

**THE UNITED REPUBLIC OF TANZANIA
DANIDA**

Draft REPORT

**Evaluation of HIMA Programme in Iringa Region
(Preparation for ASPS HIMA Evaluation)**

Tanzania

December 15. 2004



Scanagri Denmark / Tanzania

MAP OF TANZANIA INCLUDING DISTRICTS

- Highlight of Iringa Region and HIMA Districts



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LIST OF ABBRIVIATIONS

AA	Administrative Adviser
AFA	Administrative and Financial Adviser
Ag.	Acting
Agric. Dept.	Agriculture Department
ASPS	Agricultural Sector Programme Support
CBFM	Community Based Forest Management
CD	Community Development Department
CTA	Chief Technical Adviser
DADS	District Agricultural Development Support
DALDO	District Agricultural and Livestock Development Officer
Danida	Danish International Development Agency
DC	District Commissioner
DCDO	District Community Development Officer
DSM	Dar es Salaam
DED	District Executive Director
Dept.	Department
DMMT	District Mazingira Management Team
DNRO	District Natural Resource Officer
DPLO	District Planning Officer
DPC	District Project Coordinator
DT	District Treasure
Forest. Dept.	Forestry Department (District Natural Resource Department)
GoT	Government of Tanzania
HIMA	Hifadhi ya Mazingira
JFM	Joint Forest Management
MS	Mellemfolkelig Samvirke
Moni.	Monitoring
MO	Monitoring Officer
PA	Project Accountant
PCA	Project Chief Accountant
PM	Project Manager
PMU	Project Management Unit
RAS	Regional Administrative Secretary
RC	Regional Commissioner
RDE	Royal Danish Embassy
REPO	Regional Executive Programme Officer
RMMT	Regional Mazingira Management Team
RPMU	Regional Programme Management Unit
SF	Sub-centre Facilitator
SUA	Sokoine University of Agriculture
TL	Team Leader
ToR	Terms of Reference
Unit	Refers to former HIMA Units
WMF	Women Mazingira Fund.

1. INTRODUCTION AND BACKGROUND

This consultancy assignment is commissioned to compile all relevant documented material from the HIMA Programme in Iringa Region, Tanzania and specifically to gather and structure relevant documentation for the forth-coming evaluation of the ASPS HIMA Programme.

Background

The Danida supported HIMA Programme in Iringa Region was comprised of five district projects, which were essentially village focused agricultural, forestry and community development projects based on participatory bottom-up village planning. Activities started in Iringa District in 1989 as part of “Iringa Soil and Water Conservation Project – HIMA”. The project was envisaged to cover 14 years, divided into three phases, the first being a pilot phase 1989 - 1992. In the second phase 1993-1997 the project expanded to Njombe and Makete Districts and in the third phase 1998 – 2002 Mufindi and Ludewa District were included to cover the whole of Iringa Region. In the third phase the Programme became a component within the Phase I of the Danida, Agricultural Sector Programme Support (ASPS) in Tanzania, and consequently the Programme changed name to; “HIMA-Programme, Natural Resource Conservation and Land Use Management”. The HIMA Regional Programme Management Unit (RPMU) based in Iringa provided an Advisory, Regulatory, Monitoring and Co-ordinating function.

The overall development objective of the HIMA Programme was to ensure that farmers in priority villages were able to practice diversified and sustainable agriculture and agro-forestry including conservation and economical use of natural resources.

Objectives of assignment

The general objective of the present assignment is to assist Danida and the Royal Danish Embassy in finding, compiling and preparing a copy of the necessary relevant documentation for the forth-coming evaluation of the impact of the ASPS HIMA Programme over its total lifespan from 1989-2002.

(Please refer to ToR in annex 1).

Coverage

In consultancy with RDE and ASPS, it was agreed to cover the whole area of operation of the HIMA Programme in Iringa Region, and for practical reasons to put special emphasis on Mufindi and Njombe Districts as *examples* of the documentation available at district level.

The team

Mr. Michael Juel from Scanagri Denmark A/S has been the coordinator of the exercise. Ms. Marianne Braunstein Jonsson (Team Leader in field) and Mr. Nsanya E. Ndanshau, both with prior knowledge of the ASPS HIMA Programme, have been employed as local consultants. The consultant team was assisted by a representative from the Iringa Regional Administrative Secretariat, the former HIMA Regional Executive Programme Officer, (REPO), Mr. Hamis Seif Mgelwa.

2. APPROACH AND METHODOLOGY

The approach adopted by the consultant team has been firstly to identify the most relevant methodology, secondly to adapt and tailor this to the actual needs and tasks at hand.

The team has collected all relevant documents and reports related to the main activities of the HIMA-Programme. However, documents analysing the effectiveness, the efficiency, and the impact of the technical and institutional development interventions have been given special emphasis. Likewise with documents reflecting the changes in Danida approaches and policies that may have influenced the outcome and performance of the development activities.

At the time of the assignment the detailed ToR for the forth-coming full-scale Danida Evaluation of HIMA were not finalised and the team has thus (only) considered the general anticipated needs for a forthcoming evaluation.

The principal working methods chosen for the assignment include:

- 1) Identification of key stakeholders, officials, institutions, offices etc. to contact and obtain documentation from. Subsequently contacting key informants.
- 2) Collection of existing data, material, documents, reports etc. (secondary information). Iringa Rural, Mufindi, and Njombe Districts where visited by the team, while Makete and Ludewa District where contacted via the RAS' Office to collect and submit the relevant documents (to be collected by the team in Njombe).
- 3) A format for registration has been developed, including formulation of Main- and Sub-categories for reference and easy identification by the Evaluation Team and other stakeholders. A reference-code has been labelled on all documents.

- 4) Identification and registration of all reports, documents and material. Particular attention to documentation found relevant for the forth-coming evaluation.
- 5) “Ranking” of all documents collected - the degree of relevance for the forthcoming HIMA evaluation, as considered by the team in this assignment.
- 6) Photocopying and compilation of executive summaries for the documents assessed to be highly relevant. Subsequent submission in hard copies to the RDE, Tanzania. Electronic copies have furthermore been scanned to the extent possible and submitted to the RDE.
- 7) In cases where no executive summary was available a special synopsis has been prepared (for key documents with “very high ranking”).
- 8) Upon request from the RDE, preparation of a brief list outlining the priority villages included in the ASPS HIMA-programme.
- 9) Listing the relevant staff and stakeholders the team have met during the assignment of data collection (annex 2). Furthermore, short-listing additional key-stakeholders identified indicating their present and former position with the HIMA-Programme (annex 3).

It should be noted that Danida and RDE are planning to carry out a separate consultancy for collection of all HIMA-Training manuals, for other purposes. Consequently the internal training manuals produced within the ASPS HIMA-Programme for training of farmers have not been registered and included in this assignment. However, copies of the manuals will later be available from this on-going consultancy to be incorporated in the final compiled file of HIMA publications.

Main categories and sub-categories for the registration

For registration of all relevant publications the documents have been categorised and marked with a reference-code when entered in an Excel sheet. For further elaboration of the main and sub-categories used in the registration of all publications please refer to annex 4.

Summary of the Key publications collected and their categories.

Title of report	Main Category *	Sub-category *
Semi-annual and Annual Reports from 1989 to 2002	1	Prog.
Monitoring Reports from 1998 to 2002	1	Prog.moni.
Annual Plans and Budgets	1	Plan.
Various Project Documents, Appraisal reports	1	Proj.Doc.
Various Professional/ Consultancies /Baseline studies	1	Cons.
Administrative /Financial Guidelines	1	Adm.
Holistic Study Reports	2	CD.
Villages Identification Studies	2	Multi.
Physical Catchment reports	2	Multi.
Various Technical reports on Agriculture	2	Agric.
Various Technical reports on Forestry, JFM, and CBFM	2	Forestry
Various Technical reports on Community Development	2	CD
Various reports on HIV/AIDS and Gender	2	Cross.
Various reports on monitoring	2	Moni.
Quarterly minutes of RPMU/PMU meetings	3	Adm.
Internal Memos for the HIMA-Programme	3	Memo.
Research and study reports	4	Study

* For Categorisation, please refer to Annex 4

3. OUTPUTS

Complete list of publications collected

A complete list of all documents and publications collected can be found in annex 5.

All documents identified in Iringa region have been stored at ASPs DADS (District Agriculture Development Support) regional office in Iringa. Documents identified in Dar es Salaam, are available at the Royal Danish Embassy (RDE) and the ASPs Financial Coordination Office in Patel building.

With reference to annex 5 the following should be noted:

- It is indicated in the column “Stored Physically” whether a publication is stored at DADS regional office in Iringa, at the ASPs Financial Coordination Office in Patel building (Patel bldg.) or at the RDE Dar es Salaam.
- It is indicated in the column “Synopsis” with an “x” if the team has prepared a synopsis for a particular document. These synopses have furthermore been included as hard copies in the file of Executive Summaries and handed over on a

CD-Rom to the RDE Dar es Salaam. For a list of the prepared synopses, please refer to annex 7.

- It is indicated in the column “Executive Summary” with an “x” if an executive summary was included in a document. Executive Summaries are available in hard copies in files submitted to the RDE. Key executive summaries have also been made available in electronic form (indicated with “scanned”) and submitted on a CD-Rom to the RDE. Furthermore, in cases where a copy of the entire document has been made available it has been indicated with “copy in file”.
- The column “Assessment of Relevance for the HIMA-Evaluation” is a ranking assessment *conducted by the team*, and should not be considered as anything else. The ranking spans from “High to Low” of all the documents found of any interest according to the forth-coming evaluation.
- The Column “Attention/other issues” are personal comments *made by the team* based on their prior knowledge of the ASPS HIMA-Programme, and should be understood as subjective comments.

Sub-list of highly relevant publications

A sub-list containing all documents assessed to be of high relevance has been extracted from the main list of all publications. The sub-list can be found in annex 6.

List of Relevant key publications that could not be collected:

The following list indicates the key publications that have been identified, but could not be collected by the team.

Title of report	District/Regional	Main Category	Sub-category
HIMA Project Completion Report 1993-1997	Regional	1	Prog.
Annual Plan and Budget 1999	Makete	1	Plan
Annual Plan and Budget 2001	Makete	1	Plan
Annual Plan and Budget 2001	Ludewa	1	Plan

4. FINAL COMMENTS AND REMARKS

When reviewing the list of publications collected from the respective districts it becomes evident that the number of publications registered varies. This is closely related to the number of years the HIMA-Programme has been supporting the district in question, and the team is all in all satisfied with having collected most of the key reports.

A special request should be forwarded to Danida concerning the “Completion Report 1993-1997” and to Makete and Ludewa District to bring the above mentioned missing documents (annual plans and budgets) available for the forth-coming Evaluation Team.

It is recommended that reports and publications placed at the Danida ASPS Financial Coordination Office, Patel Building should be moved to the RDE, i.e. all relevant documents available in Dar es Salaam will be easily accessible for the forth-coming Evaluation Team.

The reports and documents identified in Iringa region (also from the districts) should remain in the store at ASPS DADS regional office for the forth-coming Evaluation team.

It should also be considered to make copies of selected key documents, and send these to Foreign Ministry in Denmark for desk preparation purpose and scrutinisation by the future evaluation team (some are probably available already in the Danida files).

Finally, the team would like to mention the possibility that RDE and Danida have to make a special library section on HIMA that could be availed for programme specific and possibly also public purposes. The physical location will have to be considered carefully.