



CTB



**ANNUAL REPORT 2012
STUDY AND EXPERTISE FUND
INTERVENTION TAN01005**



*Stakeholders workshop on SCF procedures; Protea Courtyard Hotel, Dar es Salaam
25th June 2012*

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|--|-----------|
| ACRONYMS | 3 |
| 1 INTERVENTION AT A GLANCE..... | 4 |
| 1.1 INTERVENTION FORM..... | 4 |
| 1.2 BUDGET EXECUTION..... | 4 |
| 2 CONTEXT | 5 |
| 2.1 GENERAL CONTEXT | 5 |
| 2.2 MANAGEMENT CONTEXT: EXECUTION MODALITIES..... | 5 |
| 2.3 HARMO-CONTEXT | 6 |
| 3 ANALYSIS OF PROGRESS MADE..... | 7 |
| 3.1 STUDIES..... | 8 |
| 3.1.1 <i>Progress of studies</i> | 8 |
| 3.1.2 <i>Analysis of studies completed</i> | 9 |
| 3.2 EXPERTISE | 10 |
| 3.2.1 <i>Progress of expertise</i> | 10 |
| 3.2.2 <i>Analysis of expertise</i> | <u>10</u> |
| 3.3 BUDGET EXECUTION..... | 10 |
| 3.4 QUALITY CRITERIA..... | 10 |
| 3.5 RISK MANAGEMENT | 11 |
| 4 STEERING AND LEARNING..... | 12 |
| 4.1 ACTION PLAN | 12 |
| 4.2 LESSONS LEARNED..... | 12 |
| 5 ANNEXES | 13 |
| 5.1 “BUDGET VERSUS CURRENT (Y – M)” REPORT..... | 13 |
| 5.2 DECISIONS TAKEN BY THE JLCB AND FOLLOW-UP..... | 13 |

Acronyms

| | |
|--------|--|
| BTC | Belgian Development Agency |
| JLCB | Joint Local Consultative Body |
| M&E | Monitoring and Evaluation |
| MOF | Ministry of Finance |
| SCF | Belgium Tanzanian Study and Consultancy Fund |
| LED | Local Economic Development |
| IDCP | Indicative Development Cooperation Programme |
| NRM | Natural Resources Management |
| TSHTDA | Tanzania Small Holder Tea Development Agency |
| WMA | Wildlife Management Area |
| CDTI | Community Development Training Institute |
| TOR | Terms of Reference |
| PO | Programme Officer |
| UDSM | University of Dar es salaam. |



1 Intervention at a glance

1.1 Intervention form

| | |
|----------------------------------|--|
| Intervention name | Belgium Tanzanian Study and Consultancy Fund |
| Intervention Code | 01005 |
| Location | Tanzania |
| Budget | 3.620.000 Euro |
| Partner Institution | Ministry of Finance |
| Date of implementation Agreement | 06/12/2001 |
| End of SA | 25 th of October 2013 |
| Objective | Financing studies and consultancies in the priority sectors, preparatory studies in the context of Belgian Tanzanian cooperation programme, and implementation of the Paris Declaration. |

1.2 Budget execution

| Total Budget | Expenditure year N | Balance | Total Disbursement rate |
|--------------|--------------------|-----------|-------------------------|
| 3.620.000 | 187.751 | 2.873,821 | 21% |

| | |
|---|--|
| National execution official Abdallah Lyangu | BTC execution official Cranmer Chiduo |
|  |  |

2 Context

2.1 General context

In October 2009, the Tanzanian and the Belgian government agreed on the new IDCP which extended the project to 25th October 2013 with an amount of 3.620.000 Euros. The scope of the study fund was limited to the priority sectors of the Belgian cooperation in Tanzania and advancement of the Paris Declaration principles as fostered by the MoFEA. The scope of the Fund has extended into funding for Technical expertise for a period not exceeding 24 months.

Performance of year 2012 improved from the slow pace in 2011. A total of 15 studies and consultancies were approved, 8 were under implementation, 3 were completed and 4 were starting.

A manual for Fund procedures was developed and shared with the main stakeholders. Now, many more stakeholders are aware of the Fund, as a result many better applications are being submitted.

A modality for contracting public institutions (execution agreement) was agreed upon after long consultations with BTC HQ.

2.2 Management context: execution modalities

.The fact that the Fund is focused to the 2 sectors of concentration in the IDCP it provides an extra opportunity for the institutions in the sector, however on the other side its a limitation in supporting better studies from other sectors.

In Tanzania, Private sector institutions also plays a vital role in support of development. These were not considered eligible by the Fund. Its being proposed that these are included as long as their roles are recognised by the government ministries, departments or Agents.

The requirement for competitive recruitment of consultants was not always possible, because often the requesting institutions are assisted by their regular consultants to develop the proposals and those consultants become the best suited to provide the required services.

There have been a few delays from the partner institutions in responding to the Fund process including appointment of supervising officers, or inputing into the selection process for the consultants.

Generally the execution modalities is APPROPRIATE

2.3 Harmo-context

Other Development partners and BTC interventions have been a source of information to the public institutions on the existence of the Fund and its procedures. As a result, the Fund has received better proposals than before. The Fund approved 5 new studies of better quality in December 2012.

Some BTC interventions and partners have identified a few areas which can benefit from the Fund, these include support to some strategic planning exercises (LED strategy in IGA project) and Technical assistance to community water project. The proposals will be finalised and submitted in 2013.

3. Analysis of progress made

Although many studies were approved in 2012, majority started late or could not start. As a result only 3 studies were completed in the year. Currently many studies are under implementation. Larger amounts committed for the new studies.

There has been some delays due to problems to find the right way of making agreement without following full tender procedures.

Quality and number of proposals from consultants is limited. Often there is only one firm suitable.

All the new studies approved in December 2012 are scheduled to start in Q1 2013.

Specific Agreement of the SCF ends by the 25th of October 2013, procedures for extension need to be initiated by MOF.

New guidelines were finalised after a stakeholders workshop held in June 2012. The guidelines will be formally approved in the JLPC meeting of February 2013.

2.4 Studies

2.4.1 Progress of studies

| SN | Title of study/consultancy | Amount Approved (<i>'000 Euro</i>) | A | B | C | D | Comments (only if the value is C or D) |
|-----|--|---|---|---|---|---|---|
| 1. | PPRA Identification stakeholders workshop | 5.0 | | X | | | |
| 2. | Capacity building of MOF staff | 120.0 | | X | | | |
| 3. | Banana marketing study | 25.0 | | X | | | |
| 4. | Promotion of participatory NRM in Kilosa district | 60.0 | | X | | | |
| 5. | Land use planning in Longido | 100.0 | | | X | | Slow response Start in Q1 |
| 6. | Climate change adaptation in Sengerema | 100.0 | | X | | | Slow response Start in Q1 |
| 7. | Training programme for local councils in good governance | 50.0 | | | X | | Delay in approval on suitable type of Contract. Start in Q1 |
| 8. | Workshop for midterm strategic plan TSHDA | 30.0 | | X | | | completed |
| 9. | Training to enhance capacity in NRM planning | 100.0 | | | X | | Delay in approval on suitable type of Contract. Start in Q1 |
| 10. | Identification of wetland project | 17.5 | | | X | | To be completed in Q1 |
| 11. | TOR for a study on aid modalities | 1.0 | | | X | | Approved in December 2012 |

| | | | | | | |
|-----|---|-------|--|---|--|---------------------------|
| 12. | Zanzibar Water Authority | 150.0 | | X | | Approved in December 2012 |
| 13. | Strategic and action planning for Njombe Region | 60.0 | | X | | Approved in December 2012 |
| 14. | Capacity building for WMA CDTI | 45.0 | | X | | Approved in December 2012 |
| 15. | TSHTDA small and medium scale tea processing | 70.0 | | X | | Approved in December 2012 |
| 16. | Total | 933.5 | | | | |

2.4.2 Analysis of studies completed

| | |
|---|---|
| Title of study: | PPRA identification stakeholders workshop |
| <i>Describe, in a few sentences, for who the study was organised, and what it was about</i> | Identification of a procurement project was done internally by PPRA. A stakeholders workshop to validate the study report before submission was attended by fewer than planned. |
| <i>Have the studies been used as intended?</i> | Formulation of the project was done using the identification study involved |
| <i>To what did the study contribute?</i> | As above |
| <i>Issues that arose, influencing factors (positive or negative)? Unexpected results (positive or negative)? How did they impact the study or the use of the study?</i> | PPRA incurred most expenses internally and hence the amount planned for the workshop could not be fully utilised. |

| | |
|---|--|
| Title of study: | Banana marketing study |
| <i>Describe, in a few sentences, for who the study was organised, and what it was about</i> | Initial study to Belgian funded Banana improvement project to plan and implement value chain improvements and marketing interventions. |
| <i>Have the studies been used as intended?</i> | The project has utilised recommendations of the study to plan for implementation of its support to value chain and marketing |
| <i>To what did the study contribute?</i> | As above |
| <i>Issues that arose, influencing factors (positive or negative)? Unexpected results (positive or negative)? How did they impact the study or the use of the study?</i> | The study has been posted in key banana websites. Plans are ongoing to publish the study in some reputable international scientific journals |

2.4.2.1.1

| | |
|---|--|
| Title of study: | Workshop for midterm strategic plan TSHDA |
| <i>Describe, in a few sentences, for who the study was organised, and what it was about</i> | Workshop for developing midterm strategic planning for the Tanzania Smallholders Tea Development Association |
| <i>Have the studies been used as intended?</i> | The strategic plan has been developed ready to be promoted to a wide range of stakeholders for soliciting participation. |
| <i>To what did the study contribute?</i> | The association of smallholder farmers now has a midterm development strategy |
| <i>Issues that arose, influencing factors (positive or negative)? Unexpected results (positive or negative)? How did they impact the study or the use of the study?</i> | The study has influenced some other institutions to develop similar proposals. In a short run, the direction of more of these associations will be more focused. |

2.5 Expertise

2.5.1 Progress of expertise

| Progress of expertise¹ | A | B | C | D | Comments (only if the value is C or D) |
|--|---|---|---|---|---|
| No Application for expertise has been received | | | | D | One application is in line to be submitted |

2.6 Budget execution

Implementation is less than the budgeted because there has been a delay in agreeing on the suitable type of contract for 2 studies, and there has been a slow response from the district councils of Sengerema and Longido.

2.7 Quality criteria

| Criteria | Score |
|-----------------|--------------|
| Relevance | A |

¹ A: Expertise completed in year N
 B: Expertise ongoing
 C: Expertise in preparatory phase: preparation going as planned (writing ToR, procurement procedure, etc.)
 D: Expertise planned but delayed

| | |
|---------------|---|
| Efficiency | B |
| Effectiveness | A |

2.8 Risk management

The major risks identified are described below:

1. Lack of quality applications: The number and quality of applications received has been low. It was decided that simple and clear Fund procedures should be developed and shared extensively with potential beneficiaries of the Fund. A consultant was recruited, procedures developed and shared with others. Consequently, the number and quality of applications received has increased. In 2012 a lot more studies have been approved and implemented than in recent years.
2. Selected consultants lack incentives to complete the task properly: Its assumed that consultants may slow down or stop temporarily to provide the services agreed for various reasons. It has been planned to mitigate the risk by providing small advances whenever possible, make closer monitoring and follow up and retain at least 40% of the professional fees until the final report of acceptable quality is submitted.
3. Consultants pre identified by the applying organisations. Probability: High; Impact: Low. In most cases the pre identified consultants are of superior quality. It only erodes the principle of increasing efficiency through competitive selection of consultants.
4. Receiving no applications for expertise: Probability is medium; Impact is High. If this happens only a small portion of the budget will be utilised through studies and consultants. To mitigate the risk its proposed to raise the thresholds to Euro 250,000; create more awareness in the priority sectors.
5. Too many studies ongoing at the same time overloading the management (facilitation & monitoring capacity) of the Fund. Probability is Low: Impact: High. Measures should include raising the thresholds to max. of 250,000 and minimum of 100,000.; Hiring of part time project assistants whenever needed to manage the needs for facilitation and monitoring and paid through the same contract. The needs for close supervision will be identified when drawing up contracts with consultants.

3. Steering and Learning

3.1 Action Plan

1. Further awareness creation of MDAs in the priority sectors by letters, visits, meetings etc.
2. Raising the thresholds to between 100,000 to 150,000 euro for each study.
3. Approving an amount on top of the application to cover for supervision by the partner institution and external technical backstopping.
4. Develop a suitable reporting format.
5. Approve more application (at least 4 amounting to 500,000) to be implemented starting in Q2.
6. Undertake a close followup of implementation by making at least one field visit.

3.2 Lessons Learned

| Lessons learned | Target audience |
|---|---------------------|
| Costs are involved in monitoring and follow-up by supervising officer/institution. A small proportion of the contract with the consultant can be granted to the beneficiary organisation. | JLPC, other donors. |
| A standard format for reporting would improve the quality of final reports for convenience in sharing extensively | JLPC |

4 Annexes

4.1 “Budget versus current (y – m)” Report

(Find document annexed)

4.2 Decisions taken by the JLCB and follow-up

1. *Strategic decision:* Develop Fund procedures
Period of Identification: Last JLPC
Action: Fund procedures completed in 2012
2. *Strategic Decision:* Develop TOR for a programme assistant
Period of identification: Last JLPC
Action: Procedural delays on contracts with consultants delayed implementation and hence the need to recruit an extra hand. Soon BTC closes 3 projects which would release a lot of time to the current PO. Extra hands would be hired as needs arise.