



**SUPPORT TO INCOME GENERATING ACTIVITIES IN COAST AND  
KIGOMA REGIONS, TANZANIA**

**ANNUAL REPORT  
JANUARY - DECEMBER 2009**

**TAN 0501611**

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# 1 PROJECT SHEET

## Basic Information on the Project

<b>Country:</b>	Tanzania
<b>DGDC intervention number:</b>	3002534
<b>Navision Code BTC</b>	TAN 0501611
<b>Partner Institution in charge of the execution</b>	Ministry of Finance and Economic Affairs – Department of Poverty Eradication and Economic Empowerment.
<b>Duration of Specific Agreement</b>	60 months
<b>Duration of implementation</b>	36 months
<b>Signature of the SA</b>	30 December 2008
<b>Starting date of the implementation</b>	May 2009
<b>End of project following SA</b>	29 December 2013
<b>Partners contribution</b>	270,000 Euro
<b>Belgian contribution</b>	2,162,000 Euro
<b>Project Total Budget</b>	2,432,000 Euro
<b>Intervention sectors</b>	Private sector development, decentralization
<b>Overall objective</b>	To contribute towards improving livelihoods of the rural poor
<b>Specific objective</b>	To create an enabling environment for income generating activities of the poor, especially women and youths to improve their incomes, in six Districts of the Coast and Kigoma Regions.
<b>Results</b>	<ul style="list-style-type: none"> <li>(i) Improved capacity of local governments to facilitate pro-poor local economic development.</li> <li>(ii) Improved capacity of business related service providers to respond to the needs of the target groups.</li> <li>(iii) Increased capacity of the target group to demand and access technical, entrepreneurial and business services.</li> </ul>
<b>Project management Methods</b>	Co-management
<b>Report Covering Period</b>	January 2009 – December 2009

## 2 BRIEF FACTUAL OVERVIEW

Income Generating Activities Project is a joint undertaking between the Governments of Belgium and Tanzania aiming to contribute towards improving livelihoods of the poor, particularly in rural areas. The specific objective of this project is “To create an enabling environment for income generating activities of the poor, especially women and youths to improve their incomes, in six Districts of the Coast and Kigoma Regions”.

The principal strategic axes to achieve this include:

- Promotion and facilitation of horizontal coordination and dialogue between private and public sector;
- Facilitation of translation of experiences and best practices at grassroots level into government policies, strategies and programs through improved vertical dialogue
- Definition of competitive economic advantages as the basis for sustainable local economic development
- Strengthening of institutional and organizational capacities (public and private) to facilitate pro-poor growth;
- Facilitation of development of processes and instruments to address the specific needs of traditionally marginalized groups in society with regard to income generation;
- Implementing of quick wins as a basis for “learn as you go” development methodologies

### Implementation modalities and location

The Project is coordinated by the Ministry of Finance and Economic Affairs (The Ministry of Finance and Economic Affairs, Department of Poverty Eradication and Economic Empowerment) and implemented by the Local Government Authorities in the following Districts that were selected on the basis of the high incidence of poverty in the population:

- Coast Region: Mafia, Mkuranga and Rufiji;
- Kigoma Region: Kibondo, Kigoma Municipal Council and, Kigoma District.

Within its three year lifespan the project envisaged to attain the following results:

- (i) Improved capacity of local governments to facilitate pro-poor local economic development.
- (ii) Improved capacity of business related service providers to respond to the needs of the target groups.
- (iii) Increased capacity of the target group to demand and access technical, entrepreneurial and business services.

### Beneficiaries

By contributing to an enabling environment for income generating activities and local economic development, all entrepreneurs of the districts will in principle be able to benefit from the intervention. However, the intervention will pay special attention to improve the situation of small entrepreneurs that find themselves in a more disadvantaged position, facing specific constraints and having specific needs to develop their business or income generating activities. These are:

- Small entrepreneurs living in rural areas (without excluding the urban areas);
- Women entrepreneurs;
- Young entrepreneurs (between 15 and 25 years);
- People affected by HIV/AIDS;

### 3 OVERVIEW OF ACTIVITY PLANNING

#### 3.1 Activity overview

Table 1: Activity table illustrating planned versus implemented activities for 2009

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Status
			J	F	M	A	M	J	J	A	S	O	N	D	
	Project preparations	Project designing													The project was successfully prepared and documented in the TFF.
		Recruitment of Staff													The project recruited its relevant staff; 2 Technical Advisors, 1 Project Officer, 2 Drivers.
		Procurement of Vehicles													2 Vehicles were purchased, 1 for Coast and 1 for Kigoma Region.
		Establishment of JLPC													
A 01 01	Elaboration of a baseline and set-up of M&E System	Preparation of Baseline TOR.													The Project Management Team developed Terms of References (TORs), facilitated and supervised execution of the Baseline Survey within the project focus area by consultants. The draft report for the assignment was presented to stakeholders during a debriefing session. The consultants are expected to release the final draft of the assignment early next year (2010).
		Identification of Baseline Consultant(s) and signing contract(s).													
		Procurement of materials (stationeries) for the Baseline Survey													
		Inception meetings													
		Execution of the Baseline Survey and payment of consultancy fees and other costs.													
		Reporting, debriefing and presentation of the Baseline results													
		Development of M&E System													
A 01 02	Mapping of economic opportunities and identify priority local economic activities	Identification of Consultants for the Economic Mapping Study and signing contract(s)													The Project Management Team developed Terms of References (TORs), facilitated and supervised execution of the Mapping of Economic Opportunities within the project focus area by consultants. The consultants are still preparing the report of the assignment.
		Procurement of materials (stationery) for the Economic Mapping Study													
		Inception meetings.													
		Execution of the Economic Mapping Study													
		Reporting, debriefing and presentation of the Economic Mapping Study													
A 01 03	Information and dissemination of national and local laws, procedures and programs (BEST, MKURABITA, taxes, ....)	Engage consultants (e.g. Haki Kazi Catalyst) on preparation of popular/translated versions of policies and laws related to IGA and PSD.													
		Dissemination of translated versions of policies and laws to RAS, LGA, PSO and target groups.													
A 01 04	Promotion of dialogue and coordination mechanisms to improve cooperation	Support active dialogue on IGA and LED among civil society, public and private sector.													

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Status
			J	F	N	A	M	J	J	A	S	O	N	D	
	between the civil society, public and private sector.														
A 01 05	Broaden understanding of linkages between investments and local economic development	Conduct workshops for councillors, women councillors & leaders, district executives and PSO on effective facilitation of LED with special attention on private sector development.													
		Training of District Committees for Planning and Economic Affairs on the control of political pressure and facilitation of LED.													
A 01 06	Support the local tax reform process at district level, favourable to pro-poor LED	Conduct stakeholders' workshops on identification of taxing gaps and facilitate relevant reforms in favour of the pro-poor LED.													
		Support preparation and dissemination of IEC materials and radio program on Tax Reforms and LED.													
A 01 07	Capitalization of experiences and sharing of information and feed in to district, regional and national policy fora on IGA and PSD at various levels.	Facilitate active sharing of information and experience on business related policies and their impacts on IGA, PSD and LED through the existing fora.													
A 02	<i>Improved capacity of business related service providers to respond to the needs of target groups (women, men and youth)</i>														
A 02 01	Identification of priorities (based on opportunities) for development of instruments for improved business services	Facilitate stakeholders meeting(s) on identification and definition of priorities for developing new instruments that will improve delivery of business related services.													As a strategy for sustainability and holistic approach to implementation of the project which is multidisciplinary in nature, the project management facilitated establishment of District Project Facilitation Teams. However, this activity was not planned for implementation during the year 2009.
A 02 02	Development of instruments to improve outreach and services (to existing and	Support the business PSO in developing and disseminating instruments needed to improve outreach and services provided to target groups.													

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Status
			J	F	N	A	M	J	J	A	S	O	N	D	
	potential clients) (practical manuals, curriculum modules, notice boards, SIDO, exchange visits ...)	Support exchange visits for members of the target groups.													
A 02 03	Support to implementation of quick wins as practical examples of LED	Link target groups to Micro-finance Institutions on access of loan needed to support operation of Quick Wins.													
		Facilitate training of target groups on business entrepreneurial skills, development of business plans.													
		Link target groups to markets for selling of their existing products, e.g. trade fair.													
A 03	<i>Increased capacity of vulnerable groups and individuals to demand and access technical, entrepreneurial and business services</i>														
A 03 01	Awareness raising through facilitation of dissemination of information on important business related subjects (best practices, providers...) to the target group.	Prepare an inventory of available useful resources e.g. service providers, baseline information, economic opportunities, ongoing interventions by stakeholders.													The Technical Advisors and Project Officer conducted introductory visits to regional and district authorities. During their visits, the project staff had an opportunity to introduce the project to stakeholders and partners and raised awareness on the importance of popular participation in the project execution.
		Produce IEC materials (e.g. newsletters, brochure, leaflets, banners, T-shirts, caps) and disseminate them to target groups.													
		Support religious leaders in advocating for IGA & LED; support drama groups, traditional dances (e.g. <i>Mdundiko</i> ) and radio in promoting IGA and LED.													
A 03 02	Extension of the outreach of CBO's and /or other MFIs in reaching IGA groups of higher risk.	Provide financial support to MFIs for developing revolving fund loaning schemes for the target groups.													
		In collaboration with relevant actors and through consultancy, identify the existing mechanisms that bring financial services closer to the target groups.													



Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Status
			J	F	N	A	M	J	J	A	S	O	N	D	
		Facilitate contracting of the MFIs by the District Councils.													
A 03 03	Facilitation of the Community Development Officers and Trade Officers in supporting the creation and capacity building of Groups.	Build capacity of Community Development Officers and Trade Officers in group formation and their management through training workshops and study visits.													
		Facilitate training workshop for CDO and TO on policies related to IGA and LED, HIV/AIDS and IGA, Gender and IGA, Environment and IGA, age groups and IGA.													
A 03 04	Promotion of innovative and new economic activities.	Support exhibition of innovations in local trade fairs, information days, and political fora.													
		Identify innovators with useful products and organize their advertisement for public awareness and dissemination.													
Z 02 02	Purchase of Office Equipment.	Executive Chairs, Executive Tables, Visitors Chairs, Air Conditioners, TCCL Telephone Sets, Faxing Machines, 2 Multipurpose Printer (Printer, Photocopier & Scanner).													
Z 02 03	Purchase of IT Equipment.	Laptop Computers, Desktop Computers, Digital Cameras, Internet Modems.													
Z 03 02	Vehicle Maintenance and Fuel.	Project Vehicles, Diesel, Oils, Hydraulics.													
Z 03 03	Communication	Postage, Telephone Recharge Vouchers, Telephone Calls, Faxes, Letters, etc.													
Z 03 04	Purchase of Office Materials.	Stationeries, Kitchen Supplies (Sugar, Tea leaves, Coffee, Cocoa, etc.													
Z 03 05	Representation Costs/External Communication	International Telephone Calls, Faxes, Postage.													
Z 03 06	Mission Costs (flights, allowances)	Air Tickets, Perdiems, Luggage, etc.													
Z 03 07	Operational costs (various)														
Z 04 02	Audits	Audit fees, allowances, stationeries, secretarial services.													
Z 04 03	Punctual Technical Assistance (International & National)	Advisory and Monitoring Visits.													
Z 04 04	Backstopping BTC (Administrative & Technical)	Monitoring Visits, transport, allowances or perdiems.													



## 3.2 Analysis of activity planning

### General

As illustrated by Table 1 above, the planned activities for the year 2009 were mainly related to the project start-up. These included designing of the project, recruitment of the Project Staff, conducting a Baseline Survey and Mapping of Economic Opportunities, establishment of Project Facilitation Teams and opening of district project bank accounts specific for the IGA project. The planning process was based on the activities identified in the project's TFF. The work plan was drafted by the Project Management Team and submitted to the JLPC for discussion and approval. The planned activities were budgeted for within the threshold of expenditure allocation as stipulated in the TFF.

The project had its first JLPC meeting in July 2009. During the meeting, the Project Management proposed some budget modifications to suit the detailed annual work-plan. After discussions on the proposal, the JLPC approved the budget and work-plan for 2009.

The following are operational and administrative activities implemented by the project:

#### 3.2.1 Introduction of the project

The Project Management Team conducted introductory visits to the Regional Authorities in Kigoma and Coast and to the 6 District Councils (Kigoma Municipal, Kigoma Rural, Kibondo, Mafia, Mkuranga & Rufiji). During the visits, the Project Staff had an opportunity to describe the project to stakeholders, shared experiences and assisted the establishment of multidisciplinary District Facilitation Teams.

#### 3.2.2 Establishment of the district Project Facilitation Team

In order to make implementation of the project more effective, the Project Management facilitated the establishment of a Project Facilitation Team (PFT) in each of the beneficiary districts. The PFT is multidisciplinary consisting of staff members of the district councils drawn from all technical departments. Their participation in the project operations is an additional responsibility to their day to day duties assigned by the District Executive Director (DED).

#### 3.2.3 Opening of Project Accounts

In order to facilitate smooth financial transactions according to regulations and procedures of BTC, specific IGA bank accounts were opened with the six target District Councils.

#### 3.2.4 Coordination

The Government through the Ministry of Finance and Economic Affairs appointed the National Project Coordinator to oversee implementation of the IGA Project.

#### 3.2.5 Baseline Survey

The Project Management Team developed Terms of References (TORs), facilitated and supervised execution of the Baseline Survey by consultants. The draft report of the assignment

was presented to stakeholders during a debriefing session. The consultants are expected to release the final draft of the assignment early next year (2010).

### **3.2.6 Mapping of the Economic Opportunities**

Project Management Team developed Terms of Reference (TORs), facilitated and supervised execution of the assignment by consultants. The consultants are still preparing the report of the assignment which is expected to be ready in February 2010.

## 4 FINANCIAL OVERVIEW

### 4.1 Overview of expenditure versus financial planning

**Table 2: Financial Report – Budget versus Expenditure in Euro**

Budget Codes			Budget Description	Exe Mode	Budget in Euro	Expenditure	Balance	% Expenditure
A			Increased incomes amongst poor, especially women and youths in six districts of the Coast and Kigoma Regions, through the facilitation of an enabling environment for IGA.		428,750.00	54,871.23	373,878.77	13
A	I		<i>Improved capacity of local government in the intervention zone to facilitate pro-poor local economic development.</i>		240,250.00	46,553.65	193,696.35	19
A	1	1	Elaboration of a Baseline	Coman	75,000	19,189.22	55,810.78	26
A	1	2	Mapping of Economic Opportunities	Coman	62,000	27,364.43	34,635.57	44
A	1	3	Information and dissemination of national and local laws procedures and programmes (BEST, MKURABITA, taxes, ....	Coman	2,250	0.00	2,250.00	0
A	1	4	Promotion of dialogue and coordination mechanisms to improve cooperation between the civil society, public and private sector.	Coman	80,000	0.00	80,000.00	0
A	1	5	Broaden understanding of linkages between investments and local economic development.	Coman	10,000	0.00	10,000.00	0
A	1	6	Support the local tax reform process at district level, favourable to pro-poor LED.	Coman	5,000	0.00	5,000.00	0
A	1	7	Capitalization of experiences and sharing of information and feed into district, regional and national policy for a and PSD.	Coman	6,000	0.00	6,000.00	0
A	2		<i>Improved capacity of business related service providers to respond to the needs of the target groups (women, men and youths).</i>		59,000.00	1,796.70	57,203.30	3
A	2	1	Identification of priorities (based on opportunities) for development of instruments for improved business services.	Coman	24,000	1,796.70	22,203.30	7
A	2	2	Development of instruments to improve outreach and services (to existing and potential clients) - practical manuals, curriculum modules, notice boards, exchange visits, etc.	Coman	15,000	0.00	15,000.00	0
A	2	3	Implementation of quick wins as practical examples of LED.	Coman	20,000	0.00	20,000.00	0

Budget Codes			Budget Description	Exe Mode	Budget in Euro	Expenditure	Balance	% Expenditure
A	3		<i>Increased capacity of vulnerable groups and individuals to demand and access technical, entrepreneurial and business services.</i>		129,500.00	6,520.88	122,979.12	5
A	3	1	Awareness raising through facilitation of dissemination of information on important business related subjects (best practices, etc.) to the target groups.	Coman	8,500	6,520.88	1,979.12	77
A	3	2	Extension of the outreach of CBO's and/or other MFIs reaching IGA groups of higher risk.	Coman	91,000	0.00	91,000.00	0
A	3	3	Facilitation of the District Council Offices in supporting the creation and capacity building of groups.	Coman	10,000	0.00	10,000.00	0
A	3	4	Promotion of innovative and new economic activities.	Coman	20,000	0.00	20,000.00	0
Z			General means		238,070.00	121,833.90	116,236.10	51
Z	1		Staff Costs		86,400.00	48,275.73	38,124.27	56
Z	1	1	National Staff	Regie	86,400	48,275.73	38,124.27	56
Z	2		Investments		70,200.00	57,897.65	12,302.35	82
Z	2	1	Vehicles	Regie	60,000	53,185.47	6,814.53	89
Z	2	2	Office Equipment		0	0.00	0.00	0
Z	2	3	IT Equipment	Coman	10,200	4,712.18	5,487.82	46
Z	3		Operational Costs		48,970.00	12,756.92	36,213.08	26
Z	3	1	Office Rent		0	0.00	0.00	0
Z	3	2	Vehicle Maintenance and Fuel	Coman	24,000	4,361.08	19,638.92	18
Z	3	3	Communication	Coman	4,800	574.74	4,225.26	12
Z	3	4	Office Materials	Coman	5,000	1,128.17	3,871.83	23
Z	3	5	Representation costs/external communication	Regie	3,000	135.00	2,865.00	5
Z	3	6	Mission costs (Flights and allowances)	Regie	11,670	6,130.21	5,539.79	53
Z	3	7	Operational costs - (Mission costs for BTC/MoFEA/RAS Staff)	Coman	500	427.72	72.28	86
Z	4		Audit, Monitoring & Evaluation, Backstopping		32,500.00	2,903.60	29,596.40	9
Z	4	1	Evaluations (2)	Regie	0	0.00	0.00	0
Z	4	2	Audits	Regie	12,000	0.00	12,000.00	0
Z	4	3	Punctual Technical assistance (international & international)	Regie	8,000	0.00	8,000.00	0
Z	4	4	Backstopping BTC (administrative & technical)	Regie	12,500	2,903.60	9,596.40	23
<b>TOTAL</b>					<b>666,820.00</b>	<b>176,705.13</b>	<b>490,114.87</b>	<b>26</b>

## 4.2 Analysis of financial planning

During its first meeting held in July 2009, the Joint Local Partners Committee (JLPC) approved a budget of Euro 523,020 for project implementation during the reporting period. This budget was prepared based on the specific activities formulated from the initial strategic activities of the Technical and Financial File (TFF). The project implementation pace was slower than it was planned partly because it took longer for the consultants to become available for implementation of the Baseline Survey. In order to get information/data necessary to validate the initial project activities, it was agreed that the Baseline Survey be conducted first. With, the basic data/information at hand, the project stakeholders will be able to refine the activities and update the work plan for timely implementation. In order to accommodate these changes, the project budget will be modified accordingly.

## Monitoring of the indicators

### 4.3 Specific objective

The specific objective of the project is “To create an enabling environment for income generating activities of the poor, especially women and youth, to improve their incomes, in six districts of the Coast and Kigoma Regions”.

### 4.4 Results

The project has three result areas that the project implementation should focus at. These are:

- (i) Improved capacity of local government to facilitate pro-poor local economic development.
- (ii) Improved capacity of business related service providers to respond to the needs of the target groups.
- (iii) Increased capacity of the target group to demand and access technical, entrepreneurial and business services.



## 4.5 Indicator evolution (chart)

Result	Indicator	Baseline	Year 2009	
			Expected	Actual
<b>Impacts</b> (Data only available for Baseline, Mid-Term and Final Evaluation Years)				
To contribute towards improving livelihoods of the poor particularly in rural areas	Proportion of people able to meet basic needs (food, school fees, medical services, shelter, etc.)			
<b>Outcomes</b> (Data only available for Baseline, Mid-Term and Final Evaluation Years)				
To create an enabling environment for income generating activities of the poor, especially women and youth, to improve their incomes, in six districts of the Coast and Kigoma Regions.	Capacity of LGAs to promote and facilitate pro-poor business development (attitude towards private sector; functionality and outcome of coordination mechanisms put in place; functionality of instruments promoted and their relevance for pro-poor income generation)			
	Impact of quick wins, identified through economic mapping, on the target group			
	Access to business related services by target group and their adequacy			
	Profitability of small businesses run by the target group			
R1: Improved capacity of local government to facilitate pro-poor Local Economic Development (LED).	Number of training sessions conducted for Target individuals by Government Departments	Data will be available after the report on Baseline Survey is submitted.	Nil	Project was still at start-up stage, i.e. in its first year.
	Measures taken by the LGA to improve the environment for establishment & operations of SME in the target area.	“	“	“
	Number of SME (IGA Groups) established under facilitation of the LGA	“	“	“
	Number of economic opportunities identified and their relevance to the target group	“	“	“
	Understanding of /attitude towards local Economic development by government officials	“	“	“
	Type of coordination mechanisms to promote LED put in place and functional	“	“	“
	Knowledge and understanding of national policies and programs related to LED by local authorities	“	“	“
	Appropriateness of Tax system in the district	“	“	“
R.2. Improved capacity of business related service providers to respond to the needs of target Groups	Number/type of services provided to target groups by service providers (PSO).	“	“	“
	Number of quick wins implemented and their impact on the target group	“	“	“
	Number of new instruments implemented by PSOs and their adequacy for the target group.	“	“	“
R3: Increased capacity of the target group to demand and access technical, entrepreneurial and business services	Number of individuals trained on technical, entrepreneurial and Business skills.	“	“	“
	Number of functional business /income generating groups (by gender, age, wealth)	“	“	“
	Level of knowledge and awareness of the target group on business related subjects.	“	“	“
	Proportion of target groups, individuals with access to financial services.	“	“	“
	Number of new technologies disseminated and adopted by target groups.	“	“	“

NB: The indicators may change depending on the analysis of the Baseline Survey

## **5 ASSESSMENT OF MONITORING CRITERIA**

### **5.1 Efficiency**

The startup activities have been efficiently implemented, using less money than it was initially planned.

### **5.2 Effectiveness**

Being at its startup stage, it is too early for effectiveness of the project to be evaluated. Only two major field activities (Baseline Survey and Mapping of Economic Opportunities) were implemented during the first year.

### **5.3 Sustainability**

From the project design point of view, proper implementation of the project will lead to sustainability of its objectives and outputs. The project stresses on the Public-Private Sector Partnership which is key to Local Economic Development.

## **6 MEASURES AND RECOMMENDATIONS**

### **6.1 Overview of the assessment criteria**

Generally, implementation of the planned activities was good except for some minor problems caused by delayed availability of the consultants. On the other hand, the BTC staff experienced some logistical hitches in accessing funds from the District Councils. Due to long procedures involved in authorization of the required financial resources by the District Councils, the planned missions and services were not implemented in time.

There were some delays in opening special Project Bank Accounts by the District Councils as required. Efforts were made by the project management to hasten the process and at the end of 2009 all the districts had already opened their accounts except Rufiji.

### **6.2 Recommendations**

In order to facilitate efficient execution of general missions and provision of general services (not targeted to specific districts), the required financial resources should be disbursed through the Ministry of Finance and Economic Affairs, Department of Poverty Eradication and Economic Empowerment instead of the District Councils. The recommended expenditure to be funded through MoFEA include travelling (DSA, fare), training for BTC, MoFEA and Regional Staff; service/maintenance of the project vehicle, fuel, internet/email and telephone services.

Regarding delayed opening of the project Bank Account with the Rufiji District Council, the Project Management consulted the DT who promised to conclude the exercise by January 2010.

## 7 PLANNING FOR THE UPCOMING YEAR (2010)

### 7.1 Activity planning for FY 2010

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
			Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	<i><b>Specific objective:</b> Increased incomes amongst the poor, especially women and youths in six districts of the Coast and Kigoma Regions, through the facilitation of an enabling environment for Income Generating Activities.</i>													
A 01	<i>Improved capacity of local government in the intervention zone to facilitate pro-poor local economic development.</i>													
A 01 01	Elaboration of a baseline and set-up of M&E System	Reporting, debriefing and presentation of the Baseline results												
		Development of M&E System												
A 01 02	Mapping of economic opportunities and identify priority local economic activities	Reporting, debriefing and presentation of the Economic Mapping Study												
		Engage consultants (e.g. Haki Kazi Catalyst) on preparation of popular/translated versions of policies and laws related to IGA and PSD.												
A 01 03	Information and dissemination of national and local laws, procedures and programs (BEST, MKURABITA, taxes, etc.)	Dissemination of translated versions of policies and laws to RAS, LGA, PSO and target groups.												
		Support active dialogue on IGA and LED among civil society, public and private sector.												
A 01 04	Promotion of dialogue and coordination mechanisms to improve cooperation between the civil society, public and private sector.	Conduct workshops for councillors, women councillors & leaders, district executives and PSO on effective facilitation of LED with special attention on private sector development.												
		Training of District Committees for Planning and Economic Affairs on the control of political pressure and facilitation of LED.												
A 01 05	Broaden understanding of linkages between investments and local economic development	Conduct stakeholders' workshops on identification of taxing gaps and facilitate relevant reforms in favour of the pro-poor LED.												
		Support the local tax reform process at district level, favorable to pro-poor LED												

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
			Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
		Support preparation and dissemination of IEC materials and radio program on Tax Reforms and LED.												
A 01 07	Capitalization of experiences and sharing of information and feed in to district, regional and national policy fora on IGA and PSD at various levels.	Facilitate active sharing of information and experience on business related policies and their impacts on IGA, PSD and LED through the existing fora.												
<b>A 02</b>	<b><i>Improved capacity of business related service providers to respond to the needs of target groups (women, men and youth)</i></b>													
A 02 01	Identification of priorities (based on opportunities) for development of instruments for improved business services	Facilitate stakeholders meeting(s) on identification and definition of priorities for developing new instruments that will improve delivery of business related services.												
A 02 02	Development of instruments to improve outreach and services (to existing and potential clients) (practical manuals, curriculum modules, notice boards, SIDO, exchange visits ...)	Support the business PSO in developing and disseminating instruments needed to improve outreach and services provided to target groups.												
		Support exchange visits for members of the target groups.												
A 02 03	Support to implementation of quick wins as practical examples of LED	Facilitate training of target groups on business entrepreneurial skills, development of business plans.												
		Link target groups to Micro-finance Institutions on access of loan needed to support operation of Quick Wins.												
		Link target groups to markets for selling of their existing products, e.g. trade fair.												
<b>A 03</b>	<b><i>Increased capacity of vulnerable groups and individuals to demand and access technical, entrepreneurial and business services</i></b>													
A 03 01	Awareness raising through facilitation of dissemination of information on important business related subjects (best practices, providers...) to the target	Prepare an inventory of available useful resources e.g. service providers, baseline information, economic opportunities, ongoing interventions by stakeholders.												
		Produce IEC materials (e.g. newsletters, brochure, leaflets, banners, T-shirts, caps) and disseminate them to target groups.												

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
			Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	group.	Support religious leaders in advocating for IGA & LED; support drama groups, traditional dances (e.g. <i>Mdudiko</i> ) and radio in promoting IGA and LED.												
A 03 02	Extension of the outreach of CBO's and /or other MFIs in reaching IGA groups of higher risk.	In collaboration with relevant actors and through consultancy, identify the existing mechanisms that bring financial services closer to the target groups.												
		Facilitate contracting of the MFIs by the District Councils.												
		Provide financial support to MFIs for developing revolving fund loaning schemes for the target groups.												
A 03 03	Facilitation of the Community Development Officers and Trade Officers in supporting the creation and capacity building of Groups.	Build capacity of Community Development Officers and Trade Officers in group formation and their management through training workshops and study visits.												
		Facilitate training workshop for CDO and TO on policies related to IGA and LED, HIV/AIDS and IGA, Gender and IGA, Environment and IGA, age groups and IGA.												
A 03 04	Promotion of innovative and new economic activities.	Support exhibition of innovations in local trade fairs, information days, and political fora.												
		Identify innovators with useful products and organize their advertisement for public awareness and dissemination.												
Z 00 00	<i>General Means</i>													
Z 02 02	Purchase of Office Equipment.	Executive Chairs, Executive Tables, Visitors Chairs, Air Conditioners, TCCL Telephone Sets, Faxing Machines, 2 Multipurpose Printer (Printer, Photocopier & Scanner).												
Z 02 03	Purchase of IT Equipment.	Laptop Computers, Desktop Computers, Digital Cameras, Internet Modems.												
Z 03 02	Vehicle Maintenance and Fuel.	Project Vehicles, Diesel, Oils, Hydraulics.												

Code	Strategic Activity	Specific Activities	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
			Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Z 03 03	Communication	Postage, Telephone Recharge Vouchers, Telephone Calls, Faxes, Letters, etc.												
Z 03 04	Purchase of Office Materials.	Stationeries, Kitchen Supplies (Sugar, Tea leaves, Coffee, Cocoa, etc.												
Z 03 05	Representation Costs/External Communication	International Telephone Calls, Faxes, Postage.												
Z 03 06	Mission Costs (flights, allowances)	Air Tickets, Perdiems, Luggage, etc.												
Z 03 07	Operational costs (various)													
Z 04 02	Audits	Audit fees, allowances, stationeries, secretarial services.												
Z 04 03	Punctual Technical Assistance (International & National)	Advisory and Monitoring Visits.												
Z 04 04	Backstopping BTC (Administrative & Technical)	Monitoring Visits, transport, allowances or perdiems.												

## 7.2 Financial planning for 2010 (in Euro)

Budget Codes			Budget Descriptions	TOTAL	Exe Mode	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A			Increased incomes amongst poor, especially women and youths in six districts of the Coast and Kigoma Regions, through the facilitation of an enabling environment for IGA.	467,480		38,300	121,500	164,680	143,000
A	1		<i>Improved capacity of local government in the intervention zone to facilitate pro-poor local economic development.</i>	149,800		38,300	35,500	34,000	42,000
A	1	1	Elaboration of a Baseline	21,000	Coman	17,000	4,000	0	0
A	1	2	Mapping of Economic Opportunities	21,300	Coman	21,300	0		0
A	1	3	Information and dissemination of national and local laws procedures and programmes (BEST, MKURABITA, taxes, etc).	7,500	Coman	0	7,500	0	0
A	1	4	Promotion of dialogue and coordination mechanisms to improve cooperation between the civil society, public and private sector.	60,000	Coman	0	20,000	20,000	20,000
A	1	5	Broaden understanding of linkages between investments and local economic development.	20,000	Coman	0	0	10,000	10,000
A	1	6	Support the local tax reform process at district level, favourable to pro-poor LED.	10,000	Coman	0	4,000	4,000	2,000
A	1	7	Capitalization of experiences and sharing of information and feed into district, regional and national policy for a and PSD.	10,000	Coman	0	0	0	10,000



Budget Codes			Budget Descriptions	TOTAL	Exe Mode	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A	2		<i>Improved capacity of business related service providers to respond to the needs of the target groups (women, men and youths).</i>	94,200		0	35,000	39,200	20,000
A	2	1	Identification of priorities (based on opportunities) for development of instruments for improved business services.	19,200	Coman	0	10,000	9,200	0
A	2	2	Development of instruments to improve outreach and services (to existing and potential clients) - practical manuals, curriculum modules, notice boards, exchange visits, etc.	35,000	Coman	0	10,000	15,000	10,000
A	2	3	Implementation of quick wins as practical examples of LED.	40,000	Coman	0	15,000	15,000	10,000
A	3		<i>Increased capacity of vulnerable groups and individuals to demand and access technical, entrepreneurial and business services.</i>	223,480		0	51,000	91,480	81,000
A	3	1	Awareness raising through facilitation of dissemination of information on important business related subjects (best practices, etc.) to the target groups.	18,480	Coman	0	6,000	6,480	6,000
A	3	2	Extension of the outreach of CBO's and/or other MFIs reaching IGA groups of higher risk.	140,000	Coman	0	20,000	60,000	60,000
A	3	3	Facilitation of the District Council Offices in supporting the creation and capacity building of groups.	20,000	Coman	0	10,000	10,000	0
A	3	4	Promotion of innovative and new economic activities.	45,000	Coman		15,000	15,000	15,000
A	3	5	Formalization of land ownership by villages and individuals.	0	Coman	0	0	0	0

Belgian Technical Cooperation

Budget Codes			Budget Descriptions	TOTAL	Exe Mode	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Y			Budget Reserve (5% * total activities)	0		0	0	0	0
Y	1		Budget Reserve (5% * total activities)	0		0	0	0	0
Y	1	1	Budget Reserve COMANAGEMENT	0	Coman	0	0	0	0
Y	1	2	Budget Reserve REGIE	0	Regie	0	0	0	0
Z			General means	180,140		35,930	44,030	41,730	58,450
Z	1		Staff Costs	74,100		18,000	18,100	18,000	20,000
Z	1	1	National Staff	74,100	Regie	18,000	18,100	18,000	20,000
Z	2		Investments	5,490		0	0	2,800	2,690
Z	2	1	Vehicles	0	Regie	0	0	0	0
Z	2	2	Office Equipment	0		0	0	0	0
Z	2	3	IT Equipment	5,490	Coman	0		2,800	2,690
Z	3		Operational Costs	59,950		14,780	14,780	14,780	15,610
Z	3	1	Office Rent	0		0	0	0	0
Z	3	2	Vehicle Maintenance and Fuel	30,640	Coman	7,500	7,500	7,500	8,140
Z	3	3	Communication	5,830	Coman	1,400	1,400	1,400	1,630
Z	3	4	Office Materials	6,870	Coman	1,700	1,700	1,700	1,770
Z	3	5	Representation costs/external communication	4,360	Regie	1,090	1,090	1,090	1,090
Z	3	6	Mission costs (Flights and allowances)	11,880	Regie	3,000	3,000	3,000	2,880
Z	3	7	Operational costs - Various	370	Coman	90	90	90	100
Z	4		Audit, Monitoring & Evaluation, Backstopping	40,600		3,150	11,150	6,150	20,150
Z	4	1	Evaluations (2)	0	Regie		0	0	0
Z	4	2	Audits	12,000	Regie	0	0	3,000	9,000
Z	4	3	Punctual Technical assistance (international & international)	16,000	Regie	0	8,000	0	8,000
Z	4	4	Backstopping BTC (administrative & technical)	20,450	Regie	11,000	3,150	3,150	3,150
<b>GRAND TOTAL</b>				<b>655,470</b>		<b>82,080</b>	<b>165,530</b>	<b>206,410</b>	<b>201,450</b>

## 8 CONCLUSIONS

### 8.1 Activities and Finance

Given the financial resources availed by the Government of Belgium and the committed District Facilitation Team the planned activities will be implemented at the required standard. However, the private sector, local communities and other partners should take an active role if the envisaged outputs are to be realized.

### 8.2 Monitoring criteria

#### 8.2.1 Efficiency

The project efficiency will depend on how the district councils will strive to be cost effective in implementing the project activities. Timely disbursement/authorization of financial resources by the District Councils will facilitate timely execution of the planned activities.

#### 8.2.2 Effectiveness

Effectiveness of the project will largely depend on the strength of partnership among the Public Sector, Private Sector and the members of the local community (poor entrepreneurs).

#### 8.2.3 Sustainability

Sustainability of the project objectives and outputs will depend on the level of commitment by the Public Sector, Private Sector and local communities for joint pursuit of the Local Economic Development (LED).

### 8.3 Advice of the JLPC on the recommendations

#### 8.3.1 Recommendations on activity planning

2010 activity planning approved but more information is needed concerning the land titling activities

#### 8.3.2 Recommendations on financial planning

Financial planning approved

Financial proposed reallocation partially approved. Two proposed change will be approved only if additional information are provided.

### 8.3.3 Recommendations on Logical Framework

No special recommendations

### 8.3.4 Other recommendations

Since Beekeeping project Rufiji will be closed in August 2010, start formal discussion in order to integrate suitable activities still needed (mainly marketing activities)

## 9 ANNEXES

- 9.1 Tracking Gantt view / Activities
- 9.2 Baseline report / Activities (AdeptTracker)
- 9.3 Measuring indicators
- 9.4 Checklist efficiency
- 9.5 Checklist effectiveness
- 9.6 Checklist sustainability
- 9.7 Input in PIT
- 9.8 Logical framework
- 9.9 Overview public contracts