

# Nile Basin Initiative

## Nile Transboundary Environmental Action Project

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National Project Coordination Office  
Tanzania



## Annual Report

### January – December 2008

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**The Shared Vision**

“To achieve sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin resources”

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## **Abbreviations and Acronyms**

CBO	Community Based Organization
CIDA	Canadian International Development Agency
EE&A	Environmental Education & Awareness
EEWG	Environmental Education Working Group
GEF	Global Environment Facility
KM	Knowledge Management
LMGC	Local Micro-grant Coordinator
LS	Lead Specialist
M&E	Monitoring & Evaluation
MG	Micro-grant
NBI	Nile Basin Initiative
NEP	National Eligible Projects
NGOs	Non-Governmental Organizations
NPC	National Project Coordinator
NTEAP	Nile Transboundary Environmental Action Project
PSC	Project Steering Committee
PMU	Project Management Unit
RAK	River Awareness Kit
RPM	Regional Project Manager
RPTP	Regional Power Trade Project
SEF	Strategic Environmental Framework
SVP	subsidiary
TAC	Technical Advisor Committee
UNDP	United Nations Development Program
UNOPS	United Nations Office for Project Services
WB	World Bank
WED	World Environment Day
WQM	Water Quality Monitoring

# 1. Background Information

## 1.1 Project Background

### 1.1.1 Project standard data

- i. Project name and number: Nile Transboundary Environmental Action Project (NTEAP)
- ii. Executing Agencies: Nile Basin Initiatives through UNOPS
- iii. Development Partners: GEF, CIDA, Netherlands, UNDP, WB
- iv. Project Duration: 5 years (2004 – 2009)
- v. Geographical Location of the Project:

In Tanzania, project operates mostly within the lake zone regions of Kagera, Mara, Mwanza and Shinyanga. It is hosted by the Department of Environment in the Office Vice President of United Republic of Tanzania.

### 1.1.2 Project Goal, Objective, Purpose

The long-term goal of the Shared Vision Program is to create the enabling environment for the Nile riparian's to realize their vision to "achieve sustainable socioeconomic development through the equitable utilization of, and benefit from, the common Nile Basin water resources."

Nile Transboundary Environmental Action Project is the largest project in the Shared Vision Program. It provides a strategic framework for environmentally sustainable development of the Nile River Basin and support basin wide environmental action linked to transboundary issues in the context of the NBI Strategic Action Program.

The project has five major components that include:

- Institutional Strengthening
- Community-Level Land, Forests and Water Conservation
- Environmental Education and Public Awareness
- Wetlands and Biodiversity Conservation
- Water Quality Monitoring

In Tanzania, the project has been started since May 2004. it is hosted by Vice President's Office, Division of Environment. The project activities are implemented with stakeholders through its National working groups, networks and Steering Committees. There are National Working Group on Environmental Education, National Wetland Working Group and Regional Working Group on

Water Quality Monitoring. To support the operations of the micro-grant activities, a steering committee of the UNDP Small Grants Programme is used to evaluate and approve small projects proposed by community to access micro-grant facility. The PMU of the Regional Power Trade Project, which is one of the SVP projects, handles financial management of project activities at the country level.

Project Implementation at national level is guided by a National Project Coordinator who is an employee of the project. The project also employs a Local Micro-grant Coordinator and two drivers (refer annex 8.1). The NPC and LMGC offices has equipped with furniture and other equipments (refer annex 8.2) as the working tools in implementing project activities.

### 1.1.3 Project Rationale

There are four key issues that led the introduction of this project this includes:

- Development challenges

Efforts to reduce poverty and stimulate sustainable economic growth in the Nile basin were being undermined by environmental problems. There is linkage between environmental conditions and human welfare.

- Efforts to promote sustainable development
- Transboundary environmental issues

There are several environmental issues that have been identified in the Nile Basin in an international manner.

- From conflict to cooperation

### 1.1.4 Key Milestone

- Grant agreement signed on April 22, 2003
- Project launched on May 29 2004
- First steering committee meeting held on May 27-28 2004
- Second steering committee held on January 10-14 2005
- Third steering committee held during December 13-14 2005
- Mid term evaluation October 10-November 30 2006
- Project termination:
  - Trust funds grant agreement Number 052133NB September 30, 2008.
  - GEF Grant agreement number 051539NB, September 30, 2008

## **1.2 Report Background**

This report covers the implementation of Project activities at national level from January to December 2008. It has been prepared by NPC and incorporating microgrant report prepared and submitted by LMGC. The activities implemented by all components of the project at national level are detailed in this report. The report has eight main sections which includes; Background Information, Project Context as it Affected Project Implementation, Actual Results, Project Management, Project Expenditures, Challenges and Constraints and Lesson Learnt and Recommendations.

## **2. Project Context as it Affected Project Implementation**

### **2.1 External Context**

The project structure requires that the implementation of activities largely depend upon the commitment and interest of many stakeholders. Therefore, the planning of project activities has to consider interests and availability of these individuals. The cooperation of many people project implementation has enabled the project to implement many activities and reach out to the wider society at low financial costs. However, sometimes this dependency impose cost burden on the project in terms of efficiency. For example sometimes activities have to be delayed because a certain key person is not available on a planned implementation time.

Implementation of NEPs involved stakeholders who are not trained in procurement processes and financial management resulted in delays in expedite funds for project implementation.

The project is also vulnerable to the stakeholders as most of Heads of Sections engage in preparing reports to be presented during the Parliament Meeting in June and November.

### **2.2 Internal Context**

There has been a change in personnel as the former NPC resigned since January, 2008 and new NPC was appointed in June, 2008. The new NPC was not given intensive orientation in project activities, procurement process and organizational procedure. We experienced delays in processing and receiving funds for project implementation and office running. This resulted delays in implementing project activities and reporting of activities.

### **2.3 Effects on Project Implementation**

The absence of most stakeholders in their office delays the implementation of project activities as most working group members were out of their office.



The appointment of new NPC without being given orientation on project activities and finance and procurement procedure resulted into delays in implementation of project activities.

### **3. Actual Results**

#### **3.1 Results for the Period**

##### **Outcome1: Institutions strengthened to facilitate Regional Cooperation**

##### **Output 1.1 National coordination offices and PMU Managed**

Tanzania hosted the PSC meeting, staff retreat and NPC meeting. The meetings were held in Mwanza, Tanzania from 27<sup>th</sup> January to 1<sup>st</sup> February 2008. Participants attended the retreat include NPCs, LMGCs, and PSC members from Nile riparian countries. There were also representatives from Donor organisations and other invited parties as observers.

Administrative and clerical tasks were attended to by the NPC. NPC supported LMGC in smooth implementation of various project activities. Communication continued with PMU and other stakeholders on issues of project management have continued. LMGC continued cooperation with host NGO to manage the Micro-grants Program. The required information was provided to RPM, LS and National Working Group members. The LMGC facilitated the procurement of various stationeries and supplies to make program implementation smooth. Some of the equipment procured includes photocopy papers, printer cartridges, office stationeries and supplies and motor vehicle fuel and services

The LMGC in collaboration with the host organization continued to request funding and spend them according to the laid regulations. To date the program has spent US\$ US\$ 122,498 out of US\$ 129,998 under the hosting contract.

NPC followed up with PMU RPTR and PMU NTEAP for pending reimbursement of telephone bills, vehicle insurance and maintenance and tax exemption certificate for vehicle.

NEP proposals were presented to the local committee for approval. Two projects out of five projects presented have been approved. Two new NEPs were supported in signing contracts and fund request. The funds were not disbursed. NPC provided technical support to NEP projects on budget preparation. The old NEP (in Izigo ward) has been facilitated and funds have been approved and disbursed.

Continued collaboration and linkage with NBI project through NBI national coordination meeting that was held in 29<sup>th</sup> October 2008. NPC participated in

Ministerial meeting that organized by PMU – RPTP. We were engaged in procurement processes by attending procurement meeting at the PMU RPTP. The LMGC consulted regional and district leaders to get their views on the project progress and to improve their awareness on NTEAP activities respectively. Plans to implement a joint project with Mara River project was initiated in year 2007 by LMGC, however, it could not be implemented due to lack of funds to implement the proposed project in year 2008

LMGC participated in Nile Day February 2008.

Participated in Nile Basin Development Forum 2008 conference in Khartoum, Sudan from 17 – 19 November 2008

NPC and LMGC prepared the Phase out and sustainability plan for Tanzania so as to sustain NTEAP outputs and activities

### **Output 1.2 Knowledge Management and communication tools produced (GEF/WB)**

The collaboration with other NBI office maintained through working closely and sharing information with PMU – RPTP. NPC worked closely especially during follow up of payment of vendors, vehicle insurance and tax exemption certificate.

The Nile Environment quarterly newsletters disseminated to different project actors including Nile Basin countries embassies, ministries, government departments and NGOs. NPC contributed to the newsletters

60 NRAK CD was distributed to different actors who visited exhibition during Civil Servant Week and Poverty reduction week. Moreover, for the purpose of involving speech was prepared and submitted to Director of Environment and presented during Parliament session in August 2008.

1500 brochures of Microgrants were printed and circulated to relevant stakeholders

### **Output 1.4 Strategic environmental framework & macro-policies studies provided**

The macro-sectoral policies study on environment carried out and submitted to the PMU NTEAP.

### **Output 1.5 M&E System in place**

NPC and WQ Working member participated in regional training on Result Based Monitoring that was held on 26<sup>th</sup> – 28<sup>th</sup> May, 2008 in Cairo, Egypt.

NPC followed up with consultants for documentation of best practice unfortunately the activity did not take place

NPC and LMGC prepared and submitted monthly, activity, semi annual and financial reports.

Regular supportive supervisions were conducted by LMGC to assist the on going projects in a number of issues including quality and timely reporting and monitoring and evaluation matters.

The LMGC, NPC, representative of NGO, PSC member, WQ and EE Working Group members participated in joint monitoring mission in collaboration with the local government officials. The monitoring team visited school projects, Microgrants projects and NEPs

The LMGC participated in the PSC members' joint projects monitoring mission in collaboration with the NPCs and the PMU staff. The joint monitoring mission was conducted for one day where one team visited Ukerewe district and the second team visited projects in Magu and Mwanza city respectively.

The LMGC conducted project monitoring to all 28 projects and ensured that they are submitting their progress and financial reports according to their agreements.

## **Outcome 2 Improved capacities of the communities of the Nile Basin to demonstrate viable approaches to integrated natural resources management across GEF focal areas**

### **Output 2.1 Capacities of NGOs and CBOs on addressing environmental threats enhanced**

The LMGC participated in the Regional Women NGOs Capacity Building Workshop in Cairo, Egypt. During the workshop participants were facilitated on gender issues, project design and monitoring and networking. A women regional network was formed after the workshop. Tanzania was represented by three participants who latter organized a similar training in the country. The national Women NGOs Capacity Building workshop conducted and 22 women participated. The workshop was facilitated by LMGC, NPC and 2 women attended the region workshop

The LMGC facilitated conduction of capacity building to the three newly approved projects in April 08. A three days training was organized by the MGP and

attended by 12 (3F and 9M) participants from the three new projects. The participants were facilitated on the project cycle management, introduced to NBI/NTEAP and the MGP; other issues included MOU terms and conditions, key issues in monitoring and evaluation, Financial Management and Financial Reporting, reviewing quarterly reports and reporting requirements respectively.

Funding disbursement requests from all the on going projects were processed and sent to Khartoum for approvals. All the requested funds were paid through the RPTP PMU. In year 2008 US\$ 149,696.0 were paid to grantees.

One memorandum of agreement for the Ngara Jatropha Foundation was signed between UNOPS and the proponent to implement a project in Ngara district, in Kagera region.

The microgrant program facilitated the graduation of eight microgrant projects making the total of graduated projects to be sixteen respectively.

### **Output 2.2 Viable options for community level actions to address Nile environmental threats (in accordance to the relevant GEF focal areas) produced**

The LMGC combined this training with the pre award training for new microgrants projects respectively. Three newly approved projects in the end of year 2007 and three selected on going projects attended the training. A three days training was organized by the MGP in April 08 for 12 (3F and 9M) participants. The participants were facilitated on the project cycle management, introduced to NBI/NTEAP and the MGP; other issues included MOU terms and conditions, key issues in monitoring and evaluation, Financial Management and Financial Reporting, Reviewing quarterly reports and reporting requirements.

One national audit was facilitated by the PMU and conducted by the international auditors from Pricewater House Coopers in Nairobi. The audit exercise covered 13 out of 28 projects were sampled and exerted to the auditors for their scrutiny. The audit covered some graduated projects and middle aged projects respectively. The draft audit report was submitted to us and audit responses were also prepared and submitted

All on going projects were trained on how to prepare monitoring and evaluation tools. They were also encouraged to use them. For this year three new projects attended a three days workshop on the topic.

Regular supportive supervisions were conducted to assist the on going projects in a number of issues including quality and timely reporting and monitoring and evaluation matters.

Two projects in Kagera Region (Kassambya Gugumaji Group and Obuhangwa Group conducted exposure visits to Uganda Groups respectively)

The LMGC participated in the PSC members' joint projects monitoring mission in collaboration with the NPCs and the PMU staff. The joint monitoring mission was conducted for one day where one team visited Ukerewe district and the second team visited projects in Magu and Mwanza city respectively.

The LMGC participated in the conduction of Joint NTEAP Project Monitoring Visits which involved the PSC member, NPC, Host Organization and other working group members respectively. The visit was conducted for one week in August 2008 and covered two regions of the Lake Zone namely Mwanza and Mara regions respectively. The visited projects were the microgrants, the National Eligible Projects and School Projects respectively in the above mentioned areas. The monitoring team also appraised one NEP project in Bunda district which will be funded in year 2008.

Quarterly progress and financial reports were received from all on going projects. Received reports were reviewed and feedbacks given to the grantees.

The grants disbursement schedules were reviewed on monthly basis and at each new funding request made to the PMU to indicate the current grant situation at the national level.

### **Outcome 3: Environmental education improved and public awareness enhanced**

#### **Output 3.2: Networks for secondary schools for project based learning established and functioning**

The poster for advertising art and essay competition were prepared and distributed to schools in lake regions in Tanzania. There were 19 runners for essay competition and 4 runners for artwork. The documents were submitted to the evaluators and the first five students were announced as winners. The winners are summarized in the table below.

Table 1: List of Essay Winners

<b>Position</b>	<b>Name of Student</b>	<b>Name of School</b>
1.	Agnes Fransis	Loreto Secondary School

2.	Silas Haki	St. Pius Makoko Seminary
3.	Celestine Sigimbile	St. Pius Makoko Seminary
4.	Theresia Christian	Nganza Secondary School
5.	Ipyana Richard Tohoyi	Nganza Secondary School

Table 2: List of Artwork Winners

Position	Name of Student	Name of School
1.	Kelvin Rutakosa	St. Pius Makoko Seminary
2.	Jabir K. Hamza	Bukoba Secondary School
3.	Bernadette Nchimbi	Loreto Secondary School
4.	Halima Mangómbe	Loreto Secondary School

The students will be given their investment bond by 5<sup>th</sup> December 2008. NPC has made follow up for school award scheme by receiving reports from evaluators for artwork and essay. The schools will be given their trophies by 5<sup>th</sup> December 2008.

#### **Outcome 4: Enhanced Conservation and management of Nile Basin Wetlands and their Biodiversity in accordance with principles of IWRM**

##### **Output 4.1: Wetlands network established**

NPC participated in a meeting conducted by National Wetland Working Group on 23<sup>rd</sup> June 2008. The previous issue attended by former NPC there was agenda on integrating NTEAP wetland issues in National Wetland Working Group (NWWG) that was sent to NAWESCO for their approval. In this meeting the status of the agenda of integrating Nile Wetland issues was agreed by NAWESCO.

NPC participated in National Wetland Working Group meeting where members agreed that NTEAP should prepare separate meeting in order to discuss Nile Wetland and Biodiversity issues. NPC consulted the Chairperson so that the working group members will be invited to attend forum but there is need to send Term of Reference to NWWG.

On other hand, proposal has been submitted by Chairperson of National Biodiversity Working Group to request the project to fund for workshop.

##### **Output 4.3: Wetlands Education Training and awareness programmes developed according to needs**

NPC facilitated two participants, Ms Yustina Kiwango and Mr. Marco Mwairwa to attend wetland management course in Kenya

#### **Outcome 5: Increase the capacity and awareness on Water Quality Monitoring in the NBI countries (GEF/WB)**

### **Output 5.1 Regional Working Group established**

Participants from Tanzania participated in Regional network that conducted in Kenya, Rwanda and Sudan.

NPC facilitated national WQ phase out and sustainability plan meeting that attended by 14 participants from Shinyanga, Mara, Kagera and Mwanza. The meeting agreed to integrate NTEAP activities into national budget.

### **Output 5.3 Data exchange mechanism developed**

NPC followed up and submitted of budget for national water quality data collection

### **Output 5.4 Capacity of selected labs in each country improved**

NPC facilitated the participants to attend in training on biological monitoring course that was conducted in Kisumu, Kenya.

NPC facilitated the participant to attend in training for Laboratory managers that will be conducted in Cairo, Egypt.

## **3.2 Cumulative Results**

### **Institutional Strengthening**

- Host PSC meeting January 2008 PSC meeting, staff retreat and NPC meeting
- 4 National Eligible Projects implemented, one completed and 3 ongoing
- Facilitated consultant for Micro-policies studies and report submitted on 11<sup>th</sup> July, 2008
- Host the Regional Macro Sectoral Policy Workshop – August 2006
- Organised 3 meetings of National Consultation Committee.
- Organised the National Nile Basin Development Forum 2008
- Participated in Nile Basin Development Forum 2008 conference
- Nile River Awareness Kit (NRAK) – Training and Distribution of 190 NRAK CD.
- Commemoration of Nile Day: Invoking the basin wide Impact of Human Actions and the Importance peace in the basin prosperity.
- Documentation of Best Practices: Indicating potential for replication of piloted initiatives Time is needed to make follow up on cumulative results.

### **Community-level land, Forest and Water Conservation**

- 28 projects supported since 2005
- 16 projects completed
- 12 projects in progress
- US\$ 642,735 committed
- US\$ 555,487 disbursed
- Program operation in 8 districts
- Regular monitoring visit to projects

- 1 Cross boarder workshop with Uganda Program. 11 (7 male, 4 female) Tanzanian Participants from Kagera region.
- Facilitated Exposure Visit of 12 Burundi and Rwanda MG projects proponents and staff – 2007.
- More than 10,000 seedlings planted that help to conserve and protect the catchments.
- Participated in Regional Women Capacity building workshop
- Organized national Women Capacity building workshop
- Microgrants projects reach have benefited more than 20000 people whose collective efforts contribute in conserving and reducing degradation of the upper catchments of the Nile River.

### **Environmental Education and Awareness**

- 10 school projects implemented Kagera, Mwanza, Mara and Shinyanga
- Supported printing 2000 copies of Environmental Education Teaching Guidelines
- Participated in World Environment Day commemorations within the basin for three consecutive years (2005, 2006, 2007)
- 2006 WED commemoration was cross boarder with Kenya.
- Produced 1500 T-Shirts that carried message of WED Themes in three years (2005, 2006, 2007)
- Produced 1 Newspaper advert on Nile Week (2007)
- Supported Production of Information Communication and Education material for one National Eligible Projects.
- NPC made 3 Radio and 4 Television Interviews on commemoration of WED, World Wetlands Day and during Project Monitoring Visits
- Facilitated Nile School Award Competitions
- Winner of regional Essay writing 2006
- Winner of third Runners up for Art Drawing competition 2007
- Established National Working Group for Environmental Education and Awareness.
- Trained 20 teachers on e-learning and use of Information Technology for environmental studies.
- Trained 20 teachers on the designing of environmental education teaching materials
- Two University Students participated in the University Exchange Program and Worked in Kenya and Ethiopia. This is part of promoting the understanding of Transboundary Environmental Issues among the future leaders of the basin countries.

### **Wetlands and Biodiversity Conservation**

- NTEAP interests considered for mainstreaming in the existing National Wetlands Working Group
- 1 National Wetlands Working Group Meeting held in October 2007



- Participated in National Wetlands Working Group Meeting held in June 2008
- Two participants benefited from Wetland Management Course
- Facilitated in study on Wetland Inventory
- Compilation of List of Experts in progress. Commemoration of World Wetlands Day: Newspaper article produced and television interview held

### **Water Quality Monitoring**

- WQ Equipment procured – Including pH meters and Water filters
- 16 Schools Participated in collecting information for the World Water Quality Monitoring Day.
- Participated in RWQWG meetings
- Organized national WQ phase out and sustainability plan in November 2008
- Two participants benefited in Biological WQ Monitoring course and training in WQ monitoring
- Participant will attend Laboratory managers course
- Organized two National Workshops (2005, 2006)
- Facilitated consultants work on:
  - ✓ Baseline study on water quality Monitoring.
  - ✓ Water quality data management
  - ✓ Water quality training modules and quality assurance

### **National Eligible Projects (NEPs)**

- 4 initiated NEPs
- The NEPs requested US\$ 175,008
- 1 NEP completed and it has received 100% of its funds request
- 3 NEPs in progress
- 2 new NEPs signed implementation agreement
- US\$ 96,232 Disbursed for the NEPs
- The NEPS that have been implemented promotes environmental conservation and improvement of beach cleanliness around Lake Victoria. These activities pilots environmental conservation for water quality improvement.

### **Monitoring and Evaluation**

- Micro-grant program evaluation 2008
- 2 Joint Visit that included PSC member and NMGC (2006, 2007)
- One Joint visit that included PSC member, LMGC, NPC, representative from NGOs, WQ and EE Working Group members
- 2 Visits from National Steering Committee of Microgrants to the projects - 2006
- Medium Term Review Consultant - 2006

- Consultants on Development of Nile RAK 2006
- 3 Ethiopian micro-grants NSC members
- 7 Ugandan National Micro-grant Steering Committee members visited Kagera region.
- 1 Visit from WB official (2006)
- 1 Visit from the Micro-grant Lead Specialist and M&E Lead Specialist (2006)

### **3.3 Variances**

There are variances between planned and actual results as for the period of January to December 2008 most planned activities were unaccomplished. This was due to absence of NPC to coordinate these project activities for the first six month and delays in funds and lack of orientation for new NPC for the last six month.

### **3.4 Unintended Results**

There is no unintended result of the project. The implementation of project activities follows the NTEAP project document.

### **3.5 Sustainability of Results**

The outputs resulted from implementation of project activities will be mainstreamed in the Division of Environment. Other division that will be responsible in implementing NTEAP activities is Division of Wildlife and Ministry of Water that will dealt with component of Wetland and Biodiversity Conservation and Water Quality Monitoring respectively.

The division of Environment will continue to liaise with Ministries of Education and Water and Division of Wildlife for implementation of project activities.

The NPC will closely work with PSC, EE&A networks, WQ monitoring working groups and the micro-grants national steering committees as these will continue providing support to implementation of project activities.

## **4. Project Management**

### **4.1 Management Issues**

NPC will continue to manage project at national level. NPC is responsible to implement and monitor project activities and report the progress project activities to RPM. NPC will coordinate activities with LMGC who coordinate micro-grant activities.

## **4.2 Major Milestones**

- Host PSC meeting , January 28<sup>th</sup> to February 2<sup>nd</sup> 2008
- Submission of monthly and semiannual, annual reports, at the end of each month, mid year and end of year respectively.

## **5. Project Expenditures**

### **5.1 Comparison of Financial Performance to Results Achievement**

Most of activities that were accomplished involved communication between actors such as communication with National Working Group members and other Networks. The fund was not disbursed as the NPC was not yet recruited.

For the micro-grant projects, the fund was not disbursed due to lack of fund at PMU – RTPP office. But this was resolved and funds were disbursed through UNDP office.

### **5.2 Explanation of Variances**

## **6. Challenges and Constraints**

The challenges that NPC and LMGC experienced includes

- Little knowledge on UNOPS finance and procurement procedures for NPC delayed implementation of project activities
- Delays in processing funds for office operation and implementation of project activities
- Vehicle was withheld at the garage due to pending tax exemption for maintenance and later on cylinder head cracked mid August 2008.
- The delayed payment of telephone bills in NPC office resulted into termination of service and hence limits communication of various project actors.
- LMGC Laptop has broken down whereby the adopter does not charge the computer and the laptop battery does not conserve power any more

## 7. Lesson Learnt and Recommendations

### 7.1 Lessons Learned

- This project involves many stakeholders in order to achieve its goal. For smooth implementation of project activities prior consultation is required during planning of project activities.
- Sense of good amour is required for project staff to undertake the implementation of project activities.
- Procurement procedure is a bit long and it needs one to understand and follow clearly the procedures for timely obtaining of fund.

### 7.2 Recommendations

- Participatory planning is needed so as to accomplish the desired goal. The planning process should be done in quarterly, semi-annual and annual basis so as to give ample time for project actors for preparation.
- Good relationship with project actors should be maintained in order for project activities to be implemented. NPC and LMGC should maintain good relationship with people inside and outside NBI projects and
- New recruited staff should be given orientation on procurement procedures. It is recommended that timing in planning will allow time for processing PO for timely disbursement of requested fund.

## 8. Appendices

### 8.1 List of Staff

No.	Name	Designation	Office location	Address
1	Victor Kamagenge	LMGC	Mwanza	C/O ECOVIC P. O. Box 887, Mwanza. Tel. 255-282500475 Mobile: 255-754 398 893 Email: vkamagenge@nilebasin.org
2	Rehema Fidelis	NPC	Dar es Salaam	C/O Vice President's Office Division of Environment P.O. Box 5380, Dar es Salaam Tel/Fax: +255 22 2129646 Cell: +255 713 442785 Email: cothilda_fidelis@yahoo.com, <a href="mailto:rfidelis@nilebasin.org">rfidelis@nilebasin.org</a>
3	Julius Mwanyonga	NPC Driver	Dar es Salaam	C/O Vice President's Office Division of Environment P.O. Box 5380, Dar es Salaam

				Tel/Fax: +255 22 2129646 Cell: +255 756 776441
4	Laetare Mmari	LMGC Driver	Mwanza	C/O ECOVIC P. O. Box 887, Mwanza. Tel. 255-282500475 Mobile: 255-754 578077

## 8.2 Inventory

### Office Equipment Inventory as of 30<sup>th</sup> June 2008: NPC Office Tanzania

Purchase Date	Tag number	Description	Make/model	Serial Number	Location	Status of equipment	Purchase Price
01/10/2004	NBI/NTEAP-TZ/011	Vehicle	Toyota/Prado		NPC Office	Running	
01/05/2004	NBI/NTEAP-TZ/012	Safe	BIS /BS-T670Ke		NPC Office	Good	TSh 492,000.00
01/04/2004	NBI/NTEAP-TZ/013	Filing Cabinet			NPC Office	Good	TSh 171,000.00
01/04/2004	NBI/NTEAP-TZ/014	Laptop Computer	Hp/nx9010	CRVSA-02T1-90	NPC Office	Poor	US\$ 2,000.00
01/04/2004	NBI/NTEAP-TZ/015	Printer Laser jet	Hp/3015	CNBF 054812	NPC Office	Good	US\$ 581.15
16/12/2005	NBI/NTEAP-TZ/015	Digital Camera	Canon A400GB	9236212904	NPC Office	Lost	US\$ 450.00
03.07.2008	NBI/NTEAP-TZ/017	Laptop Computer	Dell			Very good	

### Office Equipment Inventory as of 30<sup>th</sup> June 2008 : LMGC Office Tanzania

16/12/2005	NBI/NTEAP/MGP-TZ/011	Digital Camera	Canon A400GB	0538258880	LMGC Office	Good	US\$ 450.00
13.06.2005	NBI/NTEAP/MGP-TZ/001	Executive Office Desk	EZ-10 Laminated		LMGC office	Good	US\$ 335
13.06.2005	NBI/NTEAP/MGP-TZ/002	Computer Desk	Oliver		LMGC office	Good	US\$ 180

13.06.2005	NBI/NTEAP/MGP-TZ/003	Book Shelf	DINO		LMGC office	Good	US\$ 400
13.06.2005	NBI/NTEAP/MGP-TZ/004	Executive Chair	Movable		LMGC office	Good	US\$ 150
13.06.2005	NBI/NTEAP/MGP-TZ/005	Visitor's Chair			LMGC office	Good	US\$ 55
13.06.2005	NBI/NTEAP/MGP-TZ/006	Visitor's Chair			LMGC office	Good	US\$ 55
13.06.2005	NBI/NTEAP/MGP-TZ/007	Visitor's Chair			LMGC office	Good	US\$ 55
13.06.2005	NBI/NTEAP/MGP-TZ/008	Visitor's Chair			LMGC office	Good	US\$ 55
5.06.2005	NBI/NTEAP/MGP-TZ/009	Printer	HP 3030	SGB SC6 8728	LMGC office	Good	US\$ 600
5.06.2005	NBI/NTEAP/MGP-TZ/010	Laptop	HP Note Book	C NF41108 DW	LMGC office	Poor	US\$ 1,300
25.07.2005	DFP 3329	Mitsubishi P/Up D/Cabin	L200	MMBJNK 74O5D069631	LMGC office	Good	US\$ 18,588.0

## 9. Photos



Expanded tree farm at St. Pius X Makoko Seminary



Tee farm at Lakamwa Primary School



Latrines built by NEP in Ukerewe



Biogas project at Bunda prison



Water harvesting project at Nansimo secondary school



Project to prevent soil erosion at Nganza Secondary School