to prevent erosion
								WE 3.4	Raise height of the dam if necessary
								WE 3.5	Provide water access at appropriate place, and restrict uncontrolled access.
WE 4	Risk of floods to nearby communities							WE 4.1	Properly design of dam wall and spillways
WE 5	Increased siltation that shorten dams lifetime							WE 5.1	Proper soil conservation e.g. tree planting,

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
								WE 5.2	Application of appropriate farming e.g. terrace bunds, contour bunds along mountain slopes in catchment area
WE 6	Downstream users deprived of water or subjected to pollution or sediment load							WE 6.1	Restrict uncontrolled use that prompt water pollution and sediment generation
WE 7	Dust pollution during construction							WE 7.1	Sprinkle water to reduce dust
								WE 7.2	Provide protective masks to workers
WE 8	Population influx							WE 8.1	Educate on sustainable use of resources
WE 9	Land pollution from wastes							WE 9.1	Provide temporary toilets

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
								WE 9.2	Provide waste disposal pit at the site
WE 10	Spread of HIV/AIDS							WE 10.1	Provision of Promotion materials
								WE 10.2	Work with existing HIV/AIDS prevention programs
WE 11	Earth dam, charco dam collapse							WE 11.1	Regular maintenance
								WE 11.2	Ensure enough vegetation on banks
WE 12	Increased soil erosion as people/animals access water							WE 12.1	Restrict access of water to a particular access point
								WE 12.2	Raise community awareness through sensitization meetings

Impact Code	Environmental /Social Impact	Predicted (v)	Observed (v)	Significance				Mit. Code	Mitigation measures applied
				H	M	L	U		
WE 13	Risks of water related diseases e.g. malaria							WE 13.1	Use of malaria control techniques, e.g. nets, repellants
WE 14	Risks of water-borne diseases e.g. cholera, typhoid							WE 14.1	Sensitize on use of safe drinking water, e.g. boil water before use
WE 15	Water use and management issues							WE 15.1	establish land use guideline to avoid potential conflict between land/water users (domestic users versus fishing opportunities or nomadic pastoralists)

Sample of Environmental and Social Management Plan (ESMP)

S/n	Type of subproject activity	Potential adverse environmental and social impacts	Mitigation measures	Responsibility to implement mitigation measures	Time frame	Expected cost to undertake mitigation measures
1	Community access road	<ul style="list-style-type: none"> • dust pollution • water pollution • soil erosion 	<ul style="list-style-type: none"> • use of protective gears while working • sprinkle water to reduce dust • avoid unstable areas with steep slopes • monitor people and animal movement • Re-plant of vegetation 	PAA Facilitators, PAA Sector Experts, CMC, Community	During subprojects implementation	To be determined during the subprojects micro-planning stage
2	Community water ponds	<ul style="list-style-type: none"> • water pollution • vegetation clearance • loss of agricultural land • Risk of increased erosion • Land use and management issues • Conflicts over water use rights 	<ul style="list-style-type: none"> • ensure proper disposal of wastes • provide pit latrine at work site • provide alternative land for agriculture • Provide drains in specific areas where there are absolute need and no 	PAA Facilitators, PAA Sector Experts, CMC, Community	During subprojects implementation	To be determined during the subprojects micro-planning stage

S/n	Type of subproject activity	Potential adverse environmental and social impacts	Mitigation measures	Responsibility to implement mitigation measures	Time frame	Expected cost to undertake mitigation measures
		<ul style="list-style-type: none"> • water related diseases 	<p>sufficient measure to reduce water runoffs and erosion</p> <ul style="list-style-type: none"> • Build drains where there are natural water ways 			
3	<i>Gully control and soil erosion</i>	<ul style="list-style-type: none"> • <i>Water pollution</i> • <i>Risk of accidents</i> 	<ul style="list-style-type: none"> • <i>Provide waterways to receive surface runoff</i> • <i>Plant vegetation/grasses on steep banks to prevent erosion</i> 	<i>PAA Facilitators, PAA Sector Experts, CMC, Community</i>	<i>During subprojects implementation</i>	<i>To be determined during the subprojects micro-planning stage</i>

Annex 19: The Land Donation Agreement Form

Key issues to consider before donating land for subprojects

- i. That the donor has been appropriately informed and consulted about the project and the choices available to him/them;
- ii. That the donor is aware that refusal is an option
- iii. That the amount of land being donated is minor and will not reduce the donor's remaining land area below that required to maintain the donor's livelihood at current levels;
- iv. That no household relocation is involved;
- v. That the donor is expected to benefit directly from the project;
- vi. That the donor is aware of the existence and the ability to contact the project Grievance Mechanism in case of complaint.

A: PRIVATELY OWNED LAND:

This agreement is made this Day of 20..... between(herein after referred as "Donor") of P.O Box.....and

The Village Council of (herein after referred as "Donee") of P.O Box

WHEREAS

The Donor is a lawful owner of a piece of land situated at Village/street/Shehia Ward..... Project Area Authority Region (herein after referred as the Property)

That the property occupies an area of (m²/ km² hkt²/) and it is held with a right of occupancy for a period of

NOW THEREFORE THE AGREEMENT WITNESSES AS FOLLOWS:-

1. That the donor hereby is desirous of donating the Property to the Donee permanently/ lease for the period of commencing from to for

implementation of subproject(s) namely
..... financed by the Tanzania Social
Action Fund III Phase II (PSSN II)

2. That the Property is identified and determined by boundaries of pieces of land adjacent to it and under the ownership of :

- East
- West
- North
- South

VERIFICATION

I with sound mind and without any undue influence whatsoever has voluntarily decided to donate by lease/disposition of the above mentioned piece of land to the Village Council of for implementations of PSSN subprojects.

Owner's/ Donor's

Name ² Signature Date
Phone Number.....

Donor's Witness

1. Name.....Signaturedate
.....
Phone Number.....

2. Name.....Signature.....date
.....
Phone Number.....

² If the piece of land is co-owned, each owner should fill in the form.

Village Representative

1. Name.....Signature date
.....

Phone Number.....Name.....Signature.....date
.....

Phone Number

Before Me:

1. Village Chairman..... Signaturedate
.....

Phone Number.....

2. Village Executive Officer/Street/Shehia.....
Signature..... Stamp

Phone Number.....

{Note: Attach the Village Meeting Minutes

B: PUBLIC OWNED LAND:

This agreement is made this Day of 20..... between
.....And.....
.....
.....being the lawful owners
of.....(herein after
referred as “Donor”) of P.O Box.....

And

The Village Council of (herein after
referred as “Donee”) of P.O Box

WHEREAS

The Donor is a lawful owner of a piece of land situated at
Village/street/Shehia Ward.....
Project Area Authority Region
(herein after referred as the Property)

That the property occupies an area of (m²/ km²
hkt²/) and it is held with a right of occupancy for a period of
.....

NOW THEREFORE THE AGREEMENT WITNESSES AS FOLLOWS: -

1. That the donor hereby is desirous of donating the Property to the Donee permanently/lease for the period of commencing from to for implementation of subproject(s) namely financed by the Tanzania Social Action Fund III Phase II (PSSN II)
2. That the Property boundaries are identified and determined by boundaries of pieces of land adjacent to it and under the ownership of :

East

West

North

South

VERIFICATION

I with sound mind and without any undue influence whatsoever has voluntarily decided to donate by lease/disposition of the above mentioned piece of land to the Village Council of for implementations of PSSN subprojects.

That we

1.....

.....2

.....3.....

....., and 4..... (being the neighbours of the Donor)were present when the Donor showed the boundaries to the Donee and all of us appeared fully understand and agree to the boundaries that were shown to us .

Owner's/ Donor's

Name ³ Signature Date

Phone Number.....

Donor's Witness

1. Name.....Signaturedate

.....

Phone Number.....

2. Name.....Signature.....date

.....

³ If the piece of land is co-owned, each owner should fill in the form.

Phone Number.....

Village Representative

1. Name.....Signaturedate
.....

Phone Number.....

2. Name.....Signaturedate
.....

Phone Number

Before Me:

3. Village Chairman..... Signaturedate
.....

Phone Number.....

4. Village Executive Officer/Street/Shehia.....

Signature..... Stamp

Phone Number.....

(Note: Attach the Village Meeting minutes)

Annex 20: Vulnerable GROUPS SCREENING Checklist

PART A: Key information

1. Name (s) of type of vulnerable groups in the area

2. Total number of village households

3. Total number of vulnerable group households in the area.....
4. Percentage of vulnerable group households in the area

5. Number of vulnerable group households to be affected by the project.....

PART B: Details of Sub-project

S/NO	KEY CONCERNS	YES	NO	REMARKS
1	ARE THERE SOCIAL GROUPS IN THE PROJECT AREA THAT MAY BE CONSIDERED VULNERABLE?			
2	DO SUCH GROUPS MAINTAIN ECONOMIC, SOCIAL, CULTURAL AND POLITICAL INSTITUTIONS DISTINCT FROM THE DOMINANT SOCIETY?			
3	HAVE SUCH GROUPS BEEN HISTORICALLY, SOCIALLY, CULTURALLY AND ECONOMICALLY MARGINALIZED, DISEMPOWERED, EXCLUDED AND DISCRIMINATED AGAINST?			

S/NO	KEY CONCERNS	YES	NO	REMARKS
4	WILL THE PROJECT DIRECTLY OR INDIRECTLY BENEFIT OR TARGET THE VULNERABLE GROUPS?			
5	WILL THE PROJECT DIRECTLY OR INDIRECTLY AFFECT THE VULNERABLE GROUPS' SOCIAL PRACTICES? (E.G. CHILD BEARING, HEALTH, EDUCATION AND GOVERNANCE)			
6	WILL THE PROJECT AFFECT THE LIVELIHOOD SYSTEMS OF THE VULNERABLE GROUPS? E.G. FOOD PRODUCTION SYSTEM, NATURAL RESOURCE MANAGEMENT, EMPLOYMENT STATUS			
7	WILL THE PROJECT BE IN AN AREA OCCUPIED, OWNED OR USED BY THE VULNERABLE GROUPS?			

Annex 21: Community sub project completion report

TANZANIA SOCIAL ACTION FUND



COMMUNITY SUBPROJECT COMPLETION REPORT

Instructions: Fill this form in duplicate, the original to be submitted to the TMU and a copy retained at the LGA/Island. The information should originate from the Community Management Committee (CMC) report on implementation of community subprojects. The PSSN Accountant will provide all data related to subproject finances. PSSNC/PSSNA should make sure this form is filled in as required and correctly before submitting to TMU for Certificate processing. **Separate External Technical Sector Expert and Final Justification reports must be attached for certificate processing.**

PART ONE: BASIC INFORMATION

1. Subproject Name: Mwamkala Village Completion of OPD
2. Sector : HEALTH
3. Beneficiary Group: CS - PW VG Specify type of beneficiaries (for VG).....
4. Subproject Location:
 Village/Shehia/Mtaa.....
 Ward :
 PAA:
 Region :

PART TWO: SUBPROJECT FUNDS

5. Summary of subproject funds contributions:

		Planned	Actual	Variance	Reasons for variance

I.	TASAF				
II.	COMMUNITY				
III.	PAA				
IV.	Others				
	Total				

6. Are all Subproject funds Accounted for and justified by PSSNA? YES/NO
If NOT the subproject funds should be accounted for and justified by the VFJA prior to filling this form.
7. Is the subproject bank account closed? YES/NO
If NOT, the bank account has to be closed and the balance of funds returned to TASAF Account of PAA or to VC.

PART THREE: IMPLEMENTATION PROGRESS

8. Subproject implementation period

Implementation start date:

Completion date:

Actual implementation period in months

Reasons for implementation period that exceeded 6 months:

-
-
-

PART FOUR: COMPLETENESS OF SUBPROJECT COMPONENTS/ACTIVITIES

9. Summary of subproject implementation achievement. (In case there are more components/activities attach additional pages)

	Description of Component/Activity	Planned Quantity	Actual	Variance	Remarks
--	-----------------------------------	------------------	--------	----------	---------

1					
2					
3					
4					

10. Asset(s) created

	Name of asset created	Quantity	
		Planned	Actual

PART FIVE: ADHERENCE TO SECTOR NORMS AND STANDARDS AND QUALITY OF WORKS

11. Did the subproject implementation adhere to sector norms and standards?
YES/NO

If NOT why?

.....

12. What are the safeguards mitigation measures taken on board during subproject implementation?

- a.
- b.
- c.
- d.

13. Was the LSP used to supervise implementation of the subproject? Yes/No
If NOT, Why?

.....

.....

If YES, Specify.

(i) Individual consultant

(ii) NGO, CBO, FBO etc (Specify)

14. Post implementation rating:

Rate the post implementation achievement of the completed subproject. **Tick** only one of the following:

EXCELLEN T	VERY GOOD	GOOD	FAIR	UNSATISFACTO RY

15. Necessary corrective measures for the defects/omissions. (state if any and estimated costs for making good the defects or including the omissions)

.....

N/A.....

PART SIX: FOOD INSECURE BENEFICIARIES ONLY

16. Planned and Actual cash transferred and unskilled labour productivity vis planned

S/No	DESCRIPTION	Planned	Actual	Variance
1	Cash Transferred (Wages) to beneficiaries (Tshs)			
2	Unskilled labour productivity (persondays)			
3	Average cash transferred to each beneficiary (Tshs)			

Reasons for the variance

.....
.....
.....
.....

PART SEVEN: BENEFICIARY TARGETING (For TI and VG subprojects only)

17. Actual beneficiaries engaged vis a vis planned number

S/No	BENEFICIARIES	WOMEN	MEN	TOTAL
1	Planned number of Beneficiaries			
2	Actual engaged/Benefited			
3	Variance			

Reasons for the variance

.....
.....
.....
.....
.....

PART EIGHT: KNOWLEDGE AND SKILLS UPGRADING (For all beneficiary groups; i.e. SP, PWP and VG)

18. Post – implementation skilled beneficiaries: Number that gained skills in the course of implementation of the specified subproject
.....

19. Mention types of skills gained. (In case there are more skills gained attach additional page)

- a.
- b.
- c.
- d.

- e.
- f.
- g.

PART NINE: OPERATION AND MAINTENANCE ARRANGEMENTS

- 20. Is the Operation and Maintenance plan in place? YES/NO
- 21. Is the Operation and Maintenance committee in place? YES/NO
- 22. Has the community opened a bank account for Operation and Maintenance? YES/NO

PART TEN: COMMENTS OF THE PSSNC/PSSNA

- 23. Comments of the PSSNC/PSSNA on the overall implementation of the completed community subproject (Mention challenges that were faced and the way they were solved or suggest a solution for each challenge).

S/N	Challenge	Solution (or Proposed solution)
1		
2		
3		

Prepared by:

Title

Date

Name

Signature.....

Annex 22: Types of interventions for climate smart pw

Code	Type of sub-projects	Units
1.0	NRM INTERVENTIONS FOR LAND REHABILITATION	
1.1	Physical Soil Water Conservation (SWC) Interventions	Ha
1.1.1	Hillside Terrace	Km
1.1.2	Hillside terrace with trench	Km
1.1.3	Bench terracing	Km
1.1.4	Soil bund (level or graded)	Km
1.1.5	Stone bund	Km
1.1.6	Stone bund with trench	Km
1.1.7	Stone check dams	Km
1.1.8	Fanya juu (level or graded)	Km
1.1.9	Cut-off drains	M ³
		Km
1.1.10	Waterway cons (vegetative)	M ³
		km
1.1.11	Water way construction (unpaved)	M ³
		Km
1.1.12	Water ways (stone paved)	M ³
		km
1.1.13	Half-moon (large or small) or semicircular bunds	No.
1.1.14	Deep Trenches	No.
1.1.15	Micro trenches	No.
1.1.16	Micro basins	No.
1.1.17	Eyebrow basins	No.
1.1.18	Herring bones	No.
1.1.19	Semicircular Bunds	M ³
1.1.20	Sea bund	m3

1.1.21	Plot bunds	m3
1.1.22	Paving blocks	no
1.1.23	Flood control measures	No
1.2	Biological Soil Water Conservation (SWC) Interventions	
1.2.1	Planting of cover grasses- Vetiver grass	M2
1.2.2	Grass Strips Along the Contours	Ha
1.2.3	Hedgerows of Shrubs /Grasses	Ha
1.2.4	Stabilization of Physical Structures	KM
1.3	Gully control interventions	Ha
1.3.1	Loose Stone check dams	M ³
1.3.2	Brushwood check dams	Lm
1.3.3	wooden check dams	Lm
1.3.4	Sandbag check dam	M ³
1.3.5	Gully head and sides reshaping	M ³
1.3.6	Gully revegetation	Ha
1.3.7	Gabion Check dam	M ³
		M ³
1.3.8	Sediment Storage Dam (SSD)	No.
1.3.9	Arc-weir check dam	M3
1.3.10	Bamboo –mat check dam	M3
1.3.11	River bank-stabilization	M
1.3.12	Stone collection and transportation	M ³
1.4	Forestry and Agro-Forestry	Ha
1.4.1	Seedling production in nursery	No.
1.4.2	Mangroves Seed collection and planting	No
		No.
1.4.3	Seedling plantation	Ha.
1.4.4	Seed collection	Kg
1.4.5	Nursery site establishment	No.
1.4.6	Nursery running (existing nursery)	No.
1.4.7	Pitting including improved one	No
1.4.8	Post Mgt (Weeding, Cultivation, watering etc.)	ha
2.0	WATER RELATED SUB-PROJECTS	No
		no
2.1	Community hand dug well	No of benf.
		no
2.2	Community pond Construction	No of benf.
		no

2.3	Geomembrane Lined Pond	No of benf.
		no
2.4	Farm dam/Small Earth Dam/	No of benf.
		no
2.5	Spring Improvement	No of benf.
		no
2.6	Roof water harvesting	No of benf.
2.7	Rainwater Storage Cisterns	no
		No of benf.
2.8	Charco dam construction/rehabilitation	M ³
		No of benf.
		no
2.9	Tanker/night storage	No of benf.
2.10	Cattle trough construction	No.
3.0	SMALL SCALE IRRIGATION (SSI) DEVELOPMENT	Ha
		Km
		Ha.
3.1	Irrigation canal construction-lined or unlined	No. of benf.
		No.
		Ha
3.2	Diversion weir design and construction	No. of benf.
		No.
3.3	Traditional river diversion	Ha
		No. of benf.
		No.
3.4	Night storage	Ha
		No. of benf.
		No.
3.5	Community Pond construction for irrigation	Ha.
		No. of benf.
		No.
3.6	Spring development for irrigation	Ha.
		No. of benf.
3.7	Check dam pond for irrigation	no
		Ha
		No. of benf.
3.8	Earth dam/farm dam/ for irrigation	no
		Ha

		No. of benf.
3.9	Masonry Dam	No.
		Ha
		No. of benf.
3.10	Intake structure with canal	No
		No. of benfi.
		Ha
4.0	Climate smart Community Roads Construction or Rehabilitation	Km
4.1	Earth road on flat and rolling terrain (R1)	Km
4.2	Earth road on mountainous terrain (R2)	Km
4.3	Graveled road on flat and rolling terrain sandy or weak soil (R3)	Km
4.4	Graveled road on mountainous terrain weak soil (R4)	Km
4.5	Graveled road on flat and rolling terrain black cotton soil (R5)	Km
4.6	Road on escarpment (R6)	KM
4.7	Bridges (concrete >6 m)	No.
4.8	Bridges (wooden)	No.
4.9	Culverts (pipe, slab, box < 6m)	No.
4.10	Fords	No.
4.11	Foot path construction and/or improvement	Km
5.0	NUTRITION SENSITIVE PW INTERVENTIONS	
5.1	Construction/Rehabilitation of small scale fish pond	M ³
5.2	Preparation and management of home gardens	No
5.3	Hand dug well for small scale irrigation	No
6.0	DISPOSAL OF INORGANIC WASTES	M ³
6.1	Construction of inorganic waste collection/sorting bay (unit)	No
7.0	CLEAN ENERGY CS-PW ACTIVITIES	
7.1	Small scale making of briquettes from biomass	No
7.2	Small scale Biogas development	No