

United Republic of Tanzania



**Agricultural Sector
Development Programme
(ASDP)**

**GUIDELINES FOR DISTRICT AGRICULTURAL
DEVELOPMENT PLANNING AND IMPLEMENTATION**

November 2006

Dar es salaam

LIST OF ABBREVIATIONS

A-CBG	Agricultural Capacity Building Grant
ASDP	Agricultural Sector Development Programme
ASDS	Agricultural Sector Development Strategy
ASFT	Agricultural Services Facilitation Team
ASLMs	Agricultural Sector Lead Ministries
ASP	Agricultural Service Providers
ASSP	Agricultural Services Support Programme
CDG	Capital Development Grant
CBO	Community-based Organisation
CMT	Council Management Team
DADG	District Agricultural Development Grant
DADP	District Agricultural Development Plan
DALDO	District Agricultural and Livestock Development Officer
DASP	District Agricultural Strategic Plan
DC	District Council
DCT	District Core Team
DDP	District Development Plan
DDS	District Development Strategy
DED	District Executive Officer
DEO	District Extension Officer
DFF	District Farmers Fora
DFT	District Facilitation Team
DIDF	District Irrigation Development Fund
DPLO	District Planning Officer
EBG	Extension Block Grant
EDSS	Economic Development Support Services
FC	Full Council
JAM	Joint Appraisal Mission
LGA	Local Government Authority
LGCDG	Local Government Capital Development Grant
MAFC	Ministry of Agriculture Food Security and Cooperatives
MAFS	Ministry of Agriculture and Food Security
M&E	Monitoring and Evaluation
MTEF	Medium Term Expenditure Framework
NGO	Non-governmental Government
NSGRP	National Strategy for Growth and Reduction of Poverty
O&OD	Opportunities and Obstacles to Development
PME	Participatory Monitoring and Evaluation
PMO-RALG	Prime Minister's Office- Regional Administration and Local Government
PFAC	Planning Finance and Administration Committee
PFC	Planning and Finance Committee
PRA	Participatory Rural Appraisal
RDS	Rural Development Strategy
RS	Regional Secretariat
TDV 2025	Tanzania Development Vision 2025
VADP	Village Agricultural Development Plan
VC	Village Council
VDP	Village Development Plan
VEO	Village Extension Officer
WARC	Ward Agricultural Resource Centre
WDC	Ward Development Committee
WDP	Ward Development Plan
WFF	Ward Farmers Fora
WFT	Ward Facilitation Team
WUA	Water Users Association
ZARDI	Zonal Agricultural Research and Development Institute

1 INTRODUCTION

- 1.1 AGRICULTURAL SECTOR DEVELOPMENT STRATEGY AND PROGRAMME**
- 1.2 DECENTRALIZATION AND REFORM**
- 1.3 OBJECTIVES AND STRUCTURE OF THE GUIDELINES**

2 INSTITUTIONAL ARRANGEMENTS

2.1 VILLAGE LEVEL

- 2.1.1 Roles of Village Agricultural Extension Officers*

2.2 WARD LEVEL

- 2.2.1 Roles of Ward Facilitation Team (WFT)*

2.3 DISTRICT LEVEL

- 2.3.1 Roles of District Facilitation Team (DFT)*
- 2.3.2 Roles of DALDO*
- 2.3.3 The Council Management Team (CMT)*
- 2.3.4 Roles of District Executive Director*

2.4 REGIONAL LEVEL

2.5 NATIONAL LEVEL

3. DADP OVERALL PLANNING PROCESS

3.1 OVERVIEW

4. FINANCING DADPS

- 4.1 ASDP FUNDS**
- 4.2 CONDITIONS FOR DISBURSEMENT**
- 4.3 FLOW OF FUNDS**

- 4.3.1 Management of Funds*

5. DADP OPERATIONAL GUIDELINES

5.1 INVESTMENTS

- 5.1.1 DADG*

- 3) Investment Servicing Costs*

Completing DADP Investment Activity and Transfer of Ownership:

5.2 SERVICE PROVISION

5.3 CAPACITY BUILDING

- 5.3.1 A - CBG*

6. IMPLEMENTATION ARRANGEMENTS

- 6.1 FINANCIAL REPORTING AND AUDITING**
- 6.2 PARTICIPATORY PROCUREMENT OF GOODS AND SERVICES**
 - 6.2.1 Procurement at the Project Committee level*
- 6.3 PARTICIPATORY MONITORING AND EVALUATION**

INTRODUCTION

1.1 Agricultural Sector Development Strategy and Programme

Agriculture is the mainstay of the Tanzanian economy. As such, higher and sustained agricultural growth is needed to meet Tanzania's National Strategy for Growth and Reduction of Poverty (MKUKUTA) for four main reasons: (i) about 80 percent of the poor live in rural areas and agriculture accounts for 75 percent of rural household incomes, hence significant reductions in overall poverty levels, particularly rural poverty, will require raising agricultural incomes; (ii) agriculture accounts for about 46.6 percent of GDP and 32 percent of exports; (iii) agriculture stimulates economic growth indirectly through larger consumption linkages with the rest of the economy than other sectors; (iv) meeting the country's food security needs in both rural and expanding urban areas requires higher agricultural growth contributing to higher incomes and lowering food prices.

The Government has adopted an Agricultural Sector Development Strategy (ASDS) which sets the framework for achieving the sector's objectives and targets, which contribute to both the MKUKUTA objectives and to the Tanzania Development Vision (TDV) 2025. The objective of the ASDS is to achieve a sustained agricultural growth rate of 5 percent per annum primarily through the transformation from subsistence to commercial agriculture. The agricultural growth target is set at 10% by 2010.

To implement ASDS, an Agricultural Sector Development Programme (ASDP) was developed by five Agricultural Sector Lead Ministries (ASLMs), namely: Ministry of Agriculture, Food Security and Cooperatives (MAFC); Ministry of Livestock Development (MLD); Ministry of Industry, Trade and Marketing (MITM) and the Prime Minister's Office – Regional Administration and Local Government (PMO-RALG).

The Programme comprises of two components; the Local Level Component and the National Level Component. Development activities at national level are to be based on the strategic plans of the line ministries while activities at district level are to be implemented by Local Government Authorities (LGAs), based on District Agricultural Development Plans (DADP) as part of the broader District Development Plans (DDPs). The Programme Objectives are to:

- (i) Enable farmers to have better access to and use of agricultural knowledge, technologies, and market infrastructure; all of which contribute to higher productivity, profitability, and farm incomes; and
- (ii) Promote private investment based on an improved regulatory and policy environment.

The ASDP local level support component will finance three types of interventions:

- (i) Investments in community infrastructure or productive assets;
- (ii) Provision of public or private agricultural services; and
- (iii) Capacity building for farmers, private and public sector service providers, and local government officials.

1.2 Decentralization and Reform

The Government has adopted a decentralization policy, which provides a framework for governance and investment at the local level. The Local Government Reform Programme (LGRP), which aims at improving the delivery of quality services to the public, is a key aspect of the decentralization thrust of the Government. It includes shifting from centrally planned to locally planned activities, including agricultural development, through a reform of the recurrent grants.

A system for discretionary development funding at LGA level (Local Government Capital Development Grant – LGCDG) has been introduced on mainland Tanzania. The grant will be provided to LGAs if they fulfil basic minimum conditions (see LGCDG implementation and operations guide of July 2005 Para 3.3.). The grant is intended for infrastructure construction and rehabilitation in accordance with centrally established investment menu. LGAs can determine how to use the funds locally as long as investments fall within a broad menu of eligible investments including agricultural development.

Consistent with this recently introduced LGCDG system, the ASDP will provide additional grants to LGAs for agricultural-related activities. The grants will be provided through Basket Fund in three forms (i) District Agriculture Development Grant (DADG), (ii) Agriculture Extension Block Grant (A-EBG) and (iii) Agriculture Capacity Building Grant A-CBG. In addition, districts will be able to draw on the District Irrigation Development Funds (DIDF) to supplement specific local level irrigation investment requirements. Each grant will have two elements: a standard or basic grant which LGAs receive irrespective of performance and additional funds or top ups which LGAs receive based on improved performance. The top –up or enhanced grant will be provided through the ASDP Basket Fund.

In order for LGAs to qualify for enhanced grants (DADG, A-EBG and A-CBG) they must qualify first on the Minimum Condition set by LGCDG and then on additional Minimum/Agreed Actions as set by ASLM (see Table 1 of this guideline). Subsequently LGAs will be assessed annually on their performance against a set of criteria that will determine the level of funding that they can receive in the following year.

1.3 Objectives and Structure of the Guidelines

The Objective of these Guidelines is to serve as an operational manual for the implementation of the Local Level Support Component of ASDP, targeted specifically at LGAs in general and the district level in particular.

The guidelines will be used in all LGAs of mainland Tanzania and therefore will have to take into consideration the different types of situations with regards to: (i) local progress with regards to the decentralization and reform process and requirements, and (ii) local availability of funding sources for agricultural development that, at present, are not channelled through the block grant system, such as certain projects (e.g. PADEP, DASIP, DADS, etc.), NGOs, CBOs and the Private Sector.

Thus, these guidelines will provide systematic guidance to LGAs in developing and implementing full-fledged DADPs as envisioned in the ASDP. The guidelines will ensure that:

- i. Agriculture is sufficiently captured in the participatory (O&OD) planning processes;
- ii. Sufficient technical, social, environmental, economic and financial feasibility screening is done before selecting an activity;
- iii. Communities are effectively involved in developing and implementing Village Agriculture Development Plans (VADPs);
- iv. Private sector is increasingly involved in all processes.
- v. The LGAs are provided with specific and detailed guide to local agricultural investments, services and capacity building.

Note that as DADP is part of DDP, the planning and implementation process of DADP is in line with the existing LGA system.

Flexibility is provided to enable the guidelines to be reviewed progressively based on experiences gained during the implementation

The guidelines are organised into one main document and three Annexes, The main document is comprised of six chapters. Chapter 1 covers introduction, Chapter 2 describes Institutional Arrangements. Guidelines on DADPs Planning at Community and District levels are given in Chapter 3 whereas Chapter 4 covers the DADPs Financing Arrangements Chapter five is on DADPs operational manual. Chapter six provides Implementation arrangement including Reporting, Procurement of goods and services as well as Participatory Monitoring and Evaluation. The Annexes include:

- **Annex 1 – Local Agricultural Investment:** provides specific and detailed instructions for local agricultural investments to be financed through the (general) Local Government Capital Development Grant (LGCDG), the *basic* DADG, the top-up *enhanced* DADG, and the DIDF. This Annex contains irrigation guidelines also.
- **Annex 2 – Local Agricultural Services:** provides specific and detailed instructions for agricultural services to be financed through the *basic* district Agricultural Extension Block Grant (AEBG), as well as the top-up *enhanced* agricultural AEBG.
- **Annex 3 – Local Agricultural Capacity Building and Reform:** provides specific and detailed instructions for local agricultural capacity building and reform to be financed through the *basic* Agricultural Capacity Building Grant (ACBG) and the *enhanced* ACBG.

2 INSTITUTIONAL ARRANGEMENTS

2.1 Village Level

Village communities are the main implementing agents. These agents could be village communities as a whole and/or farmer groups. At this level, program activities will be implemented under the supervision of the Planning and Finance Committee (PFC) which is a legal arm of the village council responsible for agricultural matters. Beneficiaries will select project committees¹ among themselves that will deal with day to day agricultural development issues. The selection meeting must be attended by at least 70% of the beneficiary. The project committees shall work under the auspices of the Village Planning and Finance Committee. The Project Committee will be constituted by not more than ten members of whom at least 40% shall be a woman.

The roles of project committees will be to:

- i. Carry out review and in-depth analysis of the opportunities and obstacles identifying their causal-effect relationship including poverty and vulnerable groups,
- ii. Undertake analysis of alternative agricultural development options based on the identified opportunities,
- iii. Contribute to the development of VADP,
- iv. Maintain a bank account into which the agricultural grants will be deposited under supervision and guidance of Village Council.
- v. Mobilise contributions from the community members, group members, NGOs, CBOs and any other development agencies.
- vi. Handle procurement of goods and services as well as management of agricultural investment grant,
- vii. Seek technical support and other services from agricultural extension workers, NGOs and other development agencies,
- viii. Prepare and submit monthly, quarterly and annual physical and financial reports to the Village Council².

2.1.1 Roles of Village Agricultural Extension Officers

There would be a Village Agricultural Extension Officer who will work in collaboration with the Ward Facilitation Team. The Village Agricultural Extension Officers shall:

- i. Train, facilitate and support farmer group formation and farmer networking,
- ii. Assist groups and farmer's fora / networks to develop service contract proposals and plans,
- iii. Provide advice to project Committees and the PFC on agricultural issues,
- iv. Ensure that VADPs pay due considerations to the environment and sustainable use of natural resources,
- v. Facilitate implementation of on farm trials in collaboration with research institutes,
- vi. Support up-scaling of successful activities and ensuring the dissemination of successful stories, and
- vii. Prepare progress reports and submit them to Ward Agricultural Extension Officer.

¹ Criteria for forming project committee is found in annex 1

² Reporting format should follow the existing PMO RALG reporting system

- viii. Implement agricultural regulations, guidelines and by - laws provided by the ASLMs, LGAs and village government, .
- ix. Facilitate farmer access to and dissemination of agricultural/livestock/market information.

2.2 Ward Level

Prior to the commencement of field level activities the District Executive Director (DED) shall appoint an interdisciplinary team of ward level facilitators to be known as Ward Facilitation Team (WFT). The WFT will team up with the respective village officers to facilitate village level activities. The team will include the following:

- i) Ward Executive Officer- Team leader
- ii) Ward Agricultural Extension Officer (crops and livestock)
- iii) Ward Community Development Officer, and
- iv) Other technical staff whose mandates are related to agriculture

2.2.1 Roles of Ward Facilitation Team (WFT)

- i. Facilitate the participatory planning process at the village level,
- ii. Facilitate and guide project committees and PFC at the village level to prepare a VADP,
- iii. Facilitate development of inter-village activities,
- iv. Assist in the formation of Ward Farmer Fora (WFF),
- v. Assist in preparing WADP by consolidating VDPs and inter-village activities and submit it to the DFT,
- vi. Support farmers to determine their needs and facilitate their contacts with public/private service providers, and
- vii. Operationalise and facilitate the activities of Ward Agricultural Resource Centres.
- viii. Link farmers with various sources of technologies and information

2.3 District Level

The DED will establish an interdisciplinary District Facilitation Team (DFT) comprising of technical staff and representatives of the private sector and NGOs with skills in agriculture, financial management, and participatory processes. The membership could include: District Agricultural and Livestock Development Officer, District Extension Officer, Crops Officer, Livestock Officer, Planning Officer, Community Development Officer, Cooperative Officer, Natural Resources Officer and Representatives of private sector, NGOs, and research stations. The DFT will be a technical working group under the Council Director. The District Planning Officer will lead the DFT.

2.3.1 Roles of District Facilitation Team (DFT)

- i. Train WFT on the Participatory planning approaches, agricultural development planning, group formation and dynamics, procurement of goods and services, contracting, financial management, environmental management, participatory technology development, participatory monitoring and evaluation (M&E), public-private partnership and HIV/AIDs,

- ii. Facilitating the participatory process, identification of priorities, supporting the development of projects, and strengthening of farmer groups and communities,
- iii. Providing technical support during implementation, monitoring and evaluation of projects,
- iv. Assist in the interpretation of Planning and Budgeting Guidelines from Prime Minister's Office - Regional Administration and Local Government (PMO-RALG) to village projects committee before launching of the O&OD participatory planning process,
- v. Facilitate formation of a District Farmer Fora (DFF),
- vi. Assist WFT to facilitate the identification and analysis of opportunities, obstacles and technological options needed to develop agriculture in villages,
- vii. Assist WFT to facilitate the identification of vulnerable groups and suggest ways to include them in community actions including emergency crisis prevention,
- viii. Based on the VADPs, carry out needs assessment to identify the required VADP implementation support services and capacity building needs at village, ward and district levels,
- ix. Develop inter-ward activities,
- x. Formulate a comprehensive DADP,
- xi. Identify researchable issues to be undertaken by Zonal Agricultural Research and Development Institute (ZARDI) and others,
- xii. Provide timely feedback to wards and villages on the amount of funds/budget approved by LGA.

2.3.2 Roles of DALDO

The District Agricultural and Livestock Development Officer apart from being a DFT member will have the following specific roles:

- i. Liaise with all stakeholders in the district,
- ii. Coordinate training of the DFT and WFT in agricultural plans,
- iii. Receive agricultural components of WDPs and make necessary preparations for the development of the DADP,
- iv. Ensure that DADP pay due consideration to environment and natural resources management,
- v. Ensure that the DADPs is effectively integrated into the DDPs,
- vi. Facilitate timely disbursement of grant funds to communities and groups,
- vii. Ensure compliance of agricultural development activities with district and national development priorities, and
- viii. Prepare quarterly and annual progress reports (financial and physical) for submission to the CMT and ASLMs.

2.3.3 The Council Management Team (CMT)

The Council Management Team (CMT) consisting of Heads of Departments and chaired by the Council Director will be responsible for supporting implementation of activities at the district level. The CMT responsibilities will include:

- (i) Review and advise on the Village and District Agricultural Development Plans and budgets

- (ii) Verify eligibility of project beneficiaries, cost-sharing arrangements, and other project requirements
- (iii) Monitor and supervise the implementation of projects

2.3.4 Roles of District Executive Director

DED's specific roles are as follows:

- i. Disburse resources to the DADP activities as approved by LGCDG Technical and Steering Committees,
- ii. Mobilise contributions from the council, central government, CBOs, NGOs and other stakeholders,
- iii. Coordinate the formulation and implementation of DADP as part of the DDP, and
- iv. Supervise the implementation process.

2.4 Regional Level

The Economic Development Support Services of the Regional Secretariat will have the following specific roles under this guideline:

- i. Review and appraise DADPs before they are submitted back to CMT for the inclusion of inputs from RS and then for approval by FC,
- ii. Verify the validity and credibility of information provided by the districts,
- iii. Ensure that due considerations are paid to the environment and natural resources management,
- iv. Assist the development of a quality plan and their adherence to national policies and current directives,
- v. Undertake regular monitoring visits to review the quality of supported investments and services,
- vi. Assist councils to prepare quarterly and annual reports,
- vii. Participate in the O&OD training workshops for DFT,
- viii. Assist LGAs to address shortfalls and areas of poor performance as identified by annual assessment,
- ix. Participate in the annual assessments of LGAs' eligibility for central government grants, including those funded through the LGCDG system, and
- x. Forward consolidated LGA plans and reports to PMO-RALG with recommendations as to the qualifications of councils for funds disbursements.

2.5 National Level

The Permanent Secretaries and Directors for Agricultural Sector Lead Ministries (ASLM), namely Ministry of Agriculture, Food Security and Cooperatives (MAFC), Ministry of Livestock Development (MLD) and Ministry of Industry, Trade and Marketing (MITM) are responsible for all aspects of the technical implementation of the national level component, while the PMO-RALG and LGAs are mainly responsible for implementation of the local level support. Their tasks include:

- i. Disseminate current planning information to LGAs to guide the DADP planning process.

- ii. Conduct orientation workshops for DFT at the district level and support DFT in training on agricultural development planning, procurement of goods and services, contracting, financial management, environmental management, participatory technology development, participatory M&E and public-private partnership to ensure that quality DADPs are developed.
- iii. Develop policy and regulatory frameworks.

The Agricultural Service Facilitation Team (ASFT), comprising of specialists from ASLMs is primarily responsible for agricultural services. ASFT's mandates include i) finalizing the implementation plans and guidelines, ii) assisting LGAs in preparing for the performance assessment, and iii) assisting LGAs and ZARDIs in the preparation for contracting and support and guidance to LGAs on the preparation and implementation of extension reform plans.

The Director of Policy and Planning, MAFC, is responsible for the administrative aspects of ASDP Basket Fund. The department will work with other departments of ASLMs on consolidating work plans and budgets, quarterly and annual physical and financial reports, progress reports, and requests for funds on behalf of the implementing agencies.

ASDP Secretariat, composed of one coordinator and two professional staff, is responsible for both coordination and facilitation roles. Programme Coordinator will act as the secretary to the Inter-ministerial Coordinating Committee which is responsible for policy making, overseeing implementation of ASDP, and monitoring its performance.

3. DADP OVERALL PLANNING PROCESS

3.1 Overview

This planning guide is intended to facilitate communities and districts to plan for agricultural development. The objective is to impart community members with skills on how to identify agricultural problems, their causes, effects and possible solutions. District agricultural development planning will follow LGA’s participatory planning methodology as provided in the regional Administration Act No. 19 of 1997 and the Miscellaneous Amendment Act No. 6 of 1999. The legislation provides for devolving planning powers and empowering community members. Figure 1 presents a diagrammatic structure of the planning process used by LGAs. This planning system is in line with the GoT planning cycle which begins in September each year as illustrated in PMO-RALG guidelines.

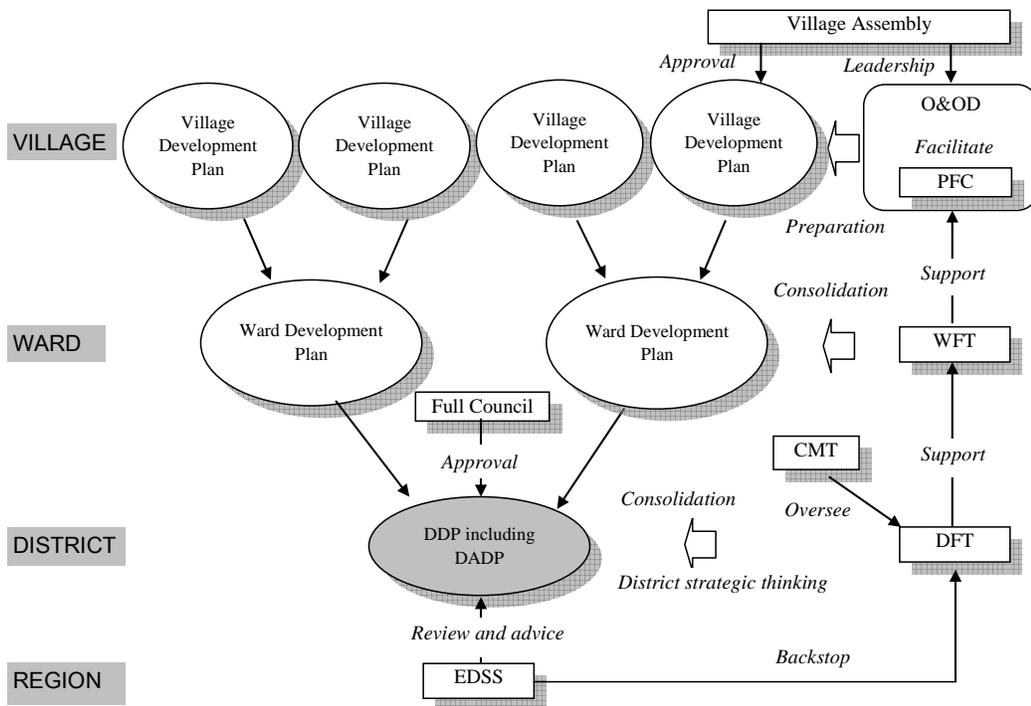


Figure 1. Overview of DADP Planning Structure and the Process

3.2 Stepwise Planning Process

(1) Village Level

Step V1 (September - November) PFC prepares Village Agricultural Development Plan as part of VDP.

In each village focus groups will be identified to conduct a participatory situational analysis in order to identify opportunities and obstacles to development, including those for the

agricultural sector. This process shall be coordinated and facilitated by the DFT in collaboration with the WFT. A report will be produced showing the proposed Community Action Plan that contains production constraints, their causes and possible mitigation measures. Out of this information a participatory VADP will be prepared. Village Agricultural Extension Officers as well as PFC and the WFT are responsible for the agricultural component of the VDP.

Step V2 (December) Village Assembly approves Village Development Plan.

The village plans developed are presented to Village Assembly by PFC for approval. At this level the plans will be discussed at length by the beneficiaries and decisions made based on agreed decisions. The plan will then be submitted to Ward Development Committee (WDC).

(2) Ward Level

Step W1 (October) Ward Facilitation Team is formed.

At the ward level, WFT will be formed composing of:

- Ward Executive Officer,
- Ward Agricultural Extension Officer (crops and livestock),
- Natural Resources officer, and
- Ward Community Development Officer.

WFT will work under the chairmanship of Ward Executive Officer.

Step W2 (October) WFT is trained in participatory approaches and participatory project planning and management processes.

WFT will participate in mandatory training of trainers workshops organized and facilitated by DFT on planning, management and implementation using the O&OD planning approaches. During the training the WFT members will be given facilitation skills so that they can facilitate the process at community level. As much as possible more efforts will be vested into training the WFT because they constitute an important group that has day to day contacts with the community members. Facilitators from the national resource team can be hired to provide technical backstopping during the training.

Step V1 WFT facilitates the preparation of VADPs.)

Step W3 (January) WFT prepares and submits Ward Development Plan to the district.

VDPs are appraised by WFT. WFT may also add inter-village activities if they are considered necessary but not proposed by villages. Such changes must be communicated to the community members for consensus before submitting them to the WDC. Then WFT consolidates these activities into a WDP. The activities will be classified according to geographical area and also by fund sources. The WDC meeting will be convened to deliberate on the WDP and submit it to the district.

(3) District Level

Step D1 (September) DED/CMT receive Planning and Budget Guidelines.

DED/CMT receives the planning and budget guidelines annually from PMO-RALG and the Ministry of Finance. The guidelines include the following:

- ❑ Guidelines for the Preparation of Medium Term Plan and Budget Framework and MTEF, Ministry of Finance.
- ❑ Guidelines for the Preparation of Local Government Authorities' Medium Term Plans and Budgets, PMO-RALG.

DED will, in turn, distribute these Guidelines to ward and village levels to guide the planning process.

Step D2 (September) District Facilitation Team is formed/reviewed.

DFT will be reviewed and work under the guidance of the District Executive Director (DED).

Step D3 (October) DALDO/DCT formulates/reviews District Agricultural Strategic Plan.

Prior to DADP formulation, a five-year District Agricultural Strategic Plan (DASP) will be developed, integrating participatory community planning and national/district strategies/policies by DALDO and District Core Team (DCT). The DASP is incorporated in the District Development Strategy (DDS). The DASP should include the following components:

- ❑ An analysis of the district's agricultural potential, opportunities and obstacles to development,
- ❑ Roles/importance of the district agriculture in the national/regional economy,
- ❑ A district diagnostic assessment which would provide district level baseline information,
- ❑ Roles of LGAs in the district's agricultural development, and
- ❑ Roles and opportunities of the private sector.

Step D4 (October) District Facilitation Team undergoes mandatory training.

A national resource team will facilitate DFT training workshops to impart them with adequate participatory planning knowledge using the O&OD planning methodology. It is important to conduct a workshop for DFT before the team proceeds to support the villages in developing VDPs. The workshop outcome would include:

- ❑ A common understanding on the O&OD planning methodology as required by the DDP planning process,
- ❑ The capacity to facilitate/develop practical strategies for creating and sustaining facilitation skills at ward and village levels,
- ❑ The capacity to identify and include the most vulnerable groups in the village development planning,
- ❑ The capacity to assess root causes of recurring emergency crisis and recommend solutions,

- ❑ The capacity to plan, implement and monitor agriculture development activities with the communities and other institutions (NGOs, CBOs etc.), and
- ❑ A work plan on how to support the ward and village planning process so that agricultural interventions are included in the DDP.

(Step W2 DFT trains Ward Facilitation Teams in participatory approaches with focus on planning agricultural development interventions)

Step D5 (January) DALDO/DPLO facilitate preparation of District Agricultural Development Plan.

At the district level, the WDPs will be subjected to appraisal by the DFT. Depending on the nature of investment; the appraisal process may involve only a few members of DFT (e.g. agricultural, livestock, natural resources, community development and cooperatives experts). Detailed appraisal of the plans would be accomplished by:

- ❑ Examining the objectives and identifying inconsistencies with the district vision and sectoral objectives in the plans,
- ❑ Assessing the logical coherence of the intervention logic and assumptions,
- ❑ Examining the appropriateness of technologies and cost effectiveness of the interventions,
- ❑ Examining how the plans will benefit different segments within the community [fiscal and social impacts],
- ❑ Ensure that cross-cutting and cross-sectoral issues have been addressed in the plans, particularly the environmental and social management requirement in the Environment and Social Management Framework (ESMF) and the Resettlement Policy framework (RPF),
- ❑ Identify support required from the district (in terms of resources, technical support, etc.) for the village to execute the plans and ensure sustainability of the interventions,
- ❑ Assessing and ensuring consistency with national policies and strategies.

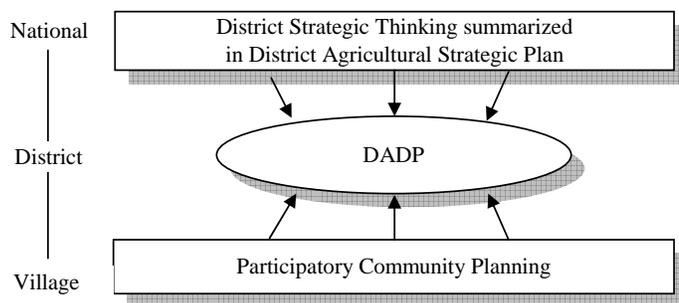


Figure 2. Formulation of DADP

Then, DALDO, in consultation with District Planning Officer (DPLO), compiles and consolidates a DADP, based on district strategic thinking (reflected in the DASP) and the consolidated WDPs. All the agricultural activities implemented in the district should be included in the DADPs. To maintain consistency the structure of the DADPs will be based on the MTEF Format

Steps D6 (February) CMT incorporate DADPs into DDP

CMT appraise and consolidate the formulated DADPs into DDP. The DDP is then forwarded to the Planning, Finance and Administration Committee.

Step D7 Planning, Finance and Administration Committee (PFAC)

PFAC appraise the DDP and forward to the Regional Secretariat for review and advice. The reviewed DDP goes back to the CMT (D6) for incorporation of comments from RS, then forwarded to the planning finance and administration committee (D7) for final submission to Full Council

Step D8 and D9 (March) FC approves DDP, and DED submits it to PMO-RALG.

After the DADP is appraised and incorporated into the DDP, the DDP will be submitted to the Full Council (FC) for approval and then to PMO-RALG with a copy to Regional Administrative Secretary (RAS), following the normal LGA system.

(4) Regional Level

Step R1 (October) RS participates in the O&OD training for DFT.

The Regional Secretariat (RS) participates in the O&OD training for DFT.

Step R2 (February) Regional Secretariat reviews DADPs.

Regional Secretariat (RS) will review DADPs as well as LGAs' quarterly and annual reports and advise LGAs on required improvements.

The flow of stepwise planning process is provided in Figure 3 below.

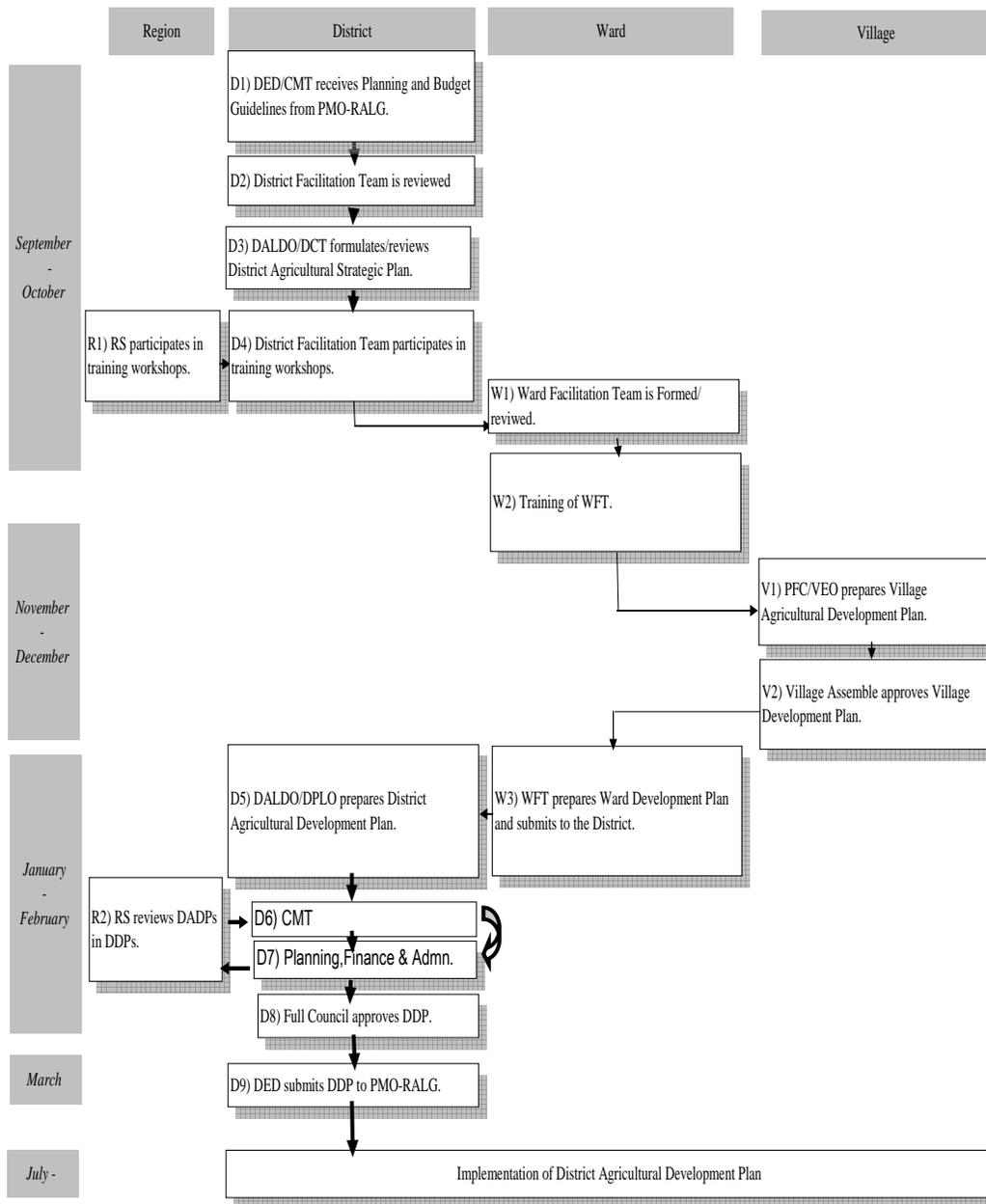


Figure 3. Planning Process of DADP

4. FINANCING DADPS

DADP as a component of the DDP will be financed from various sources including the followings.

- 1) Local Government Capital Development Grant (LGCDG)
- 2) ASDP Funds
 - i) District Agricultural Development Grant (DADG)
 - ii) Extension Block Grant (EBG)
 - iii) Agricultural Capacity Building Grant (A-CBG)
 - iv) District Irrigation Development Fund (DIDF)
- 3) LGA's own funds
- 4) Contributions by CBOs, NGOs, farmer groups, processors etc.

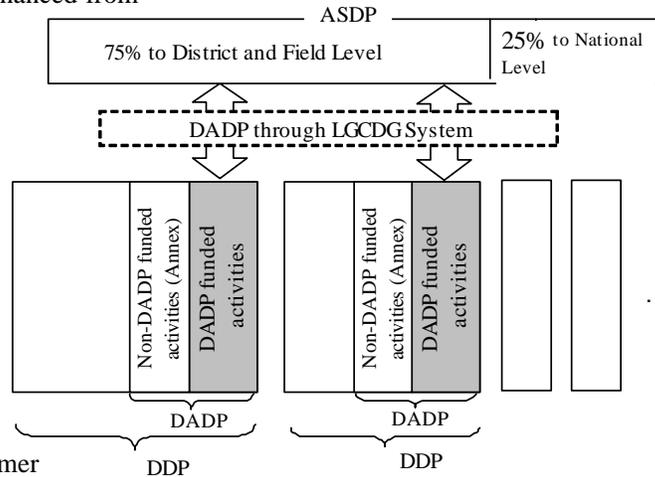


Figure4. Financing DADP

It is important to note that even with the addition of DADP fund, Local Government Capital Development Grant (LGCDG) may also be used for agricultural activities.

4.1 ASDP Funds

In addition to the LGCDG the ASDP will be financed through three fiscal grants, the DADG, AEBG and ACBG. Each grant will have two elements: a standard or basic grant which LGAs receive irrespective of performance and additional/Enhanced or top –up funds which LGAs receive based on improved performance. The basic grants will be government funded and the amount per LGA determined using a formula based on number of *villages* (80 percent weighting), *rural population* (10 percent) and *rainfall index* (10 percent). The type and function of each grant are summarized in Table 1:

The additional/top -up grants, from the ASDP Basket Fund, will be disbursed based on LGAs meeting a set of minimum conditions/agreed actions and thereafter adjusted based on annually assessed performance on improvements in DADP design and implementation and on progress made in services reform, the quality of public agricultural investments, and the regulatory environment as set out in the Economic, Social and Management Framework (ESMF) and Resettlement Policy Framework (RPF) Documents. All Local Authorities will have access to a base level capacity building grant to improve on those areas where they score poorly in the assessment.

Table 1: Types and Functions of DADG, A-EBG and A-CBG

Name of Grants	District Agricultural Development Grant (DADG)	Extension Block Grant (EBG)	Agricultural Capacity Building Grant (A-CBG)
Standard (Basic)	Discretionary fund to finance investment in infrastructure and productive assets. (Tshs 38 million per year per LGA)	Operating costs of public extension staff at LGA level.	Discretionary fund to finance training and capacity building of LGA.
Enhanced (Top-up)	Same as above. (Around Tshs 120 to 210 million per year per LGA, depending on PAs)	Discretionary fund to finance the cost of contracting private agricultural service providers.	Earmarked fund to finance farmer empowerment and capacity building for potential private sector service providers (only active for the first 2-3 years of implementation).

Irrigation projects will first be financed by LGCDG and DADG. However, if the fund is not sufficient, it is possible to apply for District Irrigation Development Fund (DIDF)³. DIDF is a fund established at the national level to finance district level irrigation schemes on a competitive basis. To apply for DIDF, districts must meet DADG access conditions. Requests for DIDF financing will be submitted annually and will be scored according to the criteria indicated in Table 2:

Table 2. District Irrigation Development Fund (DIDF) Selection Criteria

Criteria	Maximum score
Economic rate of return	40
Amount of alternative sources of funding (LGCDG and DADG) that the district allocates to the proposed investments	20
Amount of farmers' contribution to the capital investment costs	20
Amount of A-CBG and EBG funding that the requesting district has specifically allocated to irrigation	10
Amount of funds allocated to software activities such as capacity strengthening of WUAs and District Facilitation Teams, etc.	10

For more details, see ASDP Support through Basket Fund Government Programme Document, May 2006.

4.2 Conditions for Disbursement

Access to Capital Development Grant (CDG) will be subject to fulfilment of LGCDG conditions. As for the standard portion of DADG, EBG and A-CBG, there is no minimum condition. On the other hand, the enhanced portion of DADG, EBG and A-CBG are provided

³ Specific DIDF guideline will be provide once completed

only to those districts that qualify the minimum conditions. Minimum conditions for qualification for DADG, A-EBG and A-CBG are summarized in Table 3.

Table 3. Conditions for Receiving DADG, EBG, and A-CBG

Standard (or Basic) Grant	No conditions (Automatically qualify)		
Enhanced (or Top-up) Grant	Must satisfy the following for minimum conditions.		
	Minimum Conditions	Information Source	Level
	1. District qualifies for Capital Development Grant	PMO-RALG annual assessment report	Primary*
	2. Position of DALDO filled	Establishment	Secondary*
	3. Council has a DADP	DADP	Primary
4. Evidence of a commitment to reform agricultural extension services.	Obtain council minutes of resolution on reform	Secondary	

*Primary: Must be in place at the time of annual assessment

*Secondary: Districts given additional time to satisfy these agreed actions (e.g. within two months of assessments.)

In addition, the amount of enhanced (top-up) grant allocated to each LGA is determined by the performance of each LGA. A table that summarizes these performance measures is shown in Appendix 1.

At least 80% of the DADG (investment fund) annual allocation should be spent at villages/community level for Agricultural investment activities and 20% to be spent at the District head office.

4.3 Flow of funds

The funds for the Community and/or farmer group investments will flow from the district account to the Project account at the village level. The accounting procedure will follow the existing LGCDG system

4.3.1 Management of Funds

At LGA level

ASDP funds shall be managed in accordance with the LGCDG system. On receiving confirmation that a LGA qualifies to receive the grant and the amount of grant allocation, LGAs are required to prepare quarterly work plans, technical and financial reports for submission to the PMO-RALG through the Regional Secretariats. The consolidated work plans, technical and financial reports are approved by the LGCDG Technical Committee.

At Community (Project Committee level) level

Once the budgeted amount is transferred to the community or group bank Account, the account must be operated by three elected group members/villagers, who will also be signatories preferably at least one woman. To withdraw money two out of three must sign A

financial agreement between the Project Committee and the LGA must be prepared (See Annex 1 for a sample.)

All records are maintained by the village using the already trained (e.g. through the District support) persons. The village must report (physical achievements, expenditure) to the District on a monthly basis and the final reporting will take place after the “Public Audit Meeting” (the minutes from the meeting should be attached).

5. DADP OPERATIONAL GUIDELINES

The DADP activities can be broadly divided into investments, service provision, and capacity building, which are explained below.

5.1 Investments

5.1.1 DADG

The Local Agricultural Investments sub-component of ASDP will provide financing for public investment to boost agricultural growth and productivity. Investments will be in accordance with local needs, as determined through local participatory planning and budget processes. Investments will be funded through enhanced/top-up funds to the LGCDG in the form of the District Agricultural Development Grant (DADG). A base level DADG (around Tshs. 38 million per year per LGA) will be provided to LGAs on an unconditional basis. An additional/top-up DADG amounts will be available to those LGAs that meet the minimum conditions/agreed actions and increments given thereafter as their performance improves, rising from Tshs.120 to 210 million per LGA per year⁴. Consistent with the LGCDG and dependant on performance, LGAs will either get a 25 percent increase, reduction, or no change in the level of resource transfers.

5.2.1 What can be financed with DADG?

DADP can finance 1) (eligible) investments which includes environmental investments, public infrastructure, such as rural roads, small-scale irrigation schemes, group or community investments of a small scale productive nature, group or community investments in risk bearing (locally) innovative equipment; 2) Equipment for DALDO, and 3) Investment Servicing Costs.

5.1.3 How to use DADG

1) Who does the investment project?

Rural communities will be the main project implementation agencies. Beneficiaries of each proposed agricultural investment project, either the entire village, or a sub-village (hamlet), or a farmer group, will elect a Project Committee. The elected project committee shall have representation of both men and women, and will elect chairperson, secretary, treasurer and signatories. It is advised that both men and women should be signatories. The functions of the project committee are as elaborated in Para 2.1 of this guidelines.

⁴ Including the farmer contributions, the value of the investment will rise to Tshs100 and 340m

The Project Committees will be accountable to the village authority. In turn, the village government will provide the needed support to the Project Committees to ensure smooth preparation and implementation of project activities.

2) Eligible Investment for DADG Funding

All of the eligible investments will be funded on cost sharing basis, with beneficiaries contributing additional labour and materials in varying proportions. Broad categories of eligible investment and cost-sharing arrangements are shown in Table 4.

Table 4. Examples of Activities/Investments Eligible for DADP Funding and Cost-Sharing Rates

Eligible Investment	DADG/Beneficiary Cost Sharing	Comments / Conditions
Environmental Investments		
Gully and erosion control	100% - 0%	Community-based management of natural resources agreed.
Reforestation of degraded area	100% - 0%	Community-based management of natural resources agreed.
Eligible Public Infrastructure		
Gravity irrigation scheme (for groups): intake structure, main and secondary canal	80% - 20%	Tertiary canals and on-farm development are 100% farmer contribution
Pump irrigation scheme (for group): pump, and main and secondary canals	80% - 20%	Pump operation costs, tertiary canals and on-farm development are 100% farmer contribution
Water harvesting earth dam	80% - 20%	On farm development farmer pays 100%.
Shallow well (for livestock and /or vegetable watering)	80% - 20%	On farm development is 100% farmer contribution.
Cattle dip	80% - 20%	Management and use at a fee agreed upon.
Village market infrastructure	80% - 20%	Taxes and fees levied conform to legal regulations.
Village access road and river crossing point/bridges	80% - 20%	Critical sport improvements only
Simple product storage facility	80% - 20%	Management & use of a fee agreed upon.
Group or Community Investment of a Small Scale Productive Nature		
Heifer/goat scheme	50% - 50%	Targets the poor; eg, schemes, etc.
Conservation farming equipment	50% - 50%	Group agreement; testing, e.g. shift from conventional tillage to zero tillage.
Nursery establishment	50% - 50%	For long term (tea, coffee) or with environmental benefits (forestry, agro forestry)
Group or Community Investment in Risk Bearing Innovative Equipment		
Risk bearing group equipment, e.g. tractor, power tiller, oil press, coffee huller, grain mill, milk chilling, fruit/vegetable processor, slaughter facility, sprayer.	25% - 75%	Only for large groups, upon condition of sound business plan and management arrangements, benefits the whole community, no negative environmental impact.

Training		
Specific training and support	100% - 0%	Group contract with agricultural services provider.
Training of Village specialists	100% - 0%	E.g. livestock health specialist.
Non Eligible Investments		
Seed, fertilizer, pesticide	0% - 100%	Only Participatory Technology Development or targeted support/subsidy as provided in the national/regional policies can be supported
Individual equipment e.g. pump, tractor, power tiller	0% - 100%	Only group investment in equipment can be supported
On farm irrigation development	0%-100%	Individual responsibilities
Food and beverage processing	0% - 100%	Individual/group responsibility

As regards to irrigation which requires specific techniques and knowledge for implementation, the guidance for planning is available in the Annex 1, though needs to be developed further to include the implementation stage.

3) Investment Servicing Costs

It is important to ensure sufficient attention and capacity for LGA to perform the project preparation, on site surveys, appraisal, contracting, monitoring and supervision in an effective and efficient way. In a similar manner as LGCDG, the DADG can be utilised for investment servicing and monitoring costs, defined as costs of planning, technical preparation, appraisal, monitoring and supervision of the projects, *but not general recurrent expenses*. The maximum eligible funding for investments servicing costs will be **15%** of the total DADG grant allocated to the LGA⁵. Value for money project appraisals and environmental and social assessments are part of the investment servicing costs

Completing DADP Investment Activity and Transfer of Ownership:

For sustainability purposes, LGAs should as much as possible transfer ownership and management of public-investments such as cattle-dips, slaughter houses, market structures, wells, small irrigation schemes, etc. to the community and private sectors. Such facilities can be run in a business way and generate income to pay for the maintenance costs.

It is important to make proper arrangements right from the planning stage to prepare for communities/private ownership including selection of user groups and capacity building for those who will manage and own these facilities.

5.2 Service Provision

The District Agricultural Extension Block Grant

The Basic Extension Block Grant will finance operating costs of public extension staff at LGA level. The Enhanced Extension Block Grant will support implementation of extension reforms including the shift to contacting out agricultural services to private Agricultural Service Providers (ASPs). The district/ward/village extension staff shall play a key role in supporting private ASPs and farmer groups, supporting the up scaling of successful activities

⁵ As proposed in the DADP-SP Programme Document.

and ensuring the dissemination of success stories between farmer groups village and ward farmer fora and between districts.

Services Contracts

Under service contracts, public and private sector institutions will be contracted to perform specific tasks, for example facilitating the farmer empowerment process, carrying out Participatory Technology Development activities with farmer groups, etc. ASPs will be contracted for short and medium term periods, typically from six months to two years. There will also be coupon type contracts for emerging pertinent issues like disease outbreaks, study tours to success stories (a good crop on field, a thriving New Disease vaccinated indigenous poultry flock etc). The main benefit of service contracts is to enable farmer groups to tap from both public and private sector expertise for specific tasks and open these tasks to/ through competition for quality and value for money.

Although relatively simple, service contracts must be carefully prepared and tasks specified and monitored. Service contracts are a cost-effective way to meet special technical needs for group activities. A sample contract (annex 2) indicates what should be included in a specific contract for a specific type of service. Whenever deemed necessary legal advice shall be sought.

Contracting will be through short and long term thematic contracts. Most of these contracts will be managed by the DALDOs, while the coupon contracts will be managed by farmer groups and their fora, the coupons, in the custody of the District Treasurers, issued by DALDOs, through written requests, will be managed by farmer groups and their fora/networks.

Examples of Services Contracts

(Operational/on going contracts between district, farmer groups, Farmer fora, private ASPs)

a) **Thematic Medium to long term grants** for extension/ advisory services (contracts between

ASDP/ Service providers) e.g. testing of crop varieties, pest and disease control, land/range management, water catchments management, agro-forestry etc.

b) **Thematic Short term**, one off small grants for PTD, FFS, information and advisory services, farmer to farmer extension/exchange visits, conducting agricultural shows and

c) **Coupon contracts** to be used by farmer groups/fora for short term services provision arising from ASDP implementation processes eg. Study tours, disease and pest outbreak, on farm trials, seed fairs etc.

(For detailed elaboration on operations of contracts, see Annex 2)

Identification and Selection Criteria for ASPs/NGOs

The districts will conduct an inventory for private ASPs and NGOs in their areas leading to a register. This inventory shall be consolidated at Regional/Zonal/National levels. The inventory will allow for inter district/regional service provision.

Evaluation Criteria for Selecting Private ASP/NGO

The criteria for selecting ASPs to provide services in an LGA shall follow the following procedure:

Table 5: Criteria for selecting service providers.

	Factor	Max. pts	Score	Remarks
1.	Status of registration	5		
2.	Knowledge of ASDP activities: Principles/ concepts of ASDP Implementation arrangements of ASDP interventions	5 5		
3.	Financial base ¹	5		
4.	Presence in the district ²	10		
5.	Experience in the agricultural sector	10		
6.	Experience in: Community mobilisation, Farmer empowerment Participatory methods Knowledge of local language	7 10 8 5		
7.	Adequacy of personnel: Certificate Diploma Basic Degree M.Sc.	1 3 4 2		
8.	Facilities (cars, m/bikes, office space, etc)	5		
9.	Knowledge about gender, HIV/AIDS, poverty and natural resources issues	8		
10.	Record of implemented programmes	7		
	Total	100		

¹ Verify from the financial statements submitted by the NGO

² NGO with on-going activities in the district

(For further details refer to Annex 2)

Performance Indicators

Performance indicators for the private sector provision of extension services will be monitored through the level of public funding used for contracting private service providers, number of contracts financed by the enhanced EBG and number of farmers benefiting from contracts. It is anticipated that over the next 7 years, at least 1 million households will be covered by the private sector, i.e. about 10,000 households per LGA.

The areas in which DADP funds may be used include, but are not limited to, the following:

- ❑ To make technology more accessible to farmers through demonstration and awareness creation,
- ❑ Through a technology development contract, increase farmers' capacity to manage and use a technology to develop their enterprises,
- ❑ Through on-farm adaptive research, adapt technologies to better suit local production conditions (soil, labour, level of current knowledge, market) and generate relevant management information,
- ❑ Farmer to farmer exchange visits and/or study tours,

- ❑ Enterprise development,
- ❑ DFF/WFF's expenditures to develop current enterprises or to introduce new enterprises to the ward/village, and
- ❑ Establishment of Ward Agricultural Resource Centers.

5.3 Capacity Building

5.3.1 A - CBG

The ACBG will provide support to capacity building and reform with the view of improving capacity to plan, implement, monitor and evaluate agricultural investments and services. Funds will be channels to respective districts through Capacity Building Grants to facilitate demand driven training and technical assistance. A base discretionary capacity building grant (A-CBG) will be provided to all LGAs to assist them to qualify for additional funds from ASDP and would include building district capacity in planning, monitoring and delivering of services.

The grants will also be used for farmer empowerment and private sector development. Farmers will be given skills and resources to undertake the participatory planning processes and program implementation. Activities under this component will cover among others; farmer group formation networks and strengthening building on existing interventions of grass-root initiatives such as MVIWATA and Farmer Field schools. Farmer empowerment will take the form of sensitization, training, networking and participation in technology development and testing. Farmer groups will particularly be supported to form Farmer Fora at ward and district levels in order to strengthen their bargaining powers. There will also be concerted efforts to support development of smallholder marketing associations, linkages to external markets and development of the entire marketing chain.

The private service providers are hereby seen as a hub for agricultural development since the withdrawal of the government in input and output markets over a decade ago. These include input and output traders, NGOs, CBOs, companies, universities and private research and extension agents. However, given its infancy, the private sector needs a push through government support in terms of training and publicity, awareness and operating modalities. The aim here is to have a high calibre of agricultural service providers in areas like research, extension, information and training on technical matters.

The district agricultural office will be strengthened by adjusting job descriptions to match with core functions with the view of increasing private sector participation in service provision. Thus the core team in the DALDOs office would include officers knowledgeable in aspects of marketing as well as the private sector operations. At the ward level there would be at least three extension officers with bias in crop development, livestock and agribusiness.

These activities will generally be demand driven and based on the needs assessments to be carried out by the participating agents and stakeholders. The Program funds will support national level capacity building activities in:

- (i) Strengthening Technological Linkages,
 - a. Coordination with Similar Initiatives
 - b. Research and Extension Linkage

- c. Networking with Local and International Agricultural Organizations
- (ii) Provision of relevant support for private sector participation;
- (iii) Improvement of overall sector policy, regulatory and legal framework.

At community and district level, this component will provide support required for planning, implementation, monitoring and evaluation of sub-projects. These will include necessary equipment for improved service delivery; technical assistance and training, including conducting demonstrations on improved agricultural practices; operating costs, including salaries for incremental staff at the local level to assist in subproject preparation, supervision and monitoring. ASDP fund may also be used to provide training on (but not limited to):

- i. Data management,
- ii. Internal audit,
- iii. Computer (for planning / accounts Staff),
- iv. Participatory budgeting,
- v. Agricultural development specific courses on:
 - Participatory approaches,
 - Extension programme planning,
 - Farmer field school concept,
 - Gender mainstreaming,
 - Agro-forestry,
 - Environment and natural resource management,
 - Agri-business and Entrepreneurship,
 - HIV/AIDS,
- vi. Agricultural development planning,
 - Participatory planning and appraising
 - Participatory Monitoring and Evaluation
- ix. Financial Management and Procurement Procedures
- x. Public-Private Sector Partnership
- xi. Building of district internal auditing capacity of the village accounts,
- x. Capacity to develop business plans,
- xi. Skills on identification of agricultural investment development potentials, and
- xii. Group formation, dynamics, leadership skills and management.

6. IMPLEMENTATION ARRANGEMENTS

6.1 Financial Reporting and Auditing

Financial flows, reporting and account management of DADP funds will be aligned with that of the LGCDG system. Financial and quarterly progress reports are submitted by LGAs to PMO-RALG through RS. Where available, the reports should be submitted through the PlanRep systems. LGAs failing to report for penultimate quarters in the required format and within the specified deadlines will not receive funding for the following quarter.

Auditing also follows the process prescribed in the LGCDG system. LGAs are responsible for ensuring that the year's annual accounts are prepared within a prescribed period. Council Treasurer will prepare a standard annual report required as per financial regulations. The report should include accounts, records including a sample of those at farmer group, forum, village and ward levels. The report has to be audited by the National Audit Office or a reputable independent auditing firm.

For more details, see LGCDG System – Implementation and Operations Guide (July 2005), PMO-RALG, Chapter 4. Reporting and Chapter 5. Audit.

6.2 Participatory Procurement of Goods and Services

The procurement of goods and services should be in accordance with the Local Authority Procurement Regulations, Local Government Procurement Manual and any other approved processes. As much as possible community members should be given skills to undertake procurement of goods and services in order to minimise dependence on central tender boards. To achieve this, respective committee members shall be given required skills from time to time. The following institutions/officers are usually involved in the procurement process:

- ❑ Ministerial Tender Board,
- ❑ Council Tender Board,
- ❑ Accounting Officer (Council Director)
- ❑ Head of Department (DALDO)
- ❑ Council procurement officers.
- ❑ Members of the community/group project committees

For more details, see Guidelines for District Agricultural Development Planning (Final) Main Text (November 2005), 7.0 Procurement of Goods and Services.

6.2.1 Procurement at the Project Committee level

The Project Committee will be empowered to carry out procurement of goods and services according to Local Government Procurement Regulations.

All procurement requirements will be published to inform community members and potential providers of goods and services about project development and activities; and, to enhance transparency and competition in the procurement process. Publicity would take the form of information campaign notices or billboards placed in appropriate locations (e.g., local newspapers, village councils and community meetings).

6.3 Participatory Monitoring and Evaluation

Participatory Monitoring and Evaluation (PME) is a continuous collection, analysis and use of information for management control and decision making by full involvement of the stakeholders at all levels. For that matter, it is people centred, designed to facilitate critical self assessment during implementation of interventions and forms the basis for improvement of future development plans by the stakeholders.

Monitoring of DADPs will be conducted in the context of existing Local Government M&E Systems e.g., PlanRep, Logical Framework (LFA) and Designing PME .

PME will follow the following steps for implementation

- i. Constructing the logical frame work (LFA) at the planning stage of DADP
- ii. Establishing the Project Committee
- iii. Designing PME activities by the Project Committee.

The Project Committee is responsible for day-to-day management of the project activities, including reporting progress on project activities to village council on monthly basis. Feedback will be obtained from the Village PFC as well as Village Council. The Project Committee will also involve itself the annual public meeting and public audit meeting to present performances and share information on the project.

District level evaluation (measuring outcome and impact) will be conducted after the end of each implementation period of the plan. LGAs will need to evaluate themselves by either capturing relevant information themselves or by commissioning suitable studies. The evaluation work would meet their own priorities and be aimed at measuring whether the group, village or district's immediate objective has been achieved. The focus will also be made on measuring service performance, value-for-money and cost-effectiveness.

Appendix 1

Criteria for the Enhanced DADG, DAEG and A-CBG

Functional area	Indicators of Performance Measures	Information Source, Assessment Procedures and Scoring Procedure
1. DADP prepared and implemented according to guidelines and as part of DDP. <i>Maximum score=35</i>	1. The DADP contains as an analysis of the district's agricultural potential, opportunities and obstacles to development. A Diagnostic Assessment and Agricultural Strategy are available, with private sector roles and opportunities identified.	Review DADP to ensure that the District Strategic Plan includes the following. - An analysis of the district's agricultural potential, opportunities and obstacles to development: 10 - A diagnostic assessment: 5 - Private sector roles and opportunities identified: 2
	2. DADP assessed for level of implementation as per activities and budget.	Assess together with DPO, DALDO and relevant District Management Team members the status of implementation of the DADP: 0 < 25% < 6 < 50% < 12 < 90% < 25
2. District Agricultural Services Reform and contracting <i>Maximum score=20</i>	1. Proof that agricultural services are progressively embracing empowerment approaches and engaging the private sector (ward and district farmer fora formed; extension services contracted to private sector).	Review strategy documents, DADP and annual reports. Interview with DALDO team and private sector service providers in the district. 1) Number of wards which have established farmer fora: 0 = 0% < 3 < 50% < 7 < 100% =10. 2) Percentage of LGA budget for extension used for contracting services through private providers: 0 = 0% < 3 < 5% < 7 < 10% < 10.
	2. Evidence of linkages with Zonal Agricultural Research and Development Institutes (ZARDI)	Evidence of ongoing research activities in LGA - District have accessed information on 4 priority technologies from the ZARDI with explicit consideration of input and output prices and costs of the technology: 0 - Districts have accessed published materials on at least 3 success stories per year from the ZARDI: 0
3. Agricultural investments follow standards of compliance and technical audit conducted. <i>Maximum score=30</i>	Proof that investment meet technical, financial and economic, social, gender, and environmental standards.	Make spot check of 5 randomly selected investments and examine investment documentation for DADP activities to determine the extent to which they meet relevant standards and guidelines. 0: 0, 1: 10, 2: 15, 3: 20, 4: 25, 5: 30.
4. Policy and regulatory <i>Maximum score=15</i>	Agricultural cess limit of 5% of farm gate price with no cess on products passing through the districts or where it is sold in markets.	Review a sample of five product markets: For each product - above 5%: 0 - below 5%: 3 (3 x 5 = 15)

Source: Agricultural Sector Development Programme (ASDP) Support Through Basket Fund Government Programme Document, United Republic of Tanzania, May 2006.