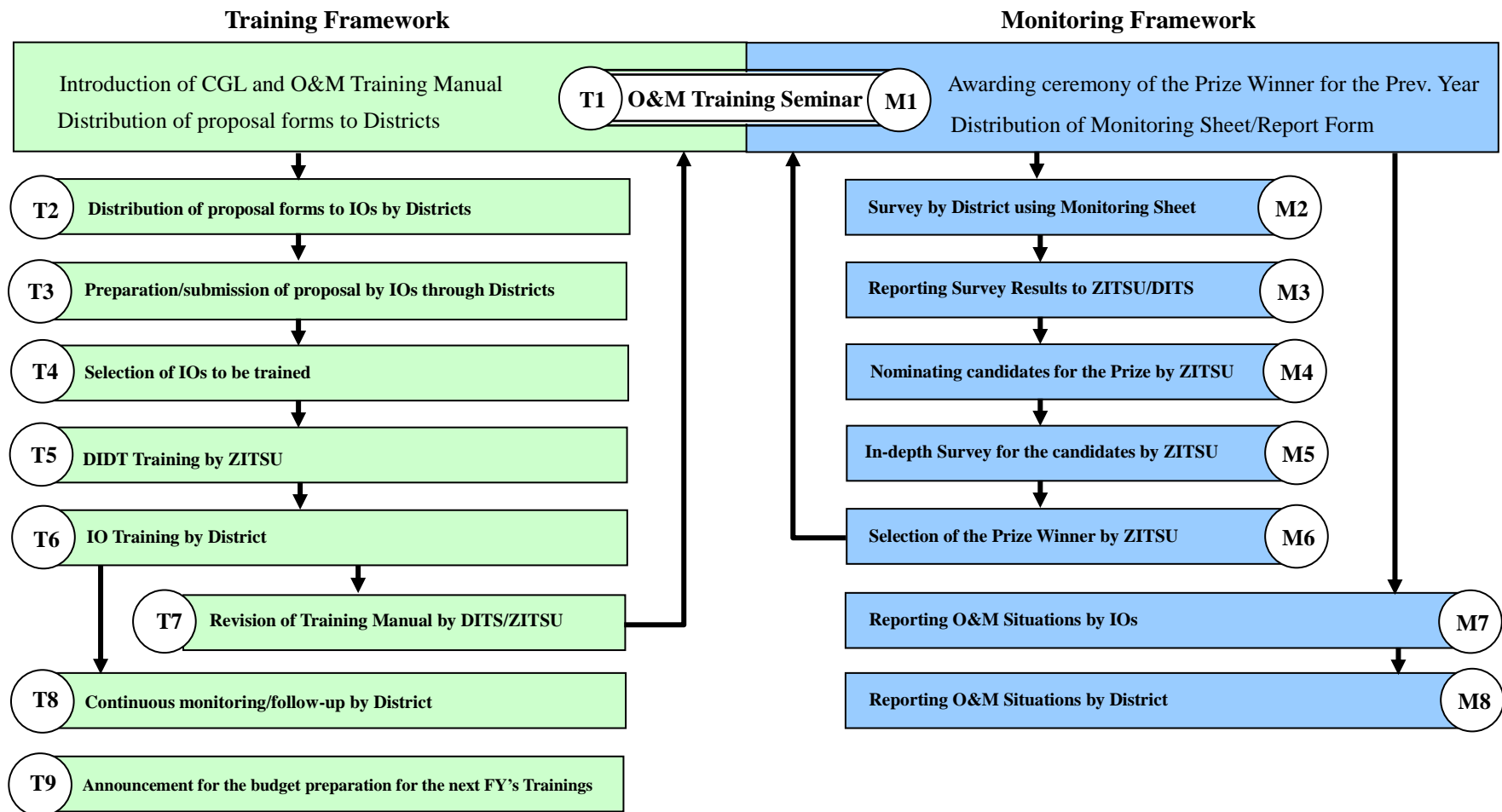


PROPOSAL
ON
O&M TRAINING AND MONITORING FRAMEWORK

March 2013



General Procedure of O&M Training and Monitoring Frameworks

Annual Activity Cycle of O&M Training and Monitoring Frameworks

Month	Week	Training Framework			Monitoring Framework					
July	1	(T8) Continuous Monitoring/Follow-up by District				(M7) Reporting O&M Situations by IOs / (M8) Reporting O&M Situations by Districts				
	2									
	3									
	4									
August	1									
	2									
	3									
	4									
September	1									
	2			(T1/M1) O&M Training Seminar	(M2) Survey by District using Monitoring Sheet					
	3		(T2) Distribution of proposal forms to IOs by Districts							
	4									
October	1			(T3) Preparation/submission of proposal by IOs through Districts						
	2									
	3									
	4									
Novemebr	1			(T4) Selection of IOs to be trained			(M2) Survey by District using Monitoring Sheet			
	2									
	3									
	4									
December	1			(T5) DIDT Training by ZITSU				(M3) Reporting Survey Results to ZITSU		
	2		(T9) Announcement for the next FY's Trainings							
	3									
	4									
January	1				(T5) DIDT Training by ZITSU				(M3) Reporting Survey Results to ZITSU	
	2									
	3									
	4									
February	1						(T5) DIDT Training by ZITSU		(M4) Nominating candidates for the Prize by ZITSU	
	2									
	3									
	4									
March	1			(T5) DIDT Training by ZITSU				(M5) In-depth Survey for the candidates by ZITSU		
	2									
	3									
	4									
April	1				(T5) DIDT Training by ZITSU				(M5) In-depth Survey for the candidates by ZITSU	
	2									
	3									
	4									
May	1						(T5) DIDT Training by ZITSU			(M6) Selection of the Prize Winner by ZITSU
	2									
	3									
	4									
June	1			(T7) Revision of Training Manual by DITS/ZITSU						
	2									
	3									
	4									

1. Introduction

Intensive dissemination activities of the Comprehensive Guidelines for Irrigation Scheme Development under District Agricultural Development Plan (CGL) are undertaken by ZITSUs/DITS through TANCAID. Continuous and autonomic activities for the CGL dissemination are expected after TANCAID to enhance O&M capacity of IOs as well as Districts' management capacity.

Continuous training, monitoring and follow-up are keys for proper O&M of the irrigation schemes. This is a proposal on the training and monitoring framework after TANCAID.

Steady implementation of annual routine activities and events, which are mentioned in this proposal, helps stakeholders to get steady improvement of the O&M custom of the schemes under DADP.

This proposal also gives some hints on the cost for seminar organization and others. It is strongly suggested that stakeholders secure necessary budget for O&M related activities so that "vertical expansion" of the irrigation development can be realized.

2. O&M Training Framework (T)

O&M trainings shall be provided to DIDs and IOs every year to widely disseminate the CGL. DIDs/IOs subject to be trained will be selected by ZITSU through evaluation of proposals submitted by IOs.

(T1) O&M Training Seminar

ZITSU will organize O&M training seminar annually inviting representatives from all DIDs in its own Zone.

In this seminar, outlines of the CGL as well as the O&M Training Manual will be explained by ZITSU or DID of the Demo-site. ZITSU will also explain the procedure and schedule of the training activity in this fiscal year.

The proposal form for selection of IOs for training will be distributed to DIDs.

Cost for organizing this seminar shall be shared by ZITSU and Districts. Proposed cost allocation by bearer is shown below:

Table 1 Cost Allocation for O&M Training Seminar

From ZITSU's Budget	From Districts' Budget
<ul style="list-style-type: none"> • Venue rental • Equipment (projector, microphone, etc.) • Material preparation • Stationery • Refreshments • Transportation and Allowance for the prize winning IOs* • Trophy for the prize winning IOs* 	<ul style="list-style-type: none"> • Transportation for participants (DIDT) • Allowance for participants (DIDT)

* Cost items for awarding ceremony (see monitoring framework)

Table 2 Provisional Calculation of Cost for O&M Training Seminar

Cost Item	Unit	Q'ty	Unit Cost (Tsh.)	Total (Tsh.)		Remarks
				ZITSU	District	
Venue rental	Day	2	300,000	600,000		Conference room of a Hotel
Equipment	Day	2	50,000	100,000		Microphone, Projector, etc.
Material	L.S.	1	100,000	100,000		Handouts, Roll paper, Flipchart, etc.
Stationery	Set	60	10,000	600,000		Ballpoint pens, notepads, plastic file, etc. (3 men x 20 districts)
Refreshments	Man-Day	120	2,000	240,000		Drinking water (2 days x 3 men x 20 districts)
Transportation (District staff)	L.S.	1	100,000		100,000	Fuel for District's car
Perdiem (District Driver)	Man-Day	4	10,000		40,000	(1 man x 4 days)
Lodging (District Driver)	Man-Night	3	30,000		90,000	(1 man x 3 nights)
Perdiem (District staff)	Man-Day	12	20,000		240,000	(3 men x 4 days)
Lodging (District staff)	Man-Night	9	60,000		540,000	(3 men x 3 nights)
Transportation (prize winning IO)*	Man-Trip	8	50,000	400,000		(2 men x 4 IOs)
Perdiem (prize winning IO)*	Man-Day	16	10,000	160,000		Attend 1 day only (8 men x 2 days)
Lodging (prize winning IO)*	Man-Night	8	30,000	240,000		Attend 1 day only (8 men x 1 night)
Trophy*	Nos.	4	100,000	400,000		
Total				2,840,000	1,010,000	

Assumptions: 1) Two (2) days seminar will be organized.

2) Three (3) persons (DED/DAICO/SMS) per District will attend.

3) There are 20 districts in a Zone.

4) Four (4) IOs will win the prize.*

5) Two (2) members of prize winning IO will invited to the ceremony.*

Note *: Cost items for awarding ceremony (see Monitoring Framework)

(T2) Distribution of proposal forms to IOs by Districts (see the attached form at the end of this document)

DIDTs participated in the O&M training seminar will distribute the proposal forms to IOs.

(T3) Preparation/submission of proposal by IOs through Districts

IOs which want to be trained will prepare proposal and submit to ZITSU through District. District shall support IOs' proposal preparation.

(T4) Selection of IOs to be trained

ZITSU will select IOs (schemes) subject to training through evaluation of the proposals submitted by IOs. Totally ten (10) IOs are suggested to be selected. Out of them, five (5) will be the IOs whose trainer (DIDT) need not be trained through DIDT training in this fiscal year¹. For remaining five (5) IOs, supervisory DIDT will firstly be trained to be the trainer before IO training.

Result of the selection shall be informed to all IOs applied to the training through District immediately after the selection works by ZITSU.

The selection shall be undertaken by ZITSU in accordance with its policy. It is highly recommended for ZITSUs to prepare criteria for selection in order to secure accountability and transparency in the selection. Proposed selection criteria are explained below, although ZITSUs can set their own criteria in accordance with their own policy.

[Proposed Selection Criteria]

Basic Principle: Schemes (IOs) of high willingness shall be evaluated higher. Then prioritization

¹ For example, DIDT which was trained in the TSDM in the previous fiscal year seems to have no necessity for TSDM in this fiscal year.

shall be undertaken taking existing capacity of the IOs into consideration.

Following 14 evaluation items are considered to assess i) willingness to be trained and ii) existing capacity/performance of candidates:

Table 3 Evaluation Items

Category X Indicating willingness, self-help, district's support	Category Y Indicating existing capacity and performance
1. Payment for the water permit	1. Registration of IO
2. Meetings	2. O&M fee collection rate
3. Main problems of O&M	3. Irrigated area / total area
4. Actions taken to solve the problems	4. Constitution
5. Gender balance (women members' ratio)	5. Water distribution plan
6. Training needs	6. Maintenance plan
7. Budget allocation by the district	7. Bank account

Total score of Category X is used for evaluation of willingness and self-help spirit of the IO as well as expectation of the district's support. Category Y is used for evaluation of current capacity of the IO.

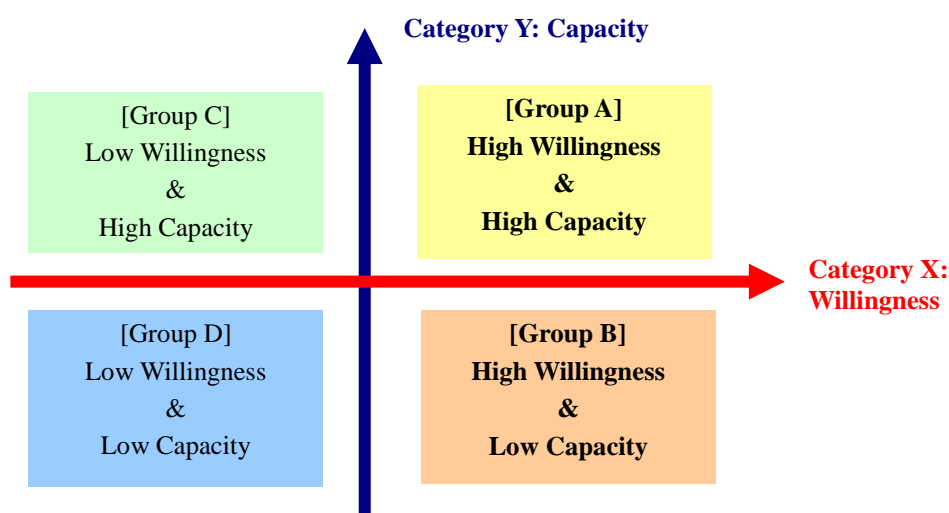


Figure 1 Schematic Image of Evaluation for Scheme Selection

It is recommended that scheme subject to O&M training are selected from the schemes plotted in the area of [Group B] in the figure above. It is also suggested that the schemes dropped in the area of [Group A] will be the candidate for the good example to be visited in the course of the training.

Table 3 Items of the Criteria for the Evaluation of “Willingness”

Items	Criteria		
	High (3)	Mid (2)	Low (1)
1. Payment for the water permit	Every year	Once a while	Never
2. Meetings	Regularly	Occasionally	Few
3. Main problems of O&M	Stated clearly	Stated	Not clear
4. Actions taken to solve the problems	A lot	Some	A few
5. Gender balance (women members' ratio)	> 50%	> 30%	≤ 30%
6. Training needs	Stated clearly	Stated	Not clear
7. Budget allocation by the district	> 50%	> 20%	≤ 20%

Table 4 Items of the Criteria for the Evaluation of “Current Capacity”

Items	Criteria		
	High (3)	Mid (2)	Low (1)

Items	Criteria		
	High (3)	Mid (2)	Low (1)
1. Registration of IO	> 5 years ago	> 2 years ago	≤ 2 years ago
2. O&M fee collection rate	> 70%	> 50%	≤ 50%
3. Irrigated area / total area	> 80%	> 50%	≤ 50%
4. Constitution	Using	Yes but not using	None
5. Water distribution plan	Using	Yes but not using	None
6. Maintenance plan	Using	Yes but not using	None
7. Bank account	Using	Yes but not using	None

(T5) DIDT Training by ZITSU

ZITSU will organize DIDT training sessions for the supervisory DIDTs of the selected IO (scheme). Training curriculum of the DIDT training are presented in **Annex-1**.

The DIDT training is suggested to be conducted 3 times (sessions) allocating subjects (modules) adequately. Each training session which will be conducted gathering selected DIDTs all together shall be followed by associated IO Training (**T6** below).

Cost for organizing DIDT training shall be shared by ZITSU and selected Districts. Proposed cost allocation by bearer is shown below together with provisional estimation of cost:

Table 5 Cost Allocation for TSDM

From ZITSU's Budget	From Districts' Budget
<ul style="list-style-type: none"> Venue rental Equipment (projector, microphone, etc.) Material preparation Stationery Refreshments Transportation and Allowance for the DIDT/IO of Demo-site 	<ul style="list-style-type: none"> Transportation for participants (DIDT) Allowance for participants (DIDT)

Table 6 Provisional Calculation of Cost for DIDT Training

Cost Item	Unit	Q'ty	Unit Cost (Tsh.)	Total (Tsh.)		Remarks
				ZITSU	District	
1st Session						
Venue rental	Day	4	300,000	1,200,000		Conference room of a Hotel
Equipment	Day	4	50,000	200,000		Microphone, Projector, etc.
Material	L.S.	1	100,000	100,000		Handouts, Roll paper, Flipchart, etc.
Stationery	Set	25	10,000	250,000		Ballpoint pens, notepads, plastic file, etc. (5 men x 5 districts)
Refreshments	Man-Day	100	2,000	200,000		Drinking water (4 days x 5 men x 5 districts)
Transportation (District staff)	Car	2	100,000		200,000	Fuel for District's car
Perdiem (District Driver)	Man-Day	12	10,000		120,000	(2 men x 6 days)
Lodging (District Driver)	Man-Night	10	30,000		300,000	(2 men x 5 nights)
Perdiem (District staff)	Man-Day	30	20,000		600,000	(5 men x 6 days)
Lodging (District staff)	Man-Night	25	60,000		1,500,000	(5 men x 5 nights)
Transportation (Demo-site DIDT)	Car	1	10,000	10,000		
Perdiem (Demosite DIDT Driver)	Man-Day	2	10,000	20,000		Attend 1 day only (1 man x 2 days)
Lodging (Demosite DIDT Driver)	Man-Night	1	30,000	30,000		Attend 1 day only (1 man x 1 night)
Perdiem (Demosite DIDT Staff)	Man-Day	2	20,000	40,000		Attend 1 day only (1 man x 2 days)
Lodging (Demosite DIDT Staff)	Man-Night	1	60,000	60,000		Attend 1 day only (1 man x 1 night)
Perdiem (Demosite IO)	Man-Day	4	10,000	40,000		Attend 1 day only (2 men x 2 days)
Lodging (Demosite IO)	Man-Night	2	30,000	60,000		Attend 1 day only (2 men x 1 night)
Sub total for 1st Session				2,210,000	2,720,000	
2nd Session						
Sub total for 2nd Session				2,210,000	2,720,000	Assumed to be the same as 1st session
3rd Session						
Venue rental	Day	1	300,000	300,000		Conference room of a Hotel
Equipment	Day	1	50,000	50,000		Microphone, Projector, etc.
Material	L.S.	1	50,000	50,000		Handouts, Roll paper, Flipchart, etc.
Stationery	Set	25	10,000	250,000		Ballpoint pens, notepads, plastic file, etc. (5 men x 5 districts)
Refreshments	Man-Day	25	2,000	50,000		Drinking water (1 day x 5 men x 5 districts)
Transportation (District staff)	Car	2	300,000		600,000	Fuel for District's car (incl. Field Tour)
Perdiem (District Driver)	Man-Day	10	10,000		100,000	(2 men x 5 days)
Lodging (District Driver)	Man-Night	8	30,000		240,000	(2 men x 4 nights)
Perdiem (District staff)	Man-Day	25	20,000		500,000	(5 men x 5 days)
Lodging (District staff)	Man-Night	20	60,000		1,200,000	(5 men x 4 nights)
Sub total for 3rd Session				700,000	2,640,000	
GRAND TOTAL				5,120,000	8,080,000	

Assumptions: 1) Four (4) days seminar will be organized for 1st and 2nd sessions.

2) Five (5) persons (DED/DAICO/SMS-Irrigation/Crop Officer/Comm. Dev. Officer) per DIDT will attend.

3) Five (5) DIDT will attend.

4) Three (3) persons from Demosite (1 from DIDT & 2 from IO) will be invited for 1st and 2nd sessions.

5) 3rd session (3 days in total) consists of seminar (1 day) and field tour (2 days)

Facilitator(s) of ZITSU shall report the result of the DIDT training session to Zone Irrigation Engineer (ZIE) immediately after its completion. A sample form of the report is provided in **Annex-2**.

(T6) IO Training by District

Five (5) DIDTs trained through DIDT training shall organize IO training immediately after the DIDT training sessions.

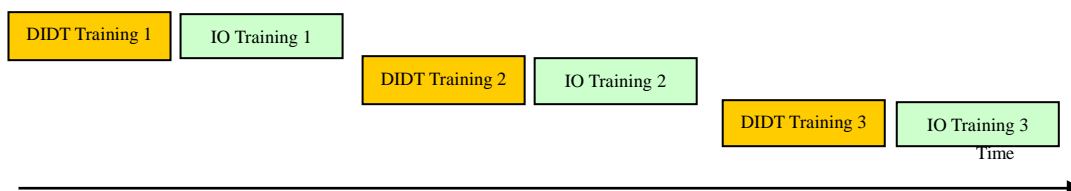


Figure 2 Schematic Image of DIDT Training and IO Training Implementation

Other 5 DIDTs which do not need DIDT training can directly start from IO training.

Training curriculum of IO training are presented in **Annex-3**.

Cost for organizing IO training shall be bore by Districts. Provisional cost estimation is presented below:

Table 7 Provisional Calculation of Cost for IO Training

Cost Item	Unit	Q'ty	Unit Cost (Tsh.)	Total (Tsh.)		Remarks
				District	Farmer	
1st Session						
Venue rental	Day	4	10,000	40,000		Classroom of a primary school, etc.
Equipment	Day	4	5,000	20,000		
Material	L.S.	1	100,000	100,000		Handouts, Roll paper, Flipchart, etc.
Stationery	Set	30	10,000	300,000		Ballpoint pens, notepads, plastic file, etc. (30 men)
Refreshments	Man-Day	120	2,000	240,000		Drinking water (4 days x 30 men)
Transportation (District staff)	Car	2	100,000	200,000		Fuel for District's car
Perdiem (District Driver)	Man-Day	8	10,000	80,000		(2 men x 4 days)
Lodging (District Driver)	Man-Night	0	30,000	0		(2 men x 0 nights)
Perdiem (District staff)	Man-Day	20	20,000	400,000		(5 men x 4 days)
Lodging (District staff)	Man-Night	0	60,000	0		(5 men x 0 nights)
Transportation (Demo-site DIDT)	Car	1	10,000	10,000		
Perdiem (Demosite DIDT Driver)	Man-Day	2	10,000	20,000		Attend 1 day only (1 man x 2 days)
Lodging (Demosite DIDT Driver)	Man-Night	1	30,000	30,000		Attend 1 day only (1 man x 1 night)
Perdiem (Demosite DIDT Staff)	Man-Day	2	20,000	40,000		Attend 1 day only (1 man x 2 days)
Lodging (Demosite DIDT Staff)	Man-Night	1	60,000	60,000		Attend 1 day only (1 man x 1 night)
Perdiem (Demosite IO)	Man-Day	4	10,000	40,000		Attend 1 day only (2 men x 2 days)
Lodging (Demosite IO)	Man-Night	2	30,000	60,000		Attend 1 day only (2 men x 1 night)
Sub total for 1st Session				1,640,000		
2nd Session						
Sub total for 2nd Session				1,640,000		Assumed to be the same as 1st session
3rd Session						
Venue rental	Day	1	10,000	10,000		Classroom of a primary school, etc.
Equipment	Day	1	5,000	5,000		
Material	L.S.	1	50,000	50,000		Handouts, Roll paper, Flipchart, etc.
Stationery	Set	30	10,000	300,000		Ballpoint pens, notepads, plastic file, etc. (30 men)
Refreshments	Man-Day	30	2,000	60,000		Drinking water (1 day x 30 men)
Transportation (District staff)	Car	0	300,000	0		Fuel for District's car
Perdiem (District Driver)	Man-Day	2	10,000	20,000		(2 men x 1 day)
Lodging (District Driver)	Man-Night	0	30,000	0		(2 men x 0 nights)
Perdiem (District staff)	Man-Day	15	20,000	300,000		(5 men x 3 days) (incl. Field Tour)
Lodging (District staff)	Man-Night	5	60,000	300,000		(5 men x 1 night)
Perdiem (Farmer)	Man-Day	20	10,000	200,000		(10 men x 2 days) (for Field Tour)
Lodging (Farmer)	Man-Night	10	30,000	300,000		(10 men x 1 night)
Car Rental (Bus)	Car-Day	2	200,000	400,000		For Field Tour
Sub total for 3rd Session				1,945,000		
GRAND TOTAL				5,225,000		

Assumptions: 1) Four (4) days seminar will be organized for 1st and 2nd sessions.

2) Five (5) persons of DIDT will attend.

3) Thirty (30) farmers will attend the training and 10 of them will join the Field Trip.

4) Three (3) persons from Demosite (1 from DIDT & 2 from IO) will be invited for 1st and 2nd sessions.

5) 3rd session (3 days in total) consists of seminar (1 day) and field tour (2 days).

Facilitator(s) of DIDT shall report the result of IO training session to Zone Irrigation Engineer (ZIE) immediately after its completion. A sample form of the report is provided in **Annex-4**.

(T7) Revision of Training Manual by DITS/ZITSU

Training manual shall be revised with response to the experiences of DIDT/IO training sessions, if necessary.

(T8) Continuous Monitoring/Follow-up by District

Action Plans are prepared at the end of each IO training sessions. DIDT shall continuously monitor the implementation of the Action Plan and provide necessary supports/trainings for proper O&M.

Monitoring indicators (see **Annex-5**) can be used for checking the improvement of O&M customs as well as confirmation of further training needs of the IO.

(T9) Announcement for the Budget Preparation for the Next Fiscal Year's Training

ZITSUs shall make announcement of the trainings of the next fiscal year before budget preparation process by Districts. The announcement shall help Districts to make financial preparation for the IO Trainings.

The announcement can be done either through meeting inviting DIDT representatives or notifying in writing.

3. O&M Monitoring Framework (M)

(M1) O&M Training Seminar

IOs selected in the previous fiscal year will be given "Good O&M Award" at the O&M training seminar in which the CGL and O&M training manual will be explained to all Districts (see **T1** above).

Monitoring sheet (see **Annex-5**) shall also be explained and distributed to the Districts attended.

Cost allocation and its provisional estimation are presented in **Tables 1** and **2**, respectively.

(M2) Survey by District using Monitoring Sheet

District shall conduct survey for monitoring indicator checking the key documents' preparation and quick inspection of the conditions of facilities (eg. headworks, canals, farm roads, etc.). It is recommended to inform the purpose of the survey and key documents to be checked to IOs beforehand (e.g. 1 week before survey) in order to avoid time wasting for document search.

All modern irrigation schemes under the District's control are subject to survey in principle.

(M3) Reporting Survey Results to ZITSU/DITS

Result of survey for monitoring indicator shall be reported to ZITSU. Copy of the monitoring sheet filled by District shall be sent to ZITSU. ZITSU then grade each scheme (IO) as well as the average in Zone.

Summary sheet of the survey result (see **Annex-6**) shall be prepared and submitted to DITS.

(M4) Nominating candidate IOs for the Prize by ZITSU

ZITSU shall nominate candidate IOs (schemes) for "Good O&M Award" based on the grading result.

Ten (10) candidates shall be selected in descending order of grades.

(M5) In-depth Survey for the candidates by ZITSU

ZITSU staff together with DIDT shall visit all 10 candidates to reconfirm the conditions of O&M and document control. In this survey, quality of O&M activities, planning (O&M, budget, water distribution, cropping calendar etc.) and recording shall be checked in detail.

(M6) Selection of the Prize Winner by ZITSU

ZITSU shall select three (3) “Good O&M Award” winners based on the in-depth survey. Winners are ranked at 1) Gold, 2) Silver, and 3) Bronze. In addition to them, ZITSU also selects one (1) “Award for Effort” which is envisaged to be given to the IO whose score is increased remarkably comparing to the previous year. These selections can be undertaken in accordance with the policy of each Zone provided that transparency and accountability of the selection process are secured.

Testimonials as well as trophies for the winners shall be prepared by ZITSU for award ceremony to be held in the O&M Training Seminar in the next fiscal year.

(M7) Reporting O&M Situation by IOs

It is proposed to collect the O&M report from IOs mentioning the activities, problems, request to the District, etc. in the quarterly basis. A sample format of the report is provided in **Annex-7**.

Difference between Monitoring Sheet (Annex-5) and O&M Report (Annex-7)	
Monitoring Sheet:	This is the form to be filled by District to check the IOs O&M activities as well as documentation management.
O&M Report:	This is the form to be filled by IOs to report the conditions of their own facilities and problems encountered as well as requests for Districts.

(M8) Reporting O&M Situation by Districts

The O&M reports from IOs shall be compiled by the District and copy of them shall be sent to ZITSU together with the covering sheet provided in **Annex-8** every quarter. The covering sheet shall also be sent to Regional Office to share the information.

Training curriculum in DIDT training

Purpose	<ul style="list-style-type: none"> To capacitate DIDT of other irrigation schemes to improve O&M systems using the training methodologies established at DEMOSITE in Phase-2 To make an action plan to prepare TSIR 		
Facilitators	DIDT members and IO members of DEMOSITE under backstopping by ZITSU staff		
Participants	DIDT members (3) per district for all zones		
Subjects	Contents	Training method	Duration
Preliminary session	<ul style="list-style-type: none"> - Training needs assessment - Prioritization of the training 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Water management	<ul style="list-style-type: none"> - Water management in the irrigation scheme. - Practical knowledge for water management 	<ul style="list-style-type: none"> - Lecture - Practice 	0.5 days
Operation plan	<ul style="list-style-type: none"> - Cropping calendar - Irrigation blocks - Water distribution planning 	<ul style="list-style-type: none"> - Lecture - Practice - Exercise 	1 day
Maintenance plan	<ul style="list-style-type: none"> - Irrigation facilities - Maintenance activities - Maintenance planning 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Financial management at scheme level	<ul style="list-style-type: none"> - Function & roles of financial management - O&M fee management 	<ul style="list-style-type: none"> - Lecture - Practice - Exercise 	1 day
Strengthening IO	<ul style="list-style-type: none"> - Function & roles of IO - Management of IO - Constitution & Organization structure - Implementation of O&M 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Participatory monitoring and evaluation	<ul style="list-style-type: none"> - Function & roles of PM&E - PM&E systems - Implementation of PM&E 	<ul style="list-style-type: none"> - Lecture - Practice 	0.5 days
Field tour*	<ul style="list-style-type: none"> - Observation of DEMOSITE 	<ul style="list-style-type: none"> - Study tour 	1 day
Action plan	<ul style="list-style-type: none"> - Action plan making for TSIR** - M&E planning for the Action plan 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day

* An irrigation scheme for the field tour shall be selected by ZITSU.

** A plan for preparation of IO training

REPORT OF DIDT TRAINING RESULT

Submission Date:

To: ZIE (ZITSU Name) ← From: Coordinator (Name)

DIDT (LGA Name):

Date:

Venue:

Number of Participants:

Facilitator(s):

Approx. Cost:

Topics:

Observations:

Conclusions:

Scheduled Date of the IO Training by the DIDT:

Scheduled Date of the Next DIDT Training:

Remarks:

Attendance list shall be attached.

Copy of this sheet shall be sent to DITS.

SAMPLE

REPORT OF DIDT TRAINING RESULT

Submission Date: June 2 2013

To: ZIE (Tabora) ← From: Coordinator (Eng. A)

DIDT (LGA Name): Tabora Municipal, Igunga, Sikonge

Date: May 20 - 22, 2013

Venue: Tabora VETA

Number of Participants: 15

Facilitator(s): Eng. A, Eng. B, Mr. C, Ms. D

Approx. Cost: Tsh. 1,750,000

Topics:

- O&M planning
- Financial management at scheme level
- Water management
- Action plan

Observations:

- All participants understood importance of the O&M planning and financial management and its procedure.
- All DIDTs made O&M budget plans based on schemes' conditions.
- Action plan is good tool to monitor the schemes.
- Some participants requested more time for the water management.

Conclusions:

- All DIDTs will submit a report to DED by the end of May.
- All DIDTs will start the IO training in June at latest.

Scheduled Date of the IO Training by the DIDT:

- See the attached schedules by all DIDTs.

Scheduled Date of the Next DIDT Training:

- In September 2013, training topics are Strengthening of IO and participatory M&E.

Remarks:

- Follow up should be done by ZITSU after IO trainings conducted.
- Duration of the training seemed too short to cover all topics to be considered.

Attendance list shall be attached.

Copy of this sheet shall be sent to DITS.

Training curriculum in IO training

Purpose	<ul style="list-style-type: none"> To capacitate selected IO members to improve O&M systems using the training methodologies established at DEMOSITE in Phase-2 To make an action plan to follow up the training. 		
Facilitators	DIDT members under backstopping by ZITSU		
Participants	IO members (committee members) X 5 districts* per zone		
Subjects	Contents	Training method	Duration
Preliminary session	<ul style="list-style-type: none"> - Training needs assessment - Prioritization of the training 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Water management	<ul style="list-style-type: none"> - Water management in the irrigation scheme. - Practical knowledge for water management 	<ul style="list-style-type: none"> - Lecture - Practice 	0.5 days
Operation plan	<ul style="list-style-type: none"> - Cropping calendar - Irrigation blocks - Water distribution planning 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Maintenance plan	<ul style="list-style-type: none"> - Irrigation facilities - Maintenance activities - Maintenance planning 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Financial management at scheme level	<ul style="list-style-type: none"> - Function & roles of financial management - O&M fee management 	<ul style="list-style-type: none"> - Lecture - Practice - Exercise 	1 day
Strengthening IO	<ul style="list-style-type: none"> - Function & roles of IO - Management of IO - Constitution & Organization structure - Implementation of O&M 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day
Participatory monitoring and evaluation	<ul style="list-style-type: none"> - Function & roles of PM&E - PM&E systems - Implementation of PM&E 	<ul style="list-style-type: none"> - Lecture - Practice 	0.5 days
Field tour**	<ul style="list-style-type: none"> - Observation of DEMOSITE 	<ul style="list-style-type: none"> - Study tour 	1 day
Action plan	<ul style="list-style-type: none"> - Action plan making for O&M implementation*** - M&E planning for the Action plan 	<ul style="list-style-type: none"> - Lecture - Practice 	1 day

* This number is subject to change.

** An irrigation scheme for the field tour shall be selected by ZITSU

*** O&M implementation means actual O&M activities of the irrigation scheme.

The monitoring of the progress of activities scheduled in the Action plan shall be done every 3 months by the DIDT members with ZITSU's back stopping.

REPORT OF IO TRAINING RESULT

Submission Date:

To: ZIE (ZITSU Name)



From: DIDT (LGA Name)

Irrigation Scheme:**Date:****Venue:****Number of Participants:****Facilitator(s):****Approx. Cost:****Topics:****Observations:****Conclusions:****Scheduled Date of the Next IO Training:****Remarks:**

Attendance list shall be attached.

Copy of this sheet shall be sent to DITS from ZITSU.

REPORT OF IO TRAINING RESULT

Submission Date: March 8, 2013

To: ZIE (Tabora) ← From: DIDT (Tabora Municipal)

Irrigation Scheme:	Inala
Date:	March 6, 2013
Venue:	Inala Primary School
Number of Participants:	45
Facilitator(s):	1) Eng. A 2) Mr. B (SMS Irrigation)
Approx. Cost:	Tsh. 1,000,000 (by DIDT)
Topics:	<ol style="list-style-type: none"> 1. 10:00-10:10 Opening 2. 10:10-10:20 Explanation of training schedule and purpose 3. 10:20-11:30 Review of the previous training Confirmation of the action plan implementation 4. 12:00-13:00 Training of Water Management (Module-1) 5. 13:00-14:00 Lunch Break 6. 14:00-15:00 Training of Water Management (Module-1) 7. 15:00-16:00 Action plan preparation 8. 16:00-16:10 Closing
Observations:	<ul style="list-style-type: none"> • IO members requested our supports on flow measurement. • Participants positively participated in the discussions.
Conclusions:	<ul style="list-style-type: none"> • IO will prepare water distribution plan by March 31, 2013. • Training of flow measurement will be provided by March 15, 2013.
Scheduled Date of the Next IO Training:	Next training session will be held on April 3 for follow-up of water distribution plan preparation.
Remarks:	<ul style="list-style-type: none"> • Budget for IO training is insufficient. Please give us advices for reduction of cost or budget acquisition in accordance with the experiences of other sites. • Available water cannot be estimated because no calculation has been made in previous studies. Please give us your technical advice.

Attendance list shall be attached.

Copy of this sheet shall be sent to DITS from ZITSU.

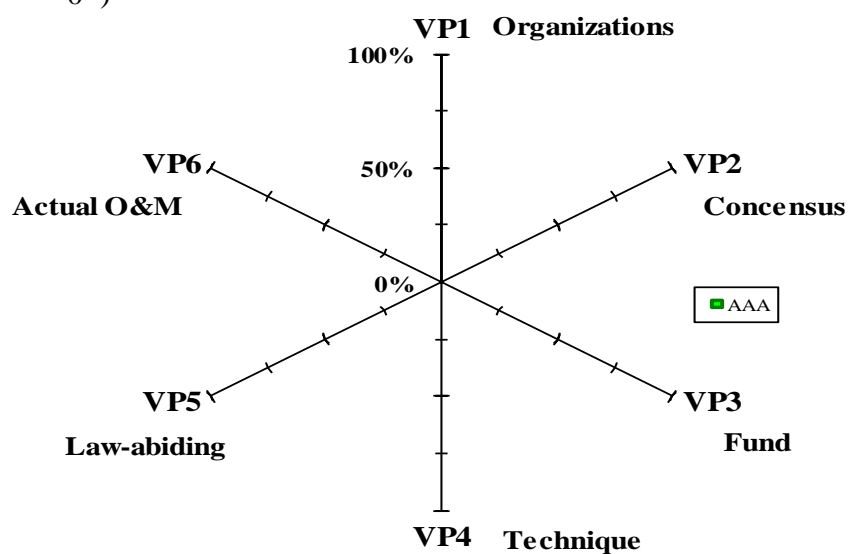
Monitoring Result of
AAA Irrigation Scheme
in
DDD (BBB Zone)

ANNEX-5

Interview Date: 0/01/1900
Stage: O&M

Total Score = ### /100

(Mean Score = 0)



SURVEY SHEET OF THE COMPREHENSIVE GL UTILIZATION

Date	Time
------	------

Interviewee 1

Name	Tel. No.	e-mail Address
Organization	Position	

Interviewee 2

Name	Tel. No.	e-mail Address
Organization	Position	

Interviewee 3

Name	Tel. No.	e-mail Address
Organization	Position	

Interviewer

--

General Information of the Project

Name of the Irrigation Scheme

AAA

Irrigation Zone

BBB

Region

CCC

District

DDD

Ward

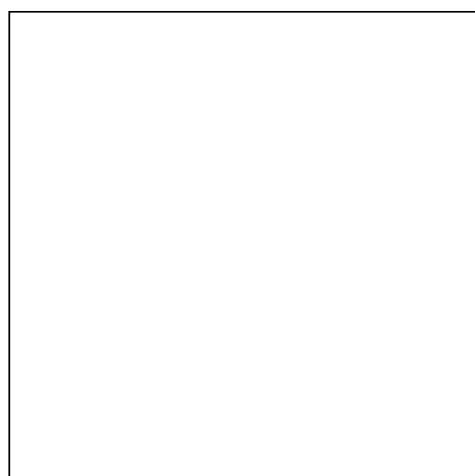
EEE

Village

FFF

GPS Coordinate

	E,	S
--	----	---

**Location Map**

Area of Existing Farmland

	Planned	Actual
Rainy Season		
Dry Season		

Crops

☐ Paddy☐ Maize☐ Beans &
Vegetables☐ Others

--

Type of Irrigation

☐ Gravity☐ Pump
(River)☐ Pump
(Lake/Pond)☐ Rain Water
Harvesting☐ Others

--

Type of Irrigation Development

☐ Rehabilitation☐ Improvement☐ New
Development☐ Drainage☐ Others

--

Current Stage

☐ Formulation☐ Implementation☐ O&M

History

	From	To	Fund Source
Formulation			
Implementation			
O&M			

Application for Fund

☐ DIDF☐ LGCDC☐ DADG☐ CBG☐ EBG☐ Other Funds

--

Data/material showing crops, yields, cropping patterns, income, etc.

☐ Collected☐ Not Collected

Remarks

--

Check Sheet for Confirmation of the GL Utilization in the O&M Stage

Viewpoint 1: Organization					
O1-1 Irrigator's Organization (IO)		Confirmed	Not Confirmed / Not Exist	Remarks	
a) Member List					
b) Registration Card					
c) Union's Constitution					
d) Activity reports/documents					
Viewpoint 2: Community Participation					
O2-1 Handover Process		Confirmed	Not Confirmed / Not Exist	Remarks	
a) Contract for handing over of "user right"					
O2-2 Consensus Building in IO for O&M		Confirmed	Not Confirmed / Not Exist	Remarks	
a) Record of Meetings which shows time, participants, agenda, consultations, etc.					
O2-3 Reporting of O&M performance of the IO to District/ZITSU		Confirmed	Not Confirmed / Not Exist	Remarks	
a) Report of O&M submitted by IO to District/ZITSU					
Viewpoint 3: Fund					
O3-1 IO's Budget Management		Confirmed in the GL's Form	Confirmed in other Form	Not Confirmed / Not Exist	Remarks
a) O&M Budgeting Form (Step-3, Form-3)					
b) Financial Record (Step-6, Form-6)					
O3-2 Support of IO's O&M activities through other fund sources such as DADG or CBG		Confirmed	Not Confirmed / Not Exist	Remarks	
a) Official document which shows fund supports from other sources than DIDF					
Viewpoint 4: Technique					
O4-1 IO's O&M Activities		Confirmed in the GL's Form	Confirmed in other Form	Not Confirmed / Not Exist	Remarks
a) Basic Operation Plan (Step-1, Form-1)					
b) Basic Maintenance Plan (Step-1, Form-2)					
c) Irrigation Schedule and Water Distribution Plan (Step-2, Form-11)					
d) Operation Record (Step-4, Form-4)					
e) Maintenance Record (Step-5, Form-5)					
f) Financial Record (Step-6, Form-6)					
g) Report on problems encountered and proposal of measures, solutions and actions (Step-6, Form-7)					

O4-2 Monitoring and Supporting Activities by District/ZITSU						
	Confirmed	Not Confirmed / Not Exist	Remarks			
a) Documents/records which show the monitoring and supporting activities by District or ZITSU						
O4-3 Gap between planned and actual development (irrigable) area						
	Confirmed	Not Confirmed / Not Exist	Remarks			
a) Data which show the planned and actual irrigable area						
Viewpoint 5: Law-abiding						
O5-1 Irrigator's Organization (IO)						
	Confirmed	Not Confirmed / Not Exist	Remarks			
a) Official Application Documents						
b) Documents of Approval						
c) Registration Card						
O5-2 Water Right						
	Confirmed	Not Confirmed / Not Exist	Remarks			
a) Official Application Documents						
b) Documents of Approval						
c) Certificate of Water Right						
O5-3 Environmental Impact Assessment (EIA)						
	Confirmed	Not Confirmed / Not Exist	Remarks			
a) Official Application/Registration Documents						
b) Documents of Approval/Registration						
Viewpoint 6: Actual Operation and Maintenance						
O6-1 Actual Maintenance (Observations by Interviewer)						
	Excellent	Good	Fair	Below Average	Bad	Remarks
a) Maintenance of Canals						
b) Maintenance of Head Works or Pump						
c) Maintenance of Farm Roads						
<p>Excellent: Fully functioning and appearance is very good (no warning signs of malfunction are found)</p> <p>Good: Fully functioning and appearance is good (few warning signs of malfunction are found)</p> <p>Fair: Fully functioning but appearance is not good (considerable warning signs of malfunction are found)</p> <p>Below Average: Partially functioning (not fully functioning)</p> <p>Bad: Malfunctioning</p> <p><i>Example of warning signs: considerable cracks/falling of concrete/masonry, rusts on metal, stripped paint, lack of lubrication, missing of parts, sedimentation in canal/reservoir/forebay, clogging of trashrack, falling of embankment of farm road/dam/canal, driftwood in reservoir/forebay</i></p>						
O6-2 Operation and Maintenance Practice						
	Yes	No	Remarks			
a) Operation is recorded based on the operation plan						
b) Maintenance is recorded based on the maintenance plan						
c) Finance is recorded based on the financial plan						

Check Sheet for Confirmation of the GL Utilization in the O&M Stage

Viewpoint 1: Organization					100
O1-1 Irrigator's Organization (IO)					
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction		
a) Member List	25	0	List of IO members. It should be checked that the list is updated occasionally.		
b) Registration Card	25	0	To be issued by Ministry of Home Affairs		
c) Union's Constitution	25	0			
d) Activity reports/documents	25	0	Activity reports submitted to Village, Ward, District, etc.		
100					
Viewpoint 2: Community Participation					100
O2-1 Handover Process					
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction		
a) Contract for handing over of "user right"	30	0	Evidence for formal procedure of handing over from district to IO. If the scheme is still under construction, this checkbox should remain unmarked.		
O2-2 Consensus Building in IO for O&M					
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction		
a) Record of Meetings which shows time, participants, agenda, conclusions, etc.	30	0	Examples of this document are minutes of meeting for general meeting, IO committee, etc		
O2-3 Reporting of O&M performance of the IO to District/ZITSU					
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction		
a) Report of O&M submitted by IO to District/ZITSU	40	0	Report mentioning the O&M situation of the scheme		
Viewpoint 3: Fund					100
O3-1 IO's Budget Management					
	Confirmed in the GL's Form	Confirmed in other Form	Not Confirmed / Not Exist	Reference / Instruction	
a) O&M Budgeting Form (Step-3, Form-3)	35	30	0		
b) Financial Record (Step-6, Form-6)	35	30	0		
70 60					
O3-2 Support of IO's O&M activities through other fund sources such as DADG or CBG					
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction		
a) Official document which shows fund supports from other sources than DIDF	30	0	If the IO receives no fund supports for O&M activities, this checkbox shall remain unmarked.		
Viewpoint 4: Technique					100
O4-1 IO's O&M Activities					
	Confirmed in the GL's Form	Confirmed in other Form	Not Confirmed / Not Exist	Reference / Instruction	
a) Basic Operation Plan (Step-1, Form-1)	10	8	0		
b) Basic Maintenance Plan (Step-1, Form-2)	10	8	0		
c) Irrigation Schedule and Water Distribution Plan (Step-2, Form-11)	10	8	0		
d) Operation Record (Step-4, Form-4)	5	4	0	If the scheme is under construction, this checkbox shall remain unmarked.	
e) Maintenance Record (Step-5, Form-5)	5	4	0	If the scheme is under construction, this checkbox shall remain unmarked.	
f) Financial Record (Step-6, Form-6)	5	4	0		
g) Report on problems encountered and proposal of measures, solutions and actions (Step-6, Form-7)	5	4	0		
50 40					
O4-2 Monitoring and Supporting Activities by District/ZITSU					
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction		
a) Documents/records which show the monitoring and supporting activities by District or ZITSU	25	0			

O4-3 Gap between planned and actual development (irrigable) area						
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction			
a) Data which show the planned and actual irrigable area	25	0	If the operation of the scheme has not start, this checkbox shall remain unmarked.			
Viewpoint 5: Law-abiding						
						100
O5-1 Irrigator's Organization (IO)						
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction			
a) Official Application Documents	15	0	To be prepared by the IO			
b) Documents of Approval	10	0	To be issued by Ministry of Home Affairs			
c) Registration Card	15	0	To be issued by Ministry of Home Affairs			
40						
O5-2 Water Right						
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction			
a) Official Application Documents	15	0	To be prepared by the IO			
b) Documents of Approval	10	0	To be issued by Basin Water Office			
c) Certificate of Water Right	15	0	To be issued by Basin Water Office			
40						
O5-3 Environmental Impact Assessment (EIA)						
	Confirmed	Not Confirmed / Not Exist	Reference / Instruction			
a) Official Application/Registration Documents	10	0	To be prepared by District. If the EIA is not requisite for this scheme in accordance with IEE in F/S, this checkbox shall remain unmarked.			
b) Documents of Approval/Registration	10	0	To be issued by environmental authority. If the EIA is not requisite for this scheme in accordance with IEE in F/S, this checkbox shall remain unmarked.			
20						
Viewpoint 6: Actual Operation and Maintenance						100
O6-1 Actual Maintenance (Observations by Interviewer)						
	Excellent	Good	Fair	Below Average	Bad	Reference / Instruction
a) Maintenance of Canals	20	16	10	5	0	If the scheme is under construction, this checkbox shall remain unmarked.
b) Maintenance of Head Works, Dam or Pump	20	16	10	5	0	If the scheme is under construction, this checkbox shall remain unmarked.
c) Maintenance of Farm Roads	15	13	8	4	0	If the scheme is under construction, this checkbox shall remain unmarked.
55 45 28 14						
Excellent: Fully functioning and appearance is very good (no warning signs of malfunction are found)						
Good: Fully functioning and appearance is good (few warning signs of malfunction are found)						
Fair: Fully functioning but appearance is not good (considerable warning signs of malfunction are found)						
Below Average: Partially functioning (not fully functioning)						
Bad: Malfunctioning						
<i>Example of warning signs: considerable cracks/falling of concrete/masonry, rusts on metal, stripped paint, lack of lubrication, missing of parts, sedimentation in canal/reservoir/forebay, clogging of trashrack, falling of embankment of farm road/dam/canal, driftwood in reservoir/forebay</i>						
O6-2 Operation and Maintenance Practice						
	Yes	No	Reference / Instruction			
a) Operation is recorded based on the operation plan	15	0	The marker shall compare the conformance between the plan and record of operation. If the operation has not start yet, this checkbox shall remain unmarked.			
b) Maintenance is recorded based on the maintenance plan	15	0	The marker shall compare the conformance between the plan and record of maintenance. If the scheme is under construction, this checkbox shall remain unmarked.			
c) Finance is recorded based on the financial plan	15	0	The marker shall compare the conformance between the budget and financial record.			
45						

Score Calculation Sheet (O&M Stage)

Scheme: AAA

District: DDD

Zone: BBB

Max. Score Allocated

Score

Viewpoint 1

	a)	b)	c)	d)	e)	f)	g)	Total
O1-1	0	0	0	0				0

0

Viewpoint 1 (Maximum Score = 15)

	a)	b)	c)	d)	e)	f)	g)	Total
O1-1	*	*	*	*				0

0

Score of Viewpoint 1: #DIV/0!

Viewpoint 2

	a)	b)	c)	d)	e)	f)	g)	Total
O2-1	0							0
O2-2	0							0
O2-3	0							0

0

Viewpoint 2 (Maximum Score = 15)

	a)	b)	c)	d)	e)	f)	g)	Total
O2-1	*							0
O2-2	*							0
O2-3	*							0

0

Score of Viewpoint 2: #DIV/0!

Viewpoint 3

	a)	b)	c)	d)	e)	f)	g)	Total
O3-1	0	0						0
O3-2	0							0

0

Viewpoint 3 (Maximum Score = 15)

	a)	b)	c)	d)	e)	f)	g)	Total
O3-1	*	*						0
O3-2	*							0

0

Score of Viewpoint 3: #DIV/0!

Viewpoint 4

	a)	b)	c)	d)	e)	f)	g)	Total
O4-1	0	0	0	0	0	0	0	0
O4-2	0							0
O4-3	0							0

0

Viewpoint 4 (Maximum Score = 20)

	a)	b)	c)	d)	e)	f)	g)	Total
O4-1	*	*	*	*	*	*	*	0
O4-2	*							0
O4-3	*							0

0

Score of Viewpoint 4: #DIV/0!

Viewpoint 5

	a)	b)	c)	d)	e)	f)	g)	Total
O5-1	0	0	0					0
O5-2	0	0	0					0
O5-3	0	0						0

0

Viewpoint 5 (Maximum Score = 15)

	a)	b)	c)	d)	e)	f)	g)	Total
O5-1	*	*	*					0
O5-2	*	*	*					0
O5-3	*	*						0

0

Score of Viewpoint 5: #DIV/0!

Viewpoint 6

	a)	b)	c)	d)	e)	f)	g)	Total
O6-1	0	0	0					0
O6-2	0	0	0					0

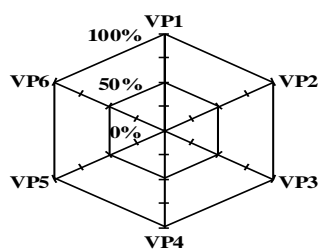
0

Viewpoint 6 (Maximum Score = 20)

	a)	b)	c)	d)	e)	f)	g)	Total
O6-1	*	*	*					0
O6-2	*	*	*					0

0

Score of Viewpoint 6: #DIV/0!



VP1 #DIV/0!
 VP2 #DIV/0!
 VP3 #DIV/0!
 VP4 #DIV/0!
 VP5 #DIV/0!
 VP6 #DIV/0!
 Total ###

TOTAL SCORE

#DIV/0!

(/ 100)

Summary Sheet of Monitoring Survey Result

Date of Submission:

ZITSU:

Demo-site

Name	District	Score			Remarks
		Current (Date)	Previous (Date)	Difference	

Other Schemes

SL. No	Name	District	Score			Remarks
			Current (Date)	Previous (Date)	Difference	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Mean						

REPORT OF OPERATION & MAINTENANCE FOR THE QUARTER OF JAN. - MAR., 2013

Submission Date: 05/04/2013

To: DED (Tabora Municipal) From: IO (Inala)
Through: Village (Inala)

Irrigation Scheme: ABC Scheme (Planned Irrigation Area: 330 ha)

Cropping Conditions:

Crops	Area Planted in this Quarter (ha)	Production in this Quarter (ton)	Accumulated Production in this Year (ton)
Rice	200	1,000	1,800
Maize			
Other ()			
Other ()			

Conditions of Facilities:

Facilities	Conditions at the end of this Quarter
Canal	Functioning
Head Work/Dam	Partially Malfunctioning due to failure of Gate No. 2
Pump	Not applicable
Farm Road	Functioning but small falling at XXX

O&M Activities / Meetings Held:

Activities	Date	Remarks
General Assembly	04/01/2013	
Block Leader Meeting	03/02/2013	
Cleansing Main Canal	15-18/02/2013	
IO training by DIDT	02/03/2013	

Issues & Solutions:

Issues/Problems	Solutions	Current Status
O&M fee payment rate is low.	Block leaders will visit members who have not paid yet and request them to pay.	Visiting members continuously.
Failure of Gate No. 2	Repair or replacement of Gate No. 2	Inquiring possibility of financial support from the District.
Actual irrigation area is below planned one.	Review of cropping calendar and water distribution plan	Requesting the District's technical support.

**REPORT OF OPERATION & MAINTENANCE
FOR THE..... QUARTER FROM (Month) TO (Month), 20__**

Submission Date: / /20

To: DED (LGA Name) ← From: IO (Name)
Through: Village ()

Irrigation Scheme: Scheme (Planned Irrigation Area: ha)

Cropping Conditions:

Crops	Area Planted in this Quarter (ha)	Production in this Quarter (ton)	Accumulated Production in this Year (ton)
Rice			
Maize			
Other ()			
Other ()			

Conditions of Facilities:

Facilities	Conditions at the end of this Quarter
Canal	
Head Work/Dam	
Pump	
Farm Road	
Others	

O&M Activities / Meetings Held:

Activities	Date	Remarks

Issues & Solutions

Issues/Problems	Solutions	Current Status

REPORT OF OPERATION & MAINTENANCE FOR THE 3RD QUARTER FROM JAN. TO MAR., 2013

Submission Date: 05/04/2013

To: DED (Tabora Municipal) ← From: IO (Inala)
Through: Village (Inala)

Irrigation Scheme: ABC Scheme (Planned Irrigation Area: 330 ha)

Cropping Conditions:

Crops	Area Planted in this Quarter (ha)	Production in this Quarter (ton)	Accumulated Production in this Year (ton)
Rice	200	1,000	1,800
Maize			
Other ()			
Other ()			

Conditions of Facilities:

Facilities	Conditions at the end of this Quarter
Canal	Functioning
Head Work/Dam	Partially Malfunctioning due to failure of Gate No. 2
Pump	Not applicable
Farm Road	Functioning but small falling at XXX

O&M Activities / Meetings Held:

Activities	Date	Remarks
General Assembly	04/01/2013	
Block Leader Meeting	03/02/2013	
Cleansing Main Canal	15-18/02/2013	
IO training by DIDT	02/03/2013	

Issues & Solutions:

Issues/Problems	Solutions	Current Status
O&M fee payment rate is low.	Block leaders will visit members who have not paid yet and request them to pay.	Visiting members continuously.
Failure of Gate No. 2	Repair or replacement of Gate No. 2	Inquiring possibility of financial support from the District.
Actual irrigation area is below planned one.	Review of cropping calendar and water distribution plan	Requesting the District's technical support.

**SUMMARY REPORT OF SCHEME O&M
FOR THE..... QUARTER FROM (Month) TO (Month), 20__**
(Covering Sheet)

Submission Date: / /20

To: ZIE (ZITSU Name)



From: DIDT (LGA Name)

Number of Irrigation Schemes in the District: _____

Number of Irrigation Schemes submitted the Report: _____

Schemes with Considerable Issues that require District's Support in this Quarter:

Schemes	Issues	District's Support

IO Trainings undertaken in this Quarter:

Schemes	Date	Subject

Remarks:

Copy of the reports submitted by IOs shall be attached.

Copy of this covering sheet shall be sent to RS by the District.

**SUMMARY REPORT OF SCHEME O&M
FOR THE 3RD QUARTER FROM JAN. TO MAR., 2013**

(Covering Sheet)

Submission Date: 10/04/2013

To: ZIE (Tabora Zone)



From: DIDT (Tabora Municipal)

Number of Irrigation Schemes in the District: 5

Number of Irrigation Schemes submitted the Report: 3

Schemes with Considerable Issues that require District's Support in this Quarter:

Schemes	Issues	District's Support
ABC scheme	O&M fee payment rate is low	Training on importance of O&M fee
	Failure of Gate No.2	Financial and technical support
	Actual irrigation area is below planned area.	Technical support to the O&M sub-committee
DEF scheme	O&M fee payment rate is low	Training on importance of O&M fee
	Damage of the main canal (2m) is serious.	Technical support and supervision
GHI scheme	Conflict among irrigators due to uneven distribution of water	Training on water management

IO Trainings undertaken in this Quarter:

Schemes	Date	Subject
ABC scheme	10/02/2013	Basic O&M plan
DEF scheme	15/02/2013	Strengthening of IO
XYZ scheme	20/03/2013	Financial management, Basic O&M plan

Remarks:

Farmers' participations were high in 3 schemes.
Fuel is not enough to cover all schemes in the district.
DED requested report of XYZ scheme from DIDT to see actual situation.

Copy of the reports submitted by IOs shall be attached.

Copy of this covering sheet shall be sent to RS by the District.

Serial No. for TANCAID use only

Capacity Development for the Promotion of Irrigation Scheme Development under DADPs (TANCAID)

PROPOSAL FORM FOR OPERATION & MAINTENANCE TRAINING in _____ ZONE in 2012/2013

- ✧ This proposal should be submitted to DALDO office before 2012.
- ✧ Please make sure that you have attached copies of Constitution, Members list, Operation plan, Maintenance plan and Bank statement, if you have on this proposal.

A. GENERAL INFORMATION

a. Name of Irrigation scheme:

b. Physical location:

Zone: District:

c. Developed area:

d. Present irrigated area:

e. Present main crops:

f. Irrigation systems (main facilities):

Facility	Construction year	Condition

g. Irrigation type:

h. Main water source:

i. Water permit:

☐ granted, ☐ not granted yet (Attach a copy of water permit)

j. Water conflict:

☐ no conflict, ☐ within the scheme/village, ☐ with other scheme/village

Causes)

k. Environment:

☐ soil erosion in the scheme, ☐ water contamination in the scheme

Causes)

B. IRRIGATORS' ORGANIZATION (IO)

a. Name of IO:

b. Names of officials:

	Name	M / F	I.D No.	Contact No.
Chairperson				
Secretary				
Treasurer				

c. Total Number of members: Male: Female: (Attached membership list)

d. Registered year: No.: (Attach a copy of registration certificate)

e. Constitution:

☐ We have, ☐ We do not have (Attach a copy of the constitution if you have)

f. Member list:

☐ We have, ☐ We do not have (Attach a copy of the member list if you have)

g. Operation plan:

☐ We have, ☐ We do not have (Attach a copy of the operation plan if you have)

h. Maintenance plan:

☐ We have, ☐ We do not have (Attach a copy of maintenance plan if you have)

i. Bank information: (Attach a copy of statement of the bank)

Bank name: Branch name:

Account number: Account title:

j. Meetings:

Meeting	Frequency	Main topics

k. O&M fee:

Collection method	Area basis / Volume basis / Production basis
Amount	
Collection rate	% (last year or season)

l. Previous activities on O&M:

Activities	When	Results (achievements)

C. TRAINING INFORMATION

- a. What kind of problems on O&M are you facing?
- b. What kind of training do you want to have?
- c. What do you want to improve O&M through training?
- d. How is availability of the training budget by district?

We certify that the preceding information is true.

Chairperson: Signature: Date:

Secretary: Signature: Date:

Treasurer: Signature: Date:

COMMENTS BY DALDO

Name: Signature/Official stamp: Date:

COMMENTS BY ZITSU

The selection to attend the O&M training in 2012/2013

☐ YES

☐ NO

Name: Signature: Date:

Guidelines for proposal of O&M Training

TANCAID targets the district irrigation schemes in 7 zones to improve O&M through the training. In order to conduct the training, TANCAID utilizes an approach of the proposal basis to encourage Irrigators' Organizations (IOs) initiatives. A proposal submitted by IOs shall be carefully examined and selected under the criteria by ZITSU.

Eligibility

TANCAID is open to IOs that have:

- been registered to the government.
- been paying the water permit.
- clear management structure with at least Chairperson, Secretary and Treasurer.
- a willingness to improve O&M systems.
- experience of the irrigation management at least for the past 2 years.

Items of training

These will be dependent upon the needs of IOs among the following training topics:

- Water management
- Operation
- Maintenance
- Strengthening IO
- Financial management at scheme level
- Participatory monitoring and evaluation
- Action plan making
- Study tour

NB.

- Training Needs Assessment shall be conducted to make the training schedule.
- Each of training subjects comes up with Action plan for quick implementation.

Procedures from application to implementation of the training

- A proposal shall be filled by IO and submitted to DALDO.
- DALDO shall examine the proposal and comment on it.
- The proposal shall be submitted to ZITSU office.
- ZITSU office shall select IOs and send an acceptance letter to DED.
- DALDO shall inform to the selected IOs.
- DIDT shall start Training Needs Assessment with the selected IOs in collaboration with ZITSU.
- The training schedule shall be determined based on the assessment.
- The training shall start.

Guidance for proposal writing

A. GENERAL INFORMATION

- a. Name of Irrigation scheme: Registered full name
- b. physical location: OOOOO Zone, OOOOO District
- c. Developed area: ha
- d. Present irrigated area: ha
- e. Present main crops: maximum 3 crops
- f. Irrigation systems (main facilities): Headworks, main canal, secondary canal, tertiary canal, turnout, division box, drainage canal and farm roads etc.
- g. Irrigation type: Gravity, pump, well etc.
- h. Main water source: River, stream, pond, dam, lake, groundwater etc.
- i. Water permit: If it has been granted, tick granted. If not, tick not granted yet.
- j. Water conflict: If there is no conflict, tick no conflict.
- k. Environment: If farming is affected, tick.

B. IRRIGATORS' ORGANIZATION (IO)

- a. Name of IO: Registered full name
- b. Names of officials: Three officials are enough.
- c. Total Number of members: Registered members to IO only
- d. Registered year: If you have, tick and attach a copy of registration certificate.
- e. Constitution: If you have, tick and attach a copy of the constitution.
- f. Member list: If you have, tick and attach a copy of the member list.
- g. Operation plan: If you have, tick and attach a copy of the operation plan.
- h. Maintenance plan: If you have, tick and attach a copy of the maintenance plan.
- i. Bank information: Attach a copy of statement of bank.
- j. Meetings: Regular meeting only
- k. O&M fee: ha or acre for area, m³ or litre for volume, kg or % for production
- l. Previous activities on O&M: Main activities of IO related to O&M not individuals

C. TRAINING INFORMATION

a. What kind of problems on O&M are you facing?

Main problems related to O&M e.g. uneven water distribution, improper maintenance works, low participation of communal works, weak leadership, low collection rate of O&M fee etc.

b. What kind of training do you want to have?

More concrete training subjects or contents should be stated to make clear picture of the needs.

c. What do you want to improve O&M through training?

More concrete results or expectations should be stated to make clear picture of the improvement.

d. How is availability of the training budget by district?

TANCAID may require a portion of the training cost to the district therefore IO should consult with the District Executive Director to answer. This is one of the decisive criteria for selection.

We certify that the preceding information is true.

Chairperson: Full name Signature: Date: Date of

sign

Secretary: Signature: Date:

Treasurer: Signature: Date:

COMMENTS BY DALDO

This is an endorsement by DALDO based on information related to IO. DALDO should consult with DIDT members to make comments.

Name: Signature/Official stamp: Date:

COMMENTS BY ZITSU

Comments should be stated to explain the result of selection by ZIE therefore ZIE should consult with Zone staff as well as referring to comments by DALDO. Each zone can select maximum 5 schemes but less than 5 schemes are acceptable.

The selection to attend the O&M training in 2012/2013

☐ YES

☐ NO

Name: Signature: Date:

The followings are preparatory work for smooth implementation of the selection.

1. ZITSU should make short list of district to be intervened.
2. Each district should make short list of at least two IOs to be intervened.

SCORE SHEET FOR SELECTION OF IRRIGATION SCHEME FOR OPERATION & MAINTENANCE TRAINING in 2012/2013

ZITSU OFFICE USE ONLY

[SELECTION CRITERIA]

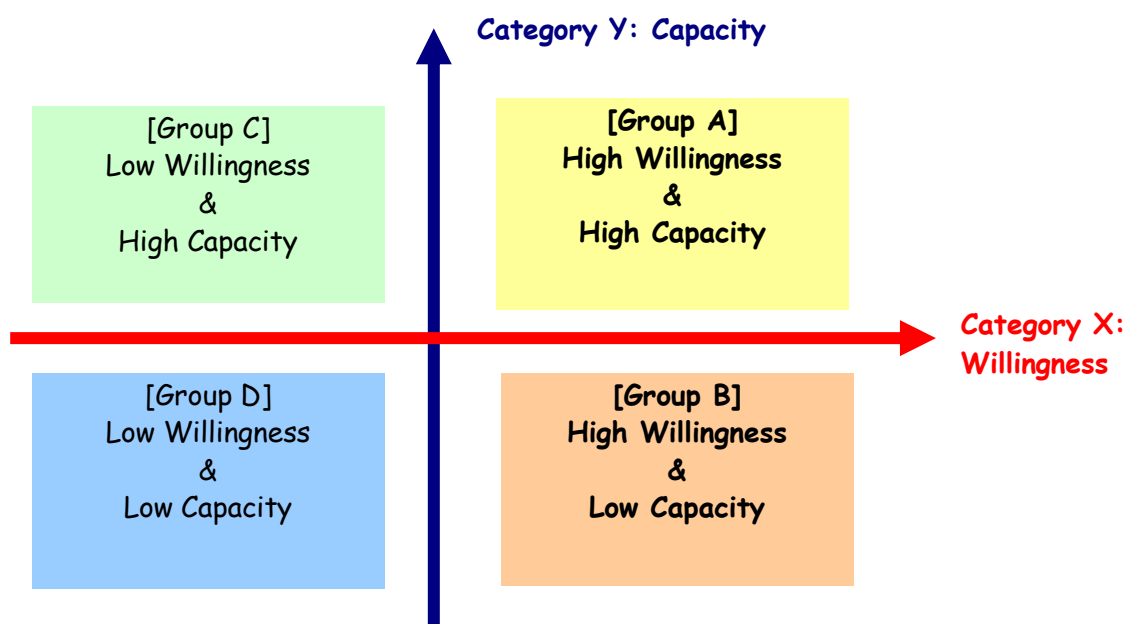
Basic Principle: Schemes (IOs) of high willingness shall be evaluated higher. Then prioritization shall be undertaken taking existing capacity of the IOs into consideration.

Following 14 evaluation items are considered to assess i) willingness to be trained and ii) existing capacity/performance of candidates:

Evaluation Items

Category X Indicating willingness, self-help, district's support	Category Y Indicating existing capacity and performance
1. Payment for the water permit	1. Registration of IO
2. Meetings	2. O&M fee collection rate
3. Main problems of O&M	3. Irrigated area / total area
4. Actions taken to solve the problems	4. Constitution
5. Gender balance (women members' ratio)	5. Water distribution plan
6. Training needs	6. Maintenance plan
7. Budget allocation by the district	7. Bank account

Total score of Category X is used for evaluation of willingness and self-help spirit of the IO as well as expectation of the district's support. Category Y is used for evaluation of current capacity of the IO.



Schematic Image of Evaluation for Scheme Selection

The scheme subject to O&M training are selected from the schemes plotted in the area of [Group B] in the figure above. It is also suggested that the schemes dropped in the area of [Group A] will be the candidate for the good example to be visited in the course of the training.

The following criteria (qualitative indicators) also can be considered for the selection based on ZITSU's routine observation.

1. Cohesion of members
2. Members' commitment to the scheme
3. Potential of a model scheme

In a practical way, prepare a graph paper and plot scores of schemes. Carefully check plots in Category X and Category Y on the paper, then select schemes dropped in the Group B for the training and schemes in the Group A for the study tour sites.

However the final selection shall be undertaken by ZITSU in accordance with its policy.

Willingness to the O&M training: Maximum score is 3.

Items		Criteria			Score
		High (3)	Mid (2)	Low (1)	
1	Payment for the water permit	Every year	Once a while	Never	
2	Main problems of O&M	Stated clearly	Stated	Not clear	
3	Meetings	Regularly	Occasionally	Few	
4	Actions taken to solve the problems	A lot	Some	A few	
5	Gender balance (women members' ratio)	> 50%	> 30%	≤ 30%	
6	Training needs	Stated clearly	Stated	Not clear	
7	Possibility of the budget allocation by the district	High	Medium	Low	
Sub total (1)					

Current Capacity in O&M: Maximum score is 3.

Items		Criteria			Score
		High (3)	Mid (2)	Low (1)	
1	Registration of IO	> 5 years ago	> 2 years ago	≤ 2 years ago	
2	O&M fee collection rate	> 70%	> 50%	≤ 50%	
3	Irrigated area / total area	> 80%	> 50%	≤ 50%	
4	Constitution	Using	Not using	None	
5	Water distribution plan	Using	Not using	None	
6	Maintenance plan	Using	Not using	None	
7	Bank account	Using	Not using	None	
Sub total (2)					

General observation of IO: Maximum Score is 3.

1. Cohesion of members	
Comments)	
Score	<input type="text"/>

2. Members' commitment to the scheme	
Comments)	
Score	<input type="text"/>

3. Potential of a model scheme	
Comments)	
Score	<input type="text"/>

Total	<input type="text"/>
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