

# Maendeleo ya TIP

8th Edition November 2005

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## Keeping your records straight

The proper maintenance of your WUG records is crucial. Record-keeping is the maintenance of any information concerning an individual or group for future reference. These records can be put in three categories: physical progress reports, financial reports and meeting minutes.

### Benefits of good record management

1. Helps members to remember what happened.
2. Informs members about what is going on and minimizes mistrust.
3. Measures progress so that you can know the weaknesses and strengths.
4. Tracks your group activities so that you may make informed decisions.
5. Enhances transparency and accountability.
6. Complies with legal requirements.

Records, which are kept, need to be understood by all members and should be communicated to those who cannot read. Records are kept by appointed members and are meant for the use of group members to achieve their objectives. All members deserve to have access to their group records according to the group constitution.

Record-keeping is done on a regular basis and whenever a significant event occurs. Data and information are kept in appropriate record books, not on loose sheets. Information about requests, agreements, activities planned for a certain period, and finances (collections and expenditures) are important and care should be taken not to lose them.

A good records retention and disposal plan should address five questions:

1. What information should be kept?
2. How should the information be stored?
3. How long the information should be kept?
4. Who has the right to access the stored information and when?
5. How should old records be disposed of?

## TIP awarded 1st prize

In August 2005, TIP participated in the 13<sup>th</sup> Annual Agricultural Show at Themu Grounds in Arusha. "Improved agriculture is the best tool to alleviate poverty", was the theme.



Visitors tour Mt. Hope at TIP's pavilion.

The display included a tree nursery, inter-cropping, water harvesting techniques, terraces, energy saving stoves, storage facilities, and a marketplace for produce. The guest of honour, Abdulrahman Kinana, Tanzanian Speaker of East Africa Legislative Assembly, said that TIP's exhibit is an excellent example of how farmers can get out of poverty. Tanzania Agricultural Society awarded TIP with the 1st prize in the Non-Government Organization category, and the 3rd prize for best overall pavilion. TIP would like to thank all for their commitment and hard work that helped make this year a success.

## How to recognize a good leader

Some people are natural leaders, while others have skills that remain hidden because they never have had the opportunity to show or use them. A leader is a man or woman selected to lead others in order to achieve a certain goal. Through discussions about qualities and selection of qualified members, people can become aware of necessary skills to lead a group or to carry out certain functions in a group.

Leadership skills are important for keeping the members happy, focused and efficient, which in turn impacts the group's goal. With good leadership, members understand what is expected of them and are encouraged to work together.

### Let's look at leadership qualities.

One requirement of a leader is to gain confidence from the people he works with; otherwise there will be no followers. The followers must be convinced that the leader has integrity, is honest and has authority. There are three types of authority:

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### Qualities of a good leader

- Active, energetic, motivate others
- Enthusiastic
- Respectful
- Trustworthy, integrity, honest
- Not drunkard
- Not shy
- Brave, courageous
- Patient
- Communicative and engaging
- Like working with others
- Embrace change

### Qualities of a bad leader

- Incapable of leading others
- Impatient
- Dictating
- Untrustworthy
- Uncooperative
- Dominated by partiality
- Selfish
- Irritable, harsh

### Cassava Nutrition Facts



This food is very low in Saturated Fat, Cholesterol and Sodium. It is also a good source of Manganese, and Vitamin C.

97% Carbohydrates - 1% Fat - 2% Protein

## How to recognize a good leader

Continued from page 1.



1. **Position.** This can include title or position granted to a person, such as Chief or Chairperson.

2. **Personality.** Some individuals have authority based on their natural qualities and behaviour.

3. **Knowledge.** This type of authority is recognized because of an individual's expertise or experience in an area.

In the past, there was a tendency to recognize leaders based on position. For example, in some African societies, leadership was often clan-based or inherited from one generation to the next. However, these individuals may not have what it takes to be a strong leader. Currently, leaders are more likely to be chosen because of their personality or knowledge. Community projects co-sponsored through TIP have training components that help strengthen groups. During gender mainstreaming and leadership training, members learn about male and female roles and leadership styles that can enhance the group's performance.

**Now, let's talk about leadership characteristics.** A leader must have courage and integrity. Courage is the ability to do what needs to be done, regardless of the cost or risk. Integrity is the ability to do the right thing, no matter what the doubts or temptations. These are the moral qualities on which a person is judged.

Leaders should also like working with others, be enthusiastic and know how to get other people to share knowledge. This person must be flexible and have the good sense to transfer certain decisions when he does not have expertise in the matter.

A true leader is one who never stops learning and can adapt to many situations. People will follow the leader without realizing they have taken the role of follower. As a result, the leader gets everyone to work towards their vision and it is a win-win situation for all involved.

## Guidelines for group leadership positions

### Chairman

- To organize meetings and discussion sessions.
- To chair meetings and summarize after wards.
- To encourage participation of all members in discussion, decision making and work.
- To ensure use and compliance to the group constitution.
- To ensure that the secretary and the treasurer are meeting their obligations.
- To ensure payment of membership contributions.
- To delegate work and assignments.
- To maintain peace in the group.
- To represent the group at the meeting and organization.

### Secretary

- To write agenda and minutes of meetings.
- To maintain all group records including attendance at meeting and self help activities.
- To read minutes of the meeting.
- To maintain group correspondences and to report to the group.
- To maintain the record book.
- To assist the chairperson.

### Treasurer

- To maintain group financial records.
- To safeguard and manage the group contributions.
- To give receipts for the money received.
- To keep cash book and receipts of purchases, sales and received money.
- To assist the chairperson.
- To report to the members about expenditures, receipts and balances in bank and money due to be collected.

### Committee members

- To prepare the agenda and to schedule meetings.
- To report committee activities.
- To make suggestions and give advice to the group.
- To promote decision-making.
- To implement action after decision-making.
- To monitor fulfillment of the constitution and to discipline members of the group.
- To delegate tasks in order to encourage participation.
- To contact relevant resource person, groups and institutions.
- To keep private information within the group.
- To organize workshops and training.
- To represent the group.

## Cassava Salad



### Ingredients

- 6 cups cassava, cut into ½" cubes
- 1 teaspoon salt
- 1/2 cup mayonnaise
- 1/8 cup vinegar
- 2 large garlic cloves, crushed
- 1 bunch cilantro, chopped
- Ground black pepper, to taste
- 2 small onions, chopped
- 1 green pepper, diced

Peel the cassava, split in half and remove the core. Cut into ½ inch cubes. Boil salted water in a large pot, add the cassava and cook for about 30 minutes. Do not overcook; the cassava should have a firm texture. Drain and set aside.

In a separate bowl, mix mayonnaise, vinegar, garlic, pepper, and cilantro. Add mayonnaise mixture to cassava. Stir. Toss in onions and green pepper. Refrigerate.

## PEOPLE

### Students attachment at TIP

Students Rose Missana and Riitha Swai are attending CDTI and pursuing a certificate in Community Development. They joined TIP from August 18 to September 19 for a field attachment. The students helped in baseline data collection for Ngonjoni project in Moshi district. They also participated in farmer Saving and Credit Cooperative Society (SACCOS) registration training in Arumeru district.

### Obituary

Mr. Joseph Mkwama, TIP Field Officer under the Agricultural Market Systems Development Programme (AMSDP), passed away on August 16, 2005. During his six months at TIP, Joseph displayed enthusiasm, commitment, and a great sense of humor. Joseph is fondly remembered and missed by his colleagues. Our deepest sympathies are expressed to his wife, children and relatives. May the Lord rest his soul in eternal peace. Amen.



Joseph works at TIP information counter during 2005 Agricultural Show.

# District News

## Arumeru

### Organic farming for sustainable land management

Free trade has caused a lot of problems to the small producers especially vegetable growers who find it very difficult to cope with ever increasingly rising of agro-chemicals. The use of agro-chemicals is costly and destroys the natural soil fertility.

A small organic farming project started with 10 farmers of Ilkisongo village who opted to use organic farming. After a several trials the project was so successful that others farmers were TIP operates showed interest in the project. This was realized after a visit paid to Ilkisongo village. Up to now 8 farmers from Nduruma and 10 farmers from Ambureni are practicing this type of farming. Currently organic grown crops fetch higher price from inside and outside markets.

Organic farming can be used with almost all type of vegetables. There are several advantages of practicing organic farming. These include:

- The local pesticides used in organic farming have no side effect to both human and animals as compared to industrial chemicals.
- The local pesticides are available at the cheapest price if not free.
- It is very simple to use this technology compared with to methods.
- Its improve natural soil fertility.

## Lushoto

### Pears fetch better price

In 2003, TIP conducted business awareness training to farmers at Sunga ward (Tema complex). The training enabled farmers to look at their business as a profitable venture. Group members found a more direct route to the market; they bypassed the middlemen traders and increased their profit. Previously, the fruit was sold at 150/= Tsh. per bag of 3 tins (50 kg), but now farmers receive 400/= Tsh. for the same tin. The practice has been copied by neighboring farmers.



Ms. N. M. Sumari, Kilimanjaro Regional Administrative Secretary, listens to Bere WUG members at Chome, Same district on 26 September 2005.

## Mwanga

### Exchange visit excites farmers

Fifteen farmers from TIP areas of operation in Mwanga district visited Mamba Myamba, Same district in September 2005. The visitors were impressed with how ginger production could turn around their economy. The result of the training visit was that Mwanga farmers have ordered 500kg of ginger seedlings. Attitude of farmers has changed from viewing agriculture as static undertaking to being dynamic. Community members diversified from traditional crops after the introduction of ginger which is doing fine in Ngwale, Chunguli, Kwa Mlombola, Makungu and Msangai WUGs.

### Land use plan expected to reduce conflict

For years there have been conflicts between Kileo village agro-pastoralists in Mwanga district with pastoralists from neighboring Makuyuni village in Moshi rural district. Cattle from Makuyuni village used to roam freely in Kileo village, most of the time destroying farmland and the irrigation canal system. Further, Kileo village does not have a village land-use plan, where areas for livestock keeping, agriculture and settlements should have been located. A participatory land-use plan for Kileo village is currently being facilitated by TIP. The approved plan will help resolve land use disputes (movement of livestock within the village).

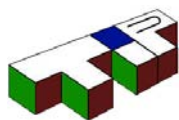
## Same

### Tree planting increases harvest

Bere Water Association began working with TIP in 1990. The activity of tree planting has been the main focus. The members planted more than 300,000 trees during this time; 60% of the trees survived i.e. 180,000. Mzee Omberi is a member of this group. He said, "There are many advantages of planting trees in my plot. They provide shade, firewood, timber, poles, medicine, improve soil fertility and reduce soil erosion." The environment of the Bere WUA has been improved; tree cover has reduced soil erosion and consequently increased the crop harvest.

### Irish potatoes improve livelihood

In 1990, before TIP intervention in Mamba Catchment, the cash crops were mainly coffee and sugar cane. Today, Irish or round potatoes is the leading food and cash crop. After soil and water conservation training, farmers improved their land with terraces. Mzee Zakayo, Mgwena, a farmer, said "The soil and climate of Mamba Mweteni allows our potatoes to be top quality compared to Irish/round potatoes grown in other parts of Tanzania". The crop can be harvested after three or four months and other crops can be grown after harvesting the potatoes. Mzee Zakayo mentioned that this crop has increased household food security and income that enabled them to pay school fees and build houses.



TIP stands for the Traditional Irrigation and Environmental Development Organization. TIP was registered as an NGO in August 1999. The NGO was established to institutionalize the achievements and experiences of the previous TIP programme (1988-2000) and to ensure the continuation and quality of its integrated approach – the TIP Package. TIP provides services to farmers through water user groups, NGOs, and donor-funded projects to achieve the improvement of traditional and small-holder irrigation based on sustainable use of land and water resources.

The objective of the organization is to improve the standard of living of the community in traditional irrigated areas in Tanzania using a gender balanced perspective in the context of sustainable development of catchments with regard to irrigation, natural resource management, soil and water conservation, afforestation and organizational development.

The target group of TIP is the small-scale farmer (female and male) living in the catchment areas of the traditional irrigation systems in Tanzania.

#### TIP package components:

1. Organizational Development & Gender
2. Participatory Land Use Planning
3. Market Access & Agro-enterprise Development
4. Irrigation Improvement

## Thank You

TIP would like to express its gratitude for funding received from NOVIB, RNE, EOJ and UNDP, which implemented many projects.

#### Your Mail Box

Have your suggestions, comments, stories and ideas printed. Send them to TIP with your full name and address.

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# Obtaining water rights

In Tanzania, the Government manages water resources through nine hydrological areas declared as river basins. One area is the Pangani Basin which has four main rivers: Uмба, Sigi, Msangazi and Pangani River. The Pangani River dominates the basin with a catchment area of 42,200km.sq. and covers Kilimanjaro, Arusha and Tanga regions.

The Water Utilization Act No. 42 of 1974 governs the present water management system. Under this Act in section 14, it is stated that no person shall divert, dam, store, abstract or use water or for any such purpose, construct or maintain any works, except in accordance with an *existing right* or with a *Water Right*. Offences are punishable by law.

A water right is the permission to use water for a definite purpose. It is a legal document, which allows you to abstract a certain amount of water from the water source. Water users pay an annual user fee for the right to use a certain amount of water. The amount is measured in flow units such as litres per second or cubic metres per second. Water users pay a flat fee for the amount of water abstracted from the source.

Applications for water rights can be obtained through the Pangani Basin Water Office. Once a water right is granted, the applicant becomes a lawful user and pays annual fees in accordance to the specific water right. The water right application fees for irrigation fall under three categories: small-scale irrigation, large-scale irrigation and business irrigation (flower export).

#### Application

Fee (Tsh.)	Type of Use
40,000/=	Domestic, livestock, small-scale irrigation or fish farming.
150,000/=	Large-scale irrigation, power generation, industrial, commercial, mining, transportation, or discharge permit.

#### Water Right Application Procedure

Before any decision is made on granting a water right the following actions have to be taken:

1. Fill in a Water Right Application Form and send it to the Water Officer with the application fee.
2. The application will be published in the Government Gazette.
3. The Water Officer will request opinion from whoever could be affected by grant of the right for which the application is made and upon other individuals as he sees fit.

4. The Water Officer requests a report from relevant Government Officer and presents the application with reports and opinions to the Advisor Water Board.
5. Water Officer may issue the water right after the board recommendations.
6. In the event of an objection to the water right, the Water Officer will inform the applicant.
7. The applicant can appeal to the Minister responsible for water if not satisfied with the decision of the Basin Water Board.

#### Water User Fees (Tsh.)

##### Small-scale irrigation

35,000/=	Flat rate: Abstractions less than 3.7 liters
35/=	For every 100m <sup>3</sup> : Abstractions equal or above 3.7 liters

##### Large-scale irrigation

35,000/=	Flat rate: Abstractions less than 18.5 liters
70/=	For every 1000m <sup>3</sup> : Abstractions equal or above 18.5 liters

The law clearly states that a water right is not a guarantee that the quantity of water will be available. For example, in a time of drought, a Water Officer may at any time suspend or vary the water right to use water from that source. This notice is communicated in writing.

The water law has some advantages in the management of water resources. Firstly, the water law states that water is a resource owned by the nation not by a few individuals. It gives all citizens of Tanzania the right to access. Secondly, all abstractions from the Pangani River Basin have been registered, mapped and stored in a database. This information can be used to aid in decision-making. Thirdly, having water rights and paying water user fees makes users feel that water has value, which needs to be used carefully. Finally, water rights help to reduce conflicts. For instance, water user associations set a timetable for irrigating among themselves and use water more efficiently.

In order to ensure that water resources are available for present and future generations, water rights are going to play a larger role. In addition, rainwater harvesting, wastewater recycling and desalination will be used to increase the availability of water resources.