Support for the Implementation of the Voluntary Guidelines for responsible Governance of Land Tenure in Uganda- Project reference: GCP/GLO/347/UK

# Final Report

Submitted By

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To

The Food and Agriculture Organization of the United Nations (FAO)

Date: April 4th 2017

# Table of Contents

# 1  Introduction

The Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security (Voluntary Guidelines) represent the first global consensus on universally applicable standards for the recognition, recording and protection of tenure rights. They promote secure tenure rights and equitable access to land, fisheries and forests as a means of eradicating hunger and poverty, supporting sustainable development and enhancing the environment. They were officially endorsed by the Committee on World Food Security in May 2012, and all member states made a strong commitment to implement them.

FAO in close collaboration with partners, including Department for International Development (DFID), initiated the development of the Voluntary Guidelines and supported the process until they were endorsed in 2012.  FAO has ever since played an important role in supporting the implementation of the Voluntary Guidelines to improve governance of tenure of land, fisheries and forests and their implementation at country level. The DFID has been a key partner in the development and implementation of the Voluntary Guidelines supporting regional workshops, communication and capacity development materials. DFID has also embarked on a programme to apply the Voluntary Guidelines at country level in order to strengthen land governance in five countries worldwide.  As part of this programme, DFID is funding three project components in Uganda: under Component One, a VGGT Workshop series; under Component Two, a pilot to support community forest rights registration; and under Component Three, a pilot to support local authorities in Kasese in the issuance of customary certificates of ownership.

FAO's involvement with Makerere University is in the implementation of Component one – facilitating VGGT workshop series and Component Three - to support local authorities in Kasese in the issuance of customary certificates of ownership. Kasese district was identified as the pilot area for activities aimed at strengthening the local experience with issuance of Customary Certificate of Ownership (CCOs).

The current agreement builds on previous collaboration (LoAs signed in January 2015 and December 2015 respectively) in which a methodology was developed and tested to strengthen Kasese District capacity to issue and manage legally binding CCOs.   Initially, CCOs in selected pilot areas in Kasese District (six sub-counties) were validated in the field, digitised using tablets and information stored on a community server. Initially, only 6 sub counties were considered. Subsequently the exercise was extended to the entire district, ensuring that the rights of the customary landowner users in 23 sub-counties were secured. Kasese District now has a functional digital-based system for recording of customary land and with reasonable capacity to manage the system in accordance with the law and under the guidance of the Ministry of Lands Housing and Urban Development.

The current LoA was intended to process and issue out 2400 fresh CCOs in the district and to have the system tested with new applications and post registrations transactions. It was also intended to build more capacity at the district to better manage the process.

An initial assessment of the status of the CCO Management Process revealed that serious gaps still existed, which affected CCOs applications that had already been captured and those that were still in the process. It became necessary to undertake a quality control procedure that involved systematic checking of all CCOs in and outside the system.

This report is the final deliverable under the signed LoA. It describes achievements of the project as per the terms of reference, the lessons learnt and how the lessons should inform subsequent work on CCOs in Uganda. The report gives a technical and financial accountability of project.

In summary, a total of 3183 CCOS were validated and out of these, 400 were issued to the owners at a ceremony which was officiated by the Hon. Minister of Lands Housing and Urban Development. Furthermore, Makerere University facilitated printing of 1045 additional CCOS which now await issuance to the owners, while 1370 have been scheduled for approval by the District Land Board.

The lessons learnt from the Kasese experience will not only be used by other districts but will also feed into policy level discussions.

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# 2 Objectives, Outputs and Activities

## 2.1 Objectives

The purpose for which funds were provided by FAO under the agreement was to contribute to the following organisational objective: **To contribute towards the eradication of hunger, food insecurity and malnutrition.** Through the signed agreement, the service provider was to;

(i)   Select and process 2400 new applications for CCOs.

(ii)  Carefully monitor the resources and identifying the time required for the process of issuance of CCOs.

(iii) Help create awareness and identify priorities for implementation of VGGT of land, forests and fisheries in the context of food security, increasing capacity for active participation in policy dialogue

(iv)  Strengthen the capacity of CSOs and district officials in Kasese District improving procedures for registration of customary land ownership and maintenance of CCOs, adjudication, measurement procedures, quality control and sensitizing communities on VGGT for improved governance of tenure of land.

## 2.2 Outputs

Makerere University was expected to produce, achieve or deliver the following outputs

1.  Train members of the local institutions (Area Land committee (ALC), District Land Boad (DLB), District Land Office (DLO), Recorders) and other stakeholders to capture information on customary land rights that is consistent with VGGT principles and the local laws / regulations,

2.  Increase awareness on VGGTs and the need to secure land rights among the people of Kasese District,

3. Develop local capacity, through hands on training to members of the land institution to use ICT in capturing and managing land records pertaining to CCOs,

4. Actively participate and supervise fieldwork and monitor the quality of the data captured by the field teams during recording of customary rights for new beneficiaries, and

5. Contribute to the planning and facilitation of the third VGGT National Workshop to disseminate the results and to create awareness among policy / decision makers about the outcomes of the project and support policy dialogue on the way forward.

The following results were expected:

1. Increased understanding of VGGT of land, forests and fisheries in the context of food security for active participation in policy dialogue;

2. Improved capacity to support existing efforts on CCOs, ICT – based method of measurement, recording, data management and quality control for the Kasese land project;

3. Improved procedure for registration of customary land ownership and maintenance of CCOs;

4. A pool of local persons with practical skills in using the CCO technology and database for digitizing and managing land records;

5. 2400 CCOs for new beneficiaries in Kasese District.


## 2.3 Activities

Makerere University was expected to undertake the following activities:

(a) Plan and facilitate the Third VGGT National Workshop for Uganda in collaboration with the steering committee. This workshop was geared at creating awareness about VGGT to various stakeholders at national and local level. It provided a platform for dialogue aimed at improving policies and practices for securing customary land tenure rights holders as well as management of community forests in accordance with VGGT principles.

(b)    Train field teams comprised of ALC, Recorders (at Sub-county level), DLO staff and a pool of other local people to participate in processing CCOS.

(c)    Participate in field activities to monitor quality of data captured in the field and provide technical support to the field teams during recording of land rights on customary land.

(d)    Plan and conduct awareness activities (community meetings, radio talk shows and spot messages) among the communities in Kasese about the need to secure customary land rights in accordance with the VGGTs.

(e)    Participate in customization of Open Tenure software to orient it towards the legal framework in Uganda and to make it automatically generate CCOs of acceptable formats,( as reports) based on data captured about parcels, rights and holders of such rights.

(f)    Participate in the analysis of existing CCOs and develop selection criteria for the 2400 CCOs.

(g)    Develop an implementation plan for the selected 2400 CCOs.

(h)    Launch the 2400 planned CCOs in Kasese.

(i)    Provide technical support to the field teams in processing of the new 2400 CCOs.

(j)    Produce mid-term and final technical reports describing the activities carried out, its results, and eventual issues faced during the implementation of this agreement and recommendations for the future.

## 3   Report on Activities with Respect to LoA

As soon as implementation of the activities started, there was a realisation that a substantial amount of preparation was necessary. This was necessary because there were many mistakes and omissions made by the district which required rectification before proceeding with approved project activities. Makerere University shared these concerns with the Responsible Officer at FAO and it was agreed that priority be given to addressing the identified issues. The resulting activities, though not in the signed LoA are also discussed in this report together with the approved activities.

## 3.1 Analysing Existing Applications

During initial discussions before starting the new phase, it was identified that the number of new applications, as well as the nature of applicants was not known and this information was important for making key decisions in the phase. The need for analysing existing applications therefore became very apparent and hence it was agreed that this activity should be prioritised in the new LoA. A team of Makerere University students were deployed in Kasese to record data on selected attributes of the existing applications at each of the sub counties. The compiled information was analysed by the Makerere University core team with an aim of selecting beneficiaries (among the existing applicants) once a selection criteria was developed and approved. Considering that the number of applications was within the project target, it was agreed the existing applications may not be subjected to selection criteria but automatically included in the phase.

## 3.2 Selection Criteria for new applications

The selection criteria for any new applications was developed through a joint process that involved the Makerere University team, the VGGT secretariat and Kasese DLO. The Kampala-based teams visited Kasese and made initial discussions on the selection criteria together with the DLO. These discussions, together with the results of the analysis of the district CCO database undertaken by FAO intern (Mr. Derrick Frank Mwine) resulted into a new criteria for identifying beneficiaries under LoA3. The criteria was reported in the inception report of this project. However, as mentioned above, due to the small numbers of new applications that were available at sub-county headquarters, it was agreed that all the new applications should be captured, as long as they were error free.

## 3.3 Development of an implementation plan

An implementation plan was developed and presented in the inception report. It was compiled while taking three key factors into consideration: (1) The need to call out for fresh applications as soon as possible (2) The need to adhere to the legal requirements, especially the requirement to display a notice for demarcation to the public for not less than two weeks and (3) the limited time available to complete the task. The initial plan

was presented the inception report. However, due to the emerging issues as presented in the progress report, this plan was amended to cater for time lost when the University was closed. The amended plan is attached as Annex 1.

## 3.4 Facilitation for Printing CCOs in Kasese

Printing of CCOS was one of the planned activities under this LoA. Printing involves, manual entry of data on pre-printed CCO paper Templates using a manual typewriter. CCOs are printed in duplicate; one copy is issued to the owner and another copy remains at the registry. Two staff from Kasese District Local Government were engaged to assist in rapid printing of CCOS. A total of 1445 CCOs (in duplicate hence 2890) have been printed for issuance to the beneficiaries. 400 of these were handed over to the beneficiaries during the Honourable Minister of Lands Housing and Urban Development's visit to Kasese. The remaining 1045 CCOs are ready for issuance to the beneficiaries.

## 3.5 Facilitation for District Land Board Meetings

District Land Boards (DLB) are responsible for approving applications for CCOs. Land boards are supposed to sit quarterly to handle any pending applications. Although DLBs are supposed to receive allowances from the district to facilitate their sittings, this rarely happens due to limited and over-constrained budgets. Funds were therefore allocated to supporting DLBs meetings in order to approve CCOs. One DLB meeting was facilitated during this phase. The meeting was held on the 31st of March 2017. Although about 650 files were scheduled, the Board managed to discuss only 368 applications, which were all approved.

## 3.6 Cleaning of Existing Records at the District

As earlier identified in section 3.1 above, an inception meeting with the Kasese District Land Officer soon after commencement of the LoA highlighted the existence of a backlog of activities that included among others, printing and issuance of the earlier validated CCOs under the second LoA. A decision was made that a thorough investigation be done and this resulted into a visit to the district by Makerere University, the VGGT secretariat and FAO from 28th September to 1st October 2016. During this visit, it was realised that the District had continued to process

and issue new CCOs outside the Open Tenure System. Further assessment of the situation revealed the following additional issues:

### 3.6.1 Issues Identified by Makerere University

On the first visit, the Makerere University team identified the following issues:

1) The number of applications handled, as reported by the Senior Land Officer, was double that recorded on the community server. This implies that some of the CCOs were issued without uploading them on the server.

2) Some of the claims were not uploaded on to the community server partly due to the temporarily closed down sever and the absence of internet services at the DLO

3) The manpower at the Land Office had significantly reduced due to the departure of local volunteers hence creating enormous workload on the limited Land Office staff.

In response to the above urgent issues, and in consultation with FAO, Makerere University deployed a team of students who worked full-time at the district offices with occasional travel to villages. The students performed the following tasks:

### 3.6.2 Tasks performed by Makerere University during the first visit

1) Undertook an inventory of all equipment donated by FAO to Kasese District Local Government. The inventory mainly focused on tablets and their accessories, printers, cameras, Motorcycles, Internet dongle and GPS receivers. The District had received 27 tablets, 25 power banks and 27 chargers. The inventory discovered that 22 tablets were still operational and three (3) tablets malfunctioned with charging and screen display problems. All the chargers were missing and only 6 out of the 19 power banks were functional. The printer, cameras, motorcycles and GPSs were still in existence and in good condition.

2) Checked tablets for any claims that had not been uploaded to the community server. The claims that had not been earlier uploaded onto the community server were, thereafter, uploaded.

3) Physically Inspected CCO application files and copies of CCOs kept in the Land Office to obtain correct statistics of CCOs at various levels of processing such as: those with errors, those not approved by the District Land Board, those approved but CCOs not printed, those approved and CCOs already issued.

4) Undertook inspection, count and analysis of all CCO applications that were still kept at various sub counties in Kasese district.

### 3.6.3  Issues Identified by the VGGT Secretariat

A follow up VGGT secretariat visit to Kasese identified that:

1) Some of the application files were missing relevant information. For example passport photographs, signatures, minute reference numbers while others had blank spaces in key fields.

2) Not all issued CCOs had been recorded in the Register, Abstract and CLIN books respectively. It is a legal requirement that before CCOs are issued, the above books should be filled with the relevant information.

3) Some Sub county chiefs had signed on wrong parts of the CCOs.

4) Minutes approving CCO applications by the District Land Boards had not been sent to the respective sub counties as per the legal requirement.

5) Form 23 had not been printed and included in the registry file for each CCO.

### 3.6.4  Tasks performed by Makerere University during the second visit

The Makerere University team that was deployed on 31st October 2016 worked closely with the DLO. The following tasks were accomplished:

1) All applications with blank spaces were identified, their applicants contacted and assisted to fill missing information which included: photographs, signatures for witnesses, signatures of sub county chiefs, signatures and names of ALC members, and minute reference numbers.

2) Inspected, counted and recorded issued CCOs in the Register, Abstract and CLIN books. Instrument numbers were also assigned to CCOs that had been issued previously.

3) Invited Sub-county chiefs of affected sub counties to sign on the newly rectified certificates. Those that had signed in wrong places were asked to cross out the original signature, sign in the correct space and counter sign to authenticate the alteration.

4) Inserted correct Minute reference numbers in the application forms. Minute extracts for each application considered during the DLB meetings were prepared and sent to the respective sub counties.

### 3.6.5 Tasks performed by Makerere University during the third visit

The third team from Makerere University visited Kasese district from 27<sup>th</sup> February – 31<sup>st</sup> March. The tasks for the team are as per their terms of reference which are appended to this report as Annex 4. In addition to the tasks in the TORs, the team continued with cleaning CCO records, a process that had been kick-started by the earlier teams. The team made further observations and executed tasks as explained below:

1) The DLO had continued with adjudication, demarcation and mapping of CCOs after the expiry of LoA2. All the applications submitted and processed during this phase had not been uploaded onto the Community server. The team identified that a total of 113 applications were handled by the district after the Minister's visit; field mapping was properly done but the necessary documents on the application files had not been properly filled, scanned and attached.

The Makerere University Team observed that incomplete work could have been due to the high rate at which applications were being received, and the limited capacity at the district to handle.

The Makerere University Team managed to rectify, process and upload 80 applications (see Figure 1 below) and while doing so, would occasionally consult the local volunteers who had performed the mapping. The remaining 23 applications could not be uploaded because the Makerere University Team was not able to resolve the errors.
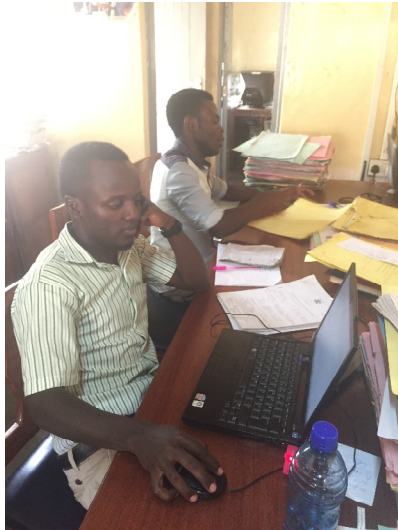
*Figure 1: Volunteers uploading (left) and filling in missing information in the documentation (right)*

2) The Makerere University Team facilitated printing of 1045 CCOs under this LoA (see Figure 2 below). The distribution of the printed CCOS per sub-county is presented in *Table 1* below. Prior to printing, the team sorted applications files to ensure that they were complete. The team ensured that all the necessary documents were attached; evidence of approval by the DLB was inserted, minute reference and instrument numbers plus DLB minutes were inserted.

The team observed that whereas there were several approved CCOs in the system, the DLO seemed reluctant to print them out. Instead, focus was pegged on new applications where applicants were paying money to have their certificates quickly processed.

On the other hand, the team observed that 475 CCOs had been issued without their data being on the server. The beneficiaries had already collected 386 of these. Furthermore, 190 CCOs had been approved and printed but not yet issued to the owners. Data for 101 of these had been uploaded on the server while 89 were yet to be uploaded.

*Table 1: The CCOs that have been printed by the Makerere University Team during the 1st Visit*

| SUB-COUNTY | CCO printed |
|---|---|
| Rukoki | 202 |
| Mahango | 49 |
| Isango | 36 |
| Ihandiro | 54 |
| Kyabalungira | 143 |

| | |
|---|---|
| Kyarumba | 149 |
| Kitholthu | 60 |
| Karambi | 22 |
| Nyakiyumbu | 5 |
| Lake katwe | 14 |
| Kyondo | 43 |
| Mpondwe | 58 |
| Kilembe | 42 |
| Buhuhira | 14 |
| Muhokyo | 61 |
| Munkunyu | 48 |
| **Total** | **1045** |

3) Overall, 4783 claims exist on the community server out of which 2707 (57%) have been printed with over 500 issued and others pending. 2076 CCO(43%) are yet to be printed. The team identified 305 old claims that have completely failed to be uploaded onto the server. Some of them date back to the start of the project in January 2015. There seemed to be little attempts to upload them again, given that more attention is given to new applications that are bringing income to the DLO.

The team identified 198 claims on the server which did not have all the necessary documents scanned and uploaded. Of these Rukoki sub-county was the most affected, with 153 claims lacking documents on the server. On the other hand, Mahango, Ihandiro, Lake Katwe, Buhuhira and Munkunyu suncounties were completed successfully with all the files on the server.

Towards the end of the mission, the Makerere University Team identified 246 old applications in the office that had been mapped originally using tape measures. Details on the above per Sub County are attached in Annex 3.

*Figure 2: Two lady typists in the DLO preparing CCOs*

4) The discovered that many files had been put aside because of missing information. The team checked the files, corrected the errors and made the files ready for presentation to the Distrtc Land Board. A total of 1736 files were thoroughly checked, of which 650 were included on the Schedule for the next DLB (see *Table 2*).

5) *Table 2: Files that have been checked and verified by Makerere University Team at during the 3rd visit*

| SUB-COUNTY | Filling part 3 of Form 1 | New schedule |
|---|---|---|
| RUKOKI | 335 | 121 |
| MAHANGO | 7 | - |
| ISANGO | 6 | - |
| IHANDIRO | 11 | - |
| KYABALUNGIRA | 95 | - |
| KYARUMBA | 21 | - |
| KITHOLTHU | 02 | - |
| KARAMBI | 03 | - |
| Nyakiyumbu | 11 | - |
| Lake katwe | 13 | - |
| Kyondo | 69 | 25 |
| Mpondwe | 177 | 45 |
| Kilembe | 9 | - |
| Buhuhira | 0 | - |
| Muhokyo | 123 | 127 |

| | | |
|---|---|---|
| Munkunyu | 78 | - |
| Maliba | 139 | 240 |
| kistwamba | - | 92 |
| **TOTAL** | **1086** | **650** |

6) The team identified that some post-registration transactions had only been handled in two sub counties (Maliba and Muhokya). The transaction types were transfers and sub divisions (See *Table 3*)

*Table 3: Statistics on the post registration transactions*

| SUB COUNTY | Transfers | Sub divisions |
|---|---|---|
| Maliba | 3 | 13 |
| Muhokya | 12 | 4 |
| **Total** | **15** | **17** |

Given that OT has not yet been customised to handle post-registration transactions, it was not possible to upload the transactions on the server. The team noted that for OT to be more useful for managing CCOs, it should be able to (among others):

a) Provide for fresh applications;

b) Transfer of rights between claimants;

c) register Mortgages;

d) register leases;

e) handle search and provide search reports;

f) support system generated special certificates of Customary Ownership in case of loss;

g) support conversion from CCO to Freehold title.

The team identified that applicants and ALC members were not familiar with the transfer and sub division processes. Moreover, there are no guidelines developed for post-registration transactions in the Ministry of Lands Housing and Urban Development.

7) The team noted that CCOs have been used as collateral for acquiring loans from banks and financial institutions in Kasese. Information obtained from 4 financial institutions (see *Table 4*) indicates that 46 loans have been given out to CCO holders. Hoko fam has given the most number of loans (20) because it has the lowest interest rate of 21%.

*Table 4: Loans obtained with CCOs in Kasese*

| Financial institution | No of Loans | Interest Rate | |
|---|---|---|---|
| | | With CCO rate | Other forms of collateral |
| Centenary bank | 4 | 25% | 27% |
| Post bank | 15 | 22% | 26% |
| Hoko fam | 20 | 21% | 25% |
| Pride micro finance | 7 | 24% | 27% |
| **Total** | **46** | | |

## 3.7 Fieldwork and Processing of 2400 CCOs

The target for this phase was processing of 2400 CCOs. Given the deplorable condition of the existing records, more especially the applications that had been processed outside OT, it was considered more appropriate to embark on a cleanup exercise rather than handle new applications. Therefore the focus of this phase was more on processing and cleaning backlog in the district. A total of 1736 applications have been processed and 1000 additional CCOs have been printed. This puts the total number of CCOs processed to 2736.

## 3.8 CCO Handover by Hon Minister of lands Housing and Urban Development

The Makerere University facilitated the official handover of CCOs to 400 beneficiaries in Kasese district. The handover took place on 18<sup>th</sup> November 2016 (see Figure 3 and Figure 4). Makerere University, working with the Ministry and Local government mobilised, the

beneficiaries, prepared documentation and managed the ceremony. The colourful ceremony was attended by among others, the LC5 Chairperson, The CAO, The RDC of Kasese District and all the Area Members of Parliament.



*Figure 3: ALC Chairmen, Sub County Chiefs, Members of Kasese District Local Government, MoLHUD members, FAO, UKaid delegates and four Hundred Beneficiaries to receive their certificates on 18th November 2016*



*Figure 4: Mr Obbo Dennis from MoLHUD addresses the four hundred CCO beneficiaries in Kasese who were to receive their CCOs on 18th November 2016.*

## 3.9 Analysis of Existing CCOs and Selection Criteria

As reported in the inception report, the Makerere University team analysed the existing applications and developed a draft selection criteria for new applications. This draft was shared with the VGGT secretariat, which discussed and agreed to adopt it. The criteria were provided to the DLO for implemetation. Based on the criteria, 8 sub counties were identified as Kitolhu, Karambi, Ihandiro, Isango, Kyarumba, Bwesumbu, Buhuhira and Mahango. Invitations for applications from these sub counties were made on radio for a period of one month. However, it was noted that the rate at which applications were being received was very slow with applicants complaining that those who had applied as early as 2009 had taken very long without receiving their CCOs. It was suggested that if the target number of applications was not received, then even the existing applications at Sub Counties outside those that satisficed the criteria would be considered. As clearing of the backlog proceeded, it was eventually decided to focus on cleaning the existing files rather than embark on new applications. At the same time, there was insecurity in Kasese which made it unsafe to undertake fieldwork.

## 3.10 Training of Kasese District Personnel

Three categories of staff have been trained under this LAO. These are ALC members, Subcounty Chiefes (recorders) and members of DLB.

The ALC chairmen have been trained in the use of OT for mapping claims. The sub-counties covered, arranged according to their grouping are as follows:

Group 1. Bwera, Muhokya, Maliba, Rukoki and Mukunyu,

Group 2.Kyondo, Kyarumba and Kistwamba ,

Group 3 kitholu and kyabarungira , and

Group 4 Lake Katwe and Ihandiro.

The choice of the groups depended on the numbers of new ALC membership in each of the sub counties.

*Figure 5: One of the volunteers in Kasese trains an ALC*

The DLB members were rained on the 21$^{st}$ March 2017 (see Figure 5). The Board had been newly constituted and therefore required training. They were introduced to the basics of land registration, mapping with the tablets and the Community Server now referred to as Customary Tenure Certificates of Ownership (CCO) Database. The training was conducted by Makerere University in collaboration with the Ministry of Lands Housing and Urban Development, the VGGT secretariat and the DLO.

The training in Land Registration focussed on the understanding of the constitution 1995, Land Act 1998 (with ammendements) and Land Regulations 2004. Each of the members was given a copy of the mentioned documents for continued use and reference during the training. The training in Open Tenure introduced applicants to the procedures followed by ALCs during adjudication and mapping of the customary land but focussed more on the role of the DLB in modulation of CCOs on the community server.

Staff from the DLO has been trained continuously on a day to day basis by the Makerere University teams that were in Kasese from October 2016 until March 31$^{st}$ 2017. To date, the Land Officer, the Physical Planner and the District Staff Surveyor are fully trained in Open Tenure. The Land Officer has been allocated a password which will grant him access to OT for modulating claims on the community server.

*Figure 6: Makerere University trains the DLB on CCO registration and modulation on the CCO database*

Equipment from FAO was also handed over to Kasese District Local Government just moments before the training started. These included 2 Tablets, a printer, 20 catridges and a projector. These were received by the LC 5 on behalf of the Chief Administrative Officer (CAO) (see Figure 7)



*Figure 7: Mr. Dennis Obbo hands over equipment to LC5 Kasese District Local Government*

## 3.11 Training of Makerere University Students

27 students in their 2ⁿᵈ and 3ʳᵈ year of study pursing Bachelors of Science in Surveying and Geomatics were trained in the use of tablets for CCO adjudication and mapping and the CCO database. The training took 2 days where the students managed to independently work with the tablets, scan and upload the scanned documents and claims on to the CCO database.



*Figure 8: Second and Third year students being trained by Makerere University on CCO application process, demarcation using SOLA open tenure and upload of claims onto the CCO database*

They were additionally taken through the CCO application process and the required forms. Towards the end of the training, Makerere University received equipment from FAO including 5 Samsung tablets, a projector and a Digital Camera.



*Figure 9: Ms Guglielma hands over equipment Dr. Moses Musinguzi at Makerere University*

## 3.12 Awareness Events at Community Level

Awareness events have been conducted which include, radio spot messages, radio advertisements for and general sensitisation, 2 radio talk shows and 3 community level meetings.

The Kasese District Senior Land Officer ensured the continued running of radio spot messages to sensitize people on the ongoing CCO activities at the district, encouraging and calling for post transaction applications and updating them on pending CCO issuance. One radio talk show was conducted on 17th November 2016 a day before the Minister's visit to Kasese and another on the 21st of March after the DLB training. The latter radio talk show focused on sensitisation of the listeners on post transaction activities and advised applicants to visit the Sub County or DLO for assistance. It enlightened them on how best they could use their acquired CCOs to improve on their lives though loans and mortgages.

Three community level meetings have been conducted. One in Kichwaba, another in Bwera and one at the District Council Office. In all these places, the LC chair persons, women leaders, councillors, head teachers, ALC members and interested persons in the community were engaged. Topics of discussion ranged from the need for security of tenure, the meaning and value of CCOs, land registration requirements and post transactions on CCOs. The district councillors' were informed on the FAO intervention in CCO issuance and how far the project had come and reached. They were given all the necessary information needed for them to build capacity on the CCO procedures and functions in the different regions that they represent.

## 3.13 Evaluation of the CCO Database with respect to Legal CCO Process

The CCO database has been evaluated with respect to the legal CCO process. The Land Regulations 2004 were reviewed from where aspects of concern between the CCO database and the legal CCO process were identified. A presentation on these concerns was made and deliberations on the same undertaken in a meeting that was held at Makerere University on Friday 17th March 2017. Makerere University, FAO and the VGGT secretariat were represented at this meeting.

It was noted that issuance of CCOs follows a legal procedure prescribed in the Land Regulations 2004. The procedures were identified to be manual, based on paper transaction and records management. The purpose of the CCO database is to improve records management, make fieldwork faster, more accurate and easier.

It was also realised that the original version of the CCO database was not responsive to the Land Regulations. However, it has been customised with an attempt to align it with the legal procedure for CCO. The customisation targeted digitisation and field validation of CCO applications that were already processed (and kept in Kasese district). Now that the CCO database has been tested and is destined to be the popularised CCO data management platform, there is a need to further customise it so that it comprehensively supports the procedure for CCO from the beginning to the end, as well as post registration transactions. The CCO database should document all processes and associated data for CCOs, thereby providing data safety, easy access, transparency, accountability and universal participation in the CCO processes.

Of particular interest, the CCO database should;

- Ensure that all data fields in the various forms are included in the database
- See that assignment of file number, acknowledgement of application, and checking of application by ALC are steps in the system
- Provide evidence of public notice and the associated timelines
- Allow for incremental adjudication information on the community server
- Cater for results of conflict resolution
- Avail status of application and copy of the sketch to the applicant
- Provide a compliance  check list for DLB to make a decision
- Provide for the approved application and minutes of DLB to be scanned and stored
- Provide for the abstract, PIN allocation and register books to be entered digitally
- Provide for the recorder in the system
- Allow for printing the final CCO directly from the system
- Provide for post registration transactions


## 3.14 Participation in Customisation of Open Tenure Software

The customization of Open Tenure has continued with effort now put on improvement of the quality of data in the system. Makerere University is continuously being consulted at each and every stage of customisation. Different quality checks are being activated. The demarcation form (Form 23) has continued to be developed and is now close to that specified by the land Regulations 2004. Significant strides have also been made on printing out the final CCO directly from the Community Server.

As the district is ready for post CCO transactions, customisation of the CCO database needs to be speeded up to be able to accommodate applications of that nature. What has been identified as possible CCO transactions in Kasese include;

• Searching of the system by the DLO to confirm ownership rights on a particular plot before any transactions. The system should be in position to generate a legitimate form acceptable to its client in that matter

• Application for subdivision of land. Form 27 for CCO subdivision has additional information e.g., names and signatures of spouses to the seller giving permission to sell for example. The system needs to trigger action related to change in parcel acreage as well.

• Application for a special CCO (form 42 Land regulations 2004) when a CCO is lost. When searched, the system should be able to indicate that this transaction happened.

• Application for transfer or assignment of CCOs to another party after a transaction for example sale. The system should be able to indicate this kind of history - the name and record of the seller shouldn't be deleted but cancelled although should remain in the system so as to trace the history of ownership over time.

• Lease or sub lease of customarily held land. Lease form 34 land regulations 24 exists for this purpose. Details of this form should be included in the CCO database to ensure that when searched, the status of the land can be ascertained.

• Application to convert from customary to freehold tenure using form 4 Land regulations It should be identified from the system that the particular CCO has been converted to a freehold title.

• Application for mortgage or pledge their CCO in banks (See form 35 land regulations). The history of that transaction should be accessible even when the mortgage is cleared.

For Kasese to boast of a fully functional CCO system, the CCO database or community server need to be prepared to receive data relevant to the above listed transactions.

## 3.15 Planning and Facilitation of the 3rd VGGT National Workshop

The workshop took place on 29th and 30th November 2016. Makerere University played the facilitation role with assistance from FAO and the MoLHUD as the co-hosts.  The role of Makerere University included;

1. Recommending participants to be invited

2. Documenting of workshop events including selection and guidance of rapporteurs during the workshop.

3. Presenting on experiences and lessons learned on CCO issuance in Uganda.

4. Advising on the program for the workshop.

5. Facilitating the workshop.

A workshop report was compiled and shared with FAO together with the midterm progress report in December 2016

## 3.16 Other Findings

Data from the DLO showed that disputes experienced in Kasese have reduced with the implementation and issuance of CCOs. 33 disputes were recorded in 2015, 39 in 2016 and 6 in 2017 in all sub counties (see Table 5 and Table 6) This is attributed to the more accurate demarcation, adjudication and registration process. The CCO has proven to be an integral item in land conflict resolution in conjunction with other dispute resolution mechanisms.  Conflicts within the district are majorly between families, individuals, boundary related, community against government, church against government and church against church.

*Table 5: Land Disputes recorded in Kasese in 2015, 2016 and 2017 per Sub County*

| Sub county | Land disputes | | |
|---|---|---|---|
| | 2015 | 2016 | 2017 |

| | | | |
|---|---|---|---|
| Muhokya | 3 | 5 | - |
| Maliba | 6 | 5 | - |
| Kistwamba | 5 | 4 | 1 |
| Ihandiro | 2 | 1 | - |
| Mahango | - | - | - |
| Kyarumba | 5 | 4 | 1 |
| Munkunyu | - | 1 | 1 |
| Rukoki | - | 7 | 1 |
| Nyakiyumbu | - | - | - |
| Isango | - | - | - |
| Kilembe | - | 2 | - |
| Kitholhu | 3 | - | 2 |
| Mpodwe | 2 | 5 | - |
| Lake katwe | - | - | - |
| Karambi | 1 | - | - |
| Bwesumbu | - | - | - |
| Bwera | 3 | 3 | - |
| Kyondo | - | - | - |
| Kisinga | - | - | - |
| Buhuhira | - | - | - |
| Kyabarungira | 3 | 2 | - |
| **Total** | **33** | **39** | **6** |

*Table 6: Conflicts resolved using CCOs and Alternative Dispute Resolution mechanisms in 2015, 2016 and 2017 in different Sub Counties*

| Sub county | 2015 | | 2016 | | 2017 | |
|---|---|---|---|---|---|---|
| | CCO | ADR | CCO | ADR | CCO | ADR |
| Maliba | 2 | 4 | 2 | 3 | - | - |
| Muhokya | 3 | - | 5 | - | - | - |

| | | | | | | |
|---|---|---|---|---|---|---|
| Kitswamba | - | 5 | - | 4 | 1 | - |
| Rukooki | - | - | 3 | 4 | 1 | - |
| Kyondo | - | - | - | - | - | - |
| Mahango | - | - | - | - | - | - |
| Isango | - | - | - | - | - | - |
| Ihandiro | 1 | 1 | 1 | - | - | - |
| Bwesumbu | - | - | - | - | - | - |
| kyabarungira | 1 | 2 | 2 | - | - | - |
| Nyakiyumbu | - | - | - | - | - | - |
| Mpodwe TC | - | 2 | - | 5 | - | - |
| Karambi | - | 1 | - | - | - | - |
| Bwera | - | 3 | 3 | - | - | - |
| Kilembe | - | - | 2 | - | - | - |
| Kitholu | 2 | 1 | - | - | - | 2 |
| Munkuyu | - | - | - | 1 | - | 1 |
| Lake katwe | - | - | - | - | - | - |
| Kisinga | - | - | - | - | - | - |
| Buhuhira | -- | - | - | - | - | - |
| Kyarumba | 4 | 1 | - | 4 | - | 1 |
| **Total** | **13** | **20** | **18** | **21** | **2** | **4** |

## 3.17 Setting up A community Server in the New District

Because of insecurity in Kasese district, consideration was goiven to an option of setting out a community server for another district so as to begin CCO processing activities. However later on, this idea was stayed given that the security situation in Kasese district improved tremendously.

## 3.18 Backstopping Visits to Kasese district

Under this LoA, monitoring visits to Kasese district were planned. The Makerere University team made four trips to Kasese to backstop project activtities. The visits were made in September, 2016, November 2016, February 2017 and and March 2017. During these visits, quality control was performed on activities being conducted by the student team and the DLO staff. The visits were made to coincide with other key activities such as Ministers visit and VGGT team visits. Additional activates such as community level meetings, training of DLB and radio talk shows were carried out during monitoring visits.

## 3.19 Progress Reports

As part of project deliverables, a number of reports were submitted. The inception report was submitted on 11th October 2016, while the midterm report was submitted in December 2016. The final report - the final deliverable for the project is hereby submitted.

## 3.20 Budget Performance

A budget Performance report has been attached as annex 2. Details of accounts are currently being scrutinised by the Audit Unit of Makerere University. Makerere University has three levels of audit for all its activities. Pre-audit - before funds are disbursed, post audit – after funds have been spent and external audit by the Auditor Generals office.

# 4 Constraints

The project has been implemented successfully. However, a number of constraints affected the project and are discussed below.

## 4.1 Closure of Makerere University

The industrial action by Makerere University staff led to closure of the University from November 2016 up to January. Despite the closure, some of the key project activities were maintained until the University opened again. Some of the activities undertaken include clearing of backlog and

handover of CCOs. However, the closure led to delay of the project deliverables and to the extension of the project time up to 31$^{st}$ March 2017.

## 4.2 Clearing of Backlog

As previously mentioned, the DLO in Kasese continued to process new CCOS after the end of LOA2. However, the process was done with a lot of mistakes. Makerere University dedicated a lot of effort in rectifying the errors and this has had a big implication on both the time and budget for this LoA. As the project is coming to the end, Kasese can now boast of a fully functional CCO system only limited by lack of tools for processing post-registration transactions.

## 5  Conclusion

The current agreement consolidated the achievements of the previous phases. The project is considered to have been a success considering the vast amounts of deliverables that have been achieved in line with the LoA. This phase has led to increased understanding of the VGGT principles in Kasese and at the National level. It has also led to securing of rights of customary land holders and users in Kasese district. The awareness has created a lot of demand for CCOs in Kasese and this can be manifested by the large numbers of applicants who are ready to pay for the service. The only challenge is the capacity of the district to meet the demand while at the same time maintaining quality.

Because of the Kasese experience, a number of other districts have expressed a lot of interest to have CCOs introduced in their districts. This includes Northern Uganda where there was scientism originally. There is increasing acceptance of CCOs countrywide and this is attributed to the vast information, education and awareness campaign implemented through this project. We would like to thank FAO for all the support.

Signed

Moses Musinguzi

Dean, School of the Built Environment

## Annex1: Activity schedule

| | Activities | Sep-16 | | | | Oct-16 | | | | Nov-16 | | | | Dec-16 | | | | Jan-17 | | | | Feb-17 | | | | Mar-17 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | week 1 | week 2 | week 3 | week 4 | week 1 | week 2 | week 3 | week 4 | week 1 | week 2 | week 3 | week 4 | week 1 | week 2 | week 3 | week 4 | week 1 | week 2 | week 3 | week 4 | week 1 | week 2 | week 3 | week 4 | week 1 | week 2 | week 3 | week 4 |
| 1 | Analyse existing applications | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Selection criteria for new applications | | X | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Development of implementation plan | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Facilitation of Printing CCOs in Kasese | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X |
| 5 | Awareness campaign | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | X | X | X | X | X | X | X | X | X |
| 6 | Facilitating DLB meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | X | |

29

| # | Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 7 | Training ALC and District Staff | X | X | | | | | | | | | | | | | | | | | | | | X | X | X | X | | | |
| 8 | Training of Students in OT | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| 9 | Field work and processing of 2400 CCOs | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | X | X | X | X | X | X | X | X |
| 10 | Cleaning Existing Records in Kasese | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Preparation and submission of Inception Report | X | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Preparation of Progress report | | | | | X | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Evaluation of Open Tenure wrt to legal CCO process. | | | | | | | | | | | | | | | | | | | | | | X | X | X | | | | |
| 14 | Setup of a Community Server in New District | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |
| 15 | Backstop visits | X | | | | | | | | X | | | | | | | | | | | | | | X | | | | X | |
| 16 | Setting up filing system and record office in the new district | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| 17 | Facilitation of CCO handover workshop | | | | | | | | | X | | | | | | | | | | | | | | | | | | | |

| 18 | Facilitation of VGGT workshop | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | |
| 19 | Launch of CCOs in New District | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| 20 | Preparation and submission of Final report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | |

## Annex2: Budget Performance

| | Items Description | Aprroved Budget | Actual Expenditure | | Percentage | |
|---|---|---|---|---|---|---|
| | | Budget | Actual Expenditure | Balance ( Ugx) | Variations in % | Notes |
| 1 | **HUMAN RESOURCE INPUTS (Staff time/consultants/ entitlements..)** | | | | | |
| 1.3 | Report writing (3 Mak staff) | 3,900,000 | 3,900,000.00 | - | - | Payment for report writing |
| 1.4 | Project coordination | 10,800,000 | 10,800,000.00 | - | - | Payment for Staff coordinating the project |
| | *Sub-total Human resource costs* | **14,700,000** | **14,700,000.00** | **-** | - | |
| 2 | *PRELiMINARY RECORDS ANALYSIS* | | | | | |
| 2.1 | DSA Makerere trainers preliminaryrecords analysis (8peoplex3nights) | 1,260,000 | 1,260,000.00 | - | - | Per diem for MUK staff |
| 2.2 | DSA Kasese District staff, District Land Board and Area Land Committee preliminaryrecords analysis (8peoplex3nights) | 1,680,000 | 1,260,000.00 | 420,000 | 25.00 | Per diem for MUK staff |
| 2.3 | Vehicle Rental for trainers preminary records analysis (5daysx 1 car) | 1,000,000 | 800,000.00 | 200,000 | 20.00 | Transport refund for engaged personel |
| 2.4 | Fuel for Project Coordination Team Vehicle | 325,784 | 200,000.00 | 125,784 | 38.61 | Transport refund for engaged personel |
| | *Sub-Total Preliminary Records Analysis* | **4,265,784** | **3,520,000** | 745,784 | 17.48 | |

| 3 | TRAINING ALC AND DISTRICT LAND BOARDS | | | | | |
|---|---|---|---|---|---|---|
| 3.1 | DSA Participants Training ALC and District Land Office staff (2 nights x69 people) | 8,280,000 | 8,280,000 | - | - | |
| 3.2 | Honorarium for trainers Training ALC and District Land Office staff (2 days x15 trainers) | 4,500,000 | 4,500,000 | - | - | |
| 3.3 | DSA Training ALC and District Land Office staff (3 nights x15 people from Kampala) | 6,300,000 | 6,300,000 | - | - | |
| 3.4 | Snacks and water-Training ALC and District Land Office Staff (2 days x 84 people) | 1,176,000 | 1,200,000 | - 24,000 | - 2.04 | |
| 3.5 | Hall rental Training ALC and District Land Office staff (2 days) | 400,000 | 300,000.00 | 100,000 | 25.00 | Top up for Snacks and water |
| 3.6 | Vehicle hire trainers and Training ALC and District Land Office staff (4 days x 1 vehicle) | 800,000 | 800,000.00 | - | - | |
| 3.7 | Fuel for vehicle trainers Training ALC and District Land Office staff ( 2 trips x 422km to and from Kasese ….) | 356,664 | 350,000.00 | 6,664 | 1.87 | |
| 3.8 | Communication ( Scratch cards, Radio announcements) | 200,000 | 200,000.00 | - | - | Radio talk shows and sport messages was under budgeted |
| 3.9 | Training material ( Printing ) | 1,000,000 | 1,187,000.00 | - 187,000 | - 18.70 | Stationary was under budgeted, banner paid from here |
| | **Sub-Total Training ALC and District Land Boards** | **23,012,664** | **23,117,000** | - 104,336 | - 0.45 | |
| 4 | FIELD MAPPING AND DIGITIZATION | | | | | |
| 4.1 | DSA for 10 Makerere Students during field validation and digitisation (10 People x 40 nights) | 48,000,000 | 45,600,000.00 | 2,400,000 | 5.00 | Per diem for the Advance team in Kasese |

| | | | | | | |
|---|---|---|---|---|---|---|
| 4.2 | Vehicle Rental for Makerere trainers ( 42 days x 1 car) | 8,400,000 | 8,800,000.00 | - 400,000 | - 4.76 | Motor vehicle hire for visting subsequent sub counties |
| 4.3 | Fuel for Makerere trainers vehicle ( 40days x 50 km/ day……) | 1,097,784 | 1,040,000.00 | 57,784 | 5.26 | |
| 4.4 | Honorarium Kasese Land Administration Assistants ( volunteers) for field mapping and Digitization (10 people x 65 days) | 26,000,000 | 12,140,000.00 | 13,860,000 | 53.31 | Not many volunteers and Kasese staff were used to clean records |
| 4.5 | Honorarium for ALC memebrs for field mapping and digitization ( 20 people x65 days) | 52,000,000 | 50,100,000.00 | 1,900,000 | 3.65 | |
| 4.6 | Vehicle Rental for field teams for field mapping and digitization including fuel | 26,000,000 | 17,400,000.00 | 8,600,000 | 33.08 | Field work was not as much as envisaged |
| 4.7 | Fuel for field mappings and digitization | 6,499,854 | 3,960,000.00 | 2,539,854 | 39.08 | Same comment above |
| 4.8 | Honorarium for District Land Board members for field mapping and digitization | 4,170,000 | 2,200,000.00 | 1,970,000 | 47.24 | Same comment above |
| 4.9 | Printing Customery Certificates of Ownwership ( 2400) | 4,800,000 | 2,800,000.00 | 2,000,000 | 41.67 | Printing began late and was slow |
| | ***Sub-total field mapping and digitization*** | **176,967,638** | **144,040,000.00** | **32,927,638** | 18.61 | Much of this budget was used for training |
| **5** | **AWARENESS AND COMMUNICATION** | | | | | |
| 5.1 | Hall rental community sensetization meetings | 510,000 | 465,000.00 | 45,000 | 8.82 | Snack and water |
| 5.2 | Snacks and water community sensetization meetings ( 3 meetings x 1 day x 30 participants @) | 576,000 | 570,000.00 | 6,000 | 1.04 | Refreshments and eats |
| 5.3 | Transportation refund community sensetization meetings participants | 1,800,000 | 1,800,000.00 | - | - | Transport refund to Land Owners, it was not budgeted |

| | | | | | | |
|---|---|---|---|---|---|---|
| 5.4 | Training material community sensetization meetings for participants | 600,000 | 600,000.00 | - | - | Training materials |
| 5.5 | Radio shows and Radio spot messages | 276,000 | 276,000.00 | - | - | Radio talk shows and sport messages was under budgeted |
| 5.6 | Communication ( Scratch cards and Internet) | 1,340,000 | 1,337,000.00 | 3,000 | 0.22 | Airtime voice and data + A modem |
| 5.7 | Honorarium awareness raising song composer | 603,750 | 350,000.00 | 253,750 | 42.03 | Dance group cost was less than expected |
| | *Sub- Total awareness and Communication* | *5,705,750* | *5,398,000* | *307,750* | 5.39 | |
| **6** | **BACK STOPPING VISITS** | | | | | |
| 6 | DSA for Project Coordination Team back stopping visits for field mapping for 4d ays @ | 5,040,000 | 5,040,000.00 | - | - | Transport refund to Land Owners which was not budgeted |
| 6.2 | DSA for Driver for 3 back stopping visits to field mapping for 4 days @ | 840,000 | 700,000.00 | 140,000 | 16.67 | Drivers facilitation |
| 6.3 | Vehicle rental for Project Coordination Team (3 visits x 4 days x 1 car) | 2,400,000 | 1,700,000.00 | 700,000 | 29.17 | Motor vehicle hire during back stopping visits+ Radio talk show |
| 6.4 | Fuel for Project Coordination Team (3 visits x 4 days x 1 car) | 1,090,836 | 540,000.00 | 550,836 | 50.50 | Fuel |
| | *Sub- Total back stopping visits* | *9,370,836* | *7,980,000* | *1,390,836* | | |
| **7** | **KAMPALA COORDINATION ACTIVITES** | | | | | |
| 7.1 | Transportation re-imberursement steering committee meetings | 1,000,000 | 1,000,000.00 | - | - | Transport refund to Land Owners, it was not budgeted |
| 7.2 | DSA District staff travel to Kampala | 1,120,000 | 924,000.00 | 196,000 | 17.50 | partly used for Radio talk shows and spot messages |

| | | | | | | |
|---|---|---|---|---|---|---|
| 7.3 | Public transport Kasese District staff to Kampala | 280,000 | 280,000.00 | - | - | |
| | *Sub-total Kampala Activites* | **2,400,000** | **2,204,000** | **196,000** | | |
| | **TOTAL COSTS** | 236,422,672 | 200,959,000 | 35,463,672 | | |
| 8 | **Administrative Overhaeds 15%** | 35,463,401 | 35,463,401 | - | - | Administration overheads 15% was not budgeted |
| | **Grand Total** | **236,422,672** | **236,422,401** | **271** | | The Total budget approved as per the Project document was Ugx 236,422,672/= |

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**Prepared by: MARY NABBUMBA**                    **Approved by: Dr. Moses MUSINGUZI.**


**Signature:…………………………………….Date: ……**        **Signature:…………………………………….. Date: …………………..…………**

**Project Accountant**                                **Project Coordinator**

## Annex 3: Extracts of various statistics from claims

1. The applications or claims on the server that have not been issued and those issued

|   | Sub-county | Printed CCOs 2017 | Printed CCOs 2015-2016 | Total CCOs printed | Pending CCOs |
|---|---|---|---|---|---|
| 1 | Mpodwe Ihubiriha | 58 | 139 | 197 | 232 |
| 2 | Kilembe | 42 | 65 | 107 | 135 |
| 3 | Kyondo | 43 | 100 | 143 | 64 |
| 4 | Kitholhu | 60 | 36 | 96 | 2 |
| 5 | Ihandiro | 54 | 1 | 55 | 11 |
| 6 | Muhokya | 61 | 247 | 308 | 275 |
| 7 | Lake Katwe | 14 | 57 | 71 | 14 |
| 8 | Maliba | 45 | 197 | 242 | 229 |
| 9 | Kitswamba | - | 179 | 179 | 118 |
| 10 | Kyarumba | 149 | 75 | 224 | 203 |
| 11 | Mahango | 49 | - | 49 | 7 |
| 12 | Bwera | - | 73 | 73 | 42 |
| 13 | Buhuhira | 14 | 52 | 66 | 5 |
| 14 | Bwesumbu | - | 32 | 32 | 11 |
| 15 | Kisinga | - | 214 | 214 | 214 |
| 16 | Nyakiyumbu | 5 | 65 | 70 | 20 |
| 17 | Rukooki | 202 | 1 | 203 | 280 |
| 18 | Isango | 36 | - | 36 | 6 |
| 19 | Kyabarungira | 143 | - | 143 | 28 |
| 20 | Munkunyu | 48 | 110 | 158 | 64 |
| 21 | Karambi | 22 | 19 | 41 | 5 |
|  | **TOTAL** | **1045** | **1662** | **2707** | **2076** |

2. Old applications that have not been uploaded to the server

| SUB-COUNTY | Old Files Not on server |
|---|---|
| RUKOKI | 176 |
| MAHANGO | 7 |
| ISANGO | 6 |
| IHANDIRO | 11 |
| KYABALUNGIRA | 15 |
| KYARUMBA | 21 |
| KITHOLTHU | 2 |
| KARAMBI | 3 |
| Nyakiyumbu | 11 |
| Lake katwe | 13 |
| Kyondo | 9 |
| Mpondwe | 11 |
| Kilembe | 9 |
| Buhuhira | 0 |
| Muhokyo | 8 |
| Munkunyu | 3 |
| **Total** | **305** |

3. Applications that are on the server but still do not have all the documents uploaded.

| SUB-COUNTY | Claims Missing Documents uploaded on the server |
|---|---|
| RUKOKI | 153 |
| MAHANGO | - |
| ISANGO | 6 |
| IHANDIRO | - |
| KYABALUNGIRA | 5 |
| KYARUMBA | 14 |
| KITHOLTHU | 2 |
| KARAMBI | 2 |
| Nyakiyumbu | 1 |
| Lake katwe | - |
| Kyondo | 2 |
| Mpondwe | 11 |
| Kilembe | 1 |
| Buhuhira | - |
| Muhokyo | 1 |
| Munkunyu | - |
| **Total** | **198** |

4. Old Files in Office that have been mapped using a tape and not a tablet

| SUB – COUNTY | Old Files not mapped in the System |
|---|---|
| Isango | 127 |
| Bwera | 31 |
| Muhokya | 1 |
| L.Katwe | 1 |
| Mukunyu | 8 |
| Kisinga | 9 |
| Maliba | 8 |
| Ihandiro | 17 |
| MpondeLubiriha T.C | 44 |
| **Total** | **246** |

5. Smallest, Largest and average size of land recorded in each Sub county and generally in Kasese

| Sub county | Largest piece of land mapped (ha) | Smallest piece of land mapped (ha) | Average size mapped (ha) | Total area mapped |
|---|---|---|---|---|
| Munkunyu | 63.3 | 0.006 | 1.733 | 464.444 |
| Nakiyumbu | 15 | 0.04 | 3.373 | 219.245 |
| Kilembe | 10.43 | 1.1 | 2.354 | 244.816 |
| Buhuhira | 7.6 | 0.2 | 1.934 | 129.578 |
| Bwera | 8.1 | 0.1 | 1.534 | 111.982 |
| Rukooki | 32.2 | 0.1 | 1.253 | 473.634 |
| Kyabalungira | 8.2 | 0.047 | 1.693 | 209.932 |
| Lake katwe | 90 | 0.04 | 5.807 | 127.754 |
| Kisinga | 18 | 0.004 | 2.677 | 572.878 |
| Muhokya | 36.6 | 0.022 | 2.211 | 546.117 |
| Kyarumba | 9.25 | 0.021 | 1.21 | 225.06 |
| Maliba | 33.33 | 0.027 | 1.641 | 544.812 |
| Kyondo | 5.666 | 0.101 | 1.032 | 88.752 |
| Mahango | 5 | 0.016 | 0.938 | 48.776 |
| Isango | 4.45 | 0.11 | 1.016 | 36.576 |
| Karambi | 2.5 | 0.031 | 0.518 | 21.238 |
| Bwesumbu | 4.856 | 0.23 | 1.343 | 47.005 |
| Mpondwe | 3.237 | 0.012 | 0.413 | 173.873 |

| | | | | |
|---|---|---|---|---|
| LTC | | | | |
| Kitswamba | 40.469 | 0.008 | 1.676 | 300.004 |
| Ihandiro | 32.64 | 0.11 | 1.646 | 93.822 |
| Kitholhu | 5.5 | 0.068 | 1.006 | 91.546 |
| | **90ha** | **0.004ha** | **1.76ha** | **4771.84ha** |

6. Statistics of the category of applicants of CCOs

| Sub-county | Male | Female | Couple | Joint Application | Church | School | Other group |
|---|---|---|---|---|---|---|---|
| Ihandiro | 38 | 3 | - | 1 | 12 | - | - |
| kyabalungira | 20 | 5 | 82 | 35 | 11 | 2 | - |
| Rukooki | 123 | 28 | 12 | 32 | 5 | - | - |
| Isango | 21 | 2 | 9 | 2 | 5 | - | 3 |
| Mahango | 27 | 1 | 2 | 4 | 19 | - | 3 |
| Kyarumba | 51 | 7 | 74 | 8 | 8 | - | - |
| Karambi | 20 | - | 4 | - | 3 | - | - |
| Kitholthu | 23 | 1 | 2 | 6 | 28 | 2 | - |
| Lake katwe | 14 | 1 | 4 | 7 | - | - | 1 |
| Nyakiyumbu | 15 | - | - | 5 | 2 | 1 | - |
| kyondo | 25 | 4 | 14 | 9 | - | - | - |
| Mpondwe | 44 | 11 | 9 | 1 | 4 | - | - |
| Muhokya | 38 | 5 | 3 | 5 | - | - | - |
| Kilembe | 32 | 3 | 4 | 8 | 4 | - | - |
| Mukunyu | 18 | 6 | 15 | 12 | - | - | - |
| **Total** | **509** | **77** | **234** | **135** | **101** | **5** | **7** |
| | **47.7%** | **7.2%** | **21.9%** | **12.6%** | **9.5%** | **0.5%** | **0.7%** |

7. Statistics of all applications on the server

| Category | No | % |
|---|---|---|
| Male | 3886 | 82.6 |
| Female | 354 | 7.5 |
| Joint Applications | 299 | 6.4 |
| Churches | 145 | 3.0 |
| Schools | 22 | 0.5 |
| **Total** | **4706** | |

8. The files that have been approved but not on server and their status on the community server

| sub county | On server | Not on server | Total CCOs approved but not issued |
|---|---|---|---|
| Kistwamba | 32 | 7 | 39 |
| Buhuhira | 1 | - | 1 |
| Kyondo | - | 12 | 12 |
| Nyakiyumbu | 3 | - | 3 |
| Kyarumba | - | 1 | 1 |
| Mpondwe | 12 | 18 | 30 |
| Mukunyu | 21 | 12 | 33 |
| Muhokya | 18 | 28 | 46 |
| Bwera | 5 | 1 | 6 |
| Mahango | 1 | - | 1 |
| Maliba | 8 | 10 | 18 |
| **Total** | **101** | **89** | **190** |

9. Files at the District that have not been inspected with the respective sub counties

| SUB – COUNTY | NUMBER OF FILES |
|---|---|
| Isango | 127 |
| Bwera | 31 |
| Muhokya | 1 |
| L.Katwe | 1 |
| Mukunyu | 8 |
| Kisinga | 9 |
| Maliba | 8 |
| Ihandiro | 17 |
| Mponde Lubiriha T.C | 49 |
| **TOTAL** | **251** |

10. Assessment of ALC members trained from 12 Sub counties

| Sub county | Poor | fair | good | Very Good | Excellent |
|---|---|---|---|---|---|
| Bwera | | ▉ | | | |
| Maliba | | | | ▉ | |
| Muhokya | | | | ▉ | |
| MunKunyu | | ▉ | | | |
| Rukoki | | | ▉ | | |
| Kyarumba | ▉ | | | | |

41

| | | | | | |
|---|---|---|---|---|---|
| Kyondo | | | | | |
| kistwamba | | | ▓▓▓ | | |
| Kitholhu | | | | | |
| Kyabarungira | | | ▓▓▓ | | |
| Lake katwe | | ▓▓▓ | | | |
| Ihandiro | | | | ▓▓▓ | |

## Terms of Reference (TORs) for the Makerere University Team to be posted in Kasese

1 Establish if continued field inspection and processing of CCOs has been handled and give a report on the status quo. Specifically assess if any new applications have been handled during the break? How have tlh121ese been handled? Are they up to standard as the law provides?

**Deliverable: a report on the status quo**

2 Facilitation for printing of 1000 CCOs
Duties

- Determine the number of CCOs currently printed and those pending.

- Determine the number of CCOs which have been approved but not been issued. Verify their status in the system.

- Investigate challenges to completing the printing process.

- Provide manpower during printing of CCOs

- Ensure organised filing of printed CCOs.

**Deliverable: 1000 CCOs Printed, Statistics on status of CCOs printed and issued provided, server up to date.**

3 Training of District Staff
Duties

- Identify training gaps of District Land Office Staff on Open Tenure

  - Senior land officer
  - District staff surveyor
  - Physical Planner
  - Two Volunteers

- New District Land Board members
- Train and retrain the above in the identified gaps (on-the-job training and ad-hoc sessions)

**Deliverables: Report on training sessions and assessment**

4  Cleaning existing records in Kasese

Duties

- Check for missing information on files that may have eluded the backlog clearing last year.
- Enter any missing data into OT

**Deliverable: Statistics and report**

5  Extract statistics on post registration transactions

Duties

- Determine how many post registration transactions have been received.
- How is the land office handling these applications?
- What are the challenges being faced? Report these challenges to customization team through Makerere University facilitating team.
- Organise sensitisation (on radio) for post registration transactions

**Deliverable: Statistics / Report**

6  Determine statistics on the following?

- Average size of land mapped by CCOs in Kasese? Largest and smallest
- Number of joint applications made (male and female applications).
- Determine which percentage area of Kasese has CCOs issued.

**Deliverable: Statistics**

7   Assess the status and condition of Tablets, power banks and chargers that will be left for Kasese.

8   Assess the on ground situation in Kasese for possibility of fieldwork. Use observation and interaction and involve district staff members here.

9   Provide support to volunteers and ALC as they continue with processing CCOs.

10  Contribute to the M&E and exercise evaluation

- Qualitative and quantitative data collection to populate the M&E methodology (as much as possible) prepared by VGGT Secretariat
- Conduct at least 20 interviews with beneficiaries to collect required data
- Perception survey on level of tenure security
- Collect available data on conflicts
- Assess number of people who have requested loans (local or formal institutions) and started new businesses

**Deliverable: Report**