MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT

LAND TENURE IMPROVEMENT PROJECT (LTIP)

MANUAL FOR REGULARIZATION AND FORMALIZATION OF UNPLANNED SETTLEMENTS

MARCH 2024

Executive Summary

Tanzania is experiencing rapid urbanization with strong Implications for urban planning and land administration in general. The Constitution of Tanzania provides that every person has the right to own property. A significant number of urban residents do not possess title deeds or legally recognized documentation confirming their ownership of properties. The absence of formal ownership documentation has had negative repercussions for landowners who are unable to use their property as collateral to access credit and finance facilities hence slowing down the efforts of combating poverty. Also rise in land disputes as there is no formal way to determine ownership. With regard to this, the Government has embarked on major program known as Land Tenure Improvement Programme which focuses on regularization and formalization of unplanned settlements in urban areas including land registration in rural areas.

The Program is conceived within the National Strategy for Growth and Reduction of Poverty, the program aims to transforming properties in the informal sector to units held and functioning within the boundaries of the current law in the formal sector of the economy. It is anticipated that, the regularized property will facilitate access to additional funds in the recognized financial sector and gains from extended market opportunities, among other merits, for the owners.

A person can have a legal right to land under a Right of Occupancy from the Government for terms of 33, 66 or 99 years. Nowadays generally only 99 years Rights of Occupancy are issued. In urban areas, people may apply for Certificates of Rights of Occupancy (CROs) or Residential Licenses (RL) depending on the likelihood that their parcel will conform to planning standards. Urban land markets are weak and face many challenges, and most transactions take place outside the formal land administration system. Most new land buyers acquire land informally, often in unplanned settlements. The informality creates further uncertainty in the land market, raising the potential for conflicts and locking out formal investment because of the high risks.

Land disputes are a common feature of both rural and urban areas. Conflicts are tied to increasing population pressure, conflicting land uses, such as grazing versus cultivation, proliferating peri-urban development, and overlapping land concessions, and this is exacerbated by the almost complete lack of effective land administration system in both urban and rural areas.

The Land Tenure Improvement Project (LTIP) is a Government of Tanzania initiative being implemented by the Ministry of Lands, Housing and Human Settlements Development (MLHHSD). LTIP is financed by the World Bank. The Land Tenure Improvement Project (LTIP) aims to strengthen land administration in the Country through implementing activities that enhances security of tenure and promote land-based investment. The project supports land use planning, cadastral survey, urban and rural land registration leading to improved livelihood opportunities and increased land productivity. The project will also construct 26 regional land office buildings compliant to ILMIS requirements. As far as LTIP is being financed by the World Bank, these project activities require proper consideration of the environmental and social management framework aligned to the World Bank's standards as key elements to safeguarding and protecting the physical and non-physical environment.

This Manual document the arrangements and process for implementing Component 1.2: Urban Mass Registration. The urban certification is done in urban centres which are found in Urban Council Authorities and in some District Council Authorities.

The Manual has been prepared as an integrated document in consideration with Tanzania's legal framework and World Bank standards and is intended to guide and assist the MLHHSD's Project Coordination Team (HQ), Council Urban Certification Offices, (CUCO), along with all other key actors involved in project.

The Urban Mass Registration initiative will build upon past residential license initiatives and it will also draw lessons and benefit from MLHHSD's initiatives experience in implementing regularization Programme which have been targeting CRO's delivery in urban areas. Because LTIP Component 1.2 is Tanzania's first initiative for *mass* delivery of urban land tenure that involves CROs, its implementation will commence with an intensive pilot to test a few different approaches and implementation arrangements.

MLHHSD will be implementing LTIP Component 1 through a hybrid approach which involves both direct implementation via government field teams, and indirect implementation via outsourcing to private sector contractors. Thus, this manual also details the management and quality assurance approach that will be applied to both direct and indirect implementation approaches, while also detailing the arrangements for:

1) Direct implementation by government field-based teams (including detailed description of stages, steps, inputs, and products) and

2) Contracting arrangements for indirect implementation by private sector firms (including definition of products and their characteristics)

Under this manual, the major role of the MLHHSD -PIT will be focused on:

i) Verifying the quality of the products of field-based direct implementation teams as well as the private sector firms employed under the indirect implementation arrangement,

ii) Facilitating inputs to be delivered by MLHHSD, and

iii) Supporting the interaction and coordination with local and national authorities and stakeholders.

Furthermore, the manual will facilitate Urban Mass Registration by involving delivery of CROs as well as RLs to all legally recognized land holders in targeted areas. Given the prevalence of unplanned urban settlements development in Tanzanian cities or towns, it is anticipated that, a single administrative mtaa may contains parcels that are appropriate for registration as CRO *and* parcels that do not comply with minimum planning standards, and are thus appropriate for formalization for Resident License (RLs). There are also expected to be some instances of land development on land that is unsuitable for occupation, either due to its legally protected status as general/reserve land, or its nature of environmental sensitivity/hazard risk – the manual thus outlines a process by which such lands would be recorded for further appropriate decision and no any documentation will be issued in similar cases. The manual also details the delivery and quality assurance process for each of the scenarios and the expected outputs.

Finally, sustainable land use development and administration, requires neighborhood-level land use plans known as Detailed Planning Schemes (DPS) as a prerequisite to the survey plans required for CRO issuance. Thus, this manual detail an integrated process which involves ***adjudication, planning, surveying***, and ***issuance of registered CROs*** and ***RLs***.

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Table 1:Acronyms and Abbreviation

ABBREVIATION	DESCRIPTION
ACL	Assistant Commissioner for Lands
ADR	Alternative Dispute Resolution
ALO	Authorized Land Officer
API	Application program Interface
ARD	Assistant Registrar of Document
ARO	Assistant Registry Officer
ART	Assistant Registrar of Titles
CBEA	Community Based Engagement Approach
CDO	Community Development Officer
CFS	Council Field Supervisor
CLO	Council Land Office
CMT	Council Management Team
CRO	Certificate of Right of Occupancy
CS	Communications Specialist
CSO	Civil Society Organization
CUCO	Council Urban Certification Office
DEM	Digital Elevation Model
DFP	Donor Funded Project
DGNSS	Differential GNSS positioning
DPP	Department of project Planning
DPS	Detail Planning Scheme
ESMT	Environmental and Social Management Team
FS	Field Supervisor
GIS	Geographical Information Systems
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
GRC	Grievance Resolution Committee
HRSI	High Resolution Satellite Imagery
ILMIS	Integrated Land Management Information Systems (System to be developed by MLHHSD)
LGRCIS	Local Government Revenue Collection Information System (system developed by PMO-RALG in 7 cites)
LOs	Land Officers
LPI	Land Parcel Identification
LSA	Land Survey Act

LTSP	Land Tenure Support Programme
MAST	Mobile Application for Securing Tenure
MC	Mtaa Committee
MIS	Management Information System
MLHHSD	Ministry of Lands, Housing and Human Settlements Development
MoFEA	Ministry of Finance and Economic Affairs
MRC	Mtaa Regularization Committee
NEP	National Environmental Policy, 1997
NGO	Non-Government Organizations
NHSDP	National Human Settlements Development Policy, 2000
NLP	National Land Policy, 1995
NLUP	National Land Use Planning Commission
PC	Project Coordinator
PD	Public Display
PDO&C	Public Display for Objections & Corrections
PIT	Project Implementation Team
PLWD	People Living with Disabilities
PO	President's Office
PO-RALG	President's Office, Regional Administration and Local Government
PS	Permanent Secretary
RLO	Regional Land Office
RSP	Regularization Survey Plan
SE	Social Expert
SMD	Survey and Mapping Division
SR	Scheme of Regularization
WDC	Ward Development Committee
WHO	World Health Organization

Definition of Terms

Urban settlements regularization: is a process of public intervention in informal settlements to provide urban infrastructure improvements and to recognize land rights. In other words, it is the process involving community awareness and involvement in land use planning, cadastral survey and issuance of certificate of occupancy through proper recording, adjudication, classification and registration of occupation and use of land by those persons living and working in the area.

Town plan drawing: Is a community involvement prepared detailed plan to guide urban land use development

Scheme of regularization: it is a detailed land use plan resulted from community engagement in unplanned developed settlements.

Adjudication: Is the process through which existing rights in a particular parcel of land are finally and authoritatively ascertained

Negotiation: Is the process of consensus building among actors involving land regularization processes

Identification Only: In the context of this document, it refers the identification of land parcels which have been identified during regularization and formalization process but the parcels are subjected to land grievance or disputes hence waiting resolution.

Sketch of infrastructure plan: this is a conceptual framework/layout showing various infrastructure facilities and utilities available or planned in the project area.

Infrastructure plan: This is an approved plan for infrastructure which demarcates the land needs of various public service networks including roads, water facility, sewerage system, electricity as well as waste collection points

Urban land regularization: Is an exercise undertaken in urban unplanned settlements with the objectives of finding out the correct holder(s) of land, the assessment of their eligibility for CROs, and at the same time, carry out parcel readjustments when necessary to ensure

compliance with minimum urban standards, including transportation accessibility and provision of public infrastructure and services.

Formalization of Settlements: in this context, it refers the process whereby unplanned developed settlements which are not recognized legally obtain such recognition by issuing residential licenses.

Security of tenure: is a confident expectation of continued use of land for as long as necessary on the part of the landholder. Security of tenure is one of the results hoped for from Regularization/formalization of land occupation

Land Tenure: According to the Land Act, 1999 land tenure refers to a bundle of rights, including right to occupy, use, develop, mortgage, inherit and transfer.

*Adjudication***:** is the process whereby all existing rights in a particular parcel of land are finally and authoritatively ascertained. It is the ascertainment and conclusive determination of rights in land.

Environment and Social Management Team (ESMT) **–**The project has established an Environment and Social Management Team within the PIT which consist of one (1) Environmental Expert, one (1) Social Expert (with experience in GBV/SEA) who have been hired by the project; one (1) environmental officer and one (1) social officer who have been transferred into the team. This unit will oversee all environmental and social issues during implementation of the project.

1   CHAPTER ONE: INTRODUCTION TO PROJECT AND MANUAL

1.1   Project Components Overview

The Land Tenure Improvement Project (LTIP) is a Government of Tanzania initiative being implemented by the Ministry of Lands, Housing and Human Settlements Development (MLHHSD). LTIP is financed by the World Bank.

The Land Tenure Improvement Project (LTIP) aims to strengthen land administration in the Country through implementing activities that enhances security of tenure and promote land-based investment. The project supports land use planning, cadastral survey, urban and rural land registration leading to improved livelihood opportunities and increased land productivity. The project will construct 26 regional land office buildings compliant to ILMIS requirements. These project activities require proper consideration of the environmental and social management framework as one of the safeguard documents potential for protecting the physical and non-physical environment.

1.2   Project Development Objective

PDO Statement

The Project Development Objective (PDO) is to strengthen the national land administration system and increase tenure security in selected areas for both men and women.

PDO Level Indicators

Key results indicators are:

To support "strengthened land administration system":
>   (i) Increased number of CRO transactions.
>   (ii) Reduction in average time for issuance of a CRO, first registration.

To support "increased tenure security":
>   (iii) Increased perception of tenure security (gender disaggregated).
>   (iv) Number of certificates (CROs, CCROs, RL) registered (gender disaggregated).
>   (v) Degree of satisfaction of beneficiaries with the process for systematic issuance of CROs, CCROs (Percentage) (gender disaggregated)

Table 2: Project Components

Component 1: Increased Tenure Security
1.1: Rural mass certification
1.2: Urban mass registration
Component 2: Land Information Management
2.1: Up scaling of ILMIS
2.2: Production of Base-maps
2.3: Enhancement of Geodetic Framework
2.4: Support for Property Valuation Systems
Component 3: Physical Development of Land Administration System
3.1: Physical development of land offices and infrastructure
3.2 Support for Land and Housing Tribunals
3.3 Legal, regulatory and institutional support
Component 4: Project Management

1.3   About the Urban Mass Registration Manual

A. *Objective of the Manual*

This Manual document the arrangements and process for implementing Component 1.2: Urban Mass Registration. The Manual is intended to guide and assist the MLHHSD headquarters' level Project Implementation Team (PIT), Council Urban Certification Offices (CUCO), direct teams (public servants) and indirect teams (private sector) along with all other actors involved in project implementation.

The Urban Mass Registration initiative has been built upon past residential license initiatives and the pilot work in Dodoma led by MLHHSD. It has drawn lessons and experience from MLHHSD-led urban land regularization initiatives and being able to prepare this manual which

provides the detailed process that's shall smoothly guide urban mass certification in taking into account environmental and social safeguards.

B. *Focus of this Manual*

MLHHSD will be implementing LTIP Component 1 through a hybrid approach which involves both direct implementation via government field teams, and indirect implementation via outsourcing to private sector contractors. Thus, this manual detail the management and quality assurance approach that will be applied to both direct and indirect implementation teams, while also detailing the arrangements for:

1) Direct implementation by government field-based teams (including detailed description of stages, steps, inputs, and products) and

2) Contracting arrangements for indirect implementation by private sector firms (including definition of products and their characteristics)[1]

The role of the MLHHSD PIT will be focused on:

i) Verifying the quality of the products of field-based direct implementation teams as well as the private sector firms employed under the indirect implementation arrangement,

ii) Issue the GN for regularization area, and provide existing plans (surveys and town planning drawings), existing land rights as per registrar records, up to date orthorectified image, Digital Elevation Module (DEM), List of TAREF 11 control points within 10km of the project area, Urban Manual, ESMF, ESCP, VGPF, RAP, and Site Specific ESMP

iii) Facilitating inputs to be delivered by MLHHSD, and

iv) Supporting the interaction and coordination with local and national authorities and stakeholders.

Given the prevalence of unplanned urban development in Tanzanian cities, it is common to find that a single administrative unit (e.g. sub-ward) contains parcels that are appropriate for

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[1] *The detailed process described in the Manual will only be referential for the private firms, who will have flexibility to propose innovative procedures and methods that reduce time and cost while complying with the technical requirements specified for the established products basing on Tanzania's existing regulations.*

registration as CRO *and* parcels that do not comply with minimum planning standards, and are thus appropriate for shorter term land tenure in the form of RL, which could be later upgraded to CRO via subsequent land readjustment or redevelopment. There are also some instances of land claims on land that is unsuitable for occupation or human settlements development, either due to its legally protected status as general/reserve land, or its nature of environmental sensitivity/hazard risk – the owners of such lands save for those in hazardous lands may be issued with RLs. The manual details the delivery and quality assurance process for each of the scenarios and outputs described above.

Lastly, Tanzania land administration and planning practice requires neighborhood-level land use plans known as Detailed Planning Schemes (DPS) as a prerequisite to the survey plans required for CRO issuance. Thus, this manual detail an integrated process which involves ***adjudication***, ***planning, surveying***, and ***issuance of registered CROs*** and ***RLs***.

C. *Guiding Principles*

The successful delivery of a Mass Land Registration initiative hinges on adherence to core principles that respect and uphold the rights of target communities, and that enable scalability and sustainability. The principles which guide the implementation of LTIP and specifically Component 1.2 include:

i.   **Inclusion:** Practices, standards, and protocols should be accessible to all project stakeholders, particularly those who are most Marginalized or disenfranchised i.e, women, PLWD, hunters, gatherers . This means special consideration may need to be given to adopting physical planning standards that are pro-poor sensitive.

ii.   **Participation**: Community participation of all interested parties and marginalized groups must be a continuous process.

iii. **Transparency:** The entire process must be transparent where all decisions and their rationale are publicly knowledgeable and verifiable by the affected parties.

iv.   **Public Awareness**: To minimize community friction and assurance of maximum cooperation, there must be adequate provision for sensitization in all process to stakeholders at all levels.

v. **Sustainability**: To ensure that the project generates positive social, environmental, and economic benefits that minimize negative externalities, and to ensure that the project institutionalizes practices that provide a strong foundation for continuous improvement of the country's land administration system.

vi. **Cost-effectiveness**: The procedures should aim at minimizing costs for the primary beneficiaries, the local authorities and governments. It goes together with applying the spatial, legal, and institutional methodologies that are most fit for the purpose of providing secure tenure for all. The derived unit cost must be affordable to low-income urban communities and can achieve Value for Money (VfM), which can be assessed at different points in the chain. Basically, there are four levels of VfM analysis, corresponding to the '4Es' of economy, efficiency, effectiveness and equity:

a) **Economy:** relates to the price at which inputs are purchased (costs, management information systems (MIS), payment mechanisms, independent evaluations). How cost-effectively, human or material resources are acquired and used in intervention. VfM is typically assessed in terms of the unit cost of inputs involved (e.g. how much a Transport cost?). At Economy level, VfM focuses on cost control, and it is important to scrutinize the unit cost of VfM drivers, such as personnel cost, procurement costs, travel costs and other costs. Then compare these costs to the quality received and examination of key cost/value ratios.

b) **Efficiency:** relates to how well inputs are converted to the output of interest, which is transfers delivered to beneficiaries. **Cost-efficiency analysis** spans both economy and efficiency, focusing on the relationship between the costs of a social transfer program and the value of the transfers delivered to beneficiaries.

c) **Effectiveness:** relates to how well outputs are converted to outcomes and impacts (e.g. reduction in poverty gap and inequality, improved nutrition, asset accumulation by the poor, increased smallholder productivity). Cost- effectiveness analysis measures the cost of achieving intended program outcomes and impacts and can compare the costs of alternative ways of producing the same or similar benefits. Cost-benefit analysis (CBA) is wider- ranging, quantifying in monetary terms as many of the economic costs and benefits of a program as feasible, including items for which the market does not provide a satisfactory measure of

economic value.

d) **Equity:** can be defined in terms of whether the outcomes, and perhaps the outputs, benefit different types of recipient equally – for example, are women's and disadvantaged groups of pastoralist benefiting from the land regularization program?

vii. **Information Flow and Communication**: Timely and accurate information communication between many institutions involved in the implementation of urban systematic land regularization is a key factor in the success of the program.

1.4 Use of technology

LTIP recognizes modern technologies as important enablers for successful Mass Land Registration for issuance of CRO's and RL's in Urban areas. The project may integrate the following technologies as appropriate: However, this is not limited for implementers to come up with the technology which shall provide same deliverables

<p align="center">Table 3: Adoption of Technology</p>

Technology	Application	Rationale
Geodetic network and mapping	PIT will make TAREF 11 ground control points available to both direct and indirect teams	Quality control of deliverables coordinate system and GCP are within 10km from project area.
Base map production	Orthorectified mosaic drone images 2023/2024 and DTM will be available to both direct teams and indirect teams and base maps will be extracted from the captured drone images. Drones are the most cost-effective option for a small area project. which can produce survey grade orthophotos. However, the use of free outsourced georeferenced high resolution satellite images were used during piloting. The existing surveys and TPs will be	Drone images are of high resolution and accurate compared to satellite imagery. Project areas with no drone images, free outsourced georeferenced satellite images will be

	part of essential data to be made available by PIT before direct and indirect teams commence the work	considered by implementers
Use of technology for parcel demarcation	The principle method will involve rover GNSS (Using Real Time Kinematic (RTK) Mode) to coordinate the corner points of parcels. If GNSS signal is very weak due to unsuitable conditions, the terrestrial measurement (e.g. total station method can be used. Final coordinates with accuracy of better than +/- 15cm will be acquired. The collected spatial data will be automatically uploaded into ILMIS, subject to the ILMIS upgrade completed.	RTK mode is a survey methodology in GNSS GPS receivers that provides coordinates at real time, hence fastening coordination procedures compared to traditional surveying methodologies
Use of mobile application for data gathering	MLHHSD has ILMIS App for mobile data collection in urban area. The ILMIS has been used in different places such as Mwanza, Mbeya, Arusha, Tabora, Shinyanga and Dodoma for Residential License and currently used in the pilot carried out in Dodoma. Hence it can be used by other parties also. Both spatial and textual information required for the issue of RLs will be collected and entered directly into the tablet and then uploaded for verification and validation. Moreover, texture information collected by ILMIS app using tablet will be populated to GNSS GPS receivers collected spatial data for issuance of CRO. Field staff with basic land administration and GIS skills will use these tools which are web platform to process and validate parcel data. Once data is processed and validated these can be utilized to provide for the issuing of a formal record of land registration.	The use of stated tool is designed to lower costs and time involved in collecting textual information related to registering land rights and, importantly, to make the process more transparent and accessible to local people. The mobile application provides for the use of a computer tablet to replace the need for paper-based field data collection forms.

1.5 Expected deliverables under Urban Certifications

1.5.1 Deliverables and Quality Control Points

Table 4: Deliverables and Quality Control Points

Del #	Consultant/Direct Implementation Team Deliverable	Quality Control Responsibility	Associated Government Task
1	Inception Report having following key elements: • Detailed description of approach • Timeline for assignment implementation (organized according to administrative boundaries) • Stakeholder engagement strategy • Summary of review of base map (provided by MLHHSD at assignment kickoff) and flagging any information needs • Workplan for CBO engagement process • Draft ESMP template • Draft RAP template where necessarily	Primary QA and contract management responsibility: PIT Technical review team (detailed review and comment on draft SR): Council Urban Certification Office (CUCO) Advisory level (participate in inception meeting): RC/RAS, Assistant Land Commissioner Regional Office, LGA Director, DAS, Head of District Planning Department	Review and endorsement by CUCO Review and approval by PIT
2	Weekly progress report, having the following key elements: • % progress on	Primary QA and contract management responsibility: PIT	Weekly report from CUCO containing following key elements:

activities/timeline • Summary of stakeholder engagement activities • Summary of CBO engagement • Summary of trainings delivered • Summary of key challenges and proposed way forward	Technical review team (detailed review, share comments with PIT): Council Urban Certification Office (CUCO) Advisory level (PIT to share reports, welcome any comments): RC/RAS, Assistant Land Commissioner Regional Office, Council Director, DAS, Head of Council Planning Department	• Status summary of land use framework, SR, RSP review/approval • Summary of demarcation activities • Summary of Registration status • Summary of CRO/RL issuance status • Summary of disputes and resolution status • Summary of RAP and ESMP implementation status • Summary of grievances and handling status • Summary of key challenges and proposed way forward

	Consultant/Direct Implementation Team Deliverable	Quality Control Responsibility	Associated/follow on Government Task
3	1. Outputs to be submitted incrementally to CUCO for	1. CUCO to review and submit a	1a. CUCO review and approval of consultant outputs

review/approval (one for each mtaa): • Map and geodatabase of adjudicated boundaries • Map of the existing infrastructure (roads, social facilities, drainage lines, power lines e.t.c) • Draft SR for public comment (mtaa level) • Final SR (as refined post public comment) and public hearing report/minutes • RAP section for that mtaa, together with safeguards documentation (voluntary land documentation agreements) • ESMP Implementation report for that mtaa • Final Detailed Planning Scheme and Survey Plan • Geodatabase • Approved SR and RSP • Properly filled, signed and scanned land form No 19 2. Upon completion of activities for agreed upon portion (e.g 25%) of wards in assigned council, compile deliverable package of Final SR,	completed/signed evaluation form to PIT for documentation PIT to perform quality assurance spot check of mtaa level outputs • Approved SR, • Approved RSP, • Properly filled, Signed, scanned land form No 19 • Field verification of geodatabase (PIT to also share with WB TTL for spot checking review/comment by safeguards and technical teams) 2. PIT to review and deliverables and issue payment	1b. CUCO monitoring of safeguards adherence and RAP/ESMP preparation

	RSP, Geodatabase, RAP/ESMP Implementation Report - submit to PIT for review and payment		

4	• Safeguards implementation documents
	• Activities completion report for each assigned mtaa which includes:
	   ○ Final SR and RSP for each mtaa (hardcopies and shapefiles)
	   ○ Mosaic SR and RSP at mtaa level
	   ○ Mtaa approved parcels register book
	   ○ Summary of any unresolved challenges
		CUCO to review and submit a completed/signed evaluation form to PIT for documentation
		PIT reviews safeguards documents and mosaic-ed approved SR and RSP (also shares with WB TTL for review/comment by safeguards and technical teams)
			• RAP and ESMP implementation
			• Issuance of CROs/RLs

5	*If package included more than one Mtaa, then* Completion Report upon submission of Deliverable 4 for each mtaa within assignment scope of work		

CHAPTER TWO: POLICY AND LEGAL FRAMEWORK

1.1 Policy Framework

A. *National Land Policy*

The National Land Policy provides broadly on *inter alia* the land tenure system to be adopted, land administration aspects, land use planning, formalization and regularization of existing land developments, management of land for various uses including agriculture, mining, livestock keeping and the protection of the environment. The Policy together with the Human Settlements Development Policy of 2000 constitute key policy framework for land regularization and formalization of urban settlements in the country. It is from the National Land Policy most of the existing legislations administering land titling, regularization, land use planning and land conflicts resolution mechanism emanate forming a legal framework for land management and administration of the country.

The national land policy further states its aim which is "to promote and ensure a secure land tenure system, to encourage the optimal use of land resources, and to facilitate broad-based social and economic development without upsetting or endangering the ecological balance of the environment". This policy also guides the acquisition of land and ensures that the interests of local communities are protected. Both the aim to secure land tenure system, and provisions for land acquisition are the canters of the LTIP project.

B. *National Human Settlements Development Policy of 2000*

Section 4.1.4 of the Policy notes that most houses do not conform to regulations regarding security, health and building materials and that they lack security of land tenure and basic facilities. The Policy states that, unplanned settlements shall be upgraded by their inhabitants through Community Based Organizations (CBOs) and Non-Government Organizations (NGOs) with the Government and Local Government Authorities playing a facilitating role. LTIP aims to increase the security of tenure to unplanned settlements which will also improve availability of land for provision of basic services and access roads.

I. Legal Framework

The main legislations providing for procedures of land regularization in Tanzania are the Land Act of 1999 (Cap. 113), the Urban Planning Act No. 8 of 2007, the Land Use Planning Act No. 7 of 2007, the Survey Ordinance (Cap 324) the Land Registration Act (Cap.334) and the Land Disputes Courts Act No. 2 of 2002. Procedures for preparation of urban settlements regularization scheme are provided descriptively in Part VII Sub Part 2 sections 56 to 60 of the Land Act (Cap 113)   Section 56 defines the land where regularization can apply which is land within urban areas or peri-urban area regardless of whether is general or village land. Section 57 states the purpose of regularization to be facilitation of recording, adjudicating, classifying and registering occupation and use of land by those persons living and using in the area declared so subject to a scheme of regularization. The section also set out criteria to be considered for an area to be declared subject of the scheme of regularization which includes area having substantial number of dwelling houses, occupiers lacking apparent lawful titles to the land, the area has community customary titles or individual titles, extent of built up area, investments, or established settlements, is planned area or possibility of been declared planning area, substantial number of people and CBOs in that area indicate so as any such criteria the Minister considers relevant. Sections 58 to 60 indicate procedures and authorities vested with the responsibility to prepare, approve and declare schemes of regularization mainly requiring involvement of the stakeholders in all steps, hearing and taking into account their views. The Land (Schemes of Regularization) Regulations No. 85 of 2001 expands the criteria that the Minister should consider before declaring an area subject to the scheme to include reasonable measure of support from the land owners, availability of resources to implement the scheme, interference with what other programme or project likely to be implemented in the area.

Land Act provides that "The right of every adult woman to acquire, hold, use, and deal with land shall to the same extent and subject to the same restrictions be treated as a right of any man" Section 20 (2) of the Village land Act states that any customary laws or resulting decisions that deny women lawful access to ownership, occupation or use of any customary land are deemed void and inoperative, and that customary laws must be in accordance with the National Land Policy and with any other written law including.

The Urban Planning Act of 2007 section 23 requires a town planner to be included in a team mentioned in Section 58 (2) for preparing a report on an area subject to regularisation scheme if so required. It further states that such a report will be used to decide on the need for amendments of any existing planning scheme on the area. Furthermore, Part V sections 63 to 71 of the Act require compensation to be paid to any land owner whose land has been taken or reduced by the scheme to an extent to be unfit for the purpose intended or suffered loss as a result of the scheme. Such person will have to apply for the compensation from the planning authority and the procedures for the assessment of the compensation will be as stated in the Land Act (Cap.113) and Its Regulations of 2001. The Act also provides for the District Land and Housing Tribunal to decide in in case there is misunderstanding between the parties. Section 8 of the Local Government Act of 1982 vests planning responsibilities in the Local Government Authorities.

Cadastral Survey is administered by the Survey Ordinance (Cap 324) and its regulations sets standards for cadastral survey, approving authority and custodian of spatial data. Land titling and registrations are administered by the Land Act (Cap. 113) its subsequent regulations of 2001 which vests powers of titling general and reserved land on Commissioner for Lands and or to the delegated officers. The Land Registration Act (Cap.334) read together with Land Act (Cap. 113) provides the procedures and powers of the Registrar of Titles to register land. Other legislations include the Environmental Management Act No. 20 of 2004, this Act provides for the protection of the environment and established authority responsible to that matter the National Environment Management Council (NEMC). The EMA 2004 prohibits undertaking of socioeconomic activities in various areas such as those earmarked as hazardous, protected areas by other laws such as wetlands, national parks, game reserves and water bodies especially the 60m from the highest water mark, further description is well provided under second schedule (6) of EMA 2004 . The Land Acquisition Act (Cap 118), this Act provides criteria and rights of lands owners on land to be acquired and procedures for land acquisition. the Unit Titles Act No. 16 of 2008, this Act authorizes issuance of fully flagged certificate of occupancy to owner of a unit of a building among many others on one defined parcel of land or structure. It also provides for the procedures to be followed by the Registrar of Title to issue such titles. The Local Government (District Authorities) Act (Cap 287) and the Local Government (Urban Authorities) Act (Cap 288 provides for the mandates and operation of the District Authorities and Urban Authorities Respectively. The Electronic Transactions Act No. 13 of 2015 which provides for legal

recognition of electronic transaction, e-Government, facilitate use of electronic signatures and such matters,

There are also legislations that regulate professionalism which include: the Town Planners Registration Act No. of 2007 for the registration and control town planning practice, the Valuation and Valuers Registration Act (Cap.138) for registering valuers and control valuation practice, the Advocates Act (Cap 341) and the Professional Surveyors Act, No. 2 of 1977 both vested with powers to register and control their respective professionals.

The content of this Manual has been developed to complement these legal provisions but also taking into consideration experiences in some of the regularization projects so far carried out in the country.

CHAPTER THREE: SAFEGUARD REQUIREMENTS

In undertaking regularization and formalization, the Ministry of Lands Housing and Human Settlement (MLHHSD) in corporation with World Bank have developed guiding documents in matters related to Environmental and Social of which the project shall comply. The project implementation stakeholders must go through the following documents so as to comply with safeguards requirements in the project financed underworld bank; Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Resettlement Policy Framework (RPF), Vulnerable Groups Planning Framework (VGPF). All these documents are publicly available in the ministry website. (https://www.lands.go.tz/publications/land-tenure-improvement-project-ltip). The following section shall discus briefly on area to concentrate while the details shall be found on respective documents.

A. *Environmental and Social Management Framework*

ESMF provides for issues to be conformed before and during land registration. The following are highlights of the requirements which implementing teams including the private sector contractors have to comply during regularization process.

   i.   CUCO shall use the E&S selection criteria as narrated in **Annex 6** of the ESMF for proposing the project areas. Screening for E&S impacts should be conducted once sites are selected. E&S screening is important to determine the magnitude of the potential E&S risks impacts and devising the relevant mitigation measures plans to be prepared to address potential risks and impacts.

  ii.   Once the project areas are selected, CUCO shall conduct screening, and prepare the ESMP of the project area before handling over the project area to implementing teams including private sector contractors. Screening for E&S impacts should be conducted to determine the magnitude of the potential E&S impacts and the relevant plans to be prepared. Guidelines for screening procedures for E&S are narrated in the Environmental and Social Framework (ESMF) **Sections 7.2 and 7.3**. The implementing teams which include the private sector contractors shall conduct further analysis of the impacts analysed under ESMP using community consulting meeting, suitability and risk analysis plus any methodology which shall define the impacts on ground.

iii. At the initial entry point to a regularization sites, an agreement with target community/Mtaa, will need to be reached, on how to manage land donation issues. The PIT is required to ensure all the steps undertaken to sensitize and consult with the targeted CROs/CCROs beneficiaries will be duly documented. A Community Led Negotiated Process for utility land donations, should also be pursued in both CRO and CCRO processes. Inevitably, there will be some cases where physical assets located within the needed rights of way where landowners may object or where land donations are not possible. In such cases negotiations with the affected landowners and neighbors to reach a collectively acceptable solution will be sought to be achieved through consensus.

iv. Mass urban certification shall not be implemented in areas of important ecosystems, biodiversity or within protected areas; these area are normally gazetted under government notice. These areas will be determined prior by the PMT through the use of Annex 6 of the ESMF as described in part i of this Section.

v. Teams for E&S should be available at direct and indirect team with a core function of implementing the council ESMP. The E&S teams shall report to safeguard team in CUCO every week during site meetings. The CUCO - E&S Team shall report to ESMT under PIT Monthly after analysis and completion of direct and indirect team. The E&S Team for direct and indirect team shall be responsible for implementation of ESMPs which have prepared by CUCO with support from PIT.

vi. In case of any physical activity which might result in the allocating the road or any public activity difference from cultural heritage, the implementing teams which include private sector contractors shall undergo the procedure as narrated in **Annex 2** of the ESMF.

vii. Training for capacity building on E&S issues of the project shall be conducted to RLO and CUCO by PIT; Implementing teams (direct and indirect team) and MRC shall be trained by CUCO so as to be able to supervise the implementing team. The ESMF has a training plan which will be used by the project as narrated in **Section 3.7.5** and in **Table 3.5 of the ESMF.**

B. *Stakeholder Engagement Plan*

I. The Stakeholder Engagement Plan involves developing appropriate strategies to effectively engage stakeholders throughout the lifecycle of the project, based on the analysis of their needs, interests and potential impact on project success.

II. The PIT shall hold National Stakeholder Meeting following by District Stakeholder Meeting so as to introduce the project in the area of jurisdiction.

III. PIT shall also have responsibility to introduce implementing teams to the regional and local government authorities once selected so as to ensure the leaders are well informed with the inception of project activities.

IV. CUCO shall be responsible for introducing the project at ward level and Mtaa level, this goes together with introducing of the Implementing Team which can either be direct or indirect team. CUCO shall also facilitate the selection of MRC members (CUCO must ensure the composition of MRC has a minimum of four (4) women, MRC is guided to have 8-12 members, 3 Members are forming MRC by virtue of their position which is Ward Councilor, Mtaa Chairperson and Mtaa Executive Officer), the MRC shall be selected after getting the implementing on particular project area. However, during field works, MRC may include depending on demand ten cell leaders or hamlet leaders to assist them during adjudication after consultation between CUCO and the PIT

V. Implementing team shall conduct tailored public sensitization based on the ESMPs, cultural differences, languages and other assessments of the community using the radio, television, magazine, social media and any other means which might improve community engagement

VI. The Project Shall facilitate sensitization and awareness which shall be carried out CUCO and Civil Society Organizations (CSOs) at the project area so as to ensure inclusion of the project activities to elderly, youth, women, persons living with disabilities and orphans of which is most cases they have been left side.

C. *Engagement* on Project Components:

i. Urban Settlements Regularization

There are a number of key stages of engagement including initial sensitisation and awareness raising which must include all members of the community, negotiation, collection of spatial and non spatial data (parcel identification), development of the regularization schemes using updated base maps as the basis and displaying of the prepared scheme (public hearing) to ensure that people in the community understand the outcomes of the regularisation exercise. The approach to consultation during urban settlements regularisation is presented in the table below.

Table 5: Settlements Regularization Activities

Project Implementation Activity	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
Awareness creation/ Sensitisation	PIT, ESMT, Direct/Indirect Teams, CUCO	Regional, District, Council Officials and Relevant Ministries	Meetings – Departments or one to one	Community awareness created in Project Area of the proposed project, activities and processes as well as the GRM.
	PIT, ESMT, CUCO, Direct/Indirect Teams, Council Technical Team[2]	District, Ward and Mtaa Leaders	Meetings and Workshops	
	CUCO, Media, Direct/Indirect Teams,	Wider Target Community	Community Meetings, Traditional Means of	Willingness to engage with Project/ undertake property

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[2] Council Technical Team includes Town Planner, Land Surveyor, Authorized Land Officer, Land Valuer, Community Development Officer, Environmental Officer, Ward Executive Officer

Project Implementation Activity	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
	Council Technical Team, CSOs		Communication, Flyers, Adds and Pop – ups	inventory Marginalised groups/ households identified and CSOs to support identified.
	Media, CUCO, Direct/Indirect Teams, Council Technical Team, CSOs, ESMT	Marginalised Groups and women	Community Meetings and Focus Group Discussions to ensure the groups are aware of their legal rights and to support their inputs.	
Property inventory and details picking on land use functions	Direct/Indirect Teams.	Target community including marginalised groups and women	PA System, Social Media, One to one discussions and review as needed	Adjudication map, - Property Inventory Register and Draft Town Plan (based on data available)
Public Hearing	Direct/Indirect Teams	Target community Including marginalised groups	Public hearing to review draft regularization scheme of the community involving	Layout and infrastructure sketch map (Revised Regularization Scheme)

Project Implementation Activity	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
			technical experts to lead the discussion with inputs from the community, marginalised groups (women, the disabled, youth and the elderly etc). Verification that all land has been captured and discussions on regularisation requirements.

Focus Group Discussions with Marginalised Groups and women. | |
| Land use planning/ and survey (integrated) | Direct/Indirect Teams , MRC, ESMT | Adjudication and negotiation on land | Meetings with individual households (the wife should | Detailed Land Use Plan (TPD), Survey Plan |

Project Implementation Activity	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
		boundaries for individual households based on agreed plan	always be present), and neighbours to discuss and agree issues (systematic adjudication)	and Database
Display of adjudication maps and Drafts of regularization schemes and accommodation of comments of Regularization Scheme[3]	Direct/Indirect Teams, MRC, CSOs, GRC, land owners	Display of draft regularization scheme for comments/ agreements	Public display, PA Community Consultation – should ensure that marginalized groups and women participate	Basis for developing final drawings and issuing CROs.
Conflict resolution and grievance redress	Mtaa leadership, Mtaa regularization committee, GRC and Council Technical Team	Mtaa community and individuals	Conflicting parties to appear before Regularization committee hearings, if not resolved will be referred to Mtaa Committee	Minutes of mutual agreements of the conflicting parties

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[3] Regularization Scheme refers Detailed Land Use Plan prepared for unplanned developed settlements

Project Implementation Activity	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
Certification of urban land	Council land office, Technical Teams and Regional Land Offices	Individual certification issues	Consultation Access to GRM	CROs

ii. _Urban Settlements Formalisation_

There are a number of key stages of engagement including initial sensitisation and awareness raising and consultation on the demarcation of land parcels. The approach to consultation during urban settlements formalization is presented in the Table 5

Table 6**:** Urban Settlements Formalisation

Sub-Components	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
Awareness creation	PIT, ESMT, Direct/Indirect Teams	Regional, District, Council Officials and Relevant Ministries	Meetings – Departments or one to one	Community awareness created in Project Area of the proposed project, activities and processes as well as the GRM.
	PIT, ESMT, Direct/Indirect Teams, Council Technical Team,	District, Ward and Mtaa Leaders	Meetings and Workshops	Willingness to engage with

Sub-Components	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
	CUCO			Project/ undertake property inventory
	Media, Private Company, Council Technical Team, CSOs	Wider Target Community	Community Meetings, Traditional Means of Communication, Flyers, Adds and Pop - ups	Marginalised groups/ households identified and provided with additional information as relevant.
	Media, Private Company, Council Technical Team, CSOs, ESMT	Marginalised Groups and women	Community Meetings and Focus Group Discussions to ensure the groups are aware of their legal rights and to support their inputs.	
	Media, Private Company, Council Technical Team, CSOs, ESMT	Marginalized Groups including traditional leaders (if present)	Community Meeting Focus Group Discussions Meetings with Traditional Leaders	
Property inventory and details picking on land use functions	Planners, Surveyors, Land Officers, Para surveyors, GIS Technicians, private firms,	Target community including marginalised groups and women	PA System, Social Media, One to one discussions and review as needed	Property Inventory Register (Database)

Sub-Components	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
(Use of ILMIS Mobile App)				
Parcels identification map	Planners, Surveyors, Land Officers, Para surveyors, GIS Technicians, private firms, the public	Target community and interested parties including marginalised groups and women	Community Meetings One to One or Small Group Discussions	Layout and infrastructure sketch map
Public hearings	Technical Team CSOs	Target community including marginalised groups and women	Public hearing on parcels identification map (involving technical experts to lead the discussion with inputs from the community, marginalised groups (women, the disabled, youth and the elderly etc). Verification that all land has been captured and discussions on	Report on raised issues and how has been addressed Approved Property Inventory Register (Database)

Sub-Components	Who will be Involved	Target Stakeholders	Engagement Approach	Expected Outputs
			formalization requirements. Focus Group Discussions with Marginalised Groups and women.	
Conflict resolution and grievance redress	Mtaa leadership, formalization committee, Council Technical Team	Mtaa community and individuals	Conflicting parties to appear before formalization committee hearings, if not resolved will be referred to Mtaa Committee	Minutes of mutual agreements of the conflicting parties
Certification of urban land	Council Technical Teams Mtaa Executive Officer (MEO)	Target community including marginalised groups and women	One to One or Small Group Discussions	Residential License and database

iii.   Engagement Methodologies

Stakeholders' engagement approach will involve the following methodologies: -

Meetings

Meetings will be conducted at Regional, District, Ward and Mtaa levels in the selected project sites. The CUCO shall be responsible for the introduction meetings of the implementing team at project area, the remaining meetings shall be arranged with implementing team in cooperation with MRC and Mtaa Council. The aim of conducting meetings among others will include creating project awareness, ownership, sharing experiences and resolving conflicts emanating from project implementation. At the Mtaa level separate meetings will be held by CSO for marginalized groups and women at the community level. The instruments prepared including guiding manuals and documents will be used for effective project operations including modalities for conducting meetings and handling complaints with Marginalized Groups and women. These documents are available in the MLHHSD website

Communication and Consultation

Public engagement is the key for participatory planning which is the heart of regularization. Since every plot under regularization is owned by a certain land owner, the implementing team has to use various techniques to communicate with land owners so as the can come on board and hence reduce the land grievances before they become land conflicts.   The following communicating methodologies have been proved to be successful during the pilot work in Dodoma. Currently PIT is running Television sessions, prepare the flies and social media i.e, https://instagram.com/ltip_tanzania?igshid=MzRlODBiNWFlZA==, https://youtu.be/A05gqkH3dSU?si=BRd2RKQFaO6ST9gI. Implementing team shall design the best ways to ensure maximum engagement of communities.

    i.   Public meetings; -
   ii.   Roundtable discussions;
  iii.   One-on-one interviews;
  iv.   Newspaper/magazines/radio/TV/ social media
   v.   Phone /email;

vi.   Site visits;

vii.   Formal meetings;

viii.   Workshop/focus group discussions; and

ix.   Distribution of pamphlets and newsletters;

x.   Online meetings

In strengthening communication and consultation at various levels, communication methods of each individual stakeholder group, indicating key characteristics and corresponding specific needs are summarized in **Table 6 below:**

Table 7: Stakeholders Communication Strategy

Stakeholder Group	Specific needs	Language needs	Communication Means
Government (CUCO, RLO, PIT)	Inclusion in the decision-making process	Swahili and English	Correspondence by phone/email/Text/Instant message • One-on-one interviews/online meetings • Formal meetings • Roundtable discussions
Impacted Communities	Depends on the specific communities	Swahili, Native language when necessary	Letters from LGA to the Mtaa and sub Mtaa local leaders Traditional notifications Mtaa meetings, PA system
Marginalised Groups/ Households/PLWDs Women	Ability to engage with the Project	Swahili, Native language when necessary	Protocols will need to be developed to engage with polygamous households, tenants and disabled people to ensure their rights are respected and considered in the land tenure process. These protocols will be developed

Stakeholder Group	Specific needs	Language needs	Communication Means
			following initial engagement with such households.
Other interested parties	Inclusion in the engagement process	National language (Swahili) and English	Meetings, Letters, Telephone, Emails and Social media
Implementing Teams	Participatory Planning	Swahili, Native Language	Public meetings, Roundtable discussions, One-on-one interviews, Newspaper/ magazines/ radio /TV/ social media, Phone /email, Site visits, Workshop/focus group discussions, Distribution of pamphlets and newsletters, Online meetings

D. *Resettlement Policy Framework*

The Resettlement Policy Framework (RPF) applies to permanent or temporary involuntary land take or restrictions from land use undertaken in connection with LTIP activities implementation. The framework provides guidance in the preparation and implementation of site-specific resettlement action plans (RAPs) and any livelihood restoration activities in cases where land acquisition or change in livelihoods of the people on that land may be required in the proposed LTIP. Similarly, the Framework ensures that Project Affected Persons (PAPs) do not suffer any negative social or financial impacts through appropriate measures contained in the RPF. Resettlement Policy Framework was prepared following the World Bank Environmental and Social Framework (ESF) particular focus on ESS1, ESS5, ESS7 and ESS10 and country policy and legal requirements.

Regularization functions may involve land take to establish community roads and right of way/ passage between existing land plots. In case of any land take RAP has to be prepared. The need for a RAP will be determined based on the nature and extent of any displacement impacts associated with the construction of offices or regularisation. In most cases RAPs will be developed at a community level for the area undergoing regularisation. The extent of land take however, will be minimised to the extent possible by limiting the width of these rights of passage in both urban and peri-urban areas. Such land take will be provided via Voluntary Land Donation procedures in line with the WB ESS 5 Footnote 10 and other provisions or will need to be compensated in line with the entitlements matrix as outlined in the RPF. Given the complexity of land regularization, a Community Based Engagement Approach (CBEA) will be utilized in order to get access of public land, alternative land for PAPs and conflict resolution. PIT together with CUCO shall ensure discussion on CBEA is agreed on entry levels following to other community meetings basing on the issues raised during the implementation processes. The PIT is required to ensure all the steps undertaken to sensitize and consult with the targeted CROs beneficiaries will be duly documented. .

Although LTIP does not expect to undertake any land acquisition as it is expected that much of the land for access roads will be provided through Voluntary Land Donation, it is however, important that all categories of Project Affected Persons are identified and understand their options in relation to land take.

   a) *Community based engagement approach*

LTIP will employ a robust community engagement approach throughout project implementation. The process and all the steps undertaken to sensitize and consult with the targeted CROs beneficiaries will be duly documented. Community led negotiated process: Although the approach will be based on voluntary land donations, inevitably, there will be some cases where physical assets located with the needed rights of way where landowners may object or where land donations are not possible. In such cases negotiations with the affected landowners and neighbors to reach a collectively acceptable solution will be sought to be achieved through consensus. Mitigation measures outlined in the project RPF documents including land and assets compensation shall be applied explored on a case-by-case basis, upon agreement between the GOT and the WB.

b) Voluntary Land Donation

As required the Project will implement the Voluntary Land Donation (VLD) Procedures outlined in the RPF ensuring that project affected people are fully informed and consulted and are aware of their rights in relation to VLD. The project will ensure that no land is donated contrary to the requirements presented in the RPF, ESS5, Ministry Regularization Manual and Space and Standards Planning Regulation of the Urban Planning Act.

c) Requirements for Voluntary Land Donation

Households may choose to voluntarily contribute land or assets without compensation. The following requirements will need to be met for voluntary land donation to be considered as per ESS5:

i.   the potential donor or donors have been appropriately informed and consulted about the project and the choices available to them;

ii. potential donors are aware that refusal is an option, and have confirmed in writing their willingness to proceed with the donation;

iii. the amount of land being donated is minor and will not reduce the donor's remaining land area below that required to maintain the donor's livelihood at current levels;

iv. no household relocation is involved;

v.   donor is expected to benefit directly from the project; and

vi. For community or collective land, donation can only occur with the consent of individuals using or occupying the land.

The Mtaa will assure that voluntary contributions are made with the prior knowledge that other options are available including compensation at replacement cost and are obtained without intimidation or duress. PAPs have the right to refuse to donate assets and receive their entitlement and compensation for their land and assets lost in line with the entitlements matrix. They will be fully informed of their rights and access to grievance mechanisms as described in RPF.

Detailed procedures for voluntary land donation should be referred from the RPF.

E. *Environmental and Social Commitment Plan (ESCP)*

The ESCP requires compliance with all provisions of safeguard plans or other documents whether already prepared or to be prepared. In particular, the ESCP requires compliance with the provisions set out in the Stakeholder Engagement Plan (SEP), Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF) and Vulnerable Groups Planning Framework (VGPF) which have been developed for the Project, as well as other specific instruments as needed, such as Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), Marginalized Groups Plans, etc.

On the identification of the resettlement during land regularization under ESS 5, **Sub-section 5.1** the ESCP states that identification of potential resettlement impacts will be determined during land use planning through voluntary land donations. As per the RPF, in case the landowner is adversely affected due to land donation to the extent is required to relocate, such person shall be entitled to compensation. For the time land owner await for such valuation/compensation she/he will be issued with RL.The ESCP further directs on the resettlement plan under **Sub-section 5.1** that as required, the Government, via the LGA supported by the PIT, will develop and implement resettlement action plans consistent with the requirements of the RPF, ESS5 and national legislation, including the implementation budget and support for resettlement.

On the voluntary land donation which is crucial during regularization, as described under **Sub-section 5.3,** the project will implement the Voluntary Land Donation (VLD) Procedures outlined in the RPF ensuring that project affected people are fully informed and consulted and are aware of their rights in relation to VLD. The project will ensure that no land is donated contrary to the requirements presented in the RPF and ESS5. On Grievance Redress Mechanism (GRMs), under **Sub-section 5.4** the Government, via the PIT, will ensure that the RAPs include details on the Grievance Mechanism, which will also be available to receive any Project-related resettlement complaint and feedback. The Government will maintain operational GRMs and records throughout the lifetime of the Project as outlined in the RPF.

I. Preparation and Use of The Site-Specific Safeguard Documents (ESMPs, RAPs, LMP, GBV Action Plan, etc)

The CUCO with support from PIT has developed the ESMP as a tool to guide urban mass certification in conscious with environment and social issues. The CUCO shall handover the ESMP to implementing teams so that they can use it to deal with anticipated impacts. However, the implementing team shall review the anticipated impacts through public meetings, suitability assessment and risk analysis.

The ESMF and RPF describe the screening process and steps for the preparation of the ESMP and RAPS for each regularized or formalized areas. The ESMP are used to guide the regularization and formalization process to reduce impacts to the environment and the community. The certification and registration processes in urban areas will result in the provision of CROs and RL and will not be implemented in areas of important ecosystems, biodiversity or within protected areas.

It is anticipated that land certification and registration activities will have no impact or very low impact because they will not involve any physical activities apart from installation of ground level beacons where necessary.

The Environmental and Social Specialists will screen for potential social and environmental impacts to be caused as a result of land certification and registration processes. The screening process will be conducted before land registration process begins and will help to determine what kind of tools to be prepared which provides the mitigation measures based on the identified impacts as described in **Table 8 :**

Table 8: Results of Screening Process and Recommended Tool

S/No	Identified Potential Impacts	Recommended Tool and procedures	Responsible Person
Environmental Impacts			
	Clearance of	ESMP to be prepared based on the	District Field Team –

S/No	Identified Potential Impacts	Recommended Tool and procedures	Responsible Person
	Vegetation	mitigation measures in the ESMF and any site-specific considerations	Urban Private Firms – Urban District Environmental Expert
	Soil Erosion		
	Traffic Management		
	Dust emission		
Social Impacts			
	Presence of External Workforce	ESMP to be prepared based on the mitigation measures in the ESMF and any site-specific considerations Operationalize Labour Management Procedures (LMP)	District Field Team – Urban Private Firms - Urban
	Gender Based Violence	Development and Implementation of GBV Action Plan including grievance redress mechanism Implementation of Stakeholder Engagement Plan Worker Codes of Conduct (as per LMP)	District Social Expert
	Conflict Over Land Rights	ESMP to be prepared Stakeholder Engagement Plan including Grievance Redress Mechanism(s)	District Social Expert
	Displacement	Development of a Resettlement Action Plan or implementation of Voluntary Land Donation Procedures (or both) in line with the Resettlement Planning Framework (RPF) Operationalization of Grievance	District Social Expert

S/No	Identified Potential Impacts	Recommended Tool and procedures	Responsible Person
		Redress Mechanism	
	Labour and Working Conditions	Operationalise the Labour Management Procedures	District Environmental and Social Expert

Once the plans have been developed, they will be shared with the World Bank for clearance and disclosed to stakeholders within the Region/District where the Project is being implemented for comments.

II.   Grievance Handling Mechanisms

For the purposes of this project a number of Grievance Redress Mechanisms have been established as follows:

a) Land Related Grievances: to address grievances associated with the certification and registration processes (presented in the SEP)

b) General Grievance Mechanism; related to project implementation, GBV, damage caused by the team, etc (described below)

c) Voluntary Land Donation and Resettlement Grievance Mechanism to address issues associated with these matters including compensation, timing etc (presented in the Resettlement Policy Framework)

d) According to exercise gained in previous public display mission during regularization and formalization project implementation, there are two types of major complains raised during public display which are technical and non technical complains

   i) Technical complains includes claims like Adjudicated parcel not found on map, claim on parcel area being too small or too large, Shape of parcel is not the same, incorrectly or errors in name recording.

   ii)   Non technical complains includes claims like the name appearing on the public display not being the same to the owner, The spouse requiring his/her name to be incorporated in the document, boundary disputes, objections etc

Technical claims are normally handled by technical team while non technical complains are resolved through GRC responsible for grievance handling at Mtaa level.

While the entry point for these systems is through the Mtaa Chairperson or Executive Officer or the Mtaa Adjudication Committee how the complaints are handled after this varies depending on the nature of the grievance.

Private firms, contractors and consulting firms (including NGOs and CBOs) hired/ contracted to implement or support implementation of elements of the Project will be required as to demonstrate that they have a functioning grievance redress mechanism through which employees can submit complaints. The GRM needs to include accessible submission arrangements, timelines for addressing grievances and clear roles and responsibilities. Furthermore, the GRM needs to be transparent and free of any retribution. The establishment of these GRMs should allow for issues to be addressed at the most appropriate level.

In addition, a project wide GRM will be established by the ESMT within the PIT which can be accessed by all direct and contracted workers on the Project. The GRM will be managed by the Community Development Officer with support as needed from relevant departments in the MLHHSD (notably the Human Resources and Legal Departments). The GRM will include the following steps:

i. *Submission of Grievances to the ESMT in writing, by email or phone*. In addition, grievances can also be shared with the District Field Officer in the relevant district who will transmit the grievance to the ESMT at the national level.

ii. *Acknowledgement of Grievance:* The ESMT will acknowledge receipt of the grievance within two working day and advise if the grievance will advise on the next steps (grievance to be investigated, grievance not project related, use of alternative GRM e.g. if grievance relates to project implementation issues etc).

iii. ***Investigation of Grievance:*** The ESMT will undertake the required investigations needed to understand the nature of the grievance and the proposed resolution. As needed, other experts will be included in this process (Social/GBV Specialist, Contractor Personnel, HR Staff, Legal Team, Field Based Staff etc). If the grievance relates to GBV the grievance will be treated in confidence and the investigations will be limited in nature (as per the GBV Action plan to be developed). This process should not take more than 7 working days. In the event of complex issues, the complainant should be informed that the grievance will take longer to investigate and given an indicative timeline. In other cases, immediate resolution may be required in order to protect the health and safety of workers (e.g. reports of unsafe working practices on construction sites, reports of forced labour etc).

iv. ***Resolution of the Grievance:*** The ESMT will inform the complainant of the proposed resolution and seek their agreement to implement the measures. If the complainant is not satisfied with the proposed resolution they will be advised of their options in terms of legal redress.

All grievances will be logged, tracked and monitored to determine if there are any trends that indicate systemic labour issues with a contractor, manager etc. Grievances can be submitted anonymously but complainants should be made aware that this will limit the extent of any investigations. Similarly, complaints can request that their grievance be treated in confidence but should be made aware that this may limit the ability of the ESMT to investigate and resolve the grievance.

All workers will be made aware of the GRM during the recruitment process and information on the GRM will be posted in Swahili at worksites.

CHAPTER FOUR: OPERATIONALIZATION OF THE INSTITUTIONAL ARRANGEMENT FOR PROJECT IMPLEMENTATION

I. Institutional Arrangement for Project Implementation at the National level

A. *Project Steering Committee (PSC)*

A Project Steering Committee (PSC) is set up at the Permanent Secretary Level and chaired by the PS of MLHSSD. Additional members of the PSC are the PS for Ministry of Finance and Planning (MOFP) and for PO-RALG. Other Ministries, such as Ministry of Natural Resources and Tourism; Ministry of Agriculture; Ministry of Livestock and Fisheries Development, may participate as needed. This committee will be responsible for approving annual work plans and budgets and major coordination issues among ministries or levels of government. Within MLHHSD a Technical Committee will be set-up made up of Heads of Departments and Sections and an appointed permanent member from the LGAs and Ministry of Planning and Finance. The Technical Committee will oversee the implementation of the Project and provide technical inputs and policy guidance, respond to inter-departmental issues, and agree on staff transfers. A detailed organogram, clear reporting lines and definition of roles and responsibilities is defined in the Project Operations Manual under chapter two (2.2: project co-ordination and oversight)

B. *Ministry of Lands, Housing and Human Settlements Developments(MLHHSD)*

MLHHSD is responsible for all land matters in the country, including manages surveys and mapping; human Settlements Development, oversees the land administration infrastructure; drafts land laws and policies; manages land registration, and issues certificates; manages land use planning; and resolves disputes among other related functions. LGAs s play an important role in the process of issuing CROs and RLs as defined by the Land Act and Local government authorities (LGAs).

C. *Project Implementation Team*

The regularization and formalization take place following project implementation arrangement. The processes are embedded within the overall implementation structures which gives responsibilities of each team within the line of execution of project activities from the national level, district and community level. The overall project implementation arrangement is also

featured in other project and safeguard documents such as the ESMF and the Operational Manual as given in Figure 1 below:

D. *Regional Land Office (RLO)*

This office consists of officials responsible for scrutinizing and approving land deliveries at regional level and includes Assistant Commissioner for Lands, Regional Town Planner, Regional Land Surveyor, Regional Valuer and Assistant Registrar of Titles. They are not part of PIT but they are having instruments vested to them by their directorate and are responsible for verification, quality assurance, scrutinization of the outputs and approval everyone in his/her area of work just as it is provided in their day to day working instruments except that they are doing it massively as delivered by the system. RLO will ensure all necessary data in a project area as requested by CUCO and implementing teams are provided timely (within seven (7) days) and approval of deliverables within 14 working days. They are facilitated DSA for field visit to see how the work is conducted and any other verification prior to approval to avoid unnecessary delays during approval.

E. *Council Land Office (CLO)*

This is an existing office as it is now at Council level is responsible for processing council's approval for activities requiring such approvals, resolving grievances, scrutinizing land service outputs and approve and keep record or recommend to the regional offices for approval. This office consists of Council Head of Department, Planners, Surveyors, Valuers, Cartographers and Land Officers who may also be Registration Officer for RLs and CCROs. This office is not under PIT but for those officers who may not be included in the CUCO will have to be facilitated DSA to visit Mitaa and Villages during implementation to verify, check, and acquaint with work done prior to any clearance will be required of them. For example; an Authorized Land Officer and Authorized Land Surveyor have instrument for issuing request for survey, survey instructions and inspection of erection of beacons, in case they are not in CUCO they will perform their job as per their instrument. CLO, guided and supported by CUCO, will be directly engaged in in development and validation of LGA-wide Land Suitability Analysis, which should also be presented to Council Management Team and Council before submitting to the regional office for final approval of the Town planning layouts.
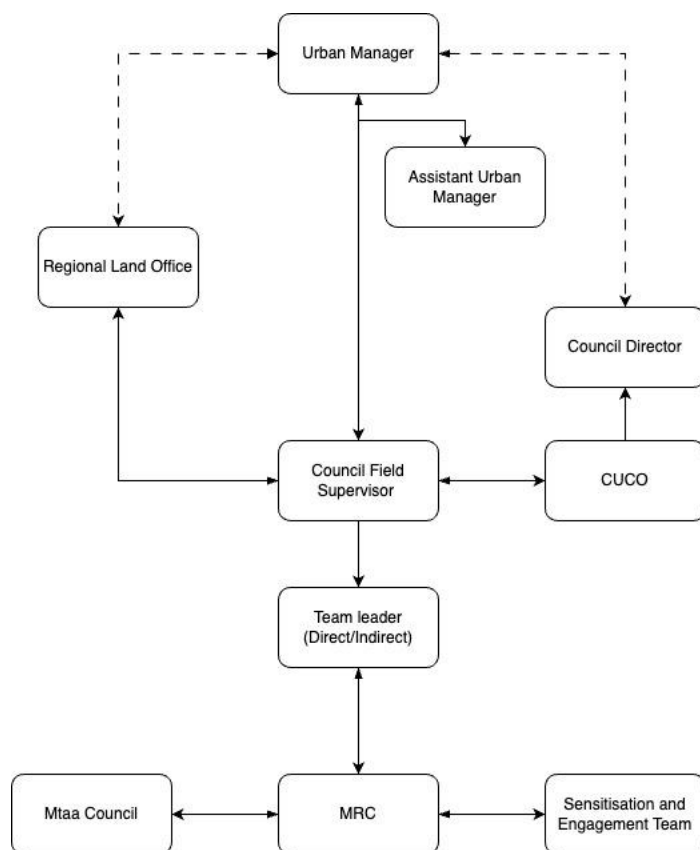
Figure 1: Urban Certification Arrangement

1. *PIT Role in Preparation and Implementation Coordination of Council Level Activities*

The PIT is the main project coordinator and has duties relating to preparation, monitoring, contract management, support to Regional and Council land offices in various stages of preparation and implementation of the project.

Preparation

    i.   Sensitization and capacity building to regional and Council level implementation teams and stakeholders

    ii.   Procuring of service providers to supply orthorectified mosaic drone image and DEM.

iii.   To supply working tools for direct implementation teams

iv.   Leading establishment of direct implementation teams and procurement of private firms for indirect implementation

v.   Facilitating the direct teams and indirect teams through RLO to access the most current existing plans (Surveys Plans and Town Planning Layouts) in the project areas

a. *Implementation*

i.   Contract management (for indirect implementation) and Oversight (for direct implementation)

ii.   Desk review of progress reports prepared by CUCO

iii.   Spot checking of implementation team deliverables following initial review/approval by CUCO

iv.   Periodic Implementation Support Missions

     a)   Kickoff and on boarding

     b)   Mid-way check-in #1 (25% completion)

     c)   Mid-way check in #2 (50% completion)

     d)   Final visit for preparation of CRO/RL issuance

b. *Capacity Building for Sustainability and Conclusion of Project Activities in Council*

i.   *To facilitate Training to the RLO, CLO, CUCO, and Implementing teams*

ii.   *To facilitate RLO and CUCO to capacitate project implementors in project areas*

2.   *Council Urban Certification Office (CUCO)*

Council Urban Certification office comprises 8 members; Town Planner, Land Surveyor, Land Officer, Valuer, Cartographer (GIS technician), IT officer, Environmental Officer and Community Development Officer. The Office will be ready by Council Field Supervisor (CFS) as indicated in figure 2
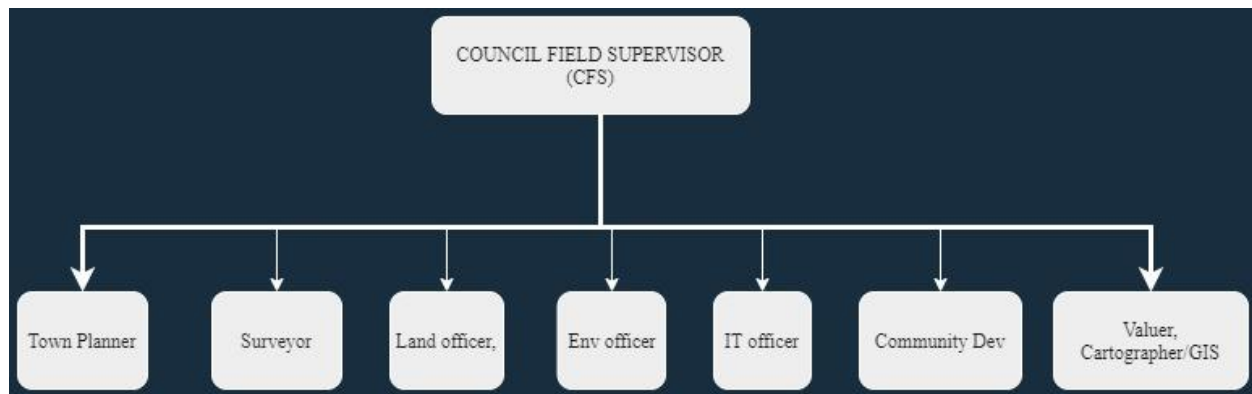
Figure 2: Council Urban Certification Office team Composition

i. *Role*

    a) Communications and facilitation support to public awareness

    b) Quality assurance over deliverables of direct implementation teams *or* private firm providing indirect implementation services

    c) Safeguards oversight

    d) Support dispute resolution and grievance handling at lower levels

    e) Provides technical advice to the council and reporting on project progress

ii. *Responsibilities at Various Stages of Project*

    i. Preparatory activities

        a) Introduce the project at ward level through WDC

        b) Introduce the project at Mtaa level through Mtaa General Meeting

        c) Introduce direct and indirect teams at LGA, Ward and Mtaa Level

        d) Facilitate public sensitization and community engagement

        e) Laisse with RLO and access existing surveys, town planning layout and master plan available for the project area

        f) In collaboration with CLO, develop digital base map which assembles all layers required as inputs to Land Suitability Analysis, including existing plans/surveys/title, and infrastructure networks (existing and planned), topology, building footprints and flood history data where available, and any other key features critical for environmental, social, and economic potential analysis

g) Facilitate Land Suitability Analysis covering the entire area of the planning authority (or joint planning area if it extends beyond authority boundaries). The land suitability will consider environmental, social, and economic aspects, and its outputs must be both a digital map and a brief which provides the analytical results that provide basis for assigning of appropriate conservation or planning intervention.

ii.   Implementation Support Activities

a) To organize and supervise to direct teams

b) To conduct site meeting once in every week with implementation teams

c) To review and compile site report before submitting to PIT in every Month

d) To conduct snap check on compliance of project implementation basing on urban manual

e) To check and report on compliance of implementation of the site specific ESMP

f) To facilitate coordination between implementing teams, MRC, MC, LGA and RLO (CUCO is a link to all project stakeholders)

g) To insure council technical meeting for endorsement of proposed plans (scheme of regularization and survey plans) and reports (ESMP implementation reports) is conducted within seven days

h) To issue the supporting attachments (Request for surveys, Beacon certificates, beacon numbers, Cover Letter, Forms, Minutes of endorsements) for approving the plans (SR and RSP)

i) To distribute approved plans and register of identified land owners (Detailed information of a plot as per ILMIS data format requirement)

j) Report to PIT incidents and accidents within 48 hours

iii.   Issuance of CRO/RL

a) To conduct public awareness on collection and paying for CRO

b) Oversee process of land owners filling LF. 19

c) To oversee the process of scanning and uploading LF. 19

d) Close follow up on all processes to issuance of CRO/RLs

iv.   Institutionalization of Process for Future Registrations

    a) Training of relevant officers

    b) Public awareness campaigns

    c) M&E of compliance

    d) Enforcement

Relationship to Project Management and Government Hierarchies (refer figure 1)

i.   MLHHSD Project Implementation Team (PIT)

The PIT is the main project coordinator and has duties relating to preparation, monitoring, contract management, and support to Regional and Council level teams in various stages of preparation and implementation. The PIT is working directly with Project Technical Committees, in other world PIT is implementing the activities which have the approval of PTC (Remember, PTC is formed by Ministry Management Team).

ii.   Regional Land Office (RLO)

Regional land office comprises of five approving staff namely Assistant Commissioner for Lands (ACL), Regional Town Planner (RTP), Regional Land Surveyor (RLS), Regional Valuer (RV) and Assistant Registrar of Titles (ART). The key role in Monitoring and quality assurance will be undertaken by Regional Land Offices. They will also be responsible for supervising and monitoring regularization and formalization processes carried out by direct teams and those outsourced to private firms as per TOR to be developed by PIT. The office is also responsible for approving regularization schemes, regularization survey plans and approval, registration and issuance of CROs. The RLO shall conduct a minimum of one site meeting in the project area. RLO will ensure availability of land datasets in the selected project areas

iii.   Local Government Authority/Councils

The Council shall recommend eight (8) members who will form the CUCO which is responsible for organizing direct implementation teams executing regularization and

formalization, review and consent the developed regularization schemes and preparation processes of CROs. Furthermore, is responsible for preparation processes, signing and registration of RLs. Responsible on supervising and monitoring regularization and formalization processes outsourced to private firms as per TOR to be developed by PIT. The CUCO has to report to Council Management Team on the progress of the project.

3. *Implementation Teams*

Distinction between Direct and Indirect Implementation

a. *Direct Implementation*

i.   Introduction

Under this implementation strategy, the project is aiming at using the public servant. From the pilot work, this method has been proved to be faster in terms of getting team on board in compared to the procurement procedures. However, the strategy has been improved so as to make sure the lessons learned on pilot work are well implemented effectively. The Direct Team shall be formed by Town planner, Surveyor, Land officer, Environment Officer, Social officer and GIS Expert (Cartographer). This team shall also include non-technical staff which shall be responsible for beaconing and working together with MRC. Direct Team shall have a team leader who will be reporting to CUCO as shown in figure no 3.

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      │  Team Leader   │
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  │  Town Planner, Surveyor,     │
  │ Land officer, Safeguard Officers,│
  │ Data Collectors, Cartographer │
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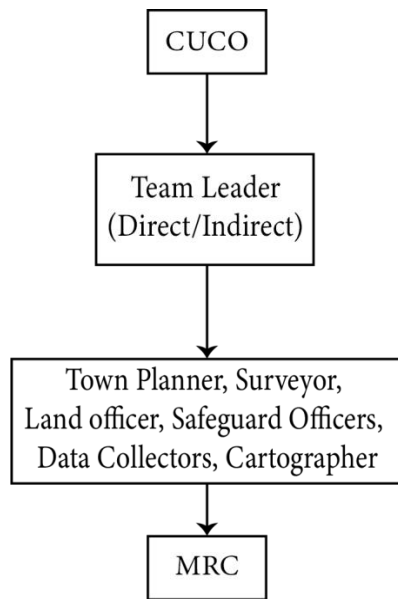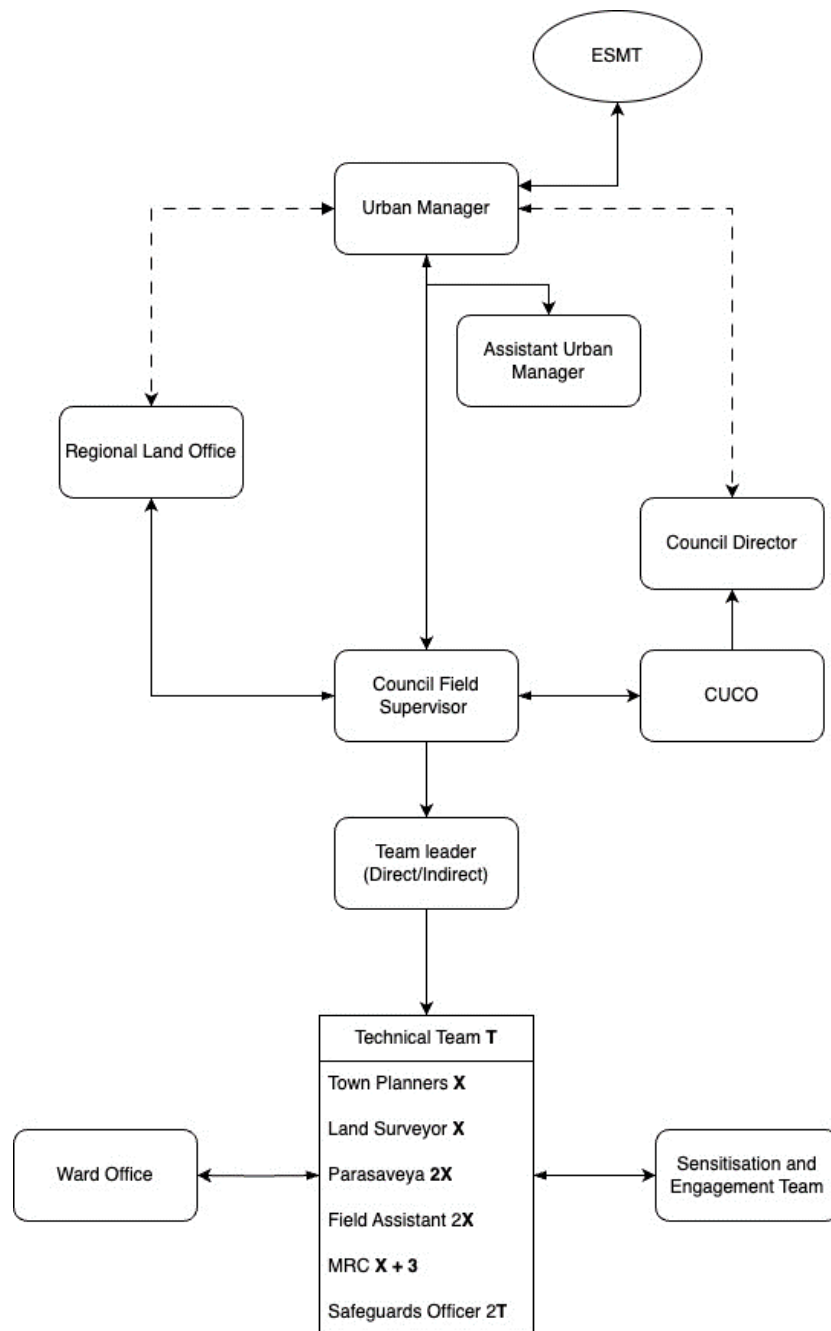
Figure 3: Direct implementation field team

ii.   Composition

Note: x – Number of Expert, T – Means 1 Technical Team

Figure 4: Urban Settlements regularization implementation Structure

Note: One LGA will have a minimum of one Team Leader (T) who shall have a minimum of 8 Town Planner, 8 Surveyors, 16 Para surveyors and 16 Field assistants. 11 MRC and 2 Safeguard Officer (1 Environmental and 1 Social Office) .

iii. Role

The Council field teams are responsible for direct implementation of the certification process in selected Councils, as per methodology described in this manual

iv. Relationship to Project Management Hierarchy

- Safeguards Teams under CUCO shall facilitate community sensitization and engagement activity by working together with CSO and safeguards officers in the implementing teams (Direct/Indirect)

- Direct team shall hold site meeting in every week chaired by Council Field Supervisor and attended by all CUCO members and key technical staffs including MRC and Mtaa Management

- Direct team safeguards officers shall report to CUCO on implementation of the ESMP

- Monitoring and quality assurance role will be undertaken by Regional Land Offices same as CUCO

b. Indirect Implementation (Private Sector)

MLHHSD has a long-time experience of working with private firms in Tanzania especially in the area of Land Regularization. The recommendation on how to engage private sector is based solidly on what happened in Tanzania in the past ten years and the market analysis. The whole idea is to make sure LTIP is implementing mass urban certification through private firms without repeating any past mistakes. The private firms will have opportunity of learning by doing on social engagement/inclusion and environmental best practices that were not previously incorporated into most regularization works as they are now well prescribed in ESCP for the project.

i. *Joint* Venture

The MLHHSD is aware of several ways on which firms or individual consultant can form a joint venture or be involved in subcontracting. However, regularization needs commitment from two professional bodies that are licensed in Tanzania: Planning and Land Surveys. Each side has to bear professional liabilities. The previous experience has shown that a single private firm which was either a survey firm or a planning firm was taking one contract and then hiring surveyors/town planner in the team of key experts, but in case of misunderstanding one party may choose to go away with data just because they know they are not legally bonded with the main contractor. Also, some firms have included individual consultants or subcontractor firms without their consent. In these regards, the MLHHSD prefer to use a joint venture under LTIP as described in this manual.

a. Pre-conditions for Creating a joint venture

- A firm must be updating the information in the business registration authority (BRELA)

- Only firms and not individual consultant are allowed to joint venture

- Three firms are allowed to joint venture however it as a requirement for two firms (planning or survey registered firms under professional bodies) to venture

Note: The tenders shall be applied through NEST, the firms are advised to register the joint venture to the NEST soon after registering the Joint Venture (visit NEST website for further instruction on how to register)

b. How to Register Joint venture

The firms shall visit BRELA ORS (Business registration on line system) in order for them to register their joint venture.

Note: This process can only be done if ; -

i. All the firms which are joint venture have updated their information in BRELA.

ii. One of the directors/company secretaries have been given the access to the firms which needs to join efforts

iii. The whole process is done within 5 working days and everything is done on line.

ii. Team Composition

Team composition will reflect the key and non-key experts required by Term of Reference for private sector firms as well as firm preferences as will be outlined in their RFP responses. Key experts would include: Registered Town Planner, Registered Surveyor, Land Officer, Environmental Expert, Social and Gender Expert, and GIS Expert (Cartographer)

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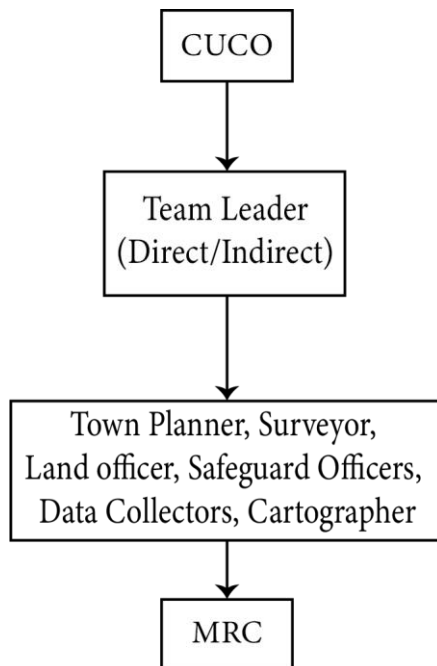
Figure 5: Implementation Team Composition

iii. **Role**

Delivery of urban land registration services as per contract/TOR issued by PIT/MLHHSD PS

iv. Relationship to Project Management Hierarchy

 v. Safeguards Teams under CUCO shall support community sensitization and engagement and making sure that focused groups (women, youth, elders, people with disabilities) are fully engaged via CSO

vi. Indirect team shall report work progress to CUCO during site meeting in every week chaired by Council Field Supervisor and attended by all CUCO members and key technical staffs including MRC and Mtaa Management

vii. Indirect team safeguards officers shall report to CUCO on implementation of the ESMP

viii. Monitoring and quality assurance role will be undertaken by Regional Land Offices same as CUCO

 ix. To train community on post transactions

4. *Mtaa -level implementation arrangement*

   a) *Mtaa Committee(MC)*

   ❖ MEO convenes a mtaa meeting to discuss the intention to implement the regularization project. If the participating mtaa residents agrees on the proposal, a regularization committee will be formed comprising 8-12 members with at least four women

   ❖ Cooperate with council staff and private firms in public awareness creation on regularization of settlements during the public Meeting to be attended by all residents.

   ❖ To participate and assist the council Staff in identification and establishment of unplanned settlements mtaa regularization boundaries.

❖ Handling unresolved grievances from Mtaa Regularization Committee (MRC)

❖ Convening mtaa meetings to evaluate the progress of the regularization project at mtaa level

❖ Keep and maintain Mtaa survey plans and tenure database/book

❖ Support development control

❖ Report on daily land transactions

❖ Support the issuance of CRO/RL

b) *Mtaa Regularization Committees (MRC)/Local Area Panel*

The roles and responsibilities of MRC are as follow: Among others, the roles of MRC are stipulated in the Ministry Regularization Manual (Nov, 2021) as follows

i. To Sensitize mtaa residents/land owners to full participate in regularization or formalization activities

ii. To laisse with MC to prepare and convene meetings at Mtaa level

iii. To assist field teams to identify and confirm with land owners on parcel boundaries during adjudication process

iv. To participate in handling or resolving grievances emanating during regularization or formalization processes

v. To be a link between field teams and mtaa residents/Land owners

vi. To elect the chairperson and secretary of the Regularization committee

vii. To ensure the agreed scheme of regularization is not jeopardized specifically public land uses

CHAPTER Five: Proposed Methodology

Introduction

MLHHSD conducted pilot of three scenarios in three Mitaas of Dodoma City Council purposely to test the applicability of the proposed approaches on the ground before the massive implementation of the project. Each Mtaa piloted one scenario; to mention Mass adjudication followed by mass planning piloted at Mapinduzi "B" (Ngóghona), streamlined negotiations, planning and survey combined piloted at Bihawana (Mbabala) and Contemporary approach piloted at Mkwawa (Mpunguzi). Pilot aimed in determining the best scenario amongst which is participatory, less time consuming and cost effective.

Mass adjudication followed by mass planning allowed adjudication to be done very quickly by land surveyors using GPS receivers without negotiations on public land uses followed by town planners preparing draft of scheme of regularization and present to the community. However, during cadastral survey there were a lot of complaints and resistance from land owners which resulted in negotiations and re-planning and it was time consuming and, in most areas, associated in removal of erected beacons and pins to accommodate land owners' opinions.

 The second pilot scenario was streamlined negotiations, planning and survey combined (the use of drone). Under this scenario, land owners with assistance from technical staff were putting pre-markers on their land boundaries after negotiations with neighbors. Pre-marking was done with condition to be visible to sensors. Thereafter drone was flown and the image proceed, digitized and used in planning. The approach was the second best as it allowed landowners engaging fully themselves by putting pre-markers supplied to them and speeded up the adjudication processes. The methodology is costly as it need pre-markers that are painted on top with cross using chalks. Also, the approach is not suitable during rain season, areas covered by tree canopy and with high building density.

The third scenario piloted was contemporary approach where surveyors, planners, MRC and landowners did adjudication and negotiated on land uses specifically access roads on site. The methodology allowed landowners participate in planning their areas giving them clear picture of draft of scheme and road access on site by having advice from technical staff.

All three scenarios tested land owner's information were collected using ILMIS app which was installed in mobile devices and these data were integrated with accurately collected spatial data collected by GNSS receivers or drone images.

Analysis was conducted by the team and came conclusively Contemporary approach is the best scenario which was accepted easily by community when doing cadastral surveying (beaconing), leading to less complains by landowners when putting physical markers on their land separating access roads and between neighbors compared to other two piloted scenario. However, the selected approach will also take advantage of other two scenario by making use of high resolution ortho-rectified mosaic drone images that will be provided to service providers by the MLHHSD. Also in cases where the landowner occupies a large piece of land, mass adjudication followed by mass planning will be conducted and then agreement with the land owner will follow. Thus the methodology is hereby referred as hybrid contemporary approach.

The methodology described hereunder inform best approach to direct implementation and basic elements of scope of work for private sector firms while private sector can bring innovations to streamline process.

Table 5.1: Hybrid Contemporary Approach

Activity	Task	Sub Task	Responsible
Preparatory works	LGA-level	To conduct DSEF	PIT
		To introduce Project at Full council Meeting, including vote on proposed planning intervention based on Land Suitability Analysis	PIT
		Training CUCO and RLO on project operationalization	PIT

		Assembly of district-wide (or GPS planning area-wide) base maps with layers on all relevant social, environmental and economic themes	CUCO + CLO
		Land Suitability Analysis basing on the screening criteria as provided in Annex 11 (Anex 6 of ESMF) and planning concept outlining planning strategy	CUCO + CLO
	Mtaa Level	To conduct WDC Meeting	CUCO
		To introduce Project to the project specific site (Mtaa)	CUCO
		To notify community on commencement of land regularization in their areas	CUCO
		Training MRC on project operationalization and their responsibility	CUCO

		To continues with daily public sensitization during project life in Mtaa/at least before commencement of new activity	Direct Team/Indirect Team and NGO/CBO
To Screen Selected Project Areas (Refer Annex 6 of the ESMF)		To conduct council land suitability analysis for issuance of CRO	ESMT, CUCO
	Baseline understanding and mapping	To conduct site reconnaissance	Direct Team/Indirect Team and MRC
		Map existing and planned roads, land uses, noteworthy development trends (e.g. areas with rapid subdivision, development), transit nodes	Direct Team/Indirect Team and MRC
	Identification/modeling of environmentally sensitive areas and natural infrastructure	Simple flood modeling using district-level data combined with community mapping of historically affected areas	Direct Team/Indirect Team and MRC
	Legally-bound environmental constraints mapping	Mapping of EMA and Urban Planning Act-implied boundaries (e.g. for rivers, streams, steep	Direct Team/Indirect Team and MRC

		slopes, lakes, etc) (validation of district level, and refinement to incorporate local data e.g. streams and wetlands not included in district level maps)	
	Social and Environmental Factors	To conduct risk analysis as per Annex 6 of ESMF	Direct Team/Indirect Team
Community meeting	Validate baseline and ESMF screening results with community	To present the results using the Maps and Table (Use Annex 6 in ESMF to display results)	Direct Team/Indirect Team
		To propose on the solution for the people who are not eligible for CRO/RL through CBEA	Direct Team/Indirect Team
	Sensitization on planning fundamentals and preliminary planning concept	Present existing situation analysis and sensitize on fundamentals of land use planning (economic, environmental, social considerations and principles)	
		Engage stakeholders in existing situation analysis	

		Joint visioning and planning concept development	
Development of detailed planning concept	Propose green areas	Propose conservation areas, including natural drainage/open space network	Direct Team/Indirect Team and MRC
	Propose road and infrastructure network	To propose road and other infrastructure to improve the existing network	Direct Team/Indirect Team and MRC
	Develop alternative scenarios for public spaces	Present possible locations of neighborhood center including school/health facilities	Direct Team/Indirect Team and MRC
	Stakeholder review	Present proposed detailed planning concept to land owners	Direct Team/Indirect Team and MRC
	Refinement of detailed planning concept to incorporate stakeholder feedback	Revise map and planning brief, recording noteworthy changes	Direct Team/Indirect Team and MRC
To prepare SR and RSP	To prepare adjudication maps	To identify existing land rights with consideration of suitability analysis	Direct Team/Indirect Team and MRC

		and risk analysis	
		To negotiate for public spaces and access roads (this will use the community-approved detailed planning concept as a guide)	Direct Team/Indirect Team and MRC
		To fill and sign Land Donation Forms	Direct Team/Indirect Team
		To prepare adjudication map	Direct Team/Indirect Team
	To prepare draft SR	To analyze the existing land uses and circulation basing on suitability analysis	Direct Team/Indirect Team
		To prepare draft SR	Direct Team/Indirect Team
	To conduct public Display of adjudication maps and draft SR	To inform community on commencement of public display	Direct Team/Indirect Team
		To conduct public display in minimum of 14 Days (or 90% of adjudicated parcels)	Direct Team/Indirect Team

		To record all issues reported during public display	Direct Team/Indirect Team
		To guide the community on understanding of the displayed materials led by Town planners	Direct Team/Indirect Team
		To facilitate and conduct Grievance handling Committee	GRC
		To accommodate community comments into draft SR	Direct Team/Indirect Team
		To conduct public hearing	Direct Team/Indirect Team
	Preparation of Regularization Survey Plans and finalize SR	To inform community (Seven days before) on commencement of demarcations	Direct Team/Indirect Team
		To conduct demarcations and coordination in the presence of land owners in accordance with accepted SR	Direct Team/Indirect Team
		Finalizing of RP and RSP	Direct Team/Indirect Team

To approve RP and SP	To Approve the Plan and LGA Level	To facilitate arrangement of the technical meeting for approving	PIT/Indirect Team
		To present the SR to Technical Council Meeting	Direct Team/Indirect Team
		To facilitate getting of cover letter and minutes for submission of SR and RSP to the regional level	CUCO
	To approve the plans at regional level	To submit the plans at Regional Land Office	Direct Team/Indirect Team
		To react on the technical comments as raised at approving office	Direct Team/Indirect Team
		Approve the Plans	RLO
To facilitate filling, signing and scanning of land application forms (LF. 19)	To conduct public display of RSP	To prepare final geo database	Direct Team/Indirect Team
		To distribute SR and and conduct public display of RSP and List of Plot Owners	Direct Team/Indirect Team
		To facilitate filling, signing and scanning of LF.19 and issuance of invoice for statutory fees	Direct Team/Indirect Team

		to the land owners	
To prepare ESMP implementation report	To prepare and submit ESMP implementation report Monthly	To submit the report to CUCO	Direct Team/Indirect Team
	To prepare and submit to ESMP Implementation report for project handover		Direct Team/Indirect Team
		To review the ESMP Reports	PIT
		Share the reports with bank	PIT

Detailed Description of Hybrid Approach for Mass Urban Certification

1.1 To conduct community sensitization

    Objective: To create awareness to community and key stakeholders

    Procedure: Public meetings, FGD, door to door, media and social media

    Table 9: Community Sensitization

No.	Tasks	Description	Partcipant
i	Sensitization meeting with district-level government	PIT shall conduct District stakeholder framework as provided in SEF, there after PIT together with CUCO shall introduce the project in full council which includes all head of	PIT, CMT, CUCO

		stakeholders	departments and ward councilors	
ii	Sensitization at Ward and Mtaa level	CUCO shall convene the WDC Meeting in the project area, this goes together with introducing the Direct/Indirect Team which shall be working in particular project area. After the WDC the project shall be introduced at Mtaa Council and the major output shall be the names of MRC which shall be validated in Mtaa General Meeting after accepting the project. The teams shall convene at least one General Meeting after inception of the project in every two Months. These meeting shall have the purpose of providing the feedback of ongoing activities on particular project area The Notice for public meeting shall be seven days before the meeting.	WDC, Direct/Indirect Team, CBO/NGO. CUCO	
iii	Engagement of NGO/CSO/Indirect Team for sensitization	PIT shall request for the CSO/NGO/CBO to recommend at least four people per council who then they will be introduced to CUCO and then field supervisor will allocate the CSO/CBO/NGO to site specific area and they will work closely with CDO with special attention to focused groups of women, youth, elders, disabled and (community at large where necessary). However Indirect team will continue with sensitization with main focus to insist land owner to show up during the process	Women, Youth, Elders, Groups, Land owners,	

Output: Awareness created

Outcome: Smooth operation of the project

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Table 10: MRC Establishment and Training Process

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Task No.	**Description**	Responsible Personnel(s)
INPUT	The Field Supervisor (FS) is in possession of approved list of names of MRC	CUCO/FS
1	**Establish MRC**: The Mtaa assembly shall establish the MRC by appointing and recommending eight to twelve persons of whom at least four members shall be women as set out in MLHHSD Settlements regularization guidelines (Nov 2021) and Land Act No. 4 of 1999.	RAC
2	**Training of MRC**: The CUCO will run a training session to the approved MRC members. During training MRC members they select committee chairperson and secretary. Committee chairperson and secretary shall not be a a council or Mtaa leader. The training will take duration of one day and will be theory and practical oriented. The training shall involve theory and practice which involves procedures for adjudication of land parcels.	CUCO
3	During the training MRC members will have an opportunity to be introduced to the Land Registry book, Mtaa Dispute Records Book, The Claims receipt/cards, the Objection receipts/forms, Mobile devices for data	CUCO, FS, Member of MRC

	collection	
	MRC members will have a brief introduction to the land demarcation activities steps.	
	The MRC will also be reminded or refreshed of the contents of Land Act No.4 1999 and its land regulation of 2001 Section 25 to 28 on the scheme of regularization, regarding the MRC powers, responsibility and procedures for parcel identifications. Also they will be refreshed on the Urban Planning Act No. 7 on matters related to regularization like why it is important to do 'declaration of regularization area'.	
4	The aim of the training is to ensure that MRC members can carry out their duties as mentioned below	CUCO, FS, Member of MRC
	a. Determine the boundaries of and interests in land to be adjudicated.	
	b. Negotiate for accessibility and land for social services with land owners.	
	c. Set aside or make reservations of land or demarcate rights of way and other easements, considered necessary for the more beneficial occupation of the land.	
	d. To make sure each plot is accessible.	
	e. Interview land owners or family members where appropriate, with regards to access and ownership of land.	
	f. Safeguard the interest of women, absent persons, orphans, minors and all other persons under a disability whether or not represented by a guardian.	

	g. Ensure transparency and fairness at all stages of the process.	
	h. Assist in handling emerging dispute/grievances during regularization process	
	i. Protect community approved scheme of regularization	
	j. Educate community on post transactions	
	k. Solve land disputes emanating from adjudication process	
	How to resolve conflicts where the panel is responsible for resolving conflicts that arise during the process. In resolving land conflict, the panel shall in the exercise of any of its power under which involve hearing comply with the rules of natural justice and subject to that duty, may:	
	a. Hear evidence which would not be admissible in the court of law.	
	b. Call evidence of its own motion.	
	c. Use evidence contained in any official record or adduced in any other claim; and generally, determine its own procedure.	
	d. Moreover, the panel shall have jurisdiction over all claims made during the course of a process of adjudication and for this purpose and in order to discharge the functions referred to in sub regulation (1) the chairman of such panel shall be competent to administer oaths and to issue summonses, notices and order requiring the	

		attendance of such person and the production of such documents as he may consider necessary for carrying out of the process of adjudication.	
5	**Notification of Completion of Training**: Once the MRC and Para surveyor have been trained to the standards set out in this Manual, then implementation will start.		FS and CUCO
OUTPUT	MRC team is well established and trained ready to carry its duties. The Field Supervisor is in possession of a list of names of approved MRC members, who are ready to perform their duties.		CUCO

1.2 To Screen selected project area as per Annex 6 in the ESMF

Objective: To be aware with the environmental and social issue in the project areas so as to take a fair mitigation or adoption measures.

Procedure: To use scientific methods in describing the environmental and social issues in the project areas

Table 11: MRC Environmental and Social Screening

No.	Tasks	Description	Partcipant
i	To execute spatial assessment in relation to environmental and social issues identified under	1. Direct/indirect team shall perform spatial analysis using the GIS based software basing on issues identified in the ESMP. The team is allowed to go further in analysis if they were able to identify other issues during site reconnaissance of adjudication. In	

	Council ESMP	order to have brooder understanding of the site, the team shall conduct Land suitability for issuance of CRO using GIS based software in the entire planning area (NOT LGA). MLHHSD shall provide the implementing teams with DTM, ESMP and Existing Plans to as to facilitate modeling of the planning area. The implementing team shall be responsible for purchasing climate data, soil data and any which shall seem to be required depending of agreed variable to adopt in doing the spatial analysis. The output map shall be in in two order Suitable and Not Suitable for development other than conservation uses. For suitable the classes shall be three; Highly Suitable, Moderately Suitable and Marginal Suitable and for Not suitable the classes shall be Two; Currently Not Suitable and Permanent Not Suitable 2. After suitability analysis, the areas which have been noted to be hazardous land or environmental sensitive areas: proceed with risk analysis to come up with three output which are 1. Magnitude of Risk and if it can be controlled 2. Extent of Risk 3. Element at Risk 3. Both outputs shall be used to guide	

		adjudication and planning process	
ii	To validate results to the community	1. The teams shall present using maps, figures and tables on all the issues identified in ESMP as per spatial analysis conducted 2. In the areas where PAPs have been allocated, the team shall discus with community to find the solution for the people who have been found not eligible for them to get CRO/RL (Community led initiative) 3. In the case where PAPs belong to environment sensitive areas, PIT shall report and engage responsible authorities i.e. NEMC. Valley Basin, TAWA, and TANAPA 4. CUCO shall communicate timely with TANROAD and TARURA in the case PAPs found on road corridors for creating a common agreement on the rights of PAPs	WDC, CUCO, Direct/Indirect Team, CBO/NGO

Output: Compliance of environmental and social issues

Outcome: Smooth operation of the project

1.3 To identify/prepare liner network structure and other the public land

Objective: To harmonize road linkage with other settlements connecting to project area

Procedure: Participatory identification and proposing of road structure with community members

No.	Tasks	Description	Partacipant
i	To identify exiting road corridor size	The Direct/Indirect teams shall convene by doing site reconnaissance with the lead of MRC identify existing roads which are found within projects area. The teams may propose necessary additional roads but they have to negotiate that road with the land owners. No house shall be demolished because of the road unless there shall be full compensation as guided in RPF or though community led solutions. The road structure plan shall be a control during negotiation, adjudication and planning.	Direct/Indirect Teams, MRC,
ii	To identify existing green infrastructure	The Direct/Indirect teams shall convene by doing site reconnaissance with the lead of MRC identify existing open spaces, green corridors, public land such as playground, offices, yards which are found within projects area	Direct/Indirect Teams, MRC,

Output: Harmonized linear network and public facilities

Outcome: Mobility through and out project area

1.4 To prepare SR and RSP

Table 13: Preparation of SR and RSP

No.	Tasks	Description	Participant

| i | To prepare adjudication maps | 1. Parcel Identification, negotiation, adjudication and Planning
MRC, Environmental officer, Social Officer, Para surveyor, Town Planners and Surveyors shall work together in the process of identifying who is the owner, what are currently boundaries of plots and what are proposed boundaries after negotiations of public spaces and identification of environmental sensitive areas.

Public sensitization has to go parallel with this process, CSO/NGO shall be responsible in advocacy of inclusion land ownership (All people shall have the rights to own land regardless their ethnic group, gender, health, age or economic status). Other teams from direct/indirect implementation shall also sensitize people to show up during the adjudication process.

Environmental and Social Officer shall be responsible in the implementation of the ESMP. This team shall provide mitigation measures as provided in the ESMP so as they can be adopted with the planning process. Social Officer shall be responsibility in recording of grievance, ensure Land donations forms are fairy distributed, ensure conducive environment for project workers under adjudication and planning process. Generally, the team shall ensure compliance of the ESS as | MRC, CSO/NGO, Environmental officer, Social Officer, Para surveyor, Town Planners and Surveyors, MRC, Land Owners (Men and Women) |

		provided in ESMP. MRC are the key link between the resident and implementing teams; No team shall work without having MRC on board. The MRC shall also work as Grievance Resolution Committee (GRC). The detail role of each member has been provided in this manual.	
ii	To prepare draft SR	1. Direct/Indirect Team shall prepare the draft SR basing on the negotiations conducted during the adjudication and participatory planning process 2. Once the plans are ready, the teams shall present the plans to Mtaa Council Office and the MRC so as to validate what has been prepared 3. Once the Mtaa Council and MRC are happy, The Mtaa Council shall propose a date (A minimum of seven days ahead) for General meeting for commencing public display.	Town Planners, GIS/mapping officers, land officers, land surveyors, CLO, RLO
iii	To conduct public Display of adjudication maps and draft SR	i. Public display shall be conducted concurrently for adjudication maps and developed draft of SR at a minimum of 14 days or 95% of landowners showing up for PD. The two maps will be superimposed and clarity be issued to land owners on existing land tenure vs plans. The attendance of land owners in public display must be a minimum of seventy percent (70%), this means the public display may go more than 14 days depending on the	MRC, Community, direct/indirect teams, CSO/NGO, focused groups, CLO, RLO

		sensitization level. Teams must invest on public sensitization.	
		ii. CUCO shall insure 70 percent of registered women land owners have shown up for PD	
		iii. During the public display the team shall record all the issues raised and all the land owners shall sign the registry that they are okay with the proposed SR	
		iv. The team must review the plans basing on the agreed input provided by the land owners during the public display	
		v. Before demarcation, the team shall conduct a one-day public hearing of the amendments included in SR	
	demarcation and Coordination of plots	1. The team shall conduct demarcation and coordination is accordingly to the agreed SR by the community through public display and hearing	

Output: Community agreed SR and RSP

Outcome: Planned and surveyed settlements

Table 14: Activities for public Display Process

Task No.	Description	Person(s) Responsible
INPUT	Mtaa adjudication Map superimposed with draft SR and list of land owners and are delivered to the relevant Field Supervisor (FS).	Land Officer, GIS Officer and FS

Task No.	Description	Person(s) Responsible
1.	**Workplan and Materials** – Public display for objections and corrections will be conducted serially depending on the first location area in which parcel identification have been done. The whole adjudicated area will start at the same time. The CFS will ensures that all materials needed for PDO&C are accounted for. This includes: • Land Owners/Claims and Disputes Registers, • Mtaa Parcel adjudication map superimposed with draft SR and list of land owners • Stationaries Implementing team ensures that materials are ready for PDO&C. FS will be responsible for supervising the process.	CFS, FS, MRC, implementing team
2.	**Generate Cadastral Layout** - Using the Atlas generation tool within QGIS software, the GIS Technician generates cadastral layout in JPEG or TIFF format for all parcels. Also, GIS Technician prepares an excel spread sheet listing parcels identification number and its associated information. Printing of excel sheet with land owner's information shall be arranged alphabetically	GIS technician/mapping officers

Task No.	Description	Person(s) Responsible
3.	**Training for PDO&C** – FS is responsible for training the MRC in managing the PDO&C process.	CFS, MRC and Mtaa leaders, implementing teams
4.	**Notification** – CFS together with Council social and communication expert are advised to notify the public in their respective Mtaa that PDO&C is taking place seven **(7)** days before date	CFS, Mtaa leaders, implementing teams
5.	**Distribution of Publicity Material** - Posters and leaflets are distributed and more mass media tools are employed. This will take place at least one week before the PDO&C starts. The Communication Specialist (CS) in collaboration with Social Expert (SE), under the guideline of the CFS are responsible.	CFS, CS, SE

Task No.	Description	Person(s) Responsible
6.	**Pre-meeting** - The day before PDO&C event, a Mtaa meeting is held by FS to inform the community the starting of PDO&C phase, its purpose and how long it will last for and the purpose for PD need to be highly emphased on which information (Names, NIDA, phone number, types of occupancy and shape of his/her parcel) are to be verified by landowners and objection to any piece of land that have conflict not resolved. Types of landownership specifically joint ownership and empowering women on land rights need to be well sensitized/addressed to maximize number of women owning land. The public are encouraged to ask as many questions as possible and are invited to talk of the Objections and Corrections at any time if they have further questions.	FS, implementing teams

Task No.	Description	Person(s) Responsible
7.	**Public Display** - The next day after pre-meeting; PDO&C commences at public areas within the Mtaa. PDO&C will last for 14 days. Maps and claimants' information are displayed in such a way the land owners/claimants will be able to access and read their names easily (in alphabetical order). All disputes raised are recorded in the disputes register. Any resolved disputes are crossed out in the disputes register with a red pen. A note is written in the claims register to inform the data entry staff that the dispute has been resolved and evidence provided for its resolution. If the claimant details have changed and evidence is provided, then the old details in the claims register are crossed out and new ones re-entered. Receipts are cancelled and re-issued accordingly. Town planner will take lead of the process explaining to individuals draft of SR	Objections and Corrections Committee, CFS, FS and implementing team
8.	**Submittal of Records** - All records are submitted to the CFS, Land Officer and GIS Expert.	GIS technician. Land officer and CDO

Output: Corrected Registers and Field Sheets approved by the CFS

Outcome: Corrections and new additions to data have been identified. This includes the resolution or registration of disputes.

1.4 To approve RS and RSP

Objective: To register/approve deliverables (SR and RSP)

Procedure: Planning authority to provide consent of submitted plans to RLO for approval

Table 15: Procedure and action plan for approval of deliverables

No.	Tasks	Description	Partcipant
i	To Approve the Plan and LGA Level	1. The team shall submit the plans to the CUCO office. 2. The CUCO shall present the submitted plans and ESMP implementation reports to the council technical committee. 3. Council field supervisor shall ensure all necessary attachments for submission of plans to RLO are obtained with seven days from the day of submission 4. The team shall submit the plans and ESMP implementation report to Regional land office after getting all the required attachments from planning authority.	Direct/Indirect Teams, MRC, Council Technical Team, CMT
ii	To approve the plans at regional level	1. The RLO shall communicate any technical error for corrections to implementing team within seven days. 2. The implementing team must attend the comments provided by the RLO 3. The RLO shall ensure that they have provided all the necessary comments during the site meetings which have been structured to be once in every month	Implementing team, RTPO and RLS

No.	Tasks	Description	Partcipant
		4. The RLO shall approve the plans within fourteen (14) days from the day of the last since corrections/amendments done by implementing team. 5. The RLO shall issue the certificate of approval for the approved works and deliver to the planning authority and a copy to the implementing team 6. RLO shall ensure all the spatial and non-spatial data are uploaded in the ILMIS database	

Output: Approved SR and RSP

Outcome: Property boundary and uses registered

1.5 To facilitate filling, signing and scanning of land application forms (LF. 19) and issuance of Mtaa register book

Objective: To facilitate landowners at Mtaa level applying for CRO/RLs and having Mtaa register book at Mtaa level

Procedure: Conduct public display of approved regularization survey plans and assist land owners in filling land form no. 19

Table 16: Procedure for PD of RSP and filling of land form No 19

No.	Tasks	Description	Partcipant
i	To conduct public display of RSP	1. CUCO/implementing team shall inform the MRC on the approval of the plans 2. MRC in cooperation with Mtaa Council Office shall convene a public meeting to inform the community on the status and commencement of the public	Direct/Indirect Teams, MRC, land owners, community

		display of the approved RSP and filling of land form No. 19. 3. The land officer from the implementing team shall lead and facilitate the public display of RSP and process of filling LFN. 19 to all landowners who will show up during public display for seven (7) days 4. Implementing team shall issue mtaa landowners' database/book to MC 5. Implementing team shall conduct public awareness on post transactions (sales, subdivision, change of use) and development control 6. This activity shall go together with public sensitization through television, radio, magazine, social media, music, traditional dance and house by house sensitization	
ii	To facilitate scanning and upload of LF. 19	1. CUCO shall ensure that implementing team has access to upload scanned LF. 19 2. Implementing team with support from of Land officer and IT of a particular planning authority shall ensure the LF. 19 is well filled, signed, scanned and uploaded to ILMIS database 3. Safeguarding Team shall ensure women, elders, youth, vulnerable	Authorized land Officer,

		groups and everyone are getting fair and equal rights on access to CRO
		4. Authorized Land Officer shall issue invoices to land owners for first registration
		5.

Output: Scanned LFN 19 uploaded into ILMIS

Outcome: Land owners applications for CRO/RLs for consideration and issuance of invoices for first registration

1.6 To prepare ESMP implementation report

    Objective: To comply with environmental and social safeguards

    Procedure: To identify and find mitigation measures

No.	Tasks	Description	Partcipant
i	To prepare and submit ESMP implementation report Monthly	The report shall describe in detail on how the identified project impacts have been realized during the project implementation and how they were resolved or mitigated. As per ESCP the teams are supposed to report every month to CUCO, Then CUCO to report of ESMT (PIT) in every month so as Bank Team to have a report after every three months. The implementing team must review, implement the ESMP and comply with all safeguard's documents provided during signing of the contract.	Direct / Indirect Teams, MRC, CUCO
ii	To prepare and	CUCO shall prepare one complied report for	

submit to ESMT Implementation report for project handover	project handover describing all the environmental and social issues raised and the way they were handled.	

Annexes

Annex 1: Regularization Planning standards for Unplanned Settlements

1.1 Minimum Roads size within regularized Settlements

Type	Minimum Right of Way (metres)
Primary Access	12
Secondary access	10
Tertiary access (one way)	6 or
Special /exceptional cases	4 should not exceed 150m

1.2 Planning Regularization Minimum Standards

	CRITERIA	*criteria*
1	Minimum plot for Exceptional/Special case for residential area	90 sqm

2	Minimum Exceptional/Special case for commercial plot area	70 sqm
3	Minimum Standard grids coverage for SR	4 x 4
4	SR Printing paper size	A1
5	Printing scale	1:1000 1:2500 **Note:** *Consider DPS readability*

Note:

❖ Areas that will be overcrowded (areas which do not have road accessibility) where the standards cannot be met or used, block survey can be applied and residential licenses will be issued.

❖ If there is a large vacant land within the regularization project area (Non-built area), the land use planning will comply with GN No. 93 of 2018 of the Urban Planning Act on Town Planning Space Standards and mass adjudication followed by mass planning can be adopted.

❖ **Minimum Planning and Space Standards as specified in the Planning Space Standards** *(GN No. 93 of 2018)* **of the Urban Planning Act (2007)** for *Education Facilities, Service Trade, Public Facilities & Recreational Facilities within Regularization project areas to be applied as a minimum planning standards*

1.3 CADASTRAL SURVEY REGULARIZATION STANDARDS REQUIREMENTS

SN	CRITERIA	SPECIFICATIONS
1	Reference datum	TAREF 11
2	Scale	Consider map readability
3	Point accuracy	<= 15cm
4	Printing paper size	A1
	Physical boundary mark	Every point forming a polygon must be named
5	Title	Regularization survey of plots No……block……mtaa name……..
6	Softcopy of surveyed parcels	Shapefiles
7	Reference points used, Raw data observed, comparison list of digitized and measured coordinate, Prepared coordinate list	csv format

Source: Planning Space Standards *(GN No. 93 of 2018)* of the Urban Planning Act (2007)

Annex 2: Positions and Responsibilities in Project Implementation

	Position	Key Responsibilities
1	LTIP Program Coordinator (PC)	• An overall responsible for coordination and providing oversight on all matters related to implementation of the program in order to ensure that the project contribute to the fulfillment of its objectives. • Review plans, outputs and reports from the implementing teams from the selected Planning Authorities and Regions. • Approve program implementation, plans and budget for the selected Councils.

2	Regional Land Office	• Liaise with other Ministry of Lands Departments, Regional Land Offices, and LGAs in making sure that the project is implemented smoothly. • Prepare weekly and monthly report and submit to Commissioner for lands • Representing the Program Implementing Unit in the MLHHSD Departmental Management meetings chaired by PS.
2	Regional Land Office	• Act on all program land policy matters on behalf of the Commissioner for Lands. • Liaise with LGA-Council land office in making sure that the program run smoothly. • Responsible with day-to-day operational management of activities and services to support the field teams. • Laisse with CUCO and ensure existing datasets (survey plans, TP drawings and titles for identified project areas are available to implementing teams • Ensuring public awareness campaign is conducted properly in the selected Councils. • Issuance of beacons numbers to CUCO timely • Ensure quality of deliverables • Scrutinize and approve TPs and Survey Plans • Respond on technical issues to implementing teams within 7 days since submission and approve submitted works within **14** days • Registration of CROs • Approve valuation reports
2	Council Field Supervisor	• Liaise with CLO to seek permission for carrying out the assignment within the Council for implementing teams • Liaise with CLO in conducting public awareness campaign

		• Coordinate public awareness campaign
		• Organizing and Supervising direct field teams
		• Ensure timely issuance of proper survey instructions to private firms
		• Coordination of Field Teams and Quality Control
		• Ensure planning technical team and the council provides consent of deliverables within **seven (7)** days
		• Data acquisition
		• Supervising cleaning of all data from mobile devices for a case of direct implementation
		• Preparation of training materials and facilitating training of field teams
		• Prepare weekly and monthly report and submit to program coordinator, CLO and RLO.
		• Day to day management of field operations and services.
		• Supervise upload and download and download data from Field Team Supervisors for a case of direct implementation
		• Accountable to the Program coordinator and assistant commissioner for lands
		• Quality assurance of the project
		• Supervision of Private firm operations
3	Town Planner	• Participate in awareness creation on urban planning matters
		• Lead negotiation during adjudication and Public display by providing guidelines for access roads and public land uses using prior prepared structure plans and suitability maps and finalize SR in a participatory manner
		• Lead public display team providing in detail proposed land uses to land owners (individual discussion with land owners owning large parcels is encouraged)
		• Train the community on post land transaction specifically on

		land use change and subdivision
		• Ensure SR prepared are approved
4	Land Surveyor/land survey technician	• Determine control points in TAREF 11 for spatial reference
		• Ensure adjudication Maps are prepared accurately by joining land parcels as collected during adjudication
		• Lead demarcation and coordination of plots using community agreed SR
		• Ensure cadastral geodatabase are prepared accordingly and is ILMIS compatible
		• Identify number of casual labor daily requirement
		• Ensure private firms are provided with proper survey instructions and beacons certificates are signed
5	GIS Technician /Mapping Officer	• Conduct land suitability analysis
		• Creating projects for uploading into mobile Tablets
		• Create existing soft copies of toposheet, georeferenced satellite imagery, existing TPs, existing surveys plans and Mtaa boundaries layers
		• Uploading and downloading of GIS data from the mobile Tablets to the server/computer
		• Cleaning of all data from mobile tablets.
		• Preparation of GIS cadaster index map sheet for public display
		• Preparation of textural information of landowners for public display
		• Ensure that all objection from public display related to parcel boundary and improper spelling of landowner's names are corrected
		• Ensure that all tablets for data collection are installed with appropriate mobile application and are functioning perfect all the time

		• Field data quality control
		• Laisse with land surveyors and town planners on preparation of SR and RSP
		• Populate non spatial data to spatial data collected by high accurate instruments using spatial data join
		• Prepare ILMIS compatible geodatabase for SR and RSP
6	Environmental Officer	• Supervise project compliance with respect to ESCP and ESMPs
7	Field Supervisor (FS)	• Supervision of Field Team
		• Supervision of data collection and record keeping
		• Compiling weekly deliveries of data to the Council Field Supervisor
		• Field data quality control
		• Ensure daily downloading of data
		• Site reconnaissance
		• Liaise with trainers to build capacity to the MRC
		• Liaise with MRC to prepare and conduct sensitization meeting at Mtaa level
		• Run QA checks and prepare QA/QC report on each field sheet and tablets.
		• Submit verified field sheets and respective reports to the GIS personnel
		• Refer rejected Blocks, with their reports, to respective Field Supervisors for corrective action.
		• Coordinate and Attend QA Consultations with the Project
		• Ensure working teams signs attendance sheet daily for a case of direct implementation
		• Laisse with MRC and supervise in recruitment of casual labor that will be locally in transparent manner
		• Ensure all grievances raised during adjudication, public

		display and beaconing are attended accordingly and records/documentation for such decision of agreement is well kept
8	Quality Check (QC)	• Service provider must submit parcels which is covering 100% of the project area of which, 97% of the data must have attribute tables which have full information i.e., Mtaa may have area of 60 Ha, so we expect land information from 60 Ha; in 60 Ha there might be 10,000 land parcels (owners), it is expected consultant to have minimum of full information of 9700 parcels. • Full information here is referred to: Name of the owner, Picture, Phone Number, National Identification Number plus all information as provided in the data module • Special Application tool has been developed to check the validity of information submitted, service provider must pass by at least 97% of the random selected sample • CUCO Team will conduct physical verification of the information submitted, the service provider is expected to pass same as stated in number xii above
9	Para-surveyors (PS)	• Participate fully in the parcel boundary confirmation, identification and recording using mobile device • Liaise with MRC to identify land owners • Liaise with MRC to eliminate minor disputes • Non spatial data collection. • Assist land owners in describing their information e.g. illiterate, blind, disabled, elders, etc. • Participate fully in recording the parcels details (parcel number, name of parcel owner, land use type, area and

		locality) on a Mobile device
10	Authorized Land Officer (ALO)	• Liaise with CFS to coordinate Sensitization and awareness rising at the Mtaa level. • Quality assurance of data collected by para surveyors • Ensure corrections (names, phone numbers, types of tenure, NIDA raised during public display are effected in ILMIS database • Keep record of unresolved conflicts to protect landowners right • Ensure LFN 19 are filled, scanned and uploaded to ILMIS • Supervision of Council Land registry. • Act on all land matters on behalf of the Commissioner for Lands • Preparation of invoices for first registration • Printing and signing of RLs and preparation of CROs. • Ensure land owners database/book is handled to MEO • Train land owners on post land transactions specifically transfer, mortgage etc
11	Mtaa Chairperson (MC)	• To organize and chair sensitization meetings • To assist technical team in verification of Mtaa boundaries • To support MRC in carrying out parcel identification within the Mtaa. • Assist ALO in issuing invoices to land owners • Assist the team during public display • To collaborate with MRC to solve land disputes
12	Mtaa Executive Officer (MEO)	• To organize sensitization meetings at Mtaa level • Work with MRC to carry out parcel identification within the Mtaa • Disseminating information regarding the starting of each phase and stage of systematic adjudication.

		• author of summaries of meetings on the Mtaa
		• Assist CLO in issuing invoices to land owners
		• Assist the team during public display
		• Keep approved SR, RSP and Mtaa land owners log book for the community
13.	Mtaa regularization committee (MRC)	• Select Committee chairperson and secretary
		• To cooperate with Mtaa leaders to organize sensitization meetings
		• Determine the boundaries of and interests in land to be adjudicated.
		• Negotiate for accessibility and land for social services with land owners
		• Resolve land disputes during adjudication
		• Keep records of all grievances and resolution
		• To facilitate land owners to set aside or make reservations of land or demarcate rights of way and other easements, considered necessary for the more beneficial occupation of the land
		• To make sure each plot is accessible for the case of regularization
		• Interview land owners or family members where appropriate, with regards to access and ownership of land
		• Safeguard the interest of women, absent persons, orphans, minors and all other persons under a disability whether or not represented by a guardian.
		• Ensure transparency and fairness at all stages of the process.
		• Ensure approved SR and RSP are developed accordingly
		• Ensure the community knows boundaries of communal land and is protected against any violating uses
14	Database	• Responsible for updating the ILMIS database

	Manager (DM)/IT	• Maintain the ILMIS Database and ensure that there is Back archive of the data. • To ensure effectiveness working of ILMIS for smooth implementation of the project
15.	Communication Specialist (CS)	• Carry out sensitization and awareness raising campaigns, • Assist in preparation and provision of awareness materials, • Develop media relations to promote the create awareness to the local communities, • Participate in Radio and TV shows related to propagation of the project. • Record minutes of awareness meeting, carry out participants photo production and video recording, • Facilitate communication between Project, Council, CSOs, Mtaa leaders and disadvantaged groups • Manage information and reports
16.	Social Expert (SE)	• Supervise project compliance with respect to GBVs, ESCP, RPF etc • Liaise with Ward Community Development and Social Welfare Officers, Disadvantaged group leaders, and relevant CSOs to prepare and organize consultation meetings and sensitization campaign on Mtaa adjudication process, • Organize and Supervision of sensitization and public awareness campaign to focused groups • Build capacity to the Council Community Development personnel on sensitization and awareness rising • Handle special sessions for women to educate them on their rights to own the land. • Prepare progress reports on Awareness and sensitization and submit to CFS • Consolidate grievances reports and resolutions

		• Create awareness to community on post land transactions
17	ART	• To prepare land registry of the Residential license within council.
		• To review document records system.
		• To scrutinize, register and perform all post registration activities
		• To issue CROs/RLs to the respective applicant land owners.
		• To respond to information inquiries, giving appropriate access to information.
		• To ensure compliance of rules and regulations according to document registration act.

Annex 3: Criteria for Mtaa Regularization Committee members be elected

i.   Be a Tanzanian at least 18 years old;

ii.   Committee shall constitute a minimum of four women

iii.   Be a resident of a respective mtaa, be well acquainted with the residents of the area as well as their areas, respected and trusted with the residents;

iv.   He/she should not be the leader of any political party;

v.   Not be a member of the Mtaa Government

vi.   Be one of the landowners of the mtaa being regularized

vii.   He/She should never have been convicted of a felony criminal offense honesty or economic sabotage

viii.   Be self motivated, knowledgeable, committed and good health;

ix.   Be able to speak, read and write fluently in the language of Kiswahili;

x.   He/She should be available whenever is needed to perform the functions of the Committee; and

xi.   Minimum of four shall be women

xii.   Be healthy;

Annex 4: Setting up project in ILMIS

Project Creation and Data downloading

Glossary of terms

Terms	Definition
ILMIS System	An Android-web based application that can be utilized to catch arrive rights data in the field

Terms	Definition
Server	A Computer that gives information to different PCs. It might serve information to frameworks on a neighborhood (LAN) or a wide zone arrange (WAN) over the Internet
Geoserver	A platform (Free and Open source) that allows user to share and edit geospatial data

Process Description

Task No.	Description	Responsible Personnel(s)
INPUT	Complete coverage satellite image as per Mtaa boundary, Mtaa boundary survey, existing approved surveys available in the project area, laptop or Desktop/Server Computer Installed with QGIS GIS software.	GIS Exp, Team leader
1.	In ILMIS the user accounts differ depending on the role of the project user. These users are a) **GIS Technician** User who has full access to system and can create and configure projects, manage users and configure mobile application settings. b) **Land Administration Official**. User who can check and correct the data in the system. This user can also produce invoices of land rent. The following steps and operations must be performed in a computer which has been installed with GIS Software and meant to act as data processing computer for the district field	GIS Technician, Project team leader

	office.
	
	Follow the steps below for creating a new project and making its verification:
	
	Login
	
	ILMIS user interface application requires user name and password to access different function. In order to have full access user administrator credentials.
	
	   a) Open Web-browser go to the following address – *http://154.118.227.142/ilmis/*
	
	   b) Enter user name and password with administrator permissions.
	
	   c) Click "Login" button to login into the system.	

2.	**Project Configuration**
	
	At this stage the GIS technician can configure project attributes and add project related data. Follow the steps below to complete this task:
	
	  1. After you've logged in into the system, click on **"Projects"** then "**New Project**" then select residential license button on the "**Menu Tool Bar**".
	
	  2. Click "+" button to add new project.
	
	  3. Click "**New**" button above the list of survey projects.
	
	  4. On the "**New Project**" tab provide the following information:
	
	     o **Name** – Project name (e.g. Mabatini), project location, institution type and authority
		GIS
		Technician

supervising the project.

o **Registrar of License** – enter full name, Phone number, Designation, Select Registrar of license and upload Signature.

o **District Land Officer** – enter full name, Phone number, Designation, Select District Council and upload Signature.

o **Save and close**

o The name of the project appears

Here the name of the project appears.

- Download ILMIS Apk   for android which is used to install in the mobile device.

- Download the Land Rent Value which is used to fill the land rent of specific Mtaa
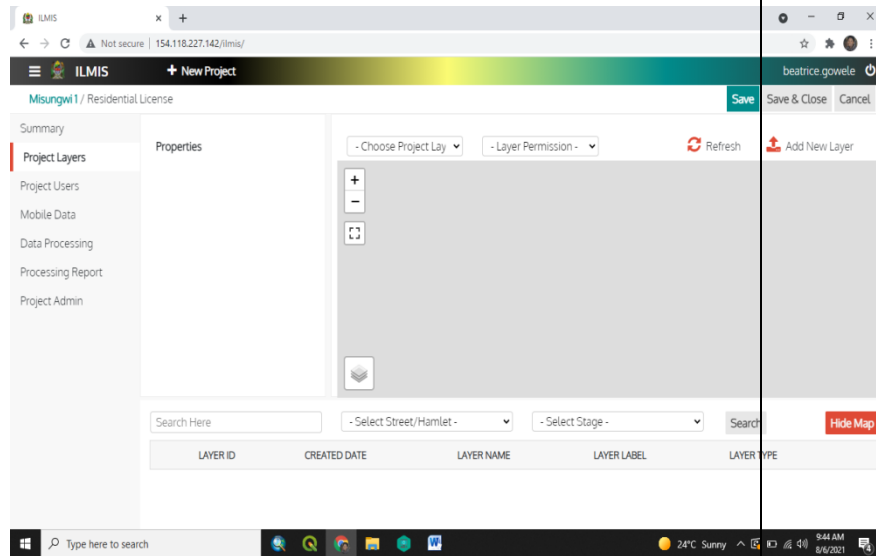
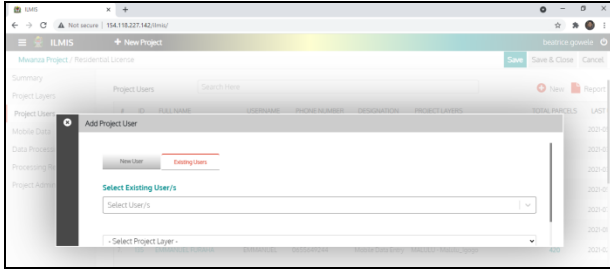Open the created project and add the following:

- Project layers

Two types of layers can be added into the project by clicking on the Project layer page. All added layer must be zipped and the projection must be in geographical WGS1984

(i)   Project boundary **of a selected** Mtaa **is usually surveyed** by using differential GPS or HHGPS. A map of Mtaa is drawn by using QGIS and imported into

	ILMIS**.**	
	(ii) Project features (digitized approved surveys, land use etc)**.**	
	Click **Project layer** then **add new layer** –**upload layer**	
	(Specify district, ward, layer type, layer name, column to read then **save**.	
	• Project users:	
	Project user can have a role of Para surveyor or supervisor	
	7.1 Project supervisor and Para surveyor.	
	Are among user's who can login on the mobile device and capture data.	
	Every project can be assigned different users.	
	Follow the step below to create new users and add them to the project:	
	a) Login to ILMIS and open the created project	
	b) Click "+ New" menu on the left side.	
	c) Provide the following information for the new user	
	(i) **Username** – Unique user name. Don't use spaces.	
	(ii) **Name** – Full name of the user.	
	(iii) **Mobile number** – is used as Password.	
	(iv) **Current project layer** – Select the layer added in	

	project <mark>step **6.**</mark> (v) **Password Expires** – Password expiration date. (vi) **Role** – Select appropriate role in the project (e.g. Para surveyor or supervisor). (vii) Click "**Save**" button to create the user. (viii) Repeat steps a) to c) to create others for the project. If user exist in the project, just select the name and specify the project layer then **SAVE**	
3	**Data Downloading** • The created users will connect their devices in wires network and sign by their usernames and password within the ILMIS network as created by GIS. • By entering username and password the system will identify their roles and to which project they are assigned to. • Then users will download the configuration data and be able to go to the field for data collection.	Para surveyors

OUTPUT	Mtaa Project created and it is ready to be uploaded in the tablets and be used to capture individual parcel ownership information's.				GIS technician, Team leader	

Annex 5: Data model for land registry

Data Collected	*Owner details/ Spouse details*	*Parcel details*	*Relationship details*	*People with interests*	*Leaders*	*Other details*
CCRO, Residential License	First Name	Claim number	Type of ownership	Full Name	Full Names	Meeting dates
	Middle Name	Geom(coordinates)	Time of ownership	Relationship with Owner	Position	Meeting type
	Last Name	Size (Area)	Tenure period	Gender	Signature	
	Martial status	Existing Use	Conditions	Date of birth		
	Date of birth	Proposed Use				
	Occupation	Way of Acquisition				
	ID type (Name)	Topography				
	ID number	House if present				
	Photo	House type				
	Gender	Locality				

District					

Annex 6: Example of Public Display Parcel Map

Annex 7: Template of Land Tenure Documents

I. Electronic CRO Template

THE UNITED REPUBLIC OF TANZANIA
CERTIFICATE OF OCCUPANCY
THE LAND ACT, Cap 113
(Under Section 29)

Title Number : DOM000039   Date of Registration : 09-Feb-2022[10:53]

REGISTRAR OF TITLES
(04-Feb-2022)
Registered under section 27 of the Land Registration Act (Cap 334).
**I. REGISTERED OCCUPIER AND TENURE**

THIS IS TO CERTIFY that WINSTON PIUS MGYABUSO KAIZILEGE of P.O.Box 998, SONGEA, RUVUMA (hereinafter called "the Occupier") is entitled to the Right of Occupancy (herein called "the Right") in and over the land described herein (hereinafter called "the land") for a term of ninety nine (99) years from the first day of July two thousand twenty according to the true intent and meaning of the Land Act and subject to the provisions thereof and to any regulations made thereunder and to any enactment in substitution thereof amendment thereof and to special conditions.

II. DESCRIPTION OF THE PROPERTY

District:	Dodoma
Location:	Nzuguni C
Block:	BD
Plot No.:	75
Area:	700.00 Square Metres
Reg. Plan No.:	115109

Plot Reference Points (Part of):

TAREF11 / UTM ZONE 36S		
	X	Y
PIN182	810863.32	9320591.96
2DDI233	810830.94	9320590.82
PIN160	810850.40	9320614.34
PIN153	810840.61	9320574.66
2DDI232	810831.05	9320597.58
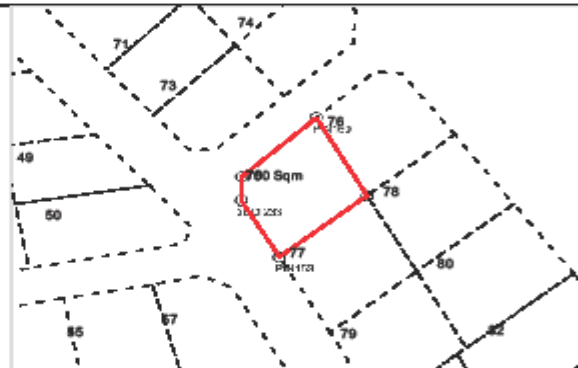
III. CONDITIONS OF THE RIGHT

1. The Occupier having accepted the terms and conditions of the Right as prescribed by the Land Act and the regulations made thereto, shall thereafter pay annual rent in advance on the first day of July in every year of the term without deduction PROVIDED that the amount of rent payable may be revised by the Commissioner.
2. The land is general land and shall be used for Commercial Residential purposes only. Use Group (B) and Use Class (d) as defined in Urban Planning (Use Groups and Classes) Regulation, 2018.
3. The President may revoke the Right for good cause or in public interest.
4. Any other conditions prescribed under the Land Act and any other written law or regulations.

IV.DISCLAIMER

The contents of this Certificate of Occupancy do not disclose information related to encumbrances attached to the Certificate. Any person intending to acquire estate or interest in the land shall enquire to the Registrar of Titles for an Official Search so as to satisfy as to the existence of any encumbrances.

GIVEN under my hand and my official seal the day and year first above written.

COMMISSIONER FOR LANDS
(null)

OCCUPIER: WINSTON PIUS MGYABUSO KAIZILEGE
(09-Feb-2022[10:53])

II. Residential License Template

JAMHURI YA MUUNGANO WA TANZANIA

Namba ya Utambuzi : 451/442/17
Ardhi Namba : MNDC/RL/00001

SHERIA YA ARDHI 1999

(Na. 4 ya 1999)

LESENI YA MAKAZI

(CHINI YA FUNGU LA 23 & 179)

NATHANAEL AHADIELI MTAE

....

Halmashauri ya Wilaya ya **MONDULI** kwa leseni hii inatoa kibali cha FARM kwa: **NATHANAEL AHADIELI MTAE** juu ya ardhi kama inavyofafanuliwa kwenye leseni hii. Kibali hiki kinatolewa kwa masharti yafuatayo
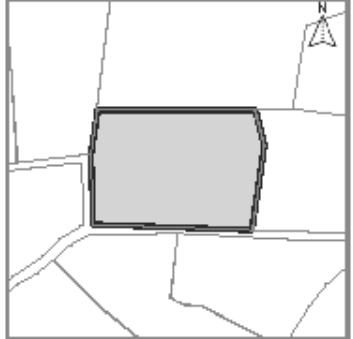* Futa lisilohusika

   i. Muda wa Leseni ni miaka mitano (5) Kuanzia tarehe **01** mwezi wa **01** mwaka **2022**, Mpaka tarehe **30** mwezi wa **06** mwaka **2027**
   ii. Kodi ya Ardhi ya Shillingi **6,871.25** italipwa kila mwaka, chini ya kifungu cha 23(3) (c). Kiwango hiki kinaweza kubadilishwa na Kamishina wa Ardhi kwa mujibu wa Sheria.
   iii. Ardhi Itatumika kwa ajili ya **FARM** na shughuli nyingine zozote ambazo zinaendana na makazi na hazitaathiri majirani kimazingira
   iv. Ujenzi wowote juu ya ardhi hii au umegaji wa ardhi ni lazima upate kibali cha Halmashauri ya Wilaya kupitia Kamati ambayo ndiyo itasimamia kwa karibu utekelezaji wa masharti haya na maendeleo ya ardhi ya eneo hili.
   v. Mmiliki/wamiliki ataheshimu/wataheshimu, kuhifadhi na kulinda mipaka na haki za njia zilizopo.

JEDWALI
(Maelezo kamili ya eneo)

KATA	: MTO WA MBU
MTAA	: JANGWANI
ENEO (MITA ZA MRABA)	: 5497.0 (SQM)

MCHORO/RAMANI

Saini :

WAZIRI JUMA HATIBU
AFISA MTEULE LESENI ZA MAKAZI
Halmashauri ya Wilaya ya MONDULI

Halmashauri/Manispaa

Saini :

SYLVESTER NTEGAI SWILLA
MSAJILI WA NYARAKA
Halmashauri ya Wilaya ya MONDULI

LAKIRI/MIHURI

Wilaya

Annex8: Statement of Urban Land not suitable for regularization or formalization

In accordance with existing policy and legislations, you are among of the community identified living in restricted areas which puts your life and environment in danger   and thus no document will be issued.

For Clarification, please refer the following Sections:-

  I. National Land Policy, Land Act 1999 section 7(1) a-d

  II. The Urban Planning Act 2007 section 3

  III. National Environmental Management Act 2004

Annex 9: Technical Guidelines of GNSS RTK Survey

- The elevation mask angle should be more than 15 °, and the best results should expect for elevation mask angle between 20 and 30º (no obstacle blocking above the horizon).

- At least 4 satellites and preferably 5 or more should be observed during GNSS surveys.

- Position Dilution of Precision (PODP) measured from GNSS receiver should be less than 5

- The surveyor should avoid vehicles approaching within 10 meters from the position of GNSS surveys to prevent errors to the reception of GNSS signal.

- All equipment such as GNSS receiver, antenna, tripods, mount, pole, optical and laser plummets should be in good condition.

- 5-30 seconds rover session length are required depending on the ground circumstances.

- All measurements should be conducted with data links to base station. The maximum correction latency is 5 seconds.

- The Tanzania Reference Frame 2011 (TAREF11) shall be used for a standard geodetic reference system.

- Raw data shall be submitted to the client

Mobile Application Data Collection Approach

- At the urban pilot, the ILMIS App were used to collect spatial and non spatial data (landowners information). Due to low accuracy of resulting spatial data, non spatial data collected by ILMIS app was populated to spatial data collected RTK surveying method. Non spatial information which uploaded directly to the ILMIS serves includes owner's name, gender, NIDA, phone number, type of ownership, neighbors and existing land uses. ILMIS app is recommended to be used by all implementing teams, however data structure compatible to ILMIS will be provided to private firms which are not interested in using ILMIS app for recording landowners information ensuring that all land records keep data integrity and compatibility.

Annex 10: Grievance Registration and Monitoring

LAND TENURE IMPROVEMENT PROJECT											
GRIEVANCE REGISTRATION AND MONITORING DATA BASE - KAHAMA											
S/N	NAME OF COMPLAINANT	GENDER	ADRESS AND LOCATION OF COMPLAINANTS (District, Ward, and Mtaa)	PHONE NO. OF THE COMPLAINANTS	TYPE OF GRIEVANCE	DATE RECEIVED	ACTION RECOMMENDED	RESPONSIBLE PERSON	DUE DATE	RESOLUTION DATE	RESOLUTION SUMMARY
1	Rashid Seleman Rashid	Me	Kahama, Mwenda Kulima Ward and Mwendakulima kati Mtaa	0768322965	Ownership	13.12.023	Resolution through Family meeting	ESMT, MEO,Mtaa Chairperson, Mtaa member (Bakari Kalindi)	14.12.023	15.12.023	Mr Rashid Suleman Rashid brought grievance that he purchased

							and Family Members				piece of land for his son - Said Rashid, a father of five kids. After family meeting, it was agreed that the said piece of land to be owned by the five kids under the guidance of their father, Said Rahid.
2	Pius Mtesimwa	Me	Kahama, Mwenda Kulima Ward and Mwendakul	0755434843	Land Bounda ry	13.12.02 3	Resolution though hearing	ESMT, MEO, Mtaa Chairperson , Bakari Kalindi	18.12.0 23	18.12.0 23	Mr Pius Mtesimwa and his neighbor agreed on

			ima kati Mtaa					(mjumbe), Complainant and Complainee				their boundary, that allowed their parcels to be adjudicated.
3	Mary Maganga	Ke	Kahama, Mwenda Kulima Ward and Mwendakul ima kati Mtaa	07653529 63	Owners hip	14.12.02 3	Both parties (Mary Maganga and her husband) were called to hear whose name will appear in the land ownership document	ESMT, MEO,Mtaa Chairperson , Bakari Kalindi (Mjumbe), Complainant and Complainee	15.12.0 23	16.12.0 23	The complainant and her husband; they both agreed that their names will be registered as plot owners.
4	Emanuel Hosea Senge	Me	Kahama, Mwenda Kulima Ward and Mwendakul	06866733 87	Land Bounda ry	15.12.02 3	Mr Emanuel Hosea Senge and his neighbor were called	ESMT, MEO,Mtaa Chairperson , Bakari Kalindi	16.12.0 23	16.12.0 23	Two parties agreed on their boundary and their plots

			ima kati Mtaa			to clear dispute	(Mjumbe), Complainant and Complainee			were identified/ adjudicated.
5	Matha Joseph Lulijipya	Ke	Kahama, Mwenda Kulima Ward and Mwendakulima kati Mtaa	Ownership	19.12.023	Recorded and resolution through family meeting	ESMT, MEO,Mtaa Chairperson, Bakari (Mjumbe), Complainant and Complainee	21.12.023	21.12.023	Family members held a meeting and agreed the names of members that land will be registered as owners

Annex 11: A sample of Screening as per Annex 6 of ESMF – Case of Dodoma City

Sn	Concerned Issue	Criteria	Applicability	Guiding Remarks
1	Area/village bordering reserved areas such as forest, National parks, game reserves	- Boundaries of the reserved area and the village are clear and well identified	N/	- Certification process can proceed as boundaries are clear and certificates will not be issued in reserved areas
		- There is encroachment between the village and the reserved area and the boundary is not clearly known	N/A	- The issue of boundary should be resolved between stakeholders such as the villagers, Tanzania Forest Services, other stakeholders and mediators using available laws and regulations before proceeding with the certification
		- There is encroachment between village and the reserved area although the boundary is well known to all the parties	N/A	- The issue of encroachment should be resolved using available rules and regulations before proceeding with any certification activities
2	Area/village bordering rivers and lakes	- Settlement is found 60m away from the bank of the lake/river as per the Environmental Management	N/A	- Under the Environmental Management Act of 2004, settlements found to be at least 60m from shore line/ bank can be

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		Act of 2004		considered for certification
		- Settlement is found within 60m from the banks of the river/lake but no floods or any other risk is associated	N/A	Clarification should be obtained from NEMC on how to proceed with the certification, if given permission the process should proceed. The MLHHSD will clarify with NEMC in advance before project commencement on the issue so that it is included in the process manual to avoid delays during project implementation
		- Settlement is found within 60m from the banks of the river/lake and are associated with floods and other risks	N/A	- The area is considered hazardous and no certification should be conducted. The MLHHSD will clarify with NEMC in advance before project commencement on the issue so that it is included in the process manual to avoid delays during project implementation
3	Area/village/ settlements bordering wetlands and water	- Village/area is found close to or bordering wetlands and/or watershed	A	- Wetlands/water catchment areas are considered as areas with high biological

	catchment areas	areas. The area/village boundary should maintain a 60m distance as per the law		importance and are protected by national and international laws and agreements. Under such circumstances the conservation status of such areas will be established from relevant authorities as per the Water Act of 2019, Environmental Management Act of 2004, and other national and international laws. When identified as per the laws and regulations, such areas will be considered hazardous and certification will not proceed in these areas
4	Wildlife areas, corridors or migratory routes	- Villages borders wildlife areas, wildlife corridors or migratory routes	A	- Such areas should be identified by relevant authorities (Tanzania Wildlife Authority, Ngorongoro Conservation Area Authority, etc.) and no certification should be allowed in such areas.
5	Livestock grazing areas and stock	- Village has communal land	N/A	- These areas should be given certificates

	routes	reserved for livestock grazing only or for established stock routes		in the name of the village for communal use. No one within the village should be denied access as a result of certification process. Individual titles should not be provided in these areas.
6	Cultural Heritage Sites	- Boundaries of the registered cultural heritage area and the village are clear and well identified	A	- Certification process can proceed as boundaries are clear and no certificates will be issued in reserved areas
		- There is encroachment between the village and the registered cultural heritage site and the boundary is not clearly known	N/A	- The issue of boundary should be resolved between stakeholders using available laws and regulations before proceeding with the certification
		- There is encroachment between village and the registered cultural heritage site although the boundary is well known to all the parties	A	- The issue of encroachment should be resolved using available rules and regulations before proceeding with any certification activities

		- The village contains a locally important cultural site which is not protected.	N/A	- The areas should be agreed as part of the village land use plan, bylaws for use agreed and should be certified for communal use in the name of the village
7	Flood Prone Areas	- Settlement is located in flood prone areas which may be restricted for any development activities	N/A	- These are considered as hazardous land and no certification process should proceed, in case no clear boundary is seen, clarification will be sought from NEMC who will determine whether the area should be considered or not
8	High density informal settlements	- High density informal settlements in urban settings which are not aligned with planning requirements.	A	- In the issuance of Residential Licenses, clarification may need to be sought from NEMC and other relevant authorities before decision is made to proceed with RL in case of any other environmental constraints
9	Participation in Meetings	- Political affairs in the communities which lead to people not to attend	A	Stakeholders engagement (NGOs, CBOs, FBOs and local leaders), Awareness

		the meetings		creation through community meetings, focus groups discussions and door to door awareness will be conducted.
		- Majority of participant to be either Men or women or a certain spectrum of the community	A	Stakeholders engagement (NGOs, CBOs, FBOs and local leaders), Awareness creation through community meetings, focus groups discussions and door to door awareness will be conducted.
		- Land owners do not attend the meeting because they are not residing	A	All land owners will be identified and notified the day before to attend the meeting through personal contacts (telephone).
		- The message to become too long and not clear	A	Small messages will be created and used in awareness creation.
		- the use of technical jargons in public meetings	A	Simple language (if possible local) will be created and used in public meetings.
		- Negative perceptions on land issues in Dodoma	A	Stakeholders engagement (NGOs, CBOs, FBOs and local leaders), Awareness creation through community meetings, focus groups discussions and door to

				door awareness will be conducted.
		- Diverse understanding level of the community	A	Stakeholders engagement (NGOs, CBOs, FBOs and local leaders), Awareness creation through community meetings, focus groups discussions and door to door awareness will be conducted.
		Community members do not understand bicorn	A	Before planning process public awareness on the importance of bicorn will be provided.
		Unavailable of open space for social serves and roads.	A	i/To identify all community who residing around the open space and roads.
				ii/ To conduct awareness on free land donation.
		Availability of epidemic and pandemic diseases gender based violence and sexual harassment.	A	Awareness creation during project operations and usage of condoms will be insisted.
		Production of wastes (liquid and solid) and un absence of latrines	A	Conducting awareness on usage of latrines during project operations
				Construction of latrines

				Awareness creation on the usage of dust/ waste bin will be considered
		Cost of titling makes the process of titling take long time	A	Minimal cost should be considered or titling payments by installments.
		Vulnerable groups and women in polygamy marriage and women in patriarchy system have no rights to own land	A	Awareness creation on importance of vulnerable groups and women in polygamy marriages and women in patriarchy system to own land will be conducted.
		Community members who have no NIDA lead/makes to be rejected in the process of titling.	A	Before the process of titling, community members will be directed and assisted to make NIDA registration.
		Process of titling takes too long	A	Accessible and friendly system should be used in the process of issuance of titling