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Initiation of HIMA Activities in Ludewa and Mufindi Districts

Report from Task Force I

SUMMARY

This report covers the organizational, managerial and operational tasks under taken in Ludewa and Mufindi districts according to TOR attached in appendix 1 by Task Force 1.

The methodology used was that of a dialogue between the two parties(district officials and task force members . Thereafter notes are provided relating to the covered topics .

The major output of the Task Force was to produce the Project Implementation Plan covering ten months i.e. March to December 1998, for the two projects of Ludewa and Mufindi. Major highlights for the PIP are:

1. Staff field attachment to Hima Iringa to participate in Holistic Studies and then visit field activities in Iringa, Njombe and Makete districts.
2. Training HIMA staff of the two districts on:
 - ñ Orientation on HIMA activities
 - ñ LFA workshop
 - ñ Participatory skills
 - ñ Computer for secretaries and PMU(Navision)
 - ñ Basic training in forestry for forest assistants
 - ñ Gender specific issues
3. Field studies/Activities
 - ñ Physical Catchment Survey
 - ñ Village Identification Study
 - ñ Holistic Study
 - ñ Support to existing tree nurseries
4. Staff recruitment/attachment
5. Purchase of equipment
6. Rehabilitation and construction
7. Workplan and budget
8. Feedback session
9. Meetings
 - ñ TCs meeting
 - ñ Training meeting
 - ñ Core trainers meeting
 - ñ PMU/RPMU
 - ñ DMMT
 - ñ RMMT

10. Office administration

The Task Force I recommends that in order that the two new HIMA Projects start with some field interventions in 1999, the suggested activities for the ten months (March - December 1998) be approved. This also goes hand in hand with release of funds as indicated in this report. The PIP has been made in such a way that the future work plan and budget sessions for the new projects will coincide with other HIMA projects.

1.0 MANAGERIAL ASPECTS.

1.1. Composition and Responsibilities of the Project Management Unit.

The HIMA Project Management Unit (PMU) is composed of the Project Manager (PM) representing the District Executive Director (DED), the Team leader (TL) representing DANIDA and the Project Chief Accountant (PCA). Under the PMU is the administrative core staff consisting of the Administrative Officer (AO), The Transport Officer (TO), the Store keeper and other support staff such as secretaries, office attendants and drivers.

The areas of responsibility of the Project Management are as follows:

- Liaison with the district and the regional authorities on all matters concerning project planning and implementation.
- General project administration, including disbursement and managing the control of funds, project fixed assets which include vehicles, furniture and equipments.
- Supervision and coordination of the preparation of annual workplans and budgets.
- Overall coordination of project technical departments, agriculture, forestry, community development unit including training and research programmes.
- Monitoring and evaluation of project activities at all levels (village, ward, division and district level) in additional reports and meetings.
- Preparation and coordination of all to the other training activities