

## The '50 Municipal Climate Partnerships by 2015' Project

### *Expert Report-Study Tour in Participating Tanzania Municipalities*

## **Inception Report**

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## **Introduction**

This brief inception report has been prepared for a planned study tour in Tanzanian Municipalities participating in the 50 Municipal Climate Partnerships by 2015 Project. The project targets to strengthen partnership between municipalities in Germany and developing countries that tackle issues of climate change mitigation and adaptation. Six Tanzanian Municipalities participating in the project include Dar es Salaam, Masasi, Moshi Urban, Moshi Rural, Mwanza and Zanzibar. However, the study tour will cover five municipalities excluding Dar es Salaam which has reached an advanced stage in the preparation of baseline review report. An overview of documents used for preparing the study, methodological approach and schedule of field research are presented by the inception report.

## **Documents used for preparing the study**

During the initial stages of planning the study (preparation of technical approach for conducting the proposed project) three documents for the 50 Municipal Climate Partnerships by 2015 Project were provided to the consultant by the Project Manager at Engagement Global GmbH/ Service Agency Communities in One World. They included documentation of the International Kick-off workshop conducted from 14th-16th November 2011 in Dar es Salaam, Tanzania; 50 Municipal Partnerships by 2015 proceedings of the Workshop held on 4-5 October 2011 in Bonn, Germany; and Climate Change Management Manual. The preparation of the technical approach to the study and this inception report was primarily based on these documents and the Terms of Reference (TOR) which outline the tasks to be performed, anticipated results of the consultancy, products and the general framework of the study.

However, in the process of this study other country climate change mitigation and adaptation related policies and documents such as NAPA, Country REDD Strategy, renewable energy strategies, and Disaster Risk Reduction strategies will be reviewed in order to provide an overview/frameworks of climate change mitigation and adaptation for Tanzania.

## **Methodological Approach**

A participatory approach involving Municipal/District Executives, Municipal/District Officers, and Municipal/District Partners and project implementers will be used to conduct the study in each municipal authority to be visited. Methods to be used will include key informant interviews with Municipal Executives and project executants, Focus group discussions with District officials, individual questionnaire interviews to district officers and staffs from partners/collaborators working with the municipality, visit to climate mitigation and adaptation projects and secondary information collection and review.

The consultant upon arrival to the municipal authority will make introduction to the executive and make brief discussion focusing on climate change mitigation and adaptation and the priorities. A short checklist of discussion points for the municipal executives will be prepared and used to guide the discussions.

Focus Group Discussion will be made with municipal officers (Town planner, District planning Officer, Forest Officer, Environmental Officer, Agriculture Officer, Livestock and Fishery Officer, Water engineer, Civil/road engineer, Land Officer, Surveyor, Community Development Officer) to discuss on climate change mitigation and adaptation in the Municipals. All the officers in each municipality will constitute one group for focus discussion. The checklist for FGD will cover among other the following issues:

- Project actors (identification and analysis) in climate change adaptation and mitigation/municipal partnership;
- Climate related projects;
- Knowledge on possible local/regional impacts of climate change;
- Energy efficiency;
- Energy saving and renewable energy use;
- Experiences with adaptation to climatic conditions;
- Dependency of municipal on natural resources;
- Vulnerable natural resources to climate change impacts;
- Areas of municipal expertise;
- Municipal plans and planning process;
- Stakeholder participation in planning process/climate change related activities;
- Municipal state of the art (*what really exists in the municipals as far as climate change, adaptation, mitigation, projects, partnership etc is concerned*);
- German development cooperation programmes;
- Municipal needs and priorities on climate change mitigation and adaptation.

A simple questionnaire is being prepared covering three main areas: general understanding on climate change, climate change mitigation and climate change adaptation. The questionnaires will be distributed to all municipal officers and their project implementing partners upon arrival to each municipality. The questionnaire will cover among others aspects such as:

- Awareness on climate change;
- Extent of climate change problem in the municipality;
- Perceptions and patterns of climatic factors;
- Indicators for the patterns of observed climate changes;
- Extreme climatic events;
- Sources of information on climatic change;
- Climate change mitigation;
- Climate change adaptation (water, agriculture, infrastructure, human health, tourism and transport, education);
- Municipal requirement for climate change mitigation and adaptation and prioritization.

It is anticipated that from the FGD, a number of climate change related mitigation and adaptation or Municipal development cooperation programme with German will be identified. One or two of the identified programme/project will be visited by the consultant. The purpose of the visit will be to understand about the project and its operation, actors and collaborators involved and their roles, beneficiaries of the project, identify existing and required expertise in the projects and draw good practices/lessons on climate change mitigation and adaptation if any.

Secondary information will also be collected from each municipality visited. The secondary information will include municipal profiles/environmental profiles, development plans, physical/infrastructure plans, development programmes/projects profiles and climate change mitigation/adaptation project briefs. Key interest on the secondary information would be the understanding of plans and planning frameworks and the possibilities for integrating the “50 Municipal Partnership Project by 2015” activities to current municipal plans and programmes/projects.

The collected data from different methods will be analyzed for each municipality. Responses from the questionnaire will be grouped and percentages and frequencies of responses for each of the

question calculated and presented in tables and charts. Qualitative analysis of information collected from checklists will be done by providing detailed discussions of the explanation and arguments given during official interviews and focus group discussions. Tables, diagramming and triangulation will be applied in the analysis and presentation of the information collected from checklists. The analysis and discussions will be geared towards responding the research question provided in the TORs. Finally the anticipated results will be produced for each of the five municipalities.

### Schedule of the field research

The study tour is planned to start in the last week of November and will end in the third week of December 2012. The table below provides a detailed schedule of the study tour

Date	Activity	Responsible person
25 Nov 2012	Depart Dar es Salaam and arrive in Kilimanjaro	Dr. Mdemu & Dr. Byabato
26 Nov 2012	Report to Kilimanjaro Municipal Authority, Introductions and discussions with the Municipal Executive, request for documentation required from the municipal, conduct questionnaire interview with Municipal officers and partners working together with the municipality	Dr. Mdemu & Dr. Byabato, Municipal Executive, Municipal Officers, Partners working with Municipality in collaborative projects/programmes,
27 Nov 2012	Focus group discussions with the Municipal Officers, finalization of pending questionnaires, collection of all requested documentation, key informant interview	Dr. Byabato & Dr. Mdemu, Municipal Officers, Partners working with Municipality in collaborative projects/programmes,
28 Nov 2012	Visit climate change mitigation & adaptation projects in the Municipality and discussion with project implementers	Dr. Mdemu & Dr. Byabato, project implementers
29 Nov 2012	Report to Kilimanjaro District Authority, Introductions and discussions with the District Executive Director, request for documentation required from the District Council, conduct questionnaire interview with District Council officers and partners working together with the municipality	Dr. Mdemu & Dr. Byabato, District Executive Director, District Council Officers, Partners working with District in collaborative projects/programmes,
30 Nov 2012	Focus group discussions with the Municipal Officers, finalization of pending questionnaires, collection of all requested documentation, key informant interview, visit 1 or 2 climate change mitigation and adaptation project and discussions with project implementers	Dr. Byabato & Dr. Mdemu District Officers, Climate Change mitigation and adaptation project implementers
30 Nov (night) or 1 Dec 2012	Depart Kilimanjaro and arrive in Dar es Salaam	Dr. Byabato & Dr. Mdemu
4 Dec 2012	Depart Dar es Salaam and arrive in Mwanza (Early Morning)	Dr. Mdemu & Dr. Byabato
4 Dec 2012	Report to Mwanza Municipal Authority, Introductions and discussions with the Municipal Executive, request for documentation required from the municipal, conduct questionnaire interview with Municipal officers and partners working together with the municipality	Dr. Mdemu & Dr. Byabato, Municipal Executive, Municipal Officers, Partners working with Municipality in collaborative projects/programmes,
5 Dec 2012	Focus group discussions with the Municipal Officers, finalization of pending questionnaires, collection of all requested documentation, conduct key informant interview with selected officers/departments in the municipality	Dr. Byabato & Dr. Mdemu, Municipal Officers, Selected officer for Partners and other public & private departments
6 Dec 2012	Visit climate change mitigation & adaptation projects	Dr. Mdemu & Dr. Byabato, project

	in the Municipality and discussion with project implementers	implementers
6 Dec 2012 (20:00 pm )	Depart Mwanza and arrive in Dar es Salaam	Dr. Byabato & Dr. Mdemu
11 Dec 2012	Depart Dar es Salaam and arrive in Mtwara. Travel by car from Mtwara to Masasi	Dr. Byabato & Dr. Mdemu
12 Dec 2012	Report to Masasi District Authority, Introductions and discussions with the District Executive Director, request for documentation required from the District Council, conduct questionnaire interview with District Council officers and partners working together with the municipality	Dr. Mdemu & Dr. Byabato, District Executive Director, District Council Officers, Partners working with District in collaborative projects/programmes,
13 Dec 2012	Focus group discussions with the Municipal Officers, finalization of pending questionnaires, collection of all requested documentation.	Dr. Byabato & Dr. Mdemu District Officers, Climate Change mitigation and adaptation project implementers
14 Dec 2012	Conduct key informant interview visit 1 or 2 climate change mitigation and adaptation project and discussions with project implementers	Dr. Byabato & Dr. Mdemu, Climate Change mitigation and adaptation project implementers
15 Dec 2012	Travel from Masasi to Mtwara by car. Fly from Mtwara to Dar es Salaam	Dr. Byabato & Dr. Mdemu
17 Dec 2012	Depart Dar es Salaam and arrive in Zanzibar (Early Morning)	Dr. Mdemu & Dr. Byabato
17 Dec 2012	Report to Zanzibar Municipal Authority, Introductions and discussions with the Municipal Executive, request for documentation required from the municipal, conduct questionnaire interview with Municipal officers and partners working together with the municipality	Dr. Mdemu & Dr. Byabato, Municipal Executive, Municipal Officers, Partners working with Municipality in collaborative projects/programmes,
18 Dec 2012	Focus group discussions with the Municipal Officers, finalization of pending questionnaires, collection of all requested documentation, conduct key informant interview with selected officers/departments in the municipality	Dr. Byabato & Dr. Mdemu, Municipal Officers, Selected officer for Partners and other public & private departments
19 Dec 2012	Visit climate change mitigation & adaptation projects in the Municipality and discussion with project implementers	Dr. Mdemu & Dr. Byabato, project implementers
19 Dec 2012 (evening)/20 Dec 2012	Depart Zanzibar and arrive in Dar es Salaam	Dr. Byabato & Dr. Mdemu

## ANNEXES

Annex 1: Questionnaire for Municipal/District Officers and Partners

### The 50 Municipal Climate Partnerships by 2015 Project

#### Study Tour in Participating Tanzania Municipalities

#### Questionnaire for municipal officers and partners/collaborators

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##### Background information

1. Name-----
2. Age -----
3. Position -----
4. Education Level (Tick appropriate) 1. Diploma      2. Bachelor Degree      3. Masters      4. Doctorate
5. Profession (areas of expertise)-----
6. Employment period (years) in the municipality -----

##### Knowledge on climate change

6. Are you aware that the climate has changed or is changing?
  1. Yes
  2. No
7. How serious do you consider climate change and/or global warming?
  1. Very serious      1.Yes    2. No
  2. Somehow serious      1.Yes    2. No
  3. Not very serious      1.Yes    2. No
  4. Not very serious at all 1.Yes    2. No
8. What are the perceptions on patterns of change of climatic factors over the last 10 years?
  1. Rainfall      1.Increasing    2. Decreasing    3.No change    4. Do not know
  2. Temperature    1.Increasing    2. Decreasing    3.No change    4. Do not know
  3. Drought      1.Increasing    2. Decreasing    3.No change    4. Do not know
  4. Flood      1.Increasing    2. Decreasing    3.No change    4. Do not know
  5. Others (specify)
  6. Examples?
  7. Documents?
9. What are the indicators for the patterns of observed changes?
  1. Not enough rainfall      1.yes      2.No
  2. Lack of rainfall for a long period      1. Yes      2. No
  3. Traditional wells/boreholes have dried      1. Yes      2. No
  4. Land have become drier and now crack      1.Yes      2. No
  5. Tender leavers of tree dies      1. Yes      2. No
  6. Irrigation water dries up more quickly 1. Yes      2. No

7. Feel thirst 1. Yes 2.No  
 8. More frequent storms 1. Yes 2.No  
 9. Others.....

10. Have there been any extreme climatic events (within the last 10 years)?
- 1. Droughts 1.Yes 2. No
  - 2. Floods 1.Yes 2. No
  - 3. Extremely high temperatures 1.Yes 2. No
  - 4. Extremely low temperatures 1.Yes 2. No
  - 5. Winds 1.Yes 2. No
  - 6. Do not know 1.Yes 2. No
  - 7. Others (specify) \_\_\_\_\_

11. What are the existing sources of information regarding climate change and variability in the District/municipality?

- 1. TV news 1. Yes 2.No
- 2. Radio News 1. Yes 2. No
- 3. News paper 1.Yes 2. No
- 4. Others.....

**Climate Change Adaptation**

12. What adaptation strategies for climate change impacts are in place for the municipal? (Tick appropriate responses)

Water	1. Increased rainwater harvesting
	2. Storage and conservation
	3. Water re-use
	4. Greater efficiency in water use and irrigation
	5. Others (specify)

Agriculture	1. Change crop varieties
	2. Change planting dates
	3. Crop diversification
	4. Erosion control
	5. Others (specify)

Infrastructure	1. Relocating people from hazardous areas
	2. Building seawalls and storm surge barriers
	3. Creating artificial wetlands
	4. Others (specify)

Human health	1. Action plans
	2. Implement climate sensitive disease surveillance and control
	3. Safe water provision

	4. Improved sanitation
	5. Others (specify)

Tourism	1. Diversifying attractions and revenues
	2. Others (specify)

Transport	1. realigning and relocating routes
	2. Designing roads to cope with drainage and road requirement during emergency
	3. Others (specify)

Energy	1. Diversification of energy sources
	2. investing in energy efficiency
	3. investing in renewable energy
	4. Others (specify)

Urban Management	1. Initiation of green belts/urban reforestation
	2. Urban land use plans
	3. Relocation of at risk neighbourhoods
	4. Municipal adaptation plans
	5. Storm water capture
	6. Others (specify)

Waste management	1. Waste recycling
	2. Separated garbage collection
	3. Elimination of open landfills
	4. Others (specify)

Education	1. Diversification of information sources about Climate Change and possible adaptation & mitigation measures
	2. Inclusion of Climate-Change and possible adaptation & mitigation measures, in school programmes and curricula
	3. Investing in education about climate change, energy efficiency & renewable energy technologies
	4. Others (specify)

13. Are there any previous studies of Climate studies (including climate Change/variability) done in the last 10 years (by yourselves or any other organizations?)

14. Does the municipality/district have capacity (human, resources) to deal with climate change impacts, mitigation and adaptation? 1 YES 2 NO

15. If NO, what would be required to develop the required capacity? (List requirement in order of priority)



## **Annex 2: Checklist for FGD with Municipal/District Officers**

**CHECKLIST FOR FGD WITH DISTRICT/MUNICIPAL TECHNICAL STAFF** (Town planner, District planning Officer, Forest Officer, Environmental Officer, Agriculture Officer, Livestock and Fishery Officer, Water engineer, Civil/road engineer, Land Officer, Surveyor, Community Development Officer)

### **CLIMATE CHANGE MITIGATION**

#### **Energy Supply and Utilization in Household, Production and Transport**

##### **Checklist:**

Energy demand Reduction

Energy efficiency (in what fields?)

Energy planning (cf: Land use planning)

Renewable Energy applications

Solid biomass: Firewood (sources, uses, use extent)

Solid Biomass: Charcoal (sources, uses, use extent)

Liquid biomass based fuels (biofuels).(sources, uses, use extent)

Land allocation for biofuel farming!!!

Land competition avoidance between biofuel & food crop farming

Biogas (production and use): Technologies, Raw materials, by-products, personnel training.

Solar Electricity (Photovoltaics)

Uses: Lighting (general & specific), Refrigeration (domestic, medical etc), ICT (cell phones, Radio, TV, computers), Powered production (e.g. Electric Sewing Machines), other uses

Solar Thermal

-Uses: Hot water, Food Preparation, Laundry, Cottage industry, Other

Wind Energy

Marine energy resources (waves, currents)

Mini- & Microhydro

Geothermal Energy

Other Renewable Energy resources

#### **Conventional Energy Resources, Petroleum based fuels:**

(Petrol, Diesel, Kerosene, LPG, Natural Gas) sources, uses, use extent, use reduction strategies.

Electricity: apart from TANESCO, are there any private generators, distributors?

#### **Buildings & Energy**

Building Energy Performance Standards (exist?, known? Used?)

Building materials (sourcing, distance, reuse, recycling)

End of building life (Demolition or deconstruction and reuse of building elements, components or materials)

Building Refurbishment, Retrofitting with environment-friendly components e.g. PV, Solar thermal, etc

Energy use in Buildings: (Day lighting or electric lighting in daytime?) (Air-conditioning necessary? Electric or natural alternatives?)

Heating necessary? Heat sources used?

#### **Transport**

-Non Motorized Transport: Pedestrian, Cycling (bi- & Tricycles), Draught Animals

-Bimodal transport vehicles: Mopeds, hybrid vehicles (petrol-electric, gas-petrol)

- Electric vehicles & related infrastructure (Electric bicycles, cars, trains, trams, etc)
- Single fuel Energy Efficient Vehicles: Newer cars, Smaller cars, car sharing, Gas powered vehicles), -Respect for vehicle service & maintenance schedules
- Travel avoidance alternatives e.g. ICT for data acquisition & transmission

### **Education & Training:**

General information

User training

Specialized personnel training (Manufacturing, Installation, Maintenance & disposal)

Manufacturing: Local or imported RE products? Any efforts to promote, local manufacture?

### **CLIMATE CHANGE ADAPTATION**

1. Is climate change a serious problem in the municipality/district? If YES, why it is a serious problem?
2. Are there any indicators of climate change from municipal/district point of view? If YES what are they?
3. What climate change impacts have been experienced in the municipality?
4. Does the municipality have the capacity to cope with climate change impacts? If YES how, If NO why?
5. What are the coping strategies (adaptation) to the climate change impacts in the municipality? How effective are the strategies? (If necessary separate coping strategies on sectoral basis-water, agriculture, infrastructure, urban management, energy, transport, tourism, education)
6. If rainwater harvesting is one of the coping strategies then ask the following
  - a. Types of rainwater harvesting structures used
  - b. Volume of water harvested on annual basis (estimates)
  - c. Uses of harvested rainwater (e.g. domestic, livestock, farming etc)
  - d. Areas where rainwater harvesting is practiced in the municipality/district
  - e. Management of harvested rainwater (incl types of storage structures)
7. Which ecosystems in the municipality/district are more vulnerable to climate change impacts? Why are they vulnerable?
8. Who depend on the vulnerable ecosystems and to what extent? *Fraction of population in the municipal/district which depends on natural resources (water, forest and biodiversity)*
9. To what extent does the municipal/district depend on natural resources?
10. Is there any climate related programmes/projects? If YES
  - a. Type (mitigation or adaptation) and area of focus
  - b. Implementing agency and collaborating partners
  - c. Objectives and target areas (geography, sectors) and duration
  - d. Source of funds
  - e. Experiences from the programmes/projects
11. Existing municipal plans and planning process (existing plans and plan duration, which process were used to develop the plans, who was involved in the planning process, existing projects to implement the plans, climate change related projects)
12. Identify municipal/District development programmes/projects being implemented
  - a. General goals/objectives

- b. Target communities
  - c. Source of funds for the programmes
  - d. Implementing partners and roles
13. Are there any German development cooperation programmes in the municipality/district?
- a. Type of the programme
  - b. Duration of the programme
  - c. Stakeholders involved
  - d. Target geographical locations, group of communities and duration
  - e.
14. Location of waste dumpsites
15. Rate of waste generation (liquid, solid)
16. Municipal capacity to handle waste
17. Existing waste management practices both for solid and liquid wastes
18. Determinant of the municipal/district economy (agriculture, manufacturing, processing, service industry)
- a. Classification of the industries (types & sizes, location, products, inputs requirements)
  - b. Production capacity
  - c. Proportion of employment
  - d. Forward and backward linkages
  - e. Waste generation rate and management arrangement for each industry
  - f. Stakeholders involved for each of the above identified industries
19. Quick stakeholder analysis in the municipality (identify, roles, interests, expertise, projects implemented)

## Annex 3: Study Tour Agenda

### The 50 Municipal Climate Partnerships by 2015 Project

#### Study Tour in Participating Tanzania Municipalities

#### STUDY TOUR AGENDA

Municipal/District Authority	Dates	Time	Activity	Participants/Requested to be present	
Moshi Municipal	25 Nov. 2012		<ul style="list-style-type: none"> <li>Consultant Arrive in Moshi from Dar es Salaam</li> </ul>	Dr. Mdemu and Dr. Byabato	
	26 Nov 2012	8:30-9:00	<ul style="list-style-type: none"> <li>Reporting to Moshi Municipal Council</li> </ul>	Dr. Mdemu and Dr. Byabato	
		9:00-10:00	<ul style="list-style-type: none"> <li>Introduction to the Municipal Executive Director</li> <li>Brief discussion on climate change, mitigation and adaptation and the field visit study approach</li> <li>Request municipal documents,</li> <li>Request meeting with Municipal Officers on second day of the visit)</li> <li>Request for Municipal Contact person during the consultants visit</li> </ul>	Dr. Mdemu and Dr. Byabato Municipal Executive Director	
			10:00-12:00	<ul style="list-style-type: none"> <li>Distribute of questionnaire to Municipal Officers</li> <li>Identify partners/collaborators with the municipal</li> </ul>	Municipal Contact Person Dr. Mdemu and Dr. Byabato
			12:00-13:00	<ul style="list-style-type: none"> <li>Lunch break</li> </ul>	
			13:00-15:30	<ul style="list-style-type: none"> <li>visit at least 3 partners/collaborators with the municipal</li> </ul>	Municipal Contact Person Dr. Mdemu and Dr. Byabato
	27 Nov 2012	9:00-12:00	<ul style="list-style-type: none"> <li>Discussions with the Municipal Officers on climate change, climate change impacts, mitigation and adaptation, district plans and planning process and stakeholder participation</li> </ul>	Dr. Byabato and Dr. Mdemu Town planner, Architecture Municipal planning Officer Forest Officer Environmental Officer Agriculture Officer Livestock and Fishery Officer Water engineer Irrigation Engineer	

				Civil/road engineer Land Officer Land Surveyor Community Development Officer Environmental Officer
		13:00-15:30	<ul style="list-style-type: none"> <li>Finalization collection of pending questionnaires from the municipal officers</li> <li>collection of all requested documentation,</li> <li>Conduct key informant interviews with relevant stakeholders identified by the Municipal</li> </ul>	Municipal Contact Person  Dr. Byabato and Dr. Mdemu
	28 Nov 2012	9:00-14:00	<ul style="list-style-type: none"> <li>Visit climate change mitigation &amp; adaptation projects in the Municipality</li> <li>Discussion with project implementers</li> </ul>	Dr. Byabato and Dr. Mdemu Municipal Contact Person Project Implementers
<b>Municipal/District Authority</b>	<b>Dates</b>	<b>Time</b>	<b>Activity</b>	<b>Participants/Requested to be present</b>
Moshi District Council	29 Nov 2012	8:30-9:00	<ul style="list-style-type: none"> <li>Reporting to Moshi District Council</li> </ul>	Dr. Mdemu and Dr. Byabato
		9:00-10:00	<ul style="list-style-type: none"> <li>Introduction to the District</li> <li>Brief discussion on climate change, mitigation and adaptation and the field visit study approach</li> </ul>	Dr. Mdemu and Dr. Byabato District Executive Director
			<ul style="list-style-type: none"> <li>Request District documents,</li> </ul>	
			<ul style="list-style-type: none"> <li>Request meeting with District Officers on second day of the visit)</li> </ul>	
			<ul style="list-style-type: none"> <li>Request for District Contact person during the consultants visit</li> </ul>	
		10:00-12:00	<ul style="list-style-type: none"> <li>Distribute of questionnaire to District Officers</li> </ul>	Municipal Contact Person Dr. Mdemu and Dr. Byabato
	<ul style="list-style-type: none"> <li>Identify partners/collaborators with the municipal</li> </ul>			
13:00-15:30	<ul style="list-style-type: none"> <li>Visit climate change mitigation &amp; adaptation projects in the District</li> <li>Discussion with project implementers</li> </ul>	Dr. Mdemu and Dr. Byabato District Contact Person Project implementers		
30 Nov 2012	9:00-12:00	<ul style="list-style-type: none"> <li>Discussions with the District Officers on climate change, climate change impacts, mitigation and adaptation,</li> </ul>	Dr. Byabato and Dr. Mdemu Town planner, Architecture District planning Officer	

			district plans and planning process and stakeholder participation	Forest Officer Environmental Officer Agriculture Officer Livestock and Fishery Officer Water engineer Irrigation Engineer Civil/road engineer Land Officer Land Surveyor Community Development Officer Environmental Officer
		13:00-16:00	<ul style="list-style-type: none"> <li>Finalization collection of pending questionnaires from the municipal officers</li> <li>collection of all requested documentation,</li> <li>Conduct key informant interviews with relevant stakeholders identified by the District</li> </ul>	District Contact Person  Dr. Byabato and Dr. Mdemu
	1 Dec 2012	9:00-14:00	<ul style="list-style-type: none"> <li>Depart Kilimanjaro to DAR</li> </ul>	Dr. Byabato and Dr. Mdemu
<b>Municipal/District Authority</b>	<b>Dates</b>	<b>Time</b>	<b>Activity</b>	<b>Participants/Requested to be present</b>
Mwanza Municipal Council	4 Dec. 2012		<ul style="list-style-type: none"> <li>Arrive in Mwanza early in the morning</li> </ul>	Dr. Mdemu and Dr. Byabato
	4 Dec 2012	9:00-9:30	<ul style="list-style-type: none"> <li>Reporting to Mwanza Municipal Council</li> </ul>	Dr. Mdemu and Dr. Byabato
		9:30-10:30	<ul style="list-style-type: none"> <li>Introduction to the Municipal Executive Director</li> </ul>	Dr. Mdemu and Dr. Byabato Municipal Executive Director
			<ul style="list-style-type: none"> <li>Brief discussion on climate change, mitigation and adaptation and the field visit study approach</li> </ul>	
			<ul style="list-style-type: none"> <li>Request municipal documents,</li> </ul>	
			<ul style="list-style-type: none"> <li>Request meeting with Municipal Officers on second day of the visit)</li> </ul>	
		<ul style="list-style-type: none"> <li>Request for Municipal Contact person during the consultants visit</li> </ul>		
	10:30-12:00	<ul style="list-style-type: none"> <li>Distribute of questionnaire to Municipal Officers</li> </ul>	Municipal Contact Person Dr. Mdemu and Dr. Byabato	
		<ul style="list-style-type: none"> <li>Identify partners/collaborators with the municipal</li> </ul>		
	13:00-15:30	<ul style="list-style-type: none"> <li>visit at least 3 partners/collaborators with the municipal</li> </ul>	Municipal Contact Person Dr. Mdemu and Dr. Byabato	
5 Dec	9:00-	<ul style="list-style-type: none"> <li>Discussions with the</li> </ul>	Dr. Byabato and Dr.	

	2012	12:00	Municipal Officers on climate change, climate change impacts, mitigation and adaptation, district plans and planning process and stakeholder participation	Mdemu Town planner, Architecture Municipal planning Officer Forest Officer Environmental Officer Agriculture Officer Livestock and Fishery Officer Water engineer Irrigation Engineer Civil/road engineer Land Officer Land Surveyor Community Development Officer Environmental Officer
		13:00-15:30	<ul style="list-style-type: none"> <li>Finalization collection of pending questionnaires from the municipal officers</li> <li>collection of all requested documentation,</li> <li>Conduct key informant interviews with relevant stakeholders identified by the Municipal</li> </ul>	Municipal Contact Person  Dr. Byabato and Dr. Mdemu
	6 Dec 2012	9:00-14:00	<ul style="list-style-type: none"> <li>Visit climate change mitigation &amp; adaptation projects in the Municipality</li> <li>Discussion with project implementers</li> </ul>	Dr. Byabato and Dr. Mdemu Municipal Contact Person Project Implementers
	6 Dec 2012	20:00	<ul style="list-style-type: none"> <li>Depart Mwanza to Dar es Salaam</li> </ul>	Dr. Byabato and Dr. Mdemu
<b>Municipal/District Authority</b>	<b>Dates</b>	<b>Time</b>	<b>Activity</b>	<b>Participants/Requested to be present</b>
Masasi District Council	11 Dec 2012		<ul style="list-style-type: none"> <li>Depart Dar es Salaam and arrive in Mtwara. Travel by car from Mtwara to Masasi</li> </ul>	Dr. Byabato and Dr. Mdemu
	12 Dec 2012	8:30-9:00	<ul style="list-style-type: none"> <li>Reporting to Masasi District Council</li> </ul>	Dr. Mdemu and Dr. Byabato
		9:00-10:00	<ul style="list-style-type: none"> <li>Introduction to the District</li> <li>Brief discussion on climate change, mitigation and adaptation and the field visit study approach</li> </ul>	Dr. Mdemu and Dr. Byabato District Executive Director
			<ul style="list-style-type: none"> <li>Request District documents,</li> </ul>	
			<ul style="list-style-type: none"> <li>Request meeting with District Officers on second day of the visit)</li> </ul>	
<ul style="list-style-type: none"> <li>Request for District Contact person during the consultants</li> </ul>				

			visit	
		10:00-12:00	<ul style="list-style-type: none"> <li>Distribute of questionnaire to District Officers</li> <li>Identify partners/collaborators with the municipal</li> </ul>	District Contact Person Dr. Mdemu and Dr. Byabato
		13:00-15:30	<ul style="list-style-type: none"> <li>Visit climate change mitigation &amp; adaptation projects in the District</li> <li>Discussion with project implementers</li> </ul>	Dr. Mdemu and Dr. Byabato District Contact Person Project implementers
	13 Nov 2012	9:00-12:00	<ul style="list-style-type: none"> <li>Discussions with the District Officers on climate change, climate change impacts, mitigation and adaptation, district plans and planning process and stakeholder participation</li> </ul>	Dr. Byabato and Dr. Mdemu Town planner, Architecture District planning Officer Forest Officer Environmental Officer Agriculture Officer Livestock and Fishery Officer Water engineer Irrigation Engineer Civil/road engineer Land Officer Land Surveyor Community Development Officer Environmental Officer
		13:00-16:00	<ul style="list-style-type: none"> <li>Finalization collection of pending questionnaires from the municipal officers</li> <li>collection of all requested documentation,</li> <li>Conduct key informant interviews with relevant stakeholders identified by the District</li> </ul>	District Contact Person  Dr. Byabato and Dr. Mdemu
	14 Dec 2012	9:00-14:00	<ul style="list-style-type: none"> <li>Visit climate change mitigation &amp; adaptation projects in the District</li> <li>Discussion with project implementers</li> </ul>	Dr. Byabato and Dr. Mdemu District Contact Person Project Implementers
	15 Dec 2012		<ul style="list-style-type: none"> <li>Return to Dar es Salaam</li> </ul>	Dr. Byabato and Dr. Mdemu
<b>Municipal/District Authority</b>	<b>Dates</b>	<b>Time</b>	<b>Activity</b>	<b>Participants/Requested to be present</b>
	17 Dec. 2012		<ul style="list-style-type: none"> <li>Arrive in Zanzibar early in the morning</li> </ul>	Dr. Mdemu and Dr. Byabato
		9:00-9:30	<ul style="list-style-type: none"> <li>Reporting to Zanzibar Municipal Council</li> </ul>	Dr. Mdemu and Dr. Byabato
		9:30-10:30	<ul style="list-style-type: none"> <li>Introduction to the Municipal Executive Director</li> </ul>	Dr. Mdemu and Dr. Byabato



Zanzibar Municipal Council	17 Dec 2012		<ul style="list-style-type: none"> <li>Brief discussion on climate change, mitigation and adaptation and the field visit study approach</li> </ul>	Municipal Executive Director
			<ul style="list-style-type: none"> <li>Request municipal documents,</li> </ul>	
			<ul style="list-style-type: none"> <li>Request meeting with Municipal Officers on second day of the visit)</li> </ul>	
			<ul style="list-style-type: none"> <li>Request for Municipal Contact person during the consultants visit</li> </ul>	
		10:30-12:00	<ul style="list-style-type: none"> <li>Distribute of questionnaire to Municipal Officers</li> <li>Identify partners/collaborators with the municipal</li> </ul>	Municipal Contact Person Dr. Mdemu and Dr. Byabato
		13:00-15:30	<ul style="list-style-type: none"> <li>visit at least 3 partners/collaborators with the municipal</li> </ul>	
	18 Dec 2012	9:00-12:00	<ul style="list-style-type: none"> <li>Discussions with the Municipal Officers on climate change, climate change impacts, mitigation and adaptation, district plans and planning process and stakeholder participation</li> </ul>	Dr. Byabato and Dr. Mdemu Town planner, Architecture Municipal planning Officer Forest Officer Environmental Officer Agriculture Officer Livestock and Fishery Officer Water engineer Irrigation Engineer Civil/road engineer Land Officer Land Surveyor Community Development Officer Environmental Officer
		13:00-15:30	<ul style="list-style-type: none"> <li>Finalization collection of pending questionnaires from the municipal officers</li> <li>collection of all requested documentation,</li> <li>Conduct key informant interviews with relevant stakeholders identified by the Municipal</li> </ul>	Municipal Contact Person  Dr. Byabato and Dr. Mdemu
	19 Dec 2012	9:00-14:00	<ul style="list-style-type: none"> <li>Visit climate change mitigation &amp; adaptation projects in the Municipality</li> <li>Discussion with project implementers</li> </ul>	Dr. Byabato and Dr. Mdemu Municipal Contact Person Project Implementers

	19 Dec 2012	20:00	<ul style="list-style-type: none"><li>• Depart Zanzibar to Dar es Salaam</li></ul>	Dr. Byabato and Dr. Mdemu
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