



ANNUAL REPORT 2017

Everyday Justice for Everyday Problems



INSTITUTIONALISING PERFORMANCE-BASED GRANTS

JANUARY 2018, DAR ES SALAAM

Shungi Yusuph, 33, first from right, was denied by her husband to work anywhere, although he didn't earn enough to cater for the family needs. Paralegals at Mbozi district convinced the husband to let his wife work, fulfilling her right to work principle. Shungi immediately got a job at the construction site where the regional headquarters offices of Songwe region is built, which assisted to feed the family.

Basket Fund Partners of the Legal Services Facility are:

MINISTRY OF FOREIGN AFFAIRS OF DENMARK
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TABLE OF CONTENT

TABLE OF CONTENT	i
LIST OF TABLES.....	iii
LIST OF GRAPHS	iii
EXECUTIVE SUMMARY	iv
SECTION ONE	1
1.0. STRATEGIC ISSUES, SUMMARIZED ACHIEVEMENTS AND CHALLENGES	1
1.1 Introduction	1
1.2 Grant making and capacity development activities.....	1
1.3. Coordination, Advocacy, Policy Dialogue	4
1.4. Other activities.....	4
1.5. Summary of Achievements	5
1.6. Challenges in the reporting period	5
SECTION TWO: PROGRAMME IMPLEMENTATION, PERFORMANCE AND RESULTS	8
2.1. Introduction	8
2.2. PERFORMANCE AT OUTCOME LEVEL.....	9
2.2.1. OUTCOME ONE	9
2.2.2. OUTCOME TWO	13
2.2.3. OUTCOME THREE	20
2.2.4. OUTCOME FOUR	22
2.2.5. CAPACITY DEVELOPMENT	24
SECTION THREE	29
3.0. MONITORING, EVALUATION AND COMMUNICATION	29
3.1. Monitoring, Database, and Working group	29
3.2. Field Monitoring.....	29
3.3 Research and evaluation.....	33
3.3.1. Internal and External data verification and validation	33
3.3.2. Evaluation of call for proposal 03	33
3.3.3. The qualitative data survey.....	34
3.6 Expansion and maintenance of the web based system.....	34

3.6	Communication and Media.....	35
3.6.2.	Use of traditional media	35
3.6.3.	Engagement with media actors	36
3.6.4.	Documentation of success stories	36
3.6.5.	Using Social Media	36
3.6.6	RMOs Media Engagement	37
SECTION FOUR		39
4.	FINANCE, ADMINISTRATION AND HUMAN RESOURCES.....	39
4.1.	Finance and Grant management	39
4.1.1.	Implementation of 2016 audit findings and internal audit.....	39
4.1.2.	Financial Statements.....	39
4.2.	Grant management.....	39
4.4.	Administration	40
4.5.	Human Resources	40
SECTION FIVE		41
5.	LESSONS LEARNED AND CHALLENGES	41
5.1.	Social Media.....	41
5.2.	Documentation of Success Stories.....	41
5.3.	Performance and Results-based Grant Management	41
5.4.	Capacity Development: Mentoring and Coaching	41
5.5.	Community mobilization.....	42
5.6.	RMOs role in capacity development of paralegal units and their members.....	42
5.7.	Experience in contracting government body.....	42
5.8	Embracing information communication technology	43
5.9.	Lessons and challenges on reporting.....	43
5.10	Challenges in working with the RMOs	43
5.11.	Challenges on improper planning.....	43
5.12.	Challenges of ICT improvement project	43
ANNEXES		45
ANNEX 1.	AUDITED FINANCIAL STATEMENTS FOR THE YEAR 2017	45
ANNEX 2.	SUMMARY REPORT OF WORKSHOPS HELD FOR THE PERIOD JANUARY TO DECEMBER 2017	59
ANNEX 3.	FIELD TRIP SUMMARY REPORT FOR THE PERIOD OF JANUARY – DECEMBER 2017	74

ANNEX 4. MEDIA COVERAGE FROM JANUARY TO DECEMBER 2017	86
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LIST OF GRAPHS

<u>Graph 1: Number of male and female clients who accessed legal aid services in 2017</u>	9
<u>Graph 2: Comparison of clients reached in 2016 and 2017</u>	10
<u>Graph 3: Status of case</u>	12
<u>Graph 4: Trend of legal education per quarter in 2017</u>	14
<u>Graph 5: Performance on legal education per grantee in 2017</u>	15
<u>Graph 6: Women who secured property rights per region</u>	20
<u>Graph 7: Reasons for dropout of Paralegals</u>	31

LIST OF TABLES

<u>Table 2: Typology of cases reported to paralegals in 2017</u>	11
<u>Table 3: Outcome 1: Increased accessibility to legal aid services, in particular for women</u>	12
<u>Table 5: Outcome 2: Increased legal empowerment, protection of human rights in particular for women/ through legal aid services and legal awareness creation</u>	15
<u>Table 6: Outcome 3: Formal and Informal institutions (from national to local levels) effectively promote legal Aid and protect Human rights including women’s rights</u>	21
<u>Table 7: Outcome 4: Sustainable quality legal aid, legal empowerment and legal aid providers</u>	23

EXECUTIVE SUMMARY

Arguably the most significant event of the reporting period was the enactment of the Legal Aid Act No.1 2017 in February. This will have important consequences for the role of legal aid providers, including paralegals, but also for the LSF. The inevitable transition period, initially caused a degree of confusion, but matters gradually became more clear, when key stakeholders started to collaborate positively. However, the Regulations have not been published in 2017, which leaves some uncertainties and at the end of the year there still was unclarity about the training of community paralegals, while MoCLA had halted the training. This caused for the LSF and its implementing partners underperformance on community paralegal training.

A major achievement was, that the problem of structural under-reporting of results achieved by our partners, to an important extent has been addressed. This is clearly reflected in the available figures for the reporting period. In 2017 the grantees which reported (not all could for the full period due to different starting dates of their grants), provided data indicating that 64,075 clients used legal aid services of paralegals, of which 53% were women.

In 2017 a total of 1,473,645 persons have been reached with human rights and legal awareness activities, of which 52% were women. The number of community groups with which paralegals worked towards legal empowerment significantly increased from 900 reported in 2016 to 13,415 by end 2017.

A challenge remains that quite a few RMOs are not yet fully addressing their role as capacity developers of paralegal units. This necessitates that LSF in the period to come reviews aspects of the rural grant making approach and the role of RMOs. On top of this, some RMOs initially have been rather 'loose' in handling the sub-grants to paralegal units. This, however, has mostly been corrected.

The average annual paralegal dropout of 6.25% over the last 4 years appears fairly modest for a voluntary cadre. However, this may in the longer term lead to prohibitive costs to maintain the size and quality of the cadre. In the last quarter of 2017 a survey into the causes of the drop out, also collecting views from ex-paralegals, was conducted. Findings suggest that investing in people with education levels from form 4 and above, to work as community paralegal maybe risky and costly. The survey indicated that 87% of the dropped out paralegals had an education level of form 4 and above. Based on the survey results an approach needs to be formulated to decrease the dropout, ideally starting with recruiting the right people. However, the form 4 requirement stipulated in the Legal aid Act may represent a significant risk for future disinvestment of fund allocated for training of community paralegals. This will be a subject for thorough discussion with MoCLA in 2018.

SECTION ONE

1.0. STRATEGIC ISSUES, SUMMARIZED ACHIEVEMENTS AND CHALLENGES

1.1 Introduction

In the period January to December 2017 the Legal Services Facility (LSF) continued to implement its activities through the funding contribution received from DANIDA and DFID. The close collaboration with the basket fund contributors continued with a focus on improvement of the LSF performance.

The Secretariat ensured timely availability of funds for implementing partners and continued to enhance their accountability. Transparency in grant making and grant management was maintained. Based on evidence of successes achieved so far implementing partners appear to have the potential to positively address access to justice in both rural and urban communities.

Through the legal empowerment approach, the LSF is implementing national policies namely MKUKUTA, Tanzania Vision 2025, the National Empowerment Policy, National Plan of Action to end Violence against Women and Children in Tanzania as well as the Sustainable Development Goals (SDGs). In the process the LSF collaborates with both central and local government authorities. LSF collaborated with the Ministry of Constitution and Legal Affairs (MOCLA) in the legal aid legislative processes that resulted in the enactment of the Legal Aid Act Number 1 of (2017) in March 2017.

In the same collaborative spirit, the Government opened its doors to legal aid stakeholders, including the LSF, to take part in the Legal Aid Action Committee, tasked with the development of the legal aid work plan at Ministry level, a review of the paralegal training manual and development of a paralegal curriculum. Due to the fact that regulations to the law are yet to be approved and the formal authority and accountability structures according to the law are yet to be put in place, it is hard to assess what the implications of the legislation for the LSF will be.

The Governing Board continued its policy guidance for LSF activities. The Board ensured that the Annual General Meeting (AGM) of Members was held in 2017, prepared and tabled the Governing Board report and presented the annual audit report to the AGM. In June 2017 the second workshop to discuss strategies toward securing the LSF sustainability was attended by Board members. From January-December 4 Board meetings were held. Following a surprise intervention by the Judiciary in September 2017, the Board Succession Plan was subjected to changes in the following order of Board member replacement, which caused no problems. Two members retired in the reporting period and 2 replacements were approved by the Extra-Ordinary General Meeting in October 2017.

1.2 Grant making and capacity development activities

The LSF implemented according to the approved Annual Plan 2017. Grant making and grant management remained the main activities. The grant award process for Regional Mentor Organisations (RMOs) for Tanzania mainland and Zanzibar has been completed. RMOs have the prime duty to mentor, coach and capacity develop district paralegal units and to ensure that the LSF desired result to increase legal aid accessibility for rural and urban communities is achieved.

The lack of a pro-active approach in this regard by a number of RMOs represents a challenge. Reasons are to be found in limited capacity of some RMOs themselves and a fear to lose funding from the LSF if paralegals get well organised and capacitated, which might make the present role of RMOs unnecessary.

To guide its grant making the LSF developed a rural legal empowerment approach (through RMOs), a new Zanzibar legal empowerment approach (also through RMOs) and the urban legal empowerment approach. Additionally the grant making approach allows space for strategic grants e.g. for criminal legal aid in prisons and police stations, for strengthening TLS chapters with a legal aid component, for coordination and support to paralegal units, and for legal aid and empowerment orientation of district and ward level LGAs.

The development of a pilot approach for the urban legal empowerment approach was finalised in February 2017. The grant making process for 6 Dar based organisations to implement an initial one year Pilot project (extendable for one year) was completed by end of June.

Justice problems of urban¹ communities to a degree resemble those of rural areas, although there are some distinct differences. In both rural and poor urban settings, justice problems are interrelated and indivisible from socio-economic, political, environmental and demographic issues. As a consequence, general service deficits complicate the ability to address overlapping justice issues. The urban poor are usually unable to access entitlements and exercise their basic legal rights such as accessing courts and social services, are battling rampant unemployment and have difficulty in exercising their property rights. This can at least partly be attributed to lack of proper (legal) education. As a result, the urban poor are excluded from the legal discourse, denying them the opportunity to improve their lives and thereby hampering the country's development.

The first quarterly reports of the organizations involved in the urban legal empowerment pilot in Dar es Salaam contained an implicit call for better coordinating of the urban approach. It is considered to establish a consortium kind of approach with a lead organization to coordinate the involvement of existing Dar-based paralegals. It also appears recommendable to start working with specialized paralegals able to deal with specific legal issues facing urban communities.

Three agreements were reached with the 6 partners of the urban pilot approach. The first was to have two organisations to deal with coordination with local leaders and paralegals. The second was the identification of two organisations, which would deal with legal awareness activities and the third entailed that the remaining two organisations would focus on legal aid service provision. For example on issues related to the living environment LEAT took the coordination role, for legal aid coordination LHRC will lead, while CRC-TAMWA will focus on media. The coordination of advocacy and the responsibility for legal awareness (or demand) creation was taken up by other organisations. According to the results of the last quarter this arrangement proved useful. This was also evidenced by a functional referral system the implementing partners worked out among themselves.

¹ . An **urban area** is a human settlement with high population density and infrastructure of built environment. Urban areas are created through urbanization and are categorized by urban morphology as cities, towns, conurbations or suburbs.

The roll out of the legislation to guide the provision of legal aid and paralegals presented challenges for implementers of strategic grants like the Tanganyika Law Society (TLS), Envirocare, Tanzania Paralegal Network (TAPANET) and the Commission for Human Rights and Good Governance (CHRAGG).

The TLS grant initially focused on quality assurance of paralegal training, training of paralegal trainers and linking TLS regional chapters to RMOs and paralegals to improve and coordinate the handling of referrals. TLS was not able to train trainers of paralegals due to the fact that paralegal training according to MoCLA will be coordinated and done by the Law School of Tanzania (LST). By the end of 2017 it is not yet clear which approach the LST will apply for training paralegals. As a consequence TLS reviewed its proposal and will concentrate on activities that link the regional chapters with RMOs and paralegals. This may result in creating a workable referral system from paralegals to TLS advocates connected to regional chapters. Meanwhile the review of the paralegal training manual and development of a paralegal curriculum is ongoing.

Envirocare in its proposal had planned to continue working on prison decongestion, this time with a focus on the largest and most congested prisons in the country. However, in the reporting period it was not possible to implement this, due to interpretations of the Legal Aid Act that resulted in complicated procedures. Envirocare halted the training of prison paralegals and shared the training materials with MoCLA for approval, which process was completed at the end of third quarter. In order to still do useful work in the meantime Envirocare and LSF decided to concentrate on legal education and provision of legal aid to remand prisoners. The earlier trained paralegals started providing legal aid services in the last quarter of 2017 and reached 1,216 remand prisoners and resolved 74% of their cases.

TAPANET was also faced with implementation delays. Initially they wanted to focus on coordinating activities for paralegal work, a role which now appears vested in the Legal Aid Board. In order to avoid conflict with the regulatory authority, TAPANET decided to focus on assisting paralegal units to register as legal aid providers under the legal aid act.

The legal empowerment approach on Zanzibar started to take shape as paralegals have organized themselves and work as a unit. Capacity development activities in the third quarter entailed organizational development, governance, leadership and legal aid provision in a planned and systematic way, which yielded positive results in the last quarter of 2017.

To be well informed about progress and what is taking place on the ground the LSF organized program review and reflection forums that were attended by all grantees. These forums among others tried to explain to implementing partners the basics of value for money against results and that the ultimate aim of the funding provided is to contribute toward creating positive changes in the lives of individuals and communities. RMOs were made aware that they should be able to demonstrate programme economy, efficiency and effectiveness. A result-based management approach has been introduced and will be further emphasized in 2018. This approach will address challenges on documentation of clients, data collection and analysis that most RMOs face. RMO capacity development in 2018 will focus on result based management, data collection, analytical reporting and proper data presentation.

1.3. Coordination, Advocacy, Policy Dialogue

In February 2017 the Legal Aid Act was enacted by the Parliament. This prompted MoCLA to produce draft legal aid regulations to guide the implementation process. LSF facilitated a Legal Aid Regulation workshop to allow stakeholders to contribute or propose amendments to the first draft regulations. The proposed contributions and amendments were submitted to MoCLA in April and a meeting was requested to discuss matters further with all stakeholders involved. By end of 2017 the requested meeting still has not been convened and the regulations are not yet issued. The LSF is part of the national Legal Aid Action Committee with the mandate to develop the action plan that will facilitate the role out of the Legal Aid Act.

Further, the LSF continued to collaborate and support organizations working on GBV issues. It has been involved in early preparatory meetings for the 16 days of gender activism, which was organized in collaboration with the Ministry of Health, Gender and Community Development and the private sector. The theme for this year was “Ukatili wa Kijinsia Hautamuacha mtu salama: Chukua Hatua! (Gender based Violence will not let anyone safe: Take action).

In order to be continuously updated on legal aid, women’s rights and other developmental issues the Secretariat participated in meetings organized by MoCLA, PMORALG and other like-minded organizations.

1.4. Other activities

The Secretariat continued to document legal aid data, success stories and the outcomes achieved by implementing partners. The focus has been on positive changes in the lives of the people. Additionally qualitative surveys and the end evaluation of projects implemented under Cfp 04 were executed.

A pictorial guide for paralegals to assist them in the execution of legal education was developed. Legal awareness is the foundation for fighting injustice. The legal education guide has been made available for distribution to paralegals to 29 RMOs.

A survey into the causes and reasons of paralegal dropout revealed interesting information. The purpose of survey was to identify means that can inform a strategy to retain voluntary paralegals. This has to start with recruitment of the right people and be followed up by appropriate managerial and motivational approaches. The final report that clearly identifies the major reasons for drop out and who dropped out will be shared with regulators in 2018.

All staff of the Secretariat was connected to a Local Area Network and a powerful internet connection. This will enable the set up a new web data base large enough to serve for many years to come. The systems will assist to improve electronic filing, data sharing, data analysis, report generation and increase electronic handling of documents. All of this may save time and paperwork.

1.5. Summary of Achievements

The achievements of the LSF in 2017 are reported in the four result areas:

- (i) Accessibility of legal aid services, in particular for women,
- (ii) Legally empowered communities, in particular women,
- (iii) A conducive environment for provision of legal aid and legal empowerment,
- (iv) Sustainability of legal aid and legal empowerment.

Among others, the following was achieved:

- **Accessibility:** in the reporting period direct legal aid assistance was provided to 64,075 clients (men 29,894, women 34,181). This is equivalent to 106% of the 2017 annual target of 60,000.
- **Legally empowered communities:** legal and human rights awareness activities reached a total of 1,473,645 (men 48%, women 52%), equivalent to over 490% of the annual target (300,000).

Paralegals worked with 13,415 community groups (VICOBA, VIBATI, & other community groups) which is equivalent to over 500% of the annual target of 2,500 groups.

When the above trends started to become visible in 2017, it was decided that this necessitates a review of the annual targets / milestones for the period 2018 and following years.

Support to legal awareness activities was also provided through media, in particular via television on Wanawake Live and in featured articles in the written and social media.

- **Conducive environment for provision of legal aid and legal empowerment:** enactment of the Legal Aid Act No.1 of 2017. The Law recognizes and formalizes paralegal work and regulates the provision of legal aid for both criminal and civil matters.

Collaboration with CHRAGG is ongoing and addresses training of district LGAs as trainers for WEOs on human rights, legal aid, legal aid act 2017, mandate of paralegals and how LGAs can benefit from paralegal work.

RMOs and paralegals reached 1,036 LGAs and informal leaders with legal and human rights awareness activities including protection of women rights.

- **Sustainability of legal aid and legal empowerment:** zero draft of the LSF sustainability strategy has been developed.

A business development task force of LSF staff has been formed aiming to annually generate a donor independent income of USD 3 million by 2025. Progress has been made with the mapping of potential non-institutional donors with a seat in Nairobi and a first approach has been undertaken in December 2017.

Paralegals are increasingly exposed to and familiar with computer utilization, a larger role in data collection and documentation, which will substantiate and increase their future importance also to the local and national government.

Capacity development of implementing partners and paralegals includes strategic planning and financial sustainability including (local) resource mobilization.

1.6. Challenges in the reporting period

A major challenge is the late issuance of the Legal Aid Act Regulations. This creates uncertainty who will train paralegals and in what. The law is silent on the matter. Furthermore, the implementation of the Legal Aid Act is not yet clear as the law created structures, like the Legal Aid

Board, that are yet to be installed and to start functioning. Discussions with MoCLA are ongoing specifically on accreditation and training of paralegals.

MoCLA is, understandably, in a period of transition as a consequence of the new legal aid legislation.

Toward the end of 2017 it is also noted that the Ministry is developing an increased understanding about legal aid in Tanzania, the main actors and what are the major requirements to be fulfilled for a facilitative operationalization of the Legal Aid Act. Despite this positive development the transition period did cause a number of consequences that negatively impact on LSF, such as:

- Strategic grants, i.e. EnviroCare, TLS, TAPANET and CHRAGG all lost crucial implementation momentum due to delays and un-clarity in the roll out of the act. The good news is that toward the end of 2017 a gradual resuming of a number of activities has been noted.
- Unfortunately in 2017 all planned paralegal training, to replace dropped out paralegals, to create new units in new districts (councils), and for high prevalence issues of injustice (geographic contextualization of legal aid) has not been executed and may be delayed for an as yet unknown and possibly indefinite period.

Collaboration with public institutions, like CHRAGG, poses additional challenges in planning and sticking to time frames. CHRAGG faced 2 months delay from the Ministry of Finance to access fund transferred by LSF and an additional 2 months delay from MoCLA on the approval of the CHRAGG training manual.

Not all RMOs are fully addressing their role as capacity developers of paralegal units. Additionally, some RMOs are rather 'loose' in handling the sub-grants to paralegal units.

After 7 years of struggle, Bakari gets justice

Bakari Ally Kamila, 44, is a resident of Mateka area in Songea town in the southern highlands of Tanzania. He lived in the house, which he inherited after the death of his parents, since his childhood in the 1970s. In 2011 the Songea Municipal Council informed Bakari and 16 other residents that their homes would be demolished for the expansion of roads.

The people concerned were promised a plot of land as part of the compensation for their reallocation, which also included a transport allowance for relocating their families, but no compensation for the houses they lived in for all those years. Because these orders were accompanied by threats from the LGA such as jail time if the houses were not timely vacated, all agreed, except Bakari.

He declined the offer and demanded compensation for the loss of his house. However, the demand was turned down by the council.

“I have been wrangling with the council for years now since 2011. I never went to court because, firstly, I could not afford to pay lawyers and, of course, they might have cornered me with their tricky questions and I would end up losing everything,” says Bakari claiming that he has held more than a hundred meetings with the council.

It was clear to Bakari that his rights were violated, but he did not have the financial resources to file a case against the Songea municipal council. Ultimately he engaged Ruvuma Paralegal Centre (RUPACE).

Paralegals went through Bakari’s documents and found evidence that other evictees were compensated for their houses. They presented the matter before the Director of Songea Municipality Council and the Municipality Solicitor. Finally the Council and LGAs admitted defeat and agreed to pay Bakari the monetary compensation and to provide a plot of land.

After more than six years of struggle, Bakari was given a plot, relocation transport allowance, and paid TShs 1,560,000/= as compensation.

“I don’t know how I can thank and repay what these people (RUPACE) have done for me without paying a single cent. It has taken me years and I have suffered a lot, but I am glad that at last I have got my justice,” says an overjoyed Bakari standing in front of his new house. Bakari has used the money from his compensation to build his new house of bricks. This is an upgrade from his former mud house which was grass-topped, roughed up and almost collapsing. A divorced father, he lives with his 7 children in his new home since the end of 2017.



BEFORE: The house that Bakari is supposed to vacate after being compensated by Songea Municipal Council.



AFTER: Bakari points to his new house that he is building after the compensation from the council.

SECTION TWO: PROGRAMME IMPLEMENTATION, PERFORMANCE AND RESULTS

2.1. Introduction

By the end of 2017 a total amount of TShs 10,174,985,143/= has been disbursed to forty two (42) grantees working across the country. Twenty nine (29) grants have been issued to Regional Mentor Organizations, which financially support 168 paralegal units in Mainland and Zanzibar (158 and 11 respectively). Six (6) grants have been provided in support of an urban legal empowerment pilot project in Dar es Salaam. Four strategic grants were issued to the Tanganyika Law Society (TLS), Tanzania Paralegal Network (TAPANET) and Envirocare, while the Commission for Human rights and Good Governance (CHRAGG) is supported to increase the knowledge on human rights and legal aid legislation of LGAs as well as on the role of paralegals in legal aid provision. Three small grants were issues for legal aid week, the 16 days of activism to end violence against women and celebration of women's day.

In 2017 the expertise, capacity and knowledge of implementing partners has been developed and mobilized in order to advance toward legal empowerment of communities. Additionally, both national and international initiatives in relation to legal aid and access to justice have been supported, including the 16 days of activism to eradicate violence against women and children, the commemoration of International Women's Day, the Legal Aid Week, and the review of Gender Policy (2000).

An impressive overall performance among RMOs has been exhibited in the reporting period, suggesting that the RMO model can be successful despite its mentioned challenges. This is in part due to the performance and results based grant management model agreed upon with RMOs. The grant performance grid, among others, measures individual RMO performance, based on which positive or negative financial sanctions are applied and which even can be decisive as regard to continuation or termination of the grant. Each RMO works to prove that they perform better than others.

In addition, a Capacity Development Approach (CDA) implemented for RMOs and paralegals has increased efficiency and effectiveness to produce the results that have been documented in 2017. Considerable positive changes have been noted in capacities of both RMOs and paralegal units in financial management, monitoring, mentoring and coaching, ROCA, project cycle management and in legal education and human rights awareness creation.

The capacity development is coupled to the execution of an intensive field monitoring plan. All grantees have been visited once and 90% were visited twice. Also around 100 paralegal units were reached. Field visit observation suggests increasingly motivated paralegals. An increased commitment, accountability and eagerness to use the computer appears to contribute to paralegal work becoming more interesting. However, for quite a few units it is still a challenge to fulfill the financial accountability requirements, which requires substantial support and close monitoring from RMOs and LSF, as well as more training.

The introduction of a transitional offline database system in 2017, which allowed data entry from paralegals direct to the RMO and to the LSF, was instrumental to track and collect data timely. This was possible, among other factors, because paralegal units were provided with a computer and because micro grants were provided to paralegal units through RMO's. This motivated units to do

well. Capacity development for local resource mobilization is expected to help paralegals to sustain their activities.

LSF contacted the Zanzibar Law Society (ZLS), a potential key partner in ensuring access to justice of poor communities in Zanzibar. In response they developed a concept note to deliver capacity development to legal aid providers including paralegals and to create links for referral purposes. They appear, however, to have preference to strengthen their own institutional capacity. Discussion with the Zanzibar Legal Services Centre (ZLSC) explored options to establish linkages with Zanzibar RMOs and paralegals to create effective procedures for client referrals from paralegals.

Above efforts continued to contribute toward increasing access to justice, protecting human rights and promoting social justice in the country. The enactment of the Legal Aid Act in 2017 did place legal aid more prominently on the Governmental agenda which positively impacted on the way legal aid is perceived in the country. This stimulated the motivation of legal aid providers, including, paralegals.

The 2017 LSF outcomes in four result areas are presented in the section hereunder.

2.2. PERFORMANCE AT OUTCOME LEVEL

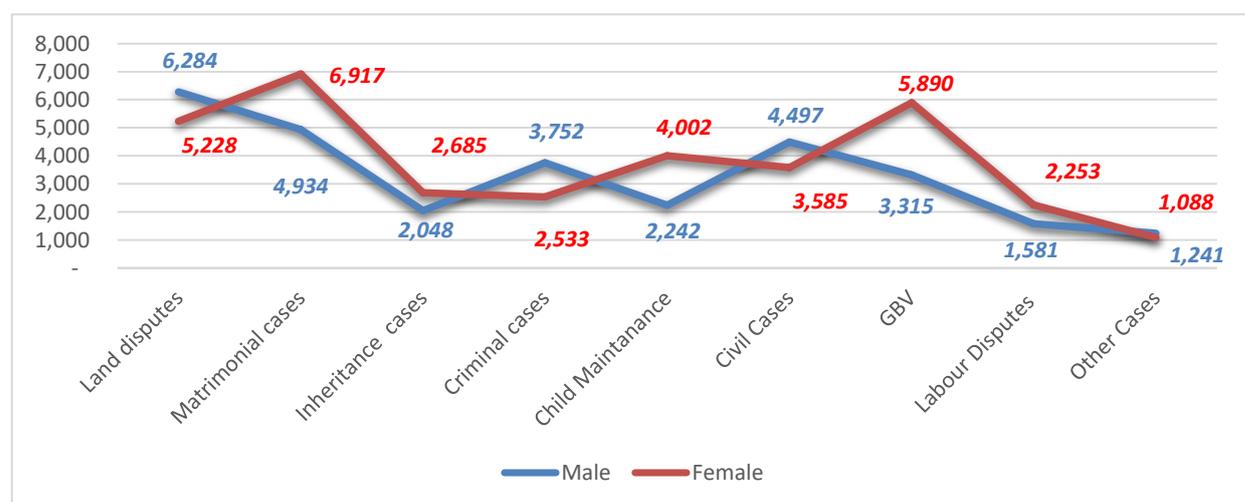
2.2.1. OUTCOME ONE

- **Increased accessibility of legal aid, in particular for women**

About 3500 paralegals through their established offices in the districts and (sub-offices) at the ward level, remained the key players in the provision of legal aid and awareness creation.

In the reporting period, significant improvement was observed in terms of timely reporting and accuracy of data submitted by RMOs to the LSF. This occurred notwithstanding the fact, that quite a few grantees are new to the LSF and a number of grants were only concluded in the second quarter. The performance and result based management approach appears instrumental for improving performance at both implementation level and in reporting.

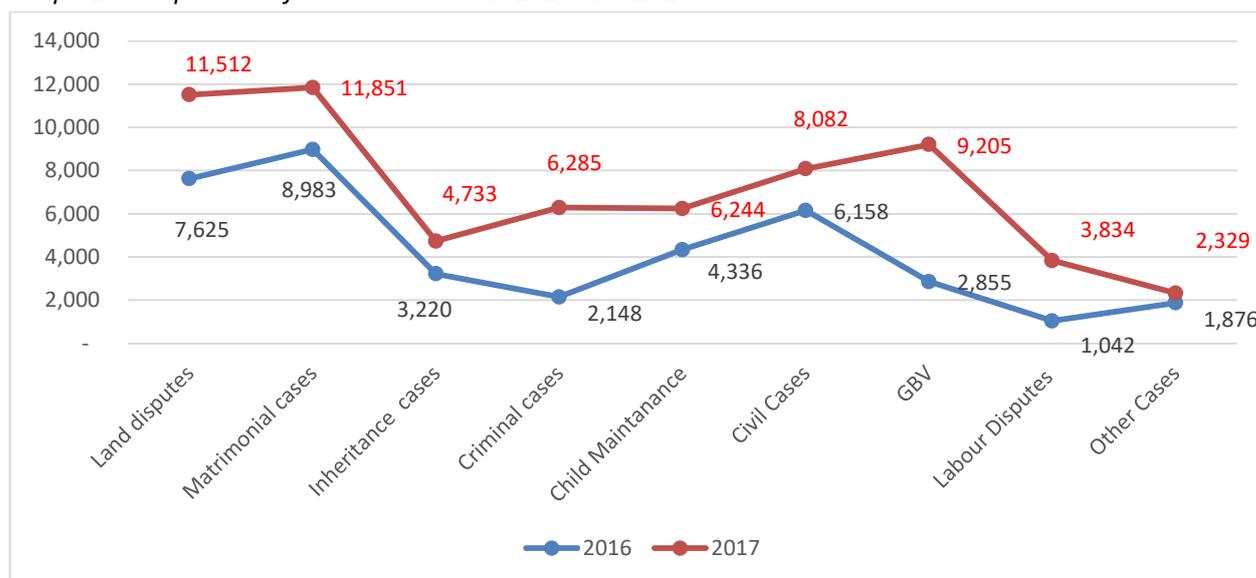
Graph 1: Number of male and female clients who accessed legal aid services in 2017



Source: LSF offline database system

The possible explanation for the increase in utilization of case based legal aid provided by paralegals may be explained by the following: first, the demonstrated ability of the LSF to use learning accumulated over the years to improve the programming and second, the ability to redesign the grant making process which appears to be instrumental to improve grantee performance. The annual data reported in the previous years, with 38,000 clients in 2015 and 37,000 in 2016, were significantly overtaken in 2017 when 64,075 clients were reported to have used case based legal aid by paralegals.

Graph 2: Comparison of clients reached in 2016 and 2017



Source: Grantees quarterly reports and offline database system

What stands out in the above graph is:

The overall increase in 2017 compared to 2016 is 73%

The three categories where growth was most significant are:

Criminal cases : + 192%
 GBV : + 222%
 Labour disputes: + 268%

Reasons may be found for criminal cases in the take off in the last quarter of the prison program focusing on pre-trial detainees. The increase in the always sensitive GBV cases may be explained by increased confidence in paralegals of the population, in particular women. The increase of labour cases may be explained by the launch of the urban legal empowerment pilot.

Case typology

The ability of women and men to seek, obtain and assess remedies (part of definition of access to justice) during the reporting period shows, as earlier stated, an almost break-even performance against the milestone for 2017 of 60,000. Out of 64,075 clients, 53% were women and 47% men, which ratio is comparable to previous years.

The data include also the interventions done in prisons, in which 1,216 remandees accessed legal aid services in the last quarter. For the cases dealt with in the prison about 900 cases were

resolved, in this arrangement a resolved case means that remand prisoners were being bailed out, acquitted or convicted in court and respectively set free or jailed.

Table 2: Typology of cases reported to paralegals in 2017

Type of Cases	Male	Female	Total	Percentage
Land disputes	6,284	5,228	11,512	18
Matrimonial cases	4,934	6,917	11,851	18
Inheritance cases	2,048	2,685	4,733	7
Criminal cases	3,752	2,533	6,285	10
Child Maintenance	2,242	4,002	6,244	10
Civil Cases	4,497	3,585	8,082	13
GBV	3,315	5,890	9,205	14
Labour Disputes	1,581	2,253	3,834	6
Other Cases	1,241	1,088	2,329	4
Total	29,894	34,181	64,075	100

Source: Grantee reports and LSF offline database system

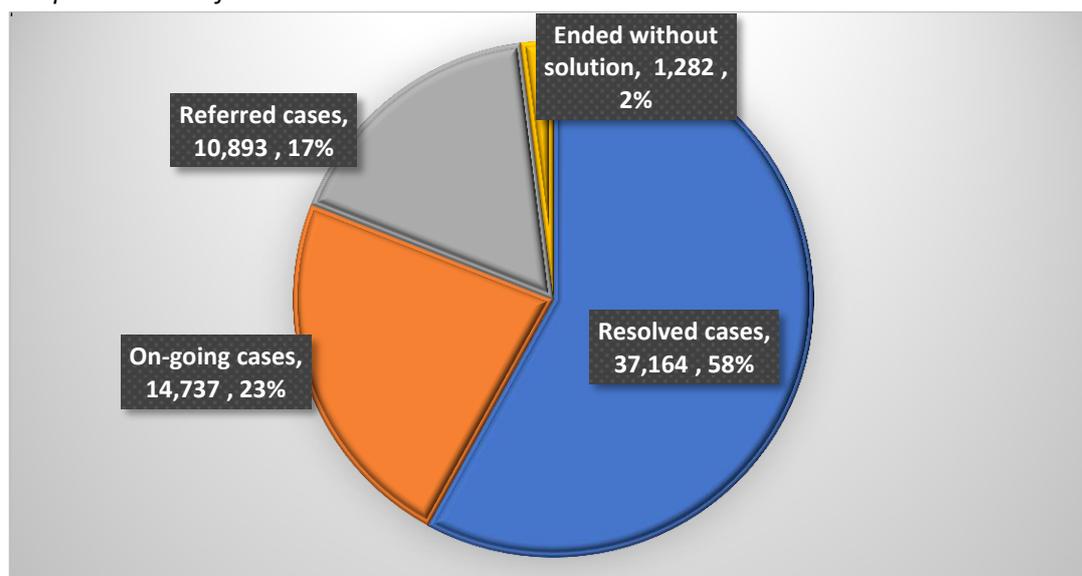
The general pattern of the case typology has established itself quite solidly over the years. It is, however, a disadvantage that for regions and districts with e.g. high prevalence of FGM this is not expressed in the data received by the LSF, but is hidden in the generalized GBV category. To address this a detailed case typology, excluding GBV as a category, has been integrated in the new web-based system.

This means that in future, more analysis can be handled by the system, which will allow more specific reporting on leading justice issues per ward, per district and per region. This additionally means that paralegals will report and become aware of specific contextual issues, which may lead to more professional, efficient and effective of paralegal service provision and reporting. The more specific contextual data will also inform a more specific and relevant training approach for paralegals.

(b) Status of Cases

Of the 64,075 clients who reported cases to paralegals 58% was resolved, while 17% were referred to other justice mechanisms such as political or ward leaders, legal aid providers, land tribunals, social welfare departments or to courts. The LSF has relatively little insight in referral destination and in the result of the referral. Since 2013 the referred cases vary between 10 and 12 percent of all cases. In the reporting period the referrals constitute 17% of all cases. An explanation may be that with growing popular trust paralegals increasingly deal with more complicated cases, e.g. criminal cases which they are not mandated or able to resolve.

Graph 3: Status of cases



Source: Grantee reports, 2017

Table 3: Outcome 1: Increased accessibility to legal aid services, in particular for women

Level of result		Indicators	Milestone 2017	Achievement Jan-Sept 2017	Comment, qualitative score
Outcome	Increased accessibility to legal aid, in particular for women	# of cases reported to paralegals	60,000	64,075	107% of the annual milestone
		% of wards in which at least one paralegal is functional	30%	79%	According to 20 RMOs who reported these paralegal statistics. 79% appears to suggest that 3,126 wards out of 3,957 are covered which appears unlikely. Further analysis on this indicator will be undertaken in 2018.
		Time spent to access services decreased as reported by women/men		One week to three months (sometimes more, in particular for land cases)	Qualitative survey October 2017
Outputs	Output 1: Increased Availability of legal Aid in particular for women.	% of female paralegals	45%	45%	According to 20 RMOs who reported paralegal statistics. According to the DANIDA and DFID result frameworks

Level of result		Indicators	Milestone 2017	Achievement Jan-Sept 2017	Comment, qualitative score
	Output 2: Paralegals programs featuring in different media channels	# of districts covered by radio stations at least weekly to promote legal aid	30	No data	About 90% of RMOs and paralegal units use radio as means for legal education. But most of the programs are not weekly.
		# of legal empowerment success stories published	12	22	Success stories identified and in production. In this period a team moved to 13 regions.
		# Newspaper articles address Legal Aid issues	8	20	Awareness on role of paralegals towards access to justice
	Output 3: Increased # of women accessing quality paralegal services	# of cases reported by women	30000	34,181	114% of annual milestone.
		% of resolved cases reported by women	65%	66%	Resolved cases are on par with the annual target

Source: LSF offline database system

2.2.2. OUTCOME TWO

- **Increased legal empowerment, protection of human rights, in particular for women, through legal aid services and legal awareness creation**

Legal aid in a narrow sense focuses on access to institutions and the formal access to legal advice by lawyers or paralegals. However the LSF strategy looks at legal aid more broadly and in line with the expansion of the legal empowerment paradigm. The entry point for legal aid is on the rights awareness and rights enablement approaches which the LSF is promoting. Rights enforcement and rights enhancement approaches largely focuses on justice institutions and not on the delivery of legal aid services.

a. Legal education

With improvement of the RMO performance on timely and accurate reporting it was no surprise that the annual target of 300,000 community members reached with legal awareness activities was surpassed. Still the increase was above expectation with 1,473,645 people reached in 2017, of which 52% were women and 48% men.

This achievement for legal awareness explains the impact of capacity development, the continuous emphasis LSF places on legal awareness creation varying from workshops, training, to monitoring visits on how to document and report the data. During the reporting period RMO's and other strategic partners through paralegals delivered legal awareness via one on one sessions,

working with groups i.e. VICOBA, entrepreneurship groups, Farmers and other community based groups across the country.

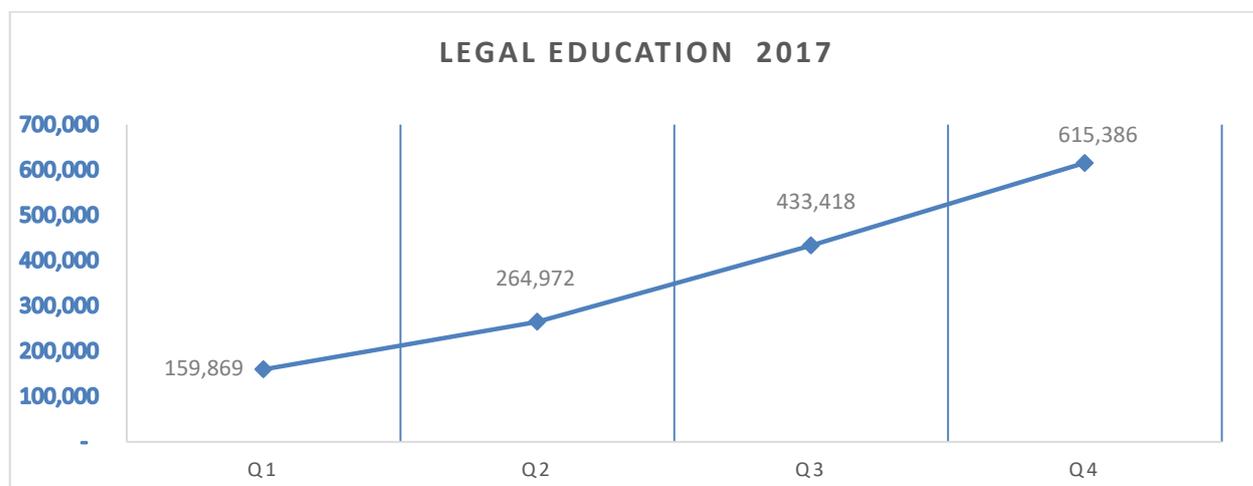
Graph 5 below on the next page shows the performance per grantee. NELICO from Geita, PADI from Njombe and CWCA from Mara region lead the pack with the highest reach through legal awareness activities. This was not a surprise these 3 RMOS have been leading in different quarters and sustained themselves as top performers. According to their reports, a good number of paralegal units have created school clubs in primary and secondary schools, synergies with other programs have been created, community meetings organized, they conducted video shows, went for door-to-door approaches, educated in religious places and events and worked with a variety of community groups. The lowest performers are the urban grantees who started project implementation late, after July, and strategic grantees affected by Legal Aid Act implementation requirements and delays.

Taken the late start of the urban legal empowerment approach and despite the above, there has actually been a quite good reach for community legal awareness creation among urban communities as the pilot project reached a total number of 43,172 people. Documented disputes related to housing issues (landlords and tenants), environmental pollution, garbage collection, water and sanitation are reported to face urbanites.

Paralegals work with different community groups to build awareness on legal aid, the law and human rights. In total for 2017, paralegals worked with 13,415 community groups out of which 3,657 were women-only groups. On average, groups consist of around 20 -50 members. This means that around 25% of people reached with legal education interventions are members of groups.

As stated before the enactment of the LAA delayed the implementation of strategic grants including the ENVIROCARE project to reduce prison congestion. Through discussion with the responsible ministry, the organization was allowed to continue with project implementation in particular legal education. Envirocare was able to reach 6,392 remand prisoners with legal education. Due to long negotiation, the training for prison and possibly police paralegals is expected to start in 2018.

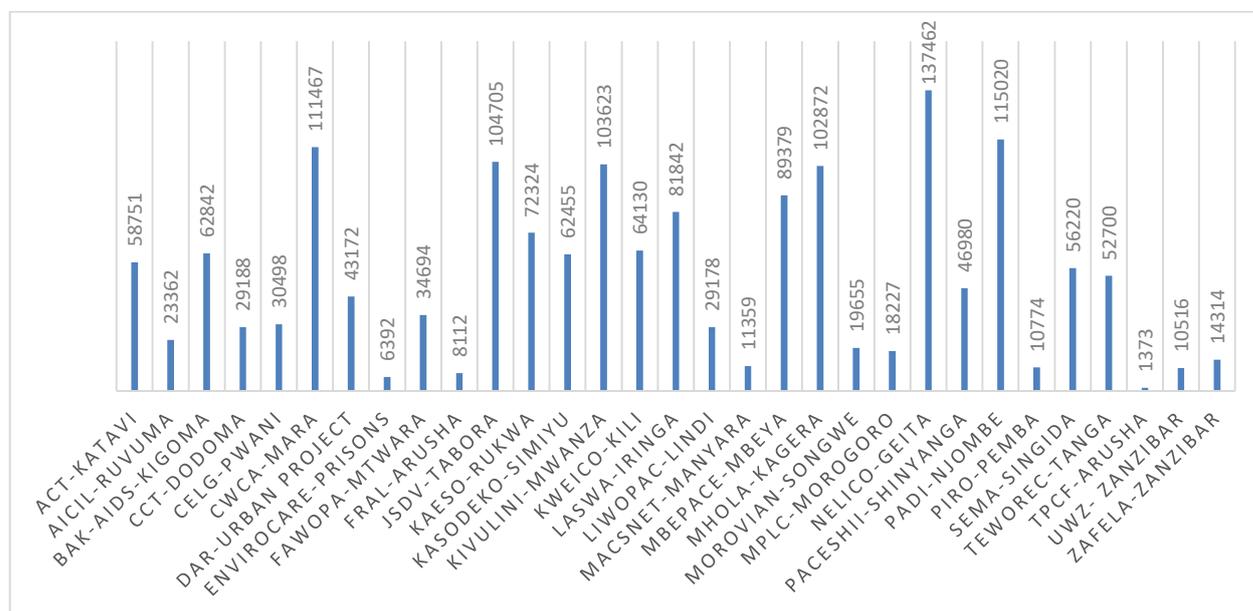
Graph 4: Trend of legal education per quarter in 2017



Source LSF off line data base

The trend for the increase of legal education reach has been rather steady in the reporting period. This can be explained by the fact that in 2017 the number of RMOs who were actively implementing and reporting gradually increased. Also in the course of the second half of the year the urban legal empowerment in Dar-es-Salaam and in Zanzibar were conscripted.

Graph 5: Performance on legal education per grantee in 2017



Source: RMO quarterly reports

b. Developing legal education materials

Interactive graphic materials in form of cartoons have been developed in 2017. These graphic materials allow a more participatory legal education approach with community members. Based on the pictures they can themselves identify which the key issues around access to justices are in their community, that they would like to discuss. The material was tested and proved effective in creating community debate on specific issues affecting them. As required by MoCLA, the material

was approved by the Legal Aid Act Implementation Committee. The materials have been developed into a simple format, easy for paralegals to carry and durable, including the simple guideline and supporting tools. Majority of RMOs have already distributed the materials to paralegals. Though copies are limited, more copies will be printed and disseminated in 2018.

By the end of December 2017 a total number of 345 (183 Male & 162 Female) paralegals were exposed to the graphic legal education tool. Interestingly, for monitoring purposes, the tool offers ideal way for easily quantifying people (male and female) to be involved in the group discussions and effortlessly get the total number of people during the intervention.

Table 5: Outcome 2: Increased legal empowerment, protection of human rights in particular for women/ through legal aid services and legal awareness creation

Level of result		Indicators	Milestone 2017	Achievement Jan-Dec 2017	Comment, qualitative score
Outcome	Increased protection of human rights in particular for women/ through basic legal aid services and legal empowerment	# of cases reported by women that have been resolved	16,930	22,399	The number of women seeking legal aid to paralegals consistently increases, i.a. due to innovative approaches used in legal education, reaching out to women's only groups. The annual achievement is 132% of annual target.
		# communities in which collective action is undertaken against violation of human/ women rights	50	17	The qualitative survey done in southern zone, identified 5 collective actions on land conflicts, child care and gender based violence. Further 5 cases were reported in Kigoma and 7 from Geita. We noted a poor documentation of collective actions.
outputs	Output 1: Increased # of women accessing quality legal services	# of women provided with quality legal services	30,000	34,181	Annual achievement is 114% with prevalent quality legal aid services provided by paralegals. Assumption is that all cases reported are dealt

					with professionally hence good quality, which is confirmed by clients in qualitative survey
Output 2: Increased protection of women's rights land, safety and security.	# of GBV cases reported	5,000	9,205	184% of annual target.	
	# of GBV cases resolved	3,000	5,707	190% of annual target. Still a challenge. Paralegal training and female paralegals	
	% of women who reported inheritance cases and secured their property rights.	21%	30%	2,685 inheritance cases were reported by women. Out of which 811 women reported to have secured their property. Data reported from 20 grantees out of 29 RMOs	
Output 3: Capacity development approach on legal empowerment implemented	# of ToTs trained at the District level on legal empowerment	50	120	Total number reported by CHRAGG	
	# of LGAs trained as TOTs on legal empowerment	1500	120	As reported by CHRAGG.	
	# of paralegals finalized the full paralegal training per year	4000	4,000	No change. However, drop out on estimated 6.25% per year on average is too high.	
	# of paralegals trained on specific approaches for handling women's right	1200	1,150	No change since no further training took place due to lack of clarity on paralegal training	

		violation			
	Output 4: steps towards legal empowerment	# of people reached by legal education and human rights awareness building	300,000	1,473,645	490% of annual milestone. Significant increase of reported data on legal education.
	Output 5: Priority for women rights protection identified in policy dialogues	# of media reports in support of priorities	4	30	20 papers, 5 radios and 5 TV
	Output 6: Strategic Litigations to alter discriminatory legislation undertaken	# of strategic litigations filled in court	6	5	Cases are ongoing in the High Court of Tanzania. Need to look how strategic litigation can be better supported by advocacy.
	Output 7: Women legal empowerment groups functions	# of (women) legal empowerment groups that paralegals are working with	2,500	3,657	146% of annual target. The total number of groups paralegals reached is 13,415.

Source: LSF offline database system

A few examples of the strategic litigation cases and their status:

STRATEGIC LITIGATION ON WOMEN'S INHERITANCE RIGHTS

In April 2016, WLAC filed a Miscellaneous, Civil Cause No. 10 of 2016, in the High Court of Tanzania, at Dar es Salaam demanding for a recognition of the widows' efforts and contribution towards the acquisition of the matrimonial assets upon the death of her husband and a right of a widow to inherit her deceased husband's property where the law does not provide so. The petitioner in this case is a widow who has been denied her share of matrimonial assets she jointly acquired with her deceased husband.

Unfortunately the 1st Respondent (The Attorney General) raised a preliminary Objection on point of law to the effect that the Application contravenes S. 8(2) of the Basic Rights and Duties

Enforcement Act. Cap 3 R.E. 2002. As a result the application was stroke out with cost. The ruling was delivered on 24th August 2016.

WLAC was not satisfied with the said ruling hence on 17th March 2017 filed appeal against the said ruling in the court of Appeal of Tanzania, Appeal No.77 of 2017

WLAC strongly believes that the intended Appeal has overwhelming chances of success on the grounds that the court failed to interpret s. 8 (2) and 4 of the Basic rights and Duties Enforcement Act, Cap 3 R.E 2002 together with Article 30 (3) of the Constitution of the United Republic of Tanzania, 1977, Cap 2 R.E 2002 (as amended from time to time). Likewise the trial judge erred in law and fact by ordering cost to the Petitioner without considering that the application was in *forma pauperis* in the matter which involved public interest.

A case filed by TLS

Title of the case: Saphia H. Ally Vs Hussein Mohamed Misc Civil Application No. 376 of 2015 (Originated from Civil Appeal No. 63 of 2014)

The objective of this litigation was to suggest the use of models in enhancing women's share in the process of division of matrimonial property. Many court decisions today are found to fall under the income security model. Women are awarded small awards to meet their immediate needs, mostly in terms of money, or, by way of the division of physical property which are not income generating assets. Physical assets, which are income generating ones are always awarded to the husband. The principles or reasons used in determining the case of Bi Hawa Mohammed can be departed from, hence in future there can be variations in decisions in division of matrimonial properties, and women rights will not be fully protected.

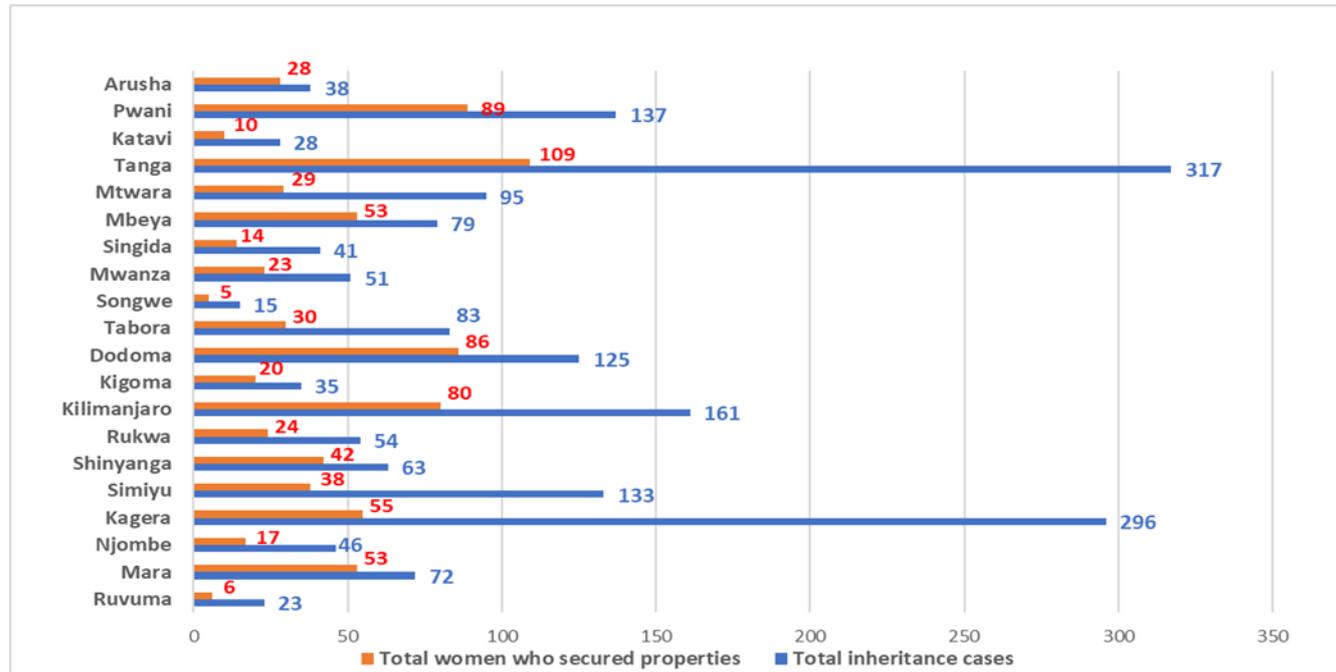
This case was filed to challenge unequal division of matrimonial property after divorce by putting into test income security, duration of marriage, compensation and equality models.

The case originated from the Primary Court to which a divorce was granted and Ms. Saphia was given 30% of the matrimonial property because she was just a house wife. The Primary Court and later the High Court failed to take into consideration important factors such as age of the marriage (the couples were married for 20 years), wife's employment resignation to take care of the family, the burden of taking care of the children (the wife was given custody of the children) and exclusion of part of matrimonial property (matrimonial house) from the division of the property necessitated the appeal to the Court of Appeal.

The High Court in the application for leave to appeal in the Court of Appeal (No. 376 of 2015) demanded the expansion of Bi Hawa Mohamed principal to include global principals namely income security, duration of marriage, compensation and equality models. Lower courts will now be obliged to consider the four models when dealing with the division of the matrimonial properties.

The High Court ruled in Ms Saphia's favor and allowed the appeal to be lodged at the Court of Appeal and indeed the memorandum of appeal has been lodged awaiting hearing. This is in line with the right to property as provided for under article 24 of the Constitution of the United Republic of Tanzania. If the decision affirmed by the Court of Appeal, the precedent will be applied by all subordinate courts thus protecting the rights of women to acquire and own property through divorce.

Graph 6. Women who secured property rights per region



2.2.3. OUTCOME THREE

Formal and informal institutions effectively promote legal aid and legal empowerment and protect human rights, including women’s rights

Collaboration with formal and informal institutions in support of promotion of legal aid and legal empowerment is continuously improving at field level. This is exactly the purpose of the contract with CHRAGG, although the implementation as earlier reported faced delays, to build capacities of the LGAs at district and ward levels. The rationale is to make LGAs understand the role played by paralegals and RMOs and thereby create their buy-in and collaboration in rendering legal services to communities. The intervention is planned to make LGAs understand their mandate and to create a synergy with legal aid providers for better service delivery. For the period under review 120 district officials from 30 districts in five regions (Mara, Manyara, Shinyanga, Mtwara and Mbeya) benefited from the training. It is expected that the trained district official will in turn train 600 WEOs from 30 districts. The training will focus on creating a conducive environment for paralegals and WEOs to effectively resolve justice problems facing communities in a collaborative way.

This will equally contribute to the sustainability of legal aid and legal empowerment at community level. As reported earlier LSF learned valuable lessons on collaboration with public institutions. Procedures appear to be still more important than achieving results within reasonable time frames.

The RMOs and paralegals on the other part provided capacity development to informal and formal leaders on human rights, legal empowerment and the newly enacted legal aid act. A total number of 1036 informal (623) and formal (413) leaders participated in training sessions organized by paralegals.

The above efforts aim to strengthen working relationships between LGAs and paralegals. The collaboration will enable sustainability of legal aid services and improve access to justice.

Table 6: Outcome 3: Formal and Informal institutions (from national to local levels) effectively promote legal Aid and protect Human rights including women’s rights

Level of result		Indicators	Milestone 2017	Achievement Jan-December 2017	Comment, Qualitative score
Outcome	Formal and Informal institutions (from national to local levels) effectively promote legal Aid and protect Human rights including women rights	% of paralegals who report that leaders actively promote legal Aid Human rights.	15%	100%	All 28 paralegals interviewed during the qualitative survey report in Southern zone were of the opinion that local government leaders promote legal aid and human rights, though with varying levels.
		Legal Aid law enacted and enforced	Enactment and assent	Legal aid Law in place, March 2017	The ministry is working on regulations.
		% of LGAs reported satisfaction with paralegal work	15%	86%	28 leaders interviewed during qualitative survey. 24 reported to be satisfied with the quality work of paralegals
Outputs	Output 1: Local leaders aware of legal aid, women rights protection, legal empowerment	# LGAs attended Sensitization events	400	980	245% of annual milestone. Involved were district, ward officials, ward tribunals
		# of informal leaders attended the sensitization events	400	1,036	Over 259% of annual milestone. Church, clan, business, youth etc. leaders.
	Output 2: Referral systems in place	% of clients referred	10%	17%	Most of referred cases are those under criminal, civil and other cases
		% of resolved referral cases	10%	---	No data as yet available. The tracking for referred cases is in process of being collected

Source: LSF offline database system

2.2.4. OUTCOME FOUR

- **Institutional sustainability of legal aid services, legal empowerment and legal aid providers**

Successful grant implementation relies to a large extent on the capacity of the implementer. For this reason in the LSF strategic approach capacity development is a key focus area. When selecting grantees LSF assesses the capacity of each organization and identifies areas to be strengthened in order to increase grantee efficiency and effectiveness in reaching the set objectives.

In the reporting period LSF continued developing the capacity of grantees in accounting and financial management, report writing skills, mentoring and coaching. Also the need to develop skills to build links with other sectors and to develop sustainable sources of financing came out as priority. In 2017 the focus was on skills of institutional management, communication, data collection, monitoring and evaluation, fundraising and developing partnerships with other sectors (Including VICOBA groups). Training on local resource mobilization for RMOs and paralegals will be done in 2018, recognizing that some RMOs and paralegal units already have started.

Paralegals are volunteers who need to be committed and have a voluntary spirit to achieve maximum results. For many of the initially recruited paralegals this was insufficiently emphasized. As a consequence quite a few, in particular younger paralegals, expected monetary benefits and after finding out that paralegal work is really voluntary, they dropped out.

As part of rolling out legal aid act, LSF is part of the Legal Aid Act implementation National Committee formed by the MoCLA, in which also TLS, Law School of Tanzania, CHRAGG, UNICEF, UN Women and TANLAP participate.² The committee managed to draft a plan of action that will guide the Ministry and legal aid providers on the roll out the legal aid act. The plan of action is still a draft. Work is ongoing and progress will be better possible after appointment of the Registrar and the Legal Aid Advisory Board and the finalization of the regulations.

In order to increase performance of RMOs and paralegals, the LSF mentoring and coaching program was established mid of 2017. The mentoring and coaching program, executed by LSF senior staff, focuses on RMO to paralegals and LSF to RMOs mentoring, which is in progress as detailed below. Sustainability is a key aspect of the program.

² The LAA Committee lacks representation of the legal aid providers thus creates some questions on issues of inclusion and representation. Save for TLS all committee members are not the actual legal aid providers who really know the ABCs of the legal aid provision in the country and its challenges. The reasons for their exclusion are not known.

Table 7: Outcome 4: Sustainable quality legal aid, legal empowerment and legal aid providers

Level of result		Indicators	Milestone Jan-Dec 2016	Achievement Jan-Dec 2016	Comment, qualitative score
Outcome	Sustainable quality Legal aid, legal empowerment and legal aid providers	% of paralegal units who raise more than 20% of their annual turnover from local resource mobilization	6%	No data	At initial stage; few units engaged in resource mobilization. The actual data of units engaging in local resource mobilization will be collected after capacity building on the same.
		% of LAPs (larger ones) who raise more than 20% of annual turnover through local resource mobilization	6%	No data	At initial stage; after resource mobilization capacity development measurement will start.
Outputs	Output 1: Organizational systems strengthened	# of LAPs who report directly into the web based	100	30 198	30 grantees used offline database. The urban legal empowerment and strategic grantees could not yet use it due to nature of their program If su-grantees are included (paralegal units) then the number increases.
		% of units with strategic plan	10%	No data	After capacity development the units will develop their strategic plan starting 2018
	Output 2: Paralegals units which maintain at least 25 members with the desired ratio of 60:40 gender balance	% of units who remain with at least 25 paralegals	20%	16%	This is according to 130 units reported.
		% of units with more female paralegals with the female : male ratio of 60:40	50%	15%	This is according to 130 units reported in offline database.

Source: LSF and grantees quarterly reports

2.2.5. CAPACITY DEVELOPMENT

In 2017, LSF concluded and started the implementation of its capacity development strategy that includes grantees, paralegals, LGA's, other stakeholders and LSF staff. The strategy among other things recognizes the roles of capacity development in improving performances in programming, grants management including finance management, monitoring and results, leadership and governance. Capacity development, in short, is considered crucial to the achievement of the LSF results. The plan considers in-house training, followed by mentoring and coaching (M&C), learning exchange opportunities and continuous technical support i.e. development of manuals and guidelines as critical components in developing capacities.

2.2.5.1. Mentoring and Coaching program

A total of 156 (Male 113, female 43) RMO staff including 16 LSF staff benefitted from mentoring and coaching training. This strengthened capacities of LSF to mentor RMOs and for RMO's to mentor and support paralegal units. Towards the end of the year both LSF and RMOs had started applying the knowledge and skills gained to their respective mentees. At the RMO level, evidence from the field monitoring indicates laxity on the part of the RMOs in mentoring paralegals due to unclear and non-actionable plans developed by paralegals and approved by RMOs. The RMOs failed to play a proper role of mentoring paralegals. The review of the mentoring process at both LSF and RMO levels will take place in the first quarter of 2018.

2.2.5.2. Strengthening grantees and paralegals leadership and governance structures

LSF recognizes leadership and governance at both RMO and paralegal levels as one of the critical aspects in its grant making process that would ideally lead to results based and accountable grant implementation. Following this, LSF facilitated a leadership and good governance training to 148 (Female 46, Males 102) Project Coordinators and Board members of grantees. The training improved participants' skills and knowledge on roles of the Board, management, transparency, accountability and planning strategically. The training proved to be effective in creating change of leadership and governance structures with RMOs and paralegal units. Most have functional board overseeing organizational performance. However, effective governance change for some legal aid providers dominated with founder member syndrome will take time to be realized. LSF takes into consideration that legal aid providers are independent organizations with their own sovereignty and thus change needs to come from within and not to be imposed from outside.

2.2.5.3. Improving the functions of paralegals units through RMO

In 2017 each RMO identified the capacity gaps of paralegal units and developed a workable capacity development plan to support PUs in specific areas. Depending on the critical areas identified in-house training to representatives of the PU was conducted on financial management, project management, governance, monitoring and evaluation, mentoring and coaching and computer skills. During these trainings RMOs used four LSF developed and tailored training manuals. The manuals, among others, cover the basics of local resources mobilization, sustainability, project management, governance and leadership. The training benefitted a total of 819 finance officers, monitoring and evaluation officers and program coordinators from all paralegal units from both Tanzania mainland and Zanzibar.

To improve the unit performance, LSF introduced a paralegal unit performance competition. The competition focused on program delivery, leadership and governance, monitoring and results and finance management. Each RMO, through established criteria identified and submitted to LSF one

unit considered to be the best in the region. The LSF exposed the best units to another competitive process which resulted into getting the best paralegal unit. The Serengeti Paralegal Unit (Mara region under the mentorship of CWCA) was the 2017 best paralegal unit winner.

For purposes of improving paralegal performance and creating the best learning practice for paralegals in terms of service delivery, legal education, leadership and community mobilization, seven paralegal units are identified for more capacity development to undertake the role of centers of excellence. These units are TOJE (Tanga), Chamwino (Dodoma), Ukerewe (Mwanza), Serengeti (Mara), Makete (Njombe), Kyela (Mbeya), and Kibondo (Kigoma). The identified centers will be equipped with knowledge and skills that will help other units to learn from.

2.2.6 PARTNERSHIPS, NETWORKING AND FUNDRAISING

In today's interdependent world, no single sector or force is responsible for creating the challenges we face. At the same time, no single sector or entity can tackle problems alone. Rather, solutions require deeper integration and coordination of actors working together to apply their unique and specific skills, talents, and advantages. In this way, creating and taking part in strategic partnerships, coalitions, and networks is a core part of LSF's strategic approach.

The LSF is continuously looking for potential collaborators who can help in reaching new audiences and beneficiaries, and, together, achieve impact that LSF could not accomplish on its own. Potential collaborators may include project grantees and beneficiaries, local stakeholders, local and central governments, non-governmental organizations, academic institutions, philanthropic organizations. The LSF is also investigating how it can create links with the private sector.

2.2.6.1 Fundraising activities

a. Part of East Africa Philanthropic network

The LSF is part of the Tanzania Philanthropic Forum and subscribed to the East Africa Association of Grant makers (East Africa Philanthropy). A number of Philanthropic Forum meetings hosted by the Foundation for Civil Society (FCS) were attended as well the East African and African Philanthropy forums. The meetings had the objective of developing data monitoring tools that will guide philanthropic organizations in Tanzania and in East Africa. The Tanzania Philanthropy forum in collaboration with the US based Foundation Centre and the East Africa Association of Grant Makers agreed to establish a local data portal that will allow all partners to share information on grant making and management to the public. The data portal is called the Tanzania Philanthropy Data System and currently each partner has been given a link to input the organizational information. It is hoped by 2018, the portal will be open to the public to access information.

b. Crowd funding – Support to Fundraising for Paralegal Units and RMOs

The LSF is involved with how paralegals will be able to sustain the provision of legal aid services. Fundraising activities for paralegal units and RMOs through crowd funding and other sources has been brought forward as part of their sustainability approach. According to Forbes, crowd funding is “the practice of **funding** a project or venture by raising many small amounts of money from a large number of people, typically via the Internet.” In the reporting period a number of success stories were documented in brief and simple video format. The LSF wants in this way to provide evidence of the excellent work done by paralegals. The video clips with accompanying further information have been posted on a number of crowd-funding platforms. Already three video clips

have been made from Nzega, Sengerema, and Babati districts and will be posted on the crowd funding platforms.

c. Strategic fundraising

The LSF held strategic fundraising meetings with potential long term development partners. Four meetings with the EU as a follow up of the submitted identification fiche resulted in the production of the action fiche, which has been approved by the EU Brussels. The action fiche was approved by the Government of Tanzania and the European Development Fund.

Meetings with DFID were held and a first concept developed on the possibility of working with new Tanzanian citizens (ex-Burundi and who came to Tanzania before 1975). The new citizenship concept note needs to be further supported through a fact finding mission that will assess the needs of the new citizenship holders. The fact finding mission was supposed to start in the third quarter at Katumba, Mishamo and Bulyankulu refugees' settlements; however the mission failed to take place due to long process of getting a permit from the Ministry of Home Affairs.

Another concept note was developed for DFID on land titling for women. However, for the latter it was perceived that incorporation of this matter in LSF's ongoing activities was recommendable. Instead, following a DFID recommendation work will get started to investigate a long term partnership with DFID based on value for money and economic impact of the legal empowerment intervention. A consultancy for the purpose, initiated and funded by DFID with the Terms of Reference the result of a joint DFID-LSF effort, will be fielded in 2018.

In December 2017, the LSF visited Nairobi for purposes of introducing the LSF to funding organisations namely the Ford Foundation and the Rockefeller Foundation. The purpose was to build a lasting relationship, that may lead to increased interest in and knowledge of the LSF and possibly a future funding relationship. However, the timing of the visit proved unfortunate as a number of organisations were in advanced stages of preparing for Christmas leave or in the process of changing office premises. A follow up visit will be done in the first quarter of 2018.

d. Supported Review of the Gender and Women Development Policy

During the reporting period, as part of the its efforts to strengthening its collaboration, networking and engagement in policy review processes, LSF supported the Ministry of Health, Community Affairs, Elderly and Children for validation meetings on key findings from an independent consultant on the review of the Gender Policy (2000). The process solicited input from experienced gender experts, representatives from the Government and civil society organizations. The review meeting built a common understanding on the key issues highlighted in the draft evaluation report on Women and Gender Development Policy of 2000, which will be put together for government approval. The process will end with the development of the revised gender equality policy.

e. Meeting with the Ministry of Constitutional and Legal Affairs of Zanzibar

LSF on two occasions, in July and September, met with the Minister of Constitutional and Legal Affairs. During the meeting, LSF shared the strategic objectives and opened up for future collaboration with the Government of Zanzibar. It was learned that the Government in Zanzibar has a legal aid policy which was later launched in December 2017. The policy directs the

enactment of the Legal Aid Law in Zanzibar. The bill is already in place. Soon it will be shared to stakeholders for more inputs and later on to the House of Representatives for more action. LSF has committed to help the Ministry to make sure that it reaches its goal of having Legal Aid Act through small support of fund probably in early 2018.

f. Supported Legal Aid Week

LSF is committed to collaborate with the Ministry of Constitution and Legal Affairs in rolling out of the Legal Aid Act, 2017. The law mandates the Ministry to regulate and coordinate legal aid in the country. On that note, for the first time the Ministry coordinated the legal aid week in December 2017. The legal aid activities among others were provision of legal aid to the indigents. The activity was held in collaboration with other stakeholders like Tanganyika Law Society (TLS) and other legal aid providers. LSF contributed to the fulfillment of the action during the Legal Aid week in different means. The event went well despite some small challenges due to the first experience to organize it. Hopefully in future the Ministry will coordinate the legal aid week and leave to legal aid providers to organize and implement the activity.

Mama Bakari turns champion women's rights promotor

Tijara Bilal is married to Mr. Ngasa, who is jobless. She is a mother of two and lives in Mageuzi ward of Shinyanga Urban district in Tanzania's lake zone. In order to keep her household going and the children in school she engages in small-scale vegetable and household needs business.

Then things changed:

"One day, while I was preparing to go the market, I saw a group of people coming to my house," says Tijara who later identified the group as Shinyanga Municipal security officers, Mageuzi Village Executive Officer and a woman by the name of Yunis Jota.

They demanded that Tijara opened her house so that they could take her properties on the ground that her jobless husband had borrowed TShs 579,000 from Yunis Jota and failed to repay. Tijara rejected the demands, but when after animated discussions the group threatened her with pangas she surrendered.

Almost everything in the house was taken away, including Tijara's business stocks, furniture, TV, mattresses, bed and other valuable things. The next day, Tijara went to the village office and found that all her properties had been stored in the office of the Village Executive Officer (VEO).

"I was told by the VEO that if I wanted to recover my properties I had to repay my husband's debt" says Tijara. This affected her capacity to run her small business and therefore she stopped. Knowing about Shinyanga Paralegal Centre (PACESHI), the VEO advised Tijara to go there if she felt unjustly treated. PACESHI assisted Tijara with legal advice and to file a court injunction at the Shinyanga Primary Court, restraining attempts to sell her properties.



The court summoned all three parties including Tijara, her husband Ngasa and Yunis Jota. After listening to all of them, the court ordered that all the properties taken should be returned immediately to Tijara. According to the court verdict, the debt in question had no link with Tijara's properties.

Tijara recovered all her properties and reopened her small business, which is the only way she can support her family.

"I am relieved and grateful to these paralegals for helping me recover my properties so I can cater for my family again," says Tijara who has become an example for other women in Mageuzi ward by demonstrating that fighting for your rights can be successful.

3.0. MONITORING, EVALUATION AND COMMUNICATION

Monitoring the effective and efficient use of grants is an integral part of the LSF activities. In the reporting period the M&R unit provided technical assistance to RMOs through the development of an offline data collection and reporting system and orientated RMOs, paralegal units, urban and Zanzibar grantees how to use the data collection system. The M&R unit also started work on a review of the results framework, contracted two consultancy firms to conduct qualitative survey, data validation and quality assurance evaluations and organized field monitoring visits to RMOs and paralegal units.

3.1. Monitoring, Database, and Working group

An offline data collection tool/system was developed because the existing online system was not able to cope with the increasing number of new grantees. The off line system has been used by all grantees. To further strengthen the system several M&E working group sessions were held. The sessions helped both monitoring and program officers to have the same understanding of the LSF monitoring context.

To improve data visualization a consultant conducted an in-house GIS training. The training was useful to learn how to produce different maps that can be used in reporting, however, as outcome of this training little or none has been applied for due to lack of shape-files that store essential data to produce maps.



Bertha Ntabazi (left), a resident of Buhingwa district in Kigoma, reclaimed her share of land which was confiscated by her brother after the death of their father.

From evidence of reported data and triangulations between what has been reported in the narrative and in the database, it appeared that the offline database serves the intended purpose. Grantees and paralegals have shown good expertise in using the system. This gives confidence that it will be possible to roll out the online web-based system in 2018 as grantees and paralegals are well conversant with the offline data system which will have similarities with the new online system. By December 2017 a consultant contracted to develop the new online system already made good progress and the system is expected to become operational in the first quarter of 2018.

3.2. Field Monitoring

Field monitoring visits are a procedural arrangement aimed at making sure that project activities are implemented the way they are described in the proposals and work plans of grantees. The

visits involve meeting with the people running the project, paralegals, beneficiaries and LGAs. To be effective the LSF prepared an extensive monitoring plan that details for each staff who, where and when to visit.

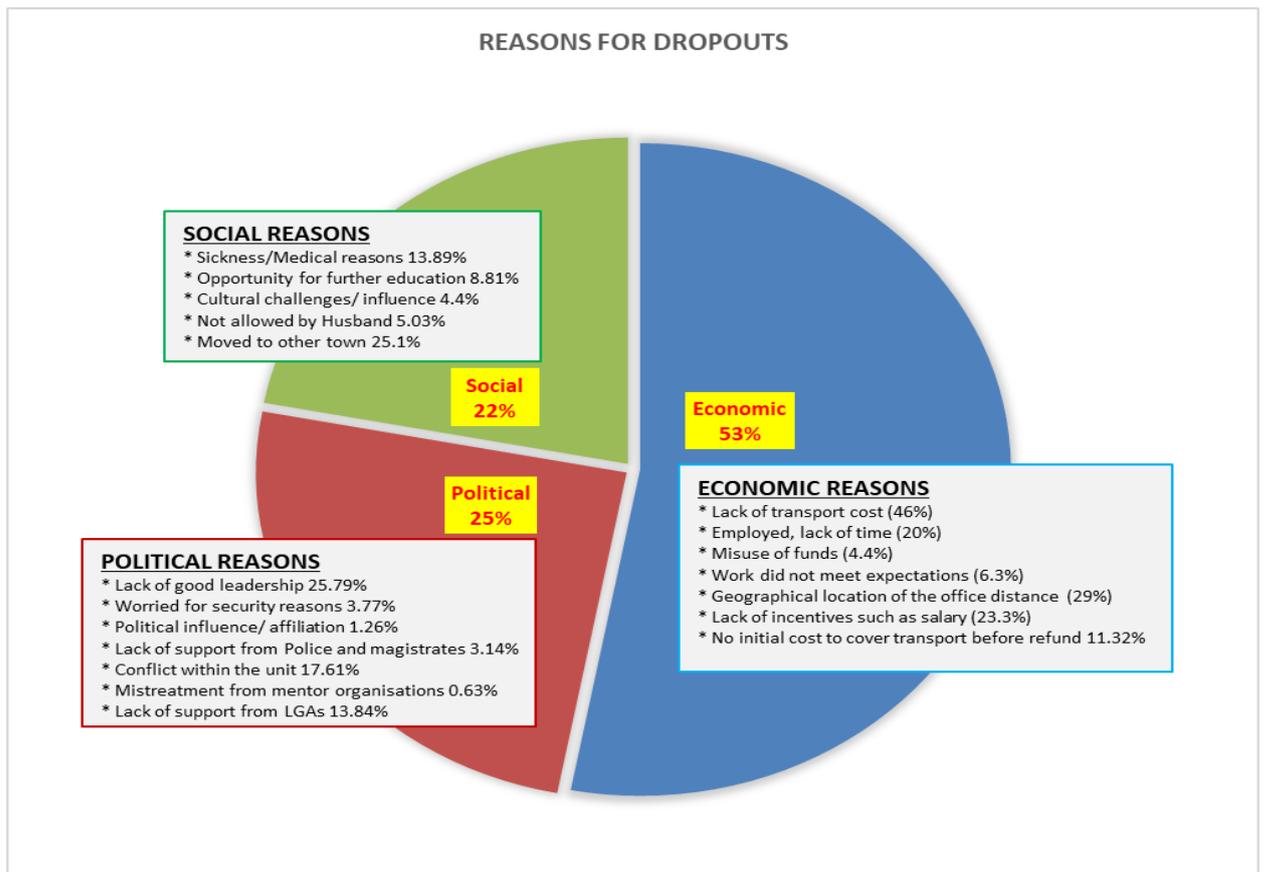
The Secretariat and Board members visited all the regions in the country, the majority (90%) twice in 2017. Some observations from the field monitoring visits include:

- *Increased motivation among paralegals:* With small fund available paralegal motivation has increased. However, a challenge for units is that when local leaders are aware paralegals receive fund, they sometimes do not collaborate effectively and demand to be paid.
- *Paralegal units increasingly are structured as NGOs:* In almost each of the units visited roles for voluntary M&E officers, finance officers and project coordinators are described.
- *Improved collaboration with stakeholders:* Most units have good collaboration with RMOs, government at district level and local leaders at ward level.
- *Increased thinking about unit sustainability:* Progress on income generating activities through VICOBA and own contributions has been noted. For example, in Simiyu, a unit raised about 5 million through VICOBA and units in Kagera and Geita have requested funding from World Vision and from other donors like USAID. In Tundulu, Kigoma, and Tanga urban paralegal units were granted TZ 40 million by the Foundation for Civil Society for 3 months projects.
- *Improved reporting:* Most paralegals produced reports on time with improved accuracy which makes it easy for RMOs to produce quarterly reports.
- *Accountability in financial management:* Internal measures in many units attempt to prevent wrong utilization of the funds. For example, those paralegals who failed to report were held responsible by the RMO and were not provided with follow up fund until accountability of expenditure was availed. In a few units this caused some paralegals to drop out.
- *Capacity to deliver:* The main challenges remain the proper and optimum utilization of the computer and financial management. RMOs have been urged to follow up.

Most of the necessary training to the units has been delivered by the RMOs. On top of this the RMO mentoring and coaching has regularly been cited where LSF teams visited units to positively impact on the way paralegals work. There are different views on this, also expressed in this report.

The most prevailing problem reported is the dropout rate of paralegals. Additionally, as the number of paralegals decreases, the number of wards with paralegals also decreases and thus the accessibility of paralegal services which hurts the results LSF is expected to deliver. The dropout survey 2017 suggests a number of reasons causing the paralegal dropouts. The reasons are shown hereunder:

Graph 7. Reasons for dropout of Paralegals



One of the most interesting observations is that most of dropouts were paralegals with secondary and tertiary level of education (87%), which translated a risk to recruit such groups. This is supported by views of paralegal unit members who suggested as modality for new paralegal recruitment to avoid recruitment of young people with high level education and consider candidates with permanent residence per respective wards. They are of the opinion that, most young and higher educated paralegals are not committed and had no time for paralegal work. This is supported by the survey findings which show that 60% of the dropouts were below 35 year of age and 15% of the dropouts were under 25 years of age. During the recruitment most of these paralegals were in their twenties. They paid more attention to extend their education and looking for (better) jobs than to working as paralegals.

The survey also established that 84% of the surveyed dropouts said they would like to go back to function as paralegals. This is also supported by the fact that around 36% of them said to continue providing legal education and legal aid, but not necessarily with attachment to the units.

In the present situation in which MoCLA has frozen all paralegal training until further notice, it is recommendable to capitalize on well-motivated existing paralegals to leverage results. For example in Kigoma town with 7 active paralegals twice the number of clients were served as compared to other units like Kibondo and Kankonko with over 20 active paralegals. This suggests that effectiveness of units does not only rely on the number of paralegals. However, to compare a town based unit with rural based units also carries a degree of unfairness toward the rural unit.

The survey results appear to strongly suggest the following:

To maintain the minimum education requirement of Form 4 carries a very significant risk of a large disinvestment on the paralegal training, in other words, may lead to unacceptably high cost of maintenance of the paralegal cadre at the same number.

Higher educated, younger paralegals appear to be the least motivated. They are at the early stages of establishing themselves socially and economically. The paralegal training and work just served as a temporary opportunity that will be left as soon as better options present themselves.

Mature (30 and above), economically stable in the area where they live, well respected citizens, with a sincere wish to serve their community appear to be the best paralegals, regardless of their education level (reading and writing remains to be a requirement).

Educational level may lead to faster understanding of concepts in the paralegal training, but is not at all a reliable predictor for the motivation, commitment and quality of services that a paralegal offers.

The adherence to financial procedures of paralegal units shows in many cases some discrepancies. The major reason for this a low level of finance and accounting literacy. Insufficient initial guidance by some RMOs after funds transfer can be added to this. As a consequence a few issues of misallocation of fund have been observed. In Kigoma one unit used the first installment for project orientation to district officials and paid for venues and allowances. This is not according to the approved budgets. In Tabora, a unit withdrew the whole quarterly amount, immediately after it was deposited. In Singida, some units paid office rent without having contracts. In most cases there is no wrong intent, but just financial ignorance. The matter has been and is being addressed with the highest priority and urgency.

It also has been observed that collaboration between RMOs and government at regional and district level and between paralegals and local leaders at ward and below levels has improved. Some unit offices are located within LGA premises.

Recognition by the government motivated paralegals to work harder and with confidence because they feel supported and this makes them own their work because the Government has given RMOs and the paralegals the mandate to provide justice related services to the community. The challenge ahead is to thoroughly know the law and adhere to it.

Progress on income generating activities through VICOPA, and own contributions for purposes of sustaining paralegal activities were noted. Some units started soliciting funds from other donors. Serengeti Paralegal organization has a number of income generating activities that include bee keeping and vegetable gardening. The vegetables are sold to Tourist Hotels on contract basis.

Some RMOs were able to obtain funds from other donors to further support paralegal services. KASODEFO, RMO in Simiyu is funded by the Tanzania Development Trust a UK Charity, for a GBV project. During the monitoring visit, the donor was impressed by the work done by paralegals and decided to fund a small project that aims to map out GBV prevalence cases, for which purpose each paralegal was given a smartphone with an app called *Map.me*. The app allows knowing the distance from where the paralegal is to the client's place. Data collection at the end of the day shows areas with higher prevalence of GBV cases. This might be scaled up in the LSF approach.

3.3 Research and evaluation

3.3.1. Internal and External data verification and validation

Completeness, Uniqueness, Timeliness, Validity, Accuracy, and Consistency are the major criteria that LSF follows for quality assurance of its data. Quality and reliability of data are key to measuring progress and for evidence-based decision making. In this period, two major exercises on data validation have been carried out since the start of the year. The major reason for the data validation was initially due to low reporting of data, into which we looked in the first quarter in order to improve and solidify data reporting for Annual Report 2016, also following a recommendation from the LSF external evaluators. The exercise, undertaken by a neutral third party, confirmed that much more legal services and education are provided than what was reported, as consistently suggested over the years by the Secretariat.

The data verification and validation study sampled 10 regions to reflect the nationwide coverage of the LSF. Data from Mbeya, Iringa, Njombe, Ruvuma, Lindi, Mtwara, Dar-es-salaam, Morogoro, Geita, Shinyanga, Simiyu and Zanzibar were validated. It was evidenced that many data were not reported in the web based system. The sampled 29 units cumulatively reported 2,131 clients reached in 2016, the data verification found evidence that actually 17,055 clients were served by these paralegals in 2016. This is an average of over 25 clients per year per paralegal.

Legal education data validation revealed that paralegals had actually reached 77,763 people in the 29 verified units' equivalent to 47% of total reported number (166,278) in 2016. The conclusion was that most data were neither reported in the web system, nor in narrative reports of implementing partners. Triangulation of data showed underreporting for a long period. Since this exercise, the LSF has put mechanisms in place to ensure timely and accurate reporting. This performance and results based grant management approach had a promising start as the results from the first half of 2017 suggest, and underreporting now appears to be addressed for a good deal.

In 2017, the Secretariat also looked at the data reported in the quarter ending June 2017. Simple internal data verification for RMOs who performed high and for RMOs who performed low, confirmed that confidence with the reported numbers in this year was justified. The findings were consistent with the reported data. The data validation exercise has been seriously taken on board as a permanent activity for M&R unit and the consultant for this work has been contracted in December who will principally carry out *Data validation* and *Data quality assessment*. To start the process, validating data from two sampled districts in each region will be done in the first quarter of 2018.

3.3.2. Evaluation of call for proposal 03

In the reporting period, the final evaluation for 7 grants under Call for Proposals 03 which had come to an end toward the end of 2016 was conducted by a third party. At outcome level the evaluation reported increased demand for legal services and more increased awareness of women than of men. Paralegals were reported to be known as legal aid service providers and accepted by the community they work with. The report indicated that paralegals are presently more used than any other justice delivery mechanism like ward tribunals or WEOs. The 2012 baseline findings indicated that the majority of people with a legal problem preferred to go to village/ward offices for assistance. This apparently to a degree has been altered. Moreover, when asked if they can describe what paralegal do, 94.2% of the interviewed people confirmed and demonstrated to have

understanding of what the major roles of paralegals in the community are, while the support paralegals received from local leaders increased.

The work of paralegals has gained popularity in communities over the years. Some community members showed interest to support paralegals. Additionally, a two way referral system was observed, in which referral came from paralegal to other justice mechanisms (police, courts, social welfare) and vice versa. Such referral is built on trust and mutual understanding between paralegals and other institutions and organizations operating within the justice delivery arena. However, it was also observed, that at unit level the sustainability of paralegal work in absence of LSF would be questionable. The findings also show that CfP03 implementing partners would have achieved more and better results if paralegals would have been adequately facilitated and mentored to effectively discharge their roles. The evaluators recommended for both LSF and grantees (RMOs) to consider devising a proper project exit strategy to enhance sustainability of project outcomes and benefits.

3.3.3. The qualitative data survey

In the third quarter, the consultant conducted the first assignment. However, from the report little interesting information was generated. Generally, time spent to access legal services varies from one week to several months. Interview results indicate that 36% of paralegal clients get satisfactory legal services within a week whereas for 18% it takes more than three months before they get their dispute or other case resolved. Beneficiaries incurred relatively little or no cost for the service received from paralegals, be it in-kind or cash, basically the costs for travel, food, consultation fee, accommodation, airtime and other related charges being between 0.00 TZS and 6,428 TZS. In some instances, paralegals visit beneficiaries at their homes, which makes legal aid become completely free.

The relationship of paralegals with other stakeholders, including the local government, appears to have been improved. Around 83% of paralegals reported a conducive environment for paralegal work. On the local government side 85% of LGAs reported to be satisfied with the support paralegals provide to their communities. This has been portrayed in surveyed regions of Lindi, Ruvuma and Mbeya.

It is worth to note that the result of this qualitative survey report was not to the expectations of the Secretariat and that the consultant had not adhered to the requirement of the client, reason why the contract was terminated. The LSF learning has been that instead of a qualitative survey the focus will be on an outcome survey so that both qualitative and quantitative information will be gathered.

3.6 Expansion and maintenance of the web based system

As earlier stated, the larger than expected growth of the LSF over the years resulted in the web based system no longer able to accept new accounts. Discussions with IT specialists did lead to the conclusion that upgrading of the present system would not be an appropriate answer and might create several other problems. A newly developed, state of the art, online system was required, that could absorb past data and those for the next 10 years, a large number of new accounts and that has more extensive analytical and reporting options, which can be further extended. This required a considerable investment and more importantly, deep reflection and anticipation from the side of the LSF what the long-term requirements of such system will be.

From its inception onward the LSF stated that the web based system is developed as a system that has the potential to become the national legal aid data system of which accumulated data and reports and analysis can be made available to third parties, including the Government. By the end of the third quarter, a firm from Dubai, called UBS, in collaboration with a local consultant MIDATA with vast experience in developing monitoring, evaluation, learning and grant management systems were engaged. The work commenced in November and will be finalized in February 2018. It is expected that the new system will become operational, after a number of test runs, in the second quarter of 2018.

The M&R unit implements a result based monitoring approach. This combines a traditional focus on inputs, process and outputs with a focus on outcomes and impact. After attending the DANIDA fellowship program for M&E it was decided to move to results-based monitoring, evaluation, and learning approach that will mainly feature in 2018. It will assess the M&E systems and review indicators of LSF and partners to reflect results.

3.6 Communication and Media

3.6.1. Communication strategy

The LSF Communication Strategy, which was approved by the LSF Board and translated in Kiswahili, is currently under implementation. The strategy includes all communications activities within the LSF and external stakeholders.

3.6.2. Use of traditional media

Following the communication strategy, the LSF has used traditional media i.e. newspapers, periodicals, brochures, fact sheets and other printed publications, as well as radio and TV to reach out different audiences towards increasing awareness about legal aid services. Both English and Kiswahili were used in making sure information reached the right audience.

3.6.2.1 Media Engagement

A total of 36 legal aid related articles were written of which 20 were published since January to December 2017 emphasizing human rights, women's rights and legal empowerment, while highlighting the important contribution of paralegals and other legal aid providers.

The published articles dealt among others with property rights for women, safety and security, women in an industrial economy and were linked to the work of paralegals, other legal aid providers and the importance of legal empowerment.

Articles featured in The Guardian, Daily News, The Citizen, Mwananchi, Mtanzania, Tanzania Daima and Zanzibar Leo, with one article published in The East African, which covers the entire East Africa region.

The LSF brochure was printed in both English (500) & Kiswahili versions (5,000) and the summary annual report 2016 being a more technical report was only printed in English version. The publication was disseminated to LSF grantees and to other stakeholders following the LSF dissemination plan.

Further the LSF participated in TV programs aired on Capital TV and EATV respectively. The programs were also aired on radio stations owned by the same media house. The topics were

women's rights and gender-based-violence. The LSF also engaged Haki za Wanawake (HAWA) project which produced four TV programs on women's rights and paralegal work. This was aired on WANAWAKE LIVE TV SHOW on EATV station. The programs placed the work of paralegals in a collaboration framework with local government authorities at district and ward level.

3.6.3. Engagement with media actors

During the reporting period a workshop was held with media house editors and another one with journalists from the mainstream media and new online media, including bloggers. The objective of the workshops (held in May and July) was to familiarize the media personnel with the importance of covering issues around legal aid, human rights, and providing legal education to citizens as part of promoting access to justice in Tanzania. Among the outcomes of the two workshops, was the establishment of a network of editors, journalists and the LSF. A WhatsApp group was established in which journalists share content, news, information on legal aid, data, and relevant materials for news from the LSF and its stakeholders.

3.6.4. Documentation of success stories

One of the ways the LSF shows results of its implementing partners is through the publication of success stories as documented by paralegals. In 2017 a total of 22 success stories were sourced as evidence of the positive effects the implementation of the LSF strategic approach has on the lives of ordinary people. The success stories provide compelling examples of positive changes implementing partners achieve at individual and community level.

Each story is verified in special assigned visits to the areas and people that feature in the story. A first compilation of stories will be published in the first half of 2018. Stories are important to inform, motivate and inspire the general public, the government and development partners to continue supporting and investing in access to justice programming. Success stories will also be used for crowd funding.

In fact, a common result of paralegal work is that the disruption in the lives of clients is removed and they are able to move on and experience greater harmony and stability. This has impact on people's ability to address their social and economic issues and move forward with their lives.

3.6.5. Using Social Media

Social media have emerged as an important way of communication in real time. They have the potential to reach out to a vast audience and are an important part of the LSF communication approach. The present focus is on Facebook, YouTube and Twitter and of course the LSF website. A consultant with expertise in boosting social media coverage assisted to increase the Facebook followers from around 1,500 to 11,000 and growing. Twitter has more than 940 followers and an LSF account on YouTube has been set up. Different topics are shared on social media pages including live streaming of events.

The increasing popularity of Instagram in Tanzania is followed closely to see whether a presence on that social medium would be beneficial. The LSF website has redesigned with new features included such as list of grantees and linking it to the social media platforms. This is in line with the new efforts to increase the LSF visibility in terms of branding.

3.6.6 RMOs Media Engagement

About half (17) of our grantees engaged with different media during the year 2017, of which radio was the most used. Issues covered, in ascending order, included GBV, land, child maintenance, marriage, women rights, human rights, and inheritance cases. RMOs such as KWIECO, MPLC, SEMA, and TEWOREC performed well in terms of using different media platforms to reach their audience. However, there is still a challenge of under-reporting from RMOs in terms of media engagement. For instance, only one RMO has reported, as part of media engagement, about HAWA Wanawake Live TV program which was covered in four regions.

PARALEGALS MOBILIZE COMMUNITIES TO PREVENT EARLY MARRIAGES THROUGH BY-LAWS

Shija Kashinje, father of two daughters, is among many parents in Nzega district, Tabora region who are willing to let their daughters get married at early ages. Shija who resides in Itiro Ward, accepted seven cows as bride price for his 16 year old daughter to get married.

“When I returned from boozing, my wife told me that some people came and one wanted to marry my daughter. They returned with seven cows as bride price and I agreed,” says Shija who admits to being under the influence of alcohol when he made the decision.

Shija further elaborated that the practice is so common that the community, including girls themselves, feels that at the age of 13 to 16, a girl is ready for marriage. “Here a girl of 15 or 16 years of age feels ready to get married; in fact you can wake up in the morning and find her gone.”

Paulina Ferdinand is a paralegal and also resident of Itiro ward. She says: “Early marriages were so rampant in Itiro ward and we felt that something needed to be done to stop it.” Paulina mobilized the community in Itiro village and ward, went to schools to talk to girls, who went to demonstrate against the practice and in this way put pressure on village and ward authorities to introduce bylaws that prevent parents from allowing their children to get married. After long negotiations the local authorities agreed to setup these bylaws

With the bylaws in practice, Shija and the likes have no choice but to follow the rules after many years of trading their daughters for some cows as bride price.

“I was called to the village office and was told that my daughter was under the age of marriage. I



was ordered to abandon the wedding plans and return the bride price,” says Mr Shija insisting that he felt fine because the decision was made by the village authorities.

An overjoyed Paulina says, “I feel happy, I feel peace, I now realize that the

training and awareness I am offering to people is working and seems to be valuable to the entire community.”

4. FINANCE, ADMINISTRATION AND HUMAN RESOURCES**4.1. Finance and Grant management****4.1.1. Implementation of 2016 audit findings and internal audit**

Six audit findings raised by the auditor from the 2016 financial audit have been implemented. In addition to the statutory audit, the LSF has introduced quarterly internal audits executed by a third party. This effectively started in the first quarter of 2017. It was done in order to strengthen, among others, LSF internal controls. Therefore, 3 quarters of 2017 were audited by the internal auditor and few but crucial findings were observed and raised. With majority of the findings implementation was completed while for some due to their nature, implementation is ongoing.

4.1.2. Financial Statements

The overall budget performance for the year 2017 is at 79% which is 6% below the 2016 performance of 85%. This underperformance is mainly due to the fact that Paralegals training with a budget of over USD 600,000.00 did not take place as planned because the Government is yet to finalize some ground work for the training, which includes preparations of the curriculum. This alone explains around 12% of the underperformance of 21%. Internally due to some technicalities, few activities were moved to 2018 and some started late in the year and hence will be completed at the beginning of 2018. This explains another 6% of the underperformance. Additionally, the LSF succeeded to be more efficient in some of the budget lines and hence gained some savings.

Detailed financial statements are in **ANNEX 1**.

4.2. Grant management

By the end of the year, the total grant disbursement was TZS 5.8 billion bringing the overall disbursement to TZS 10.1 billion in this 2nd phase of the LSF. This is about 46% of the overall grant commitment of TZS 22 billion. The number of grants increased by 110% from 20 in 2016 to 42 in 2017.

As reported before, RMOs sub-grant paralegal units an annual sub-grant of TZS 8 million. Since most of these units are young organizations, sub-granting presents challenges for both RMOs and LSF. However, work is ongoing to address this. Part of the work was the annual audit of all grantees that finished their first year. For RMOs, this meant the audit for all their paralegal units. A total of 21 grantees (all being RMOs) have been audited and none received a qualified opinion. Non-compliance to statutory requirements and LSF procedural requirements are the major issues raised by the auditor while for Paralegal Unit's, lack of sufficient support documentation for payments and poor filing systems are the major challenges. The LSF secretariat will ensure that all audit findings are addressed.

Performance and results based grant management was introduced for all grantees beginning in 2016. It implies that properly following all contractual obligations in terms of timely reporting as well as achieving the desired results will lead to small financial incentives. Not following or not achieving leads to financial dis-incentives. While all grantees are now reporting timely as a result of this approach, only 4 of the 14 grantees which have finished their 1st year of the grant, managed to secure performance awards of 2% budget increment from the 4% allocated. This is not an

encouraging situation and will be brought for serious discussions in the grantee CEOs and board chairs meeting planned to be held in Feb 2018.

4.4. Administration

With the strengthening of the Administration Department considerable professional improvement was made. The LSF has embarked on vastly improving its information and communication platforms, including the Local Area Network (LAN), internet and the web-based monitoring system. An ICT Consultant has been recruited to assist in the complicated process to define the requirements of the new setup, to advise on the required IT improvement and to supervise the procurement process of the suggested hardware and software. This rather massive upgrading exercise is work in progress and will be finished in the first quarter of 2018.

On electronic records management system an IT firm was engaged which provided a trial version of electronic record management including all staff requests and approval handled online. During the trial version secretariat confirmed to have appetite to embrace the technology due to it is real-time transaction, efficiency and effectiveness in the processes. Further engagement will be done in 2018.

LSF also recruited a records management consultant who is working to establish a proper current filing system and archiving system. The LSF documents are in order as a simplified version of a filing system has been designed. More needs to be done in terms of electronic filing. The system has the benefit of putting information at employees' fingertips while freeing up HR staff to focus on strategic issues such as employees engagement and retention.

4.5. Human Resources

Quality, productivity and the image of the LSF depends largely on coordination, motivation and the capacity of its staff. In 2017 the LSF provided to its staff a competitive reward opportunity to attract, motivate, retain, and reward talented employees, by reviewing its salary scales structure. The LSF board that sat on 8th December, 2017 approved a new salary scale structure that will be operational from January 2018.

The LSF continues to build the capacities of its staff by allowing them to attend various short courses that are beneficial for the working of the LSF. Training to staff also goes hand in hand with replacing number of departed staff and recruiting new staff in response to increased organizational needs. A total of 11 new staff were recruited while two staff resigned. Also one Intern was recruited following the new LSF internship policy. By the end of December 2017, the LSF had a total of 21 Staff and 1 intern, of which 7 are women and 14 men. One of the recruited staff is coordinating the RMOs and managing the Zanzibar office.

5. LESSONS LEARNED AND CHALLENGES**5.1. Social Media**

The use of social media is not limited to LSF. Even some paralegal units have initiated a social media presence. In the reporting period it has been demonstrated that social media to promote access to justice and the work of legal aid providers can play an important role.

It is crucial, that always the link is made on how social media contribute to promoting legal aid, access to justice and protection of human rights, in particular women's rights and how they can generate increased accessibility of legal aid and contribute to legal empowerment. In Simiyu, use of social media has been extended to paralegals and a number of Simiyu paralegal units have Facebook pages and blogs.

5.2. Documentation of Success Stories

Identifying success stories and case studies from their work has been a challenge to most paralegal units as well as for RMOs. This has been evident from field visits made by LSF staff. Many units have interesting non-documented success stories which are not reported. Hence, more effort is needed to build the capacity of paralegals on how to identify and document success stories. This year has seen a number of capacity building workshops from the communications unit to RMOs and paralegals in efforts to improve this area, which is important to properly communicate what we do.

5.3. Performance and Results-based Grant Management

The learning from the utilization of the performance grid review process is that it apparently creates a sense of commitment among grantees. For the first time in LSF's history grantees managed to submit their quarterly reports on time and of reasonable quality.

A comparison of partners LSF worked with before and new partners shows that new partners are eager to learn and better follow requirements of the program, which resulted in better results than expected. For partners with which the LSF worked before, it may take a more reports and field visits to understand that "business as usual" has been converted in "better performance, more quality and results as usual".

5.4. Capacity Development: Mentoring and Coaching

From the quarterly reports there is good evidence across the program of regular capacity development of RMOs, paralegals and other grantees. In 2017 the capacity development became more systematic, as feedback and lessons are shared. As a consequence the understanding and collaboration of RMOs and paralegal units did improve. Furthermore, mentoring and coaching was noted to be a relatively low cost activity that can be conducted primarily in-person, and even via email, Skype and/or telephone. The training enabled RMOs to effectively conduct capacity development interventions for the paralegal units, and paralegal reports benefited from the process.

Another lesson learned was that, with some RMOs the commitment to paralegal capacity development is minimal thus risking the achievement of the LSF desired goals. The capacity

development approach needs to be re-evaluated in terms of impacts and results, in particular for these RMOs.

5.5. Community mobilization

The capability of paralegals to incorporate robust community engagement and ownership with strong sustainability still represents a challenge. Focused support through RMOs is equally challenging. More capacity development on how to engage communities in supporting the work of paralegals is required, while the relationship with e.g. economic empowerment issues needs to be further clarified and made part of the capacity development approach as well. Both paralegals and RMOs need further assistance in linking legal service provision and legal solutions with economic empowerment.

Evidence increases that paralegal units are either internally sourcing funding, develop income generating activities or look for external funding through writing of proposals. Three NGOs have already secured funds from the *Foundation for Civil Society* albeit for a short period of time.

The LSF recognizes the sometimes inevitable political nature of paralegal work and legal empowerment. In addition to training communities on their rights, paralegals should more often seek to develop community negotiation skills with politicians and government officials, involve in community organizing and use of media for advocacy. Paralegals need to develop capabilities and responsible communities to take on key tasks on their own account and work to achieve higher levels of community ownership.

5.6. RMOs role in capacity development of paralegal units and their members

Although RMOs on ToT basis are exposed to training and workshops, there is no uniformity of quality of delivery to paralegals, which in turn leads to differences in quality of e.g. paralegal financial accounting and accountability, or differences in data collection, data quality assurance and quality of reporting.

The Secretariat notices these differences during field monitoring visits and from financial and program quarterly reports. Both the Finance and Program departments are aware and have identified regions and districts where deviations from the standard are most serious, which on a priority basis will be targeted with corrective measures.

5.7. Experience in contracting government body

It is very important to achieve buy in from the government to achieve the third result area of creating a conducive environment. However, experience has shown that it is not always easy due to bureaucratic processes inherent in the government structures. The deployment of CHRAGG training for ToT to train local leaders, which started in the first quarter was finalised in the third quarter. The LSF learned that when engaging government, a considerable risks needs to be considered in terms of timelines and accountability.

For public institutions procedures appear to be still more important than achieving results within reasonable time frames. CHRAGG took quite a long time to access funding from the Treasury, to report and account and this resulted into project delays. More discussion on the disbursement modality is required to ensure fast tracking retirements from CHRAGG and thus project implementation in 2018.

5.8 Embracing information communication technology

With changing technology, the use of electronic data communication is inevitable. LSF has invested in ICT improvement, hence LSF staff has to train themselves in the use of electronic systems to improve organization performance

5.9. Lessons and challenges on reporting

This year LSF observed modest achievement in terms of reporting, in particular data capturing, still quality and follow up on reporting faces challenges. With the offline database, it is easy for those fully taking advantage of the system and to store and retrieve data and still some RMOs and paralegals are struggling. This entails more work for the LSF in terms of follow up and capacity building. However, despite of little knowledge on the use of computer of paralegals, the big lesson is that despite this the entry of data by paralegals onto the system has led to recording a commendable performance this year as compared to previous years, when the same was done by RMOs. It appears that paralegals are more committed and serious in reporting and data entry than grantees (RMOs).

5.10 Challenges in working with the RMOs

RMOs need close follow up and capacity in various areas. The most common challenge faced is on the financial management particularly in following guidelines that include doing bank reconciliations timely, collecting bank statements and documenting the right information. Project management was also reported as challenge for some RMOs and this has impact on paralegals as such type of mentors failed to check whether paralegals have realistic plans or not. Limited managerial skills on the part of the RMOs have impact on the capacity development of paralegal units and can lead to under performance by paralegals and RMOs. The LSF capacity development unit will address these challenges and improve the performance of RMOs and paralegals. If need arises external support will be sought to build and develop the mentioned capacity gaps.

5.11. Challenges on improper planning

In 2017 all departments have struggled in proper planning of its activities which did lead to *ad-hoc* requests to administration. This was evident in requests for transport for the field visits. If activities were properly planned trips could have been combined to save transport cost. The absence of a procurement plan did lead to delays in procurement and sometimes affected project implementation.

5.12. Challenges of ICT improvement project

ICT project took longer than expected, due to the fact that ICT is complex and requires involvement of users to ensure LSF acquires systems that will suit the purpose. Examples are the M&R online reporting and ERP systems. The development of specifications is time consuming. An example is that the development of ToRs for complex projects requires lots of back and forth between user and procurement unit. These challenges will be further addressed in 2018

ANNEXES

ANNEX 1. AUDITED FINANCIAL STATEMENTS FOR THE YEAR 2017

	<u>Note</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
		TZS '000	TZS '000	USD '000	USD '000
				Memorandum figures	Memorandum figures
Receipts					
Opening balance at 1 January		4,678,289	2,281,768	2,158	1,055
Remittances from the Royal Danish Embassy (DANIDA)	2	4,670,778	7,623,907	2,092	3,494
Remittances from the Department for International Development (DFID)	3	1,443,859	2,675,589	650	1227
Remittances from United Nations Educational, Scientific and Cultural Organization (UNESCO)	4	5,421	7,980	2	4
Interest income		27,147	19,052	12	9
Refunds from Grantees	5	66,169	-	30	
Total funds available for the year		10,891,663	12,608,296	4,944	3,596

Expenditure

Grant making activities	6	5,961,813	4,865,872	2,719	2,232
Capacity building	7	846,531	506,830	386	233
Coordination, policy dialogue and advocacy	8	571,568	772,192	261	354
Technical assistance, think tank, mid-term review, evaluation and audit	9	451,852	340,388	206	157
Finance, administration, communication and handover	10	1,855,012	1,008,248	846	462
Governance	11	71,662	65,011	32	30
Partnership for Change Pilot Project	12	-	367,428	-	169
Partnership, Network Fundraising	13	68,457	0	31	
UNESCO Project expenditure		4,038	4,038	2	2
Exchange gain on translation of the cash at bank balance		(126,712)	-	(70)	(6)
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		9,704,221	7,930,007	4,413	3,631
		<hr/>	<hr/>	<hr/>	<hr/>

	<u>Note</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
		TZS '000	TZS '000	USD '000	USD '000
				Memorandum figures	Memorandum figures
Surplus for the year		1,187,442	4,678,289	531	2,158
Represented by:					
Cash at bank as at 31 December 2017		1,188,776	4,677,361	532	2,158
Staff outstanding (claims)/imprest	14	(1,334)	928	(1)	-
		1,187,442	4,678,289	531	2,158

1. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of preparation

The financial statements have been prepared on a modified cash basis of accounting.

Under the modified cash basis of accounting, income is recognised in the books of account when received (that is when credited in the bank account) while disbursements are recognised when paid (that is when cheques are written). Unexpended fund balances at the end of one accounting period are carried forward as income in the subsequent accounting period. Staff imprests are recognized as expenditure when accounted for while disbursements to grantees for programme implementation are recognised as expenditure when paid.

b) Accounting policy in the treatment of disbursements to grantees

All disbursements to grantees are treated as expenditure in the books of account at the point of payment. When contract expire the unspent balance is returned to LSF and recorded as other income.

c) Fixed assets

Fixed assets are expensed in full in the year of purchase and proceeds from asset disposals are recognised as income in the year of sale.

d) Foreign currency translations

Funds are received from The Royal Danish Embassy, United Kingdom (UK)'s Department for International Development (DFID) and United Nations Educational, Scientific and Cultural Organization (UNESCO) in United State Dollars (USD) into a United State Dollars (USD) bank account.

The USD denominated receipts are translated into Tanzanian Shillings (TZS) at the exchange rate ruling on the date of conversion from USD to TZS to meet various expenditure. Expenditure are mainly carried out in TZS and are translated into USD at an average rate computed at the end of the year.

Cash at bank and on hand and staff outstanding claims/imprest held at the end of the year are translated into TZS using the negotiated exchange rate on the reporting date with the Barclays Bank of Tanzania who is the main Banker for LSF

	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
	TZS '000	TZS '000	USD (Memorandum figures)	USD '000 (Memorandum figures)
2 REMITTANCES FROM THE ROYAL DANISH EMBASSY (DANIDA)				
<u>Date of receipt</u>				
10 October 2017/16 June 2016	4,670,778	3,078,061	2,092	1,409
02 November 2016	-	2,267,759	-	1,040
28 December 2016	-	2,278,087	-	1,045
	4,670,778	2,970,549	2,092	3,494
3 REMITTANCES FROM THE DEPARTMENT FOR INTERNATIONAL DEVELOPMENT (DFID)				
<u>Date of receipt</u>				
21 August 2017/15 August 2016	1,443,859	713,454	650	327
17 November 2016	-	1,962,589	-	900
	1,443,859	1,532,237	650	1,227

4 REMITTANCES FROM UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION (UNESCO)

Date of receipt

9 February 2017/14 November 2016	4,066	3,990	-	2
25 May 2017/13 December 2016	1,355	3,990	<u>2</u>	2
			<u>2</u>	
	5,421	7,980	2	4

	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
	TZS '000	TZS '000	USD '000 (Memorandum figures)	USD '000 (Memorandum figures)
5 REFUNDS FROM GRANTEES				
Christian Council of Tanzania	58	-	-	-
Morogoro Paralegal Centre	277	-	-	-
Tanganyika Law Society-Litigation	52,121	-	24	-
Womens Legal Aid Centre (WLAC)-Litigation	2,261	-	1	-
Tanzania Mission to Poor and Disabled	7,603	-	3	-
Kivulini Women Rights Organization	662	-	-	-
Tanga Elderly Women Resource Centre	1,082	-	-	-
African Institute of Comparative and International Law	251	-	-	-
Mama's Hope Organization	1,350	-	1	-
Legal Aid Social Welfare	124	-	-	-
Mbeya Paralegals Centre	360	-	-	-
Crisis Resolving Centre (TAMWA)	20	-	-	-
	66,169	0	30	232

6 GRANT MAKING ACTIVITIES

Call for proposal 1	876	-69,372	0	-32
Call for proposal 2	-	238,362	-	109
Call for proposal 3	-	353,002	-	162
Call for proposal 4	-	78,467	-	36
Call for proposal 5	5,177,603	4,211,418	2,361	1,928
Call for proposal 7	21,334	58,327	10	27
Call for proposal 8	750,000	-	343	-
Window of opportunity	12,000	-4,332	5	2
	5,961,813	4,865,872	2,719	2,232

	2017	<u>2016</u>	<u>2017</u>	<u>2016</u>
	TZS '000	TZS '000	USD '000 (Memorandum figures)	USD '000 (Memorandum figures)
7 CAPACITY BUILDING				
Accounting and monitoring and evaluation training	49,827	32,296	23	15
Training medium-large grantees	-	14,878	-	7
Organization capacity assessment (OCA)	83,705	121,954	38	56
Tender capacity building	107,226	127,902	49	59
Large grantees LAPs trainings	123,502	70,778	56	32
Grantee forum	-	1,500	-	1
Study tour	9,678	-	4	-
Special programmes	94,504	2,196	43	1
Grantee audit	131,239	124,656	60	57
Training materials and manuals	246,850	10,670	113	5
	846,531	506,830	386	233

8 COORDINATION, POLICY DIALOGUE AND ADVOCACY

Support to LAS	14,884	375,276	7	172
Paralegals country forum	98,841	205,939	45	94
Policy dialogue and coordination, GoT and Legislative	119,225	93,797	54	43
Policy dialogue advocacy stakeholders workshop	338,618	97,180	155	45
	571,568	772,192	261	354

	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
	TZS '000	TZS '000	USD '000 (Memorandum figures)	USD '000 (Memorandum figures)
9 TECHNICAL ASSISTANCE, THINK TANK, MID-TERM REVIEW EVALUATION AND AUDIT				
Baseline survey	16,838	3,935	7	2
Short term technical assist	23,697	8,846	11	4
Monitoring and Evaluation and other	166,948	148,272	76	68
Annual and final audit	36,672	25,573	17	12
Final survey	-	-	-	-
Field monitoring visits	196,899	133,686	90	61
Tender and consultant	10,798	14,536	5	7
Dissemination of survey report	-	5,540	-	3
	451,852	340,388	206	157

10 FINANCE ADMINISTRATION, COMMUNICATION AND HANDOVER

Finance expenses	777	4,232	0	2
Finance software license	31,722	1,464	15	1
Administration	1,756,511	973,314	801	446
Communication and promotion	9,430	17,649	4	8
Website maintenance	705	2,504	0	1
Communication and media consultant	18,934	2,677	9	1
Design and maintenance – newsletter	-	-	-	-
Design and production - materials	36,933	6,408	17	3
	1,855,012	1,008,248	846	462

	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
	TZS '000	TZS '000	USD '000 (Memorandum figures)	USD '000 (Memorandum figures)
11 GOVERNANCE				
Governing Board	66,385	54,780	30	25
Annual General Meeting (AGM)	5,277	10,231	2	5
	71,662	65,011	32	30
12 PARTNERSHIP FOR CHANGE PILOT PROJECT				
Grant making	-	245,951	-	113
Design systems and templates	-	-	-	-
Training legal empowerment methods	-	45,532	-	21
Use of media	-	74,160	-	34
Mid-term review	-	1,785	-	1
	-	367,428	-	169

13 PARTNERSHIP, NETWORK FUNDRAISING

Participate in national and international fora	12,952	-	6	-
Participate in Tanzania and East Africa Philanthropic	5,146	-	2	-
Facilitation of Alliance Building with LAPS and Others	210	-	0	-
Fundraising Paralegal and RMOs through crowd funding	50,149	-	23	-
	68,457	-	31	-

ANNEX 2. SUMMARY REPORT OF WORKSHOPS HELD FOR THE PERIOD JANUARY TO DECEMBER 2017

Date	Workshop Name/Theme	# of participant	Venue	Materials Distributed	The objective(s) of workshop
02-03 February 2017	RMO Leadership Workshop	70	Protea court yard	Document from LSF	<p>To explain the LSF strategic approach 2016-2021, what the LSF attempts to achieve and what the implications are for RMOs. How to deal with conflicts between RMO institutional objectives and LSF strategic objectives? How to optimize results?</p> <p>Clarifying the Capacity Development Approach, including the LGA component, for both paralegal units and RMOs and what the implications are for RMOs and PUs. How to deal with capacity development or organizational development objectives of RMOs when these deviate from LSF strategic objectives? How to optimize capacity development of both PUs and ourselves: RMOs?</p> <p>Explaining the importance of monitoring at both output and results level and reporting into the online database as well as qualitative reporting through the quarterly report mechanism. The previous in relation to expected developments of increased utilization of reporting directly by paralegals, either using their computers or mobile phone. Which are the key outputs and the key results that need to be reported? Are there capacity gaps on the side of RMOs or conflicts in relation to RMOs' desired institutional development on M&E? How to optimize monitoring and reporting?</p>

					<p>Clarify the differences between performance based and results based grant management. How will the LSF apply both mechanisms in the period to come? How to optimally benefit from the LSF approach or at least avoid negative consequences? How can we help each other?</p> <p>Reach consensus on a joint approach as regards above aspects that will optimally benefit both RMOs and the LSF, by both being able to report demonstrable achieved results and thus optimize the grants and status of the respective organizations</p>
20-21 February 2017	RMO Training	31	Gr Hotel, Mbeya		Training on Mentoring and Coaching to RMOs by the Consultant
20-21 February 2017	RMO Training	35	New Mwanza Hotel, Mwanza		Training on Mentoring and Coaching to RMOs by the Consultant
20-21 February 2017	RMO Training	43	Royal Village Hotel		Training on Mentoring and Coaching to RMOs by the Consultant
20-23 February 2017	new grantees (Rmo's) proposal improvement & orientation	12	Lsf Office		<p>To orient the organization (staff) on the key concepts i.e. Human rights, Women Rights, legal Aid and legal empowerment (approaches) with emphasis on protection of women rights and GBV.</p> <p>To orient the organization (staff) on the LSF strategic</p>

	workshop				<p>Focus and programing i.e. LSF strategic focus, working modality i.e. roles of RMO's, key LSF results, Monitoring and evaluation frame-work including key indicators and capacity LSF capacity Development approaches among others</p> <p>Provided review comments FAWOPA with regards to their proposals including activities, log frame and budgets for amendments and finalization</p> <p>Clarified some key program and finance issues that are part of the contractual obligation to both program and Finance officers</p>
10 th March 2017	Board Meeting	13	LSF office	Binded Document	<p>Audit Report Financial Year 2016</p> <p>Annual Report 2016</p> <p>Grant Awards</p> <p>Resolution for Zanzibar Office</p> <p>Due Diligence policy</p> <p>Communication Strategy</p> <p>Amendments to Finance and Procurement Manual and Admin and HR Manual</p>
15 th -16 th March 2017	new grantees (Rmo's) proposal improvement &	15	LSF Office		<p>Provide review comments to grantee with regards to their proposals including activities, log frame and budgets for amendments and finalization</p> <p>Clarify some key program and finance issues that are part</p>

	orientation workshop				of the contractual obligation to both program and Finance officers
20th -22nd March, 2017	Grantee Finance Training & Tot.	80	Kings way Hotel		Strengthened practical skills and knowledge on the use of offline M&E database and use of Microsoft excel. Strengthened practical skills and knowledge on Financial & procurement procedures and minimize or eliminate the audit finding to an acceptable leave.
19-20 April 2017	new grantees (Rmo's) proposal improvement & orientation workshop	15	LSF office		Provide final review comments to grantee with regards to their proposals including activities, log frame and budgets for amendments and finalization Clarify some key program and finance issues that are part of the contractual obligation to both program and Finance officers
2nd - 3rd May 2017	Technical Working Group for Grantees	20	Blue Pearl Hotel Ubungo	Document from LSF	Impacted knowledge and skills on the use of offline excel database Improved results oriented quarterly reports by RMO and Paralegals Improved projects implementation that aligns with the LSF four results areas Improved and user-friendly reporting tools for capturing results at RMO and Paralegals

4th May 2017	FCS-LSF Joint Meeting	18	Double Tree Hotel		Both teams to get to know each other at professional and personal levels Share key approaches, challenges, achievements and learn from each other experiences
10th – 12th May 2017	Program Officers Workshop	30	Morena Hotel Dodoma		To strengthen the capacity of program officers from Regional Mentor Organization, to understand legal empowerment concept and its strategies and women rights protection and its areas of focus
17th May 2017	LSF Staff	15	LSF Office		Imparting skills and knowledge to LSF staff in mentoring and coaching so as to develop their capacities on how to deal with their partner Organizations within their reach. To inform the LSF Staff on the importance of using mentoring and coaching skills in their roles so as to make a clear link between their roles and responsibilities together with their partnership project activities
22nd May 2017	Legal Aid Regulation 2017 Discussion	23	Protea Courtyard Hotel		Looking at the first draft of the Regulation and provides comments which will later on be presented to the Ministry of Constitution and Legal Affairs
23rd May 2017	LSF Program Review Workshop	15	LSF Office		To Review the LSF Program Workshop for the upcoming six Months
25th May 2017	Media Editors Workshop	30	Protea Courtyard Hotel	LSF Brochures	Familiarize editors about issues around Human rights, legal Aid and legal empowerment Increase media coverage of legal aid issues, women

					<p>rights, GBVs, and FGMs</p> <p>Share relevant materials/documents for media coverage</p> <p>Sensitize the media on their role in bringing about justice for all</p> <p>Get a representative journalist from each media house from the editors</p>
31st May 2017	LSF Sustainability Workshop	18	Zanzibar Beach Resort		To develop the LSF Sustainability approach
1 st June 2017	LSF Sustainability Workshop	100	Zanzibar Beach Resort		<p>To develop the LSF Sustainability approach</p> <p>Opening of the LSF Zanzibar Office</p>
2 nd June 2017	Board Meeting 21	12	Zanzibar Beach Resort	Binded Documents	<p>Grant Awards</p> <p>Quarterly report January-March 2017</p> <p>Updated Anti-Fraud Policy</p> <p>Revised HR manual, Internship policy</p> <p>Risk register, Conflict of interest register</p> <p>“Handshake” for departing Board members/Status new Board members</p> <p>ToR Audit committee</p>

5 th – 6 th June 2017	Training on ROCA and CDP to Grantees in Tanzania	26	Zanzibar Ocean View Hotel		To ensure that the RMOs have the capacity of identifying the gaps, needs and assets of the paralegal units so as to develop the CDP which will address the actual needs of the paralegal organizations
13 th – 15 th June 2017	New Grantees Proposal Improvement & Orientation Workshop	28	Piccolo Beach Hotel		Provide review comments to grantee with regards to their proposals including activities, log frame and budgets for amendments and finalization Clarify some key program and finance issues that are part of the contractual obligation to both program and finance officers
10 th – 14 th July 2017	Mentoring & Coaching, ROCA & CDP Workshop	48	Flome Hotel Morogoro	Document from LSF	To ensure that the RMOs have the capacity of identifying the gaps, needs and assets of the paralegal units so as to develop the CDP which will address the actual needs of the paralegal organizations Imparting skills and knowledge to new grantees in mentoring and coaching so as to develop their capacities on how to deal with their partner Organizations within their reach. (The Paralegal Organizations) To inform the grantees on the importance of using mentoring and coaching skills in their roles so as to make a clear link between their roles and responsibilities together with their partnership project activities
26 th July 2017	Media Journalists' Workshop	44	New Africa Hotel	LSF Brochure & Summary Annual	Familiarize participants on issues around Human rights, legal Aid and legal empowerment Increase media coverage of legal aid issues, women

				Report 2016	rights, and GBVs How to cover legal aid news Share relevant materials/documents for media coverage Sensitize the media on their role in bringing about justice for all
27 th July 2017	Power Point & Presentation Skills Workshop	16	Regency Park Hotel		To equip staff on how to create great successful presentation by maximizing the applications of PowerPoint Ensure that LSF staff is better able to talk to any audience thus effectively communicate their messages
9 th August 2017	Review of the Women & Gender Dev. Policy	60	Ministry of Health, Community Development, Gender, Elderly and Children		Gender Policy Evaluation
10 th August 2017	Finance Peers Educator Orientation	12	LSF Office	Note Books and Pens	Orientation on how they will do Visitation (Practical training) to RMO and PU) particularly on Finance matters Proper Documentation of Financial Records (Filling) Orientation on how to prepare Cashbook, Bank Reconciliation and Financial Report
21 st – 22 nd August	M & E Training to Zanzibar	14	New Dodoma		Enhance RMOs skills on M&E processes, data management including offline database and essential

2017	RMO'S		Hotel		<p>reporting tools</p> <p>Enhance their understanding on the LSF monitoring and evaluation framework and its requirements at all levels</p>
23 rd – 26 th August 2017	RMO'S Program Review	69	New Dodoma Hotel		<p>Identify key project success, challenges, ways to improve and sustain individual RMO program performance-meeting the expected results</p> <p>Identify and discuss on the opportunities for improvement of programing</p> <p>To establish common ground for learning practices-utilization of data for better program delivery</p> <p>Sharing some key updates on the current guidelines developed by LSF</p>
4 th – 5 th September 2017	TOT Training to RMO's on Governance & Leadership	38	Usungilo City Hotel Mbeya		<p>To develop leadership that will drive change and reform initiatives in the Regional Mentor organizations.</p> <p>To nurture leadership that will practice good governance and sound financial management in order to deliver sustainable development results.</p> <p>To strengthen the capacity of senior and Board members of the organizations to take up effective leadership roles in a more proactive manner</p>

6 th September 2017	Meeting on Development of Paralegal Training Curricula	20	UDSM – School of Law		Discussion on development of Paralegal Training Curricula
7 th – 8 th September 2017	TOT Training to RMO's on Governance & Leadership	43	Gold Crest Hotel Mwanza		To develop leadership that will drive change and reform initiatives in the Regional Mentor organizations. To nurture leadership that will practice good governance and sound financial management in order to deliver sustainable development results. To strengthen the capacity of senior and Board members of the organizations to take up effective leadership roles in a more proactive manner
8 th September 2017	Board Meeting 22	13	LSF Office	Binded Documents, Note Books & Pens	Semi Annual Report January-June 2017 Funding and Collaboration with Government (Funding EU & Collaboration Government Mainland and Zanzibar) Finance-Admin Matters (Set up of new IT systems in the Secretariat & Authorization of budget reallocations)

					<p>Schedule Field visits for Board members</p> <p>Information from the Secretariat (EfG, Final sustainability retreat, Progress on Board succession plan & Extra-Ordinary General Meeting 04</p>
11 th – 12 th September 2017	TOT Training to RMO's on Governance & Leadership	68	Royal Village Hotel Dodoma		<p>To develop leadership that will drive change and reform initiatives in the Regional Mentor organizations.</p> <p>To nurture leadership that will practice good governance and sound financial management in order to deliver sustainable development results.</p> <p>To strengthen the capacity of senior and Board members of the organizations to take up effective leadership roles in a more proactive manner</p>
20 th September 2017	LSF Laptops Handing Over Event	40	Zanzibar Ocean View Hotel		Handing over Laptops to Zanzibar RMO's
19 th – 20 th September 2017		3	LSF Office		<p>To enable TAPANET secretariat to be able to organize the paralegal forum in a cost-effective way</p> <p>To ensure that the organized forum have the expected impacts to the participants (Results oriented forums)</p> <p>To be able to write professional forum reports</p>

6 th October 2017	Extra Ordinary Board Meeting 03	13	LSF Office	Binded Documents, Note Books & Pens	The LSF and MoCLA Mainland and Zanzibar (Board meeting 22 continued) Information about 'recent developments' Consequences for the Board Succession Plan Way forward, strategy to be followed
12 th October 2017	Extra Ordinary General Meeting 04	9	LSF Office	Binded Documents, Note Books & Pens	Board Succession Plan review Consideration of and brief discussions with potential candidates for Board membership The LSF and the Government of Tanzania
17 th October 2017	Second LSF Program Review Workshop	20	LSF Office		Improved LSF programming for an increased Access to Justice for all specifically to Women in Tanzania-Success, challenges and ways to improve performance
18 th – 20 th October 2017	Supervisory & Leadership Skills Training	12	Sea Escape Hotel		To give LSF managers and supervisors a training for their formal development and build essential knowledge and skills required for effective performance in the supervisory role.
23 rd – 24 th October 2017	RMO Training on Legal Education Tools	37	Midland Hotel Mwanza		Strengthen knowledge and skills of RMO's and representatives of paralegals on the use of the recent developed legal education tools aims at helping paralegals to effectively organize and actively conduct Legal education activities that engage the communities

					to address a specific challenge in their community
26 th – 27 th October 2017	Paralegal Training on Legal Education Tools	34	Midland Hotel Mwanza		To share the materials and train the participants on how to use them so that in the end the community targeted obtains quality and coordinated awareness on legal and Human rights matters.
26 th October 2017	Volunteers Training on data collection activity of the drop out Survey	28	LSF Office	Note Books & Pens	familiarize participants on the tools to be used during field activity and the process to follow.
9 th – 10 th November 2017	Annual Technical Planning Meeting for 2018	17	Regency Park Hotel Dar es Salaam		LSF Team Planning Meeting – Promotion and Protection of Human Rights through Legal Empowerment
23 rd – 24 th November 2017	Legal Aid Providers Forum 2017	75	Nashera Hotel Dodoma		Celebrate the enactment of the legal aid Act and looking forward towards its implementation and better services of legal aid Services to the poor in Tanzania. Discuss the opportunities brought by the Legal Aid Act, 2017 towards the promotion and coordination of Legal Aid Services; Sharing progress made to date and lessons on the provision of legal Aid services from different stakeholders-LSF Perspectives;

					Discuss on the sustainability of legal aid provision in Tanzania and sharing innovative approaches adopted by LAPs on legal aid services.
29 th – 30 th November 2017	Paralegal & Local Government Leaders Forum	320	Radio Zanzibar Hall-Raha Leo, Unguja		To learn the role and responsibilities of Paralegals in carrying out activities that promote access to justice and legal empowerment of the poor
6 th – 9 th December 2017	Technical Monitoring & Evaluation Workshop	40	Navera Complex LTD Tanga		To reflect on the program performance for the year 2017 (successes, challenges, way forward for 2018) and provide update on the initial development/designing of the online web-based system.
8 th December 2017	Board Meeting 23	13	LSF Office	Binded Documents, Note Books & Pens	Board Succession Plan Changes in the original plan Resolution of EO General Meeting 04 Introductions and welcome to new Board members Reports of field visits by Board members Quarterly Report July-September 2017 Finance-Admin Matters Definitions of budget holders

					Organogram 2018 and Salary Scale Instalment of Audit and Compliance Committee Annual Plan and budget 2018 LSF sustainability: Office direct procurement, buy- lease construction, additional plot
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ANNEX 3. FIELD TRIP SUMMARY REPORT FOR THE PERIOD OF JANUARY – DECEMBER 2017

Date	Destination	Organization(s) visited	Staff involved	Objective of the field trip
16-19 January 2017	Dodoma	Parliament (committee on constitutional and legal affairs)	Kees Groenendijk, Scholastica Jullu, Fortunata Kitokesya and Andrew Kasagula	Attend a public hearing meeting before the committee on the Legal Aid Bill, 2016
23-27 January 2017	Mtwara	Nanyumbu, Masasi, Newala Paralegal, Tandahimba Paralegal Centre and Fanya wote pamoja	Bryceson Munuo, Ramadhan Masele and Victoria Mshana	Capacity Assessment of paralegal units in Mtwara region discussion on how to operate with FAWOPA saw done
30-31 January 2017	Zanzibar	UWZ, ZACA and ZAFELA	Bryceson Munuo and Ramadhan Masele	Conducting ROCA to Regional Mentor Organizations in Zanzibar

31 January -01 February 2017	Dodoma	Parliament	Fortunata Kitokesya and Andrew Kasagula	Attend the parliament session on the second and third reading of the Legal Aid Bill, 2016. The process involved the discussion of MPs and in the end the bill was passed into law.
27-31 March 2017	Shinyanga & Simiyu	Paceshi & Kasodefo	Fortunata & Mahada, Joseph	To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services To examine relationships exist among RMOs, Paralegal, local government leaders and other informal leaders if possible
27-31 March 2017	Kagera & Geita	Mhola & Nelico	Lilian & Said	To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services To examine relationships exist among RMOs, Paralegal, local government leaders and other informal leaders if possible
03-07 April 2017	Pwani and Dar es Salaam	Celg and Envirocare	Geoffrey and Bryceson	To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services To examine relationships exist among RMOs, Paralegal, local government leaders and other informal leaders if possible
10 th -14 th April 2017	Kilimanjaro and Tanga	Kwieco and Teworec	Ramadhan and Richard	To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal

				<p>aid services</p> <p>To examine relationships exist among RMOs, Paralegal, local government leaders and other informal leaders if possible</p>
10 th -14 th April 2017	Songwe and Mbeya	Moravian and Mbepace	Saada , Vicky and Evancy	<p>To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services</p> <p>To examine relationships exist among RMOs, Paralegal, local government leaders and other informal leaders if possible</p>
7 th – 13 th May 2017	Mwanza & Musoma Regions	CWCA & KIVULINI	Geofrey Mwakabejela and Victoria Mshana	<p>To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services</p> <p>To examine the relationships that exist among RMOs, Paralegal, local government leaders and other informal leaders if possible</p>
26 th – 27 th May 2017	Kigoma	BAK AID	Ramadhan Masele and Said Chitung	<p>To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services</p> <p>To examine the relationships that exist among RMOs, Paralegal, local government leaders and other informal leaders if possible</p>
11th – 17th June	Morogoro & Iringa	MPLC & LASWA	Bryceson	To visit and discuss to RMO, paralegals, client and

2017			Munuo, Richard Mwakalindile & Andrea Kasaguka	stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services To examine the relationships that exist among RMOs, Paralegal, local government leaders and other informal leaders if possible
18th – 24th June 2017	Dodoma & Singida	CCT & SEMA	Victoria Mshana, Lilian Ekelege & Renatus Kidwanga	To Visit and discuss to the RMO, paralegals, Clients, and other stakeholders who work closely with paralegals to determine progress, successes and challenges in provision of legal aid services. To identify improved paralegal performance (tracked record keeping status and challenges identified) and best practice at the unit and; To examine relationship, exist amongst RMOs, paralegals and local government leaders.
18th – 24th June 2017	Katavi & Rukwa	ACT & KAESO	Bonney Majila & Joseph Magazi	To visit and discuss to RMO, paralegals, client and stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services To examine the relationships that exist among RMOs, Paralegal, local government leaders and other informal leaders if possible
28th June -4th	Ruvuma & Njombe	AICIL & PADI	Saada	To visit and discuss to RMO, paralegals, client and

July 2017			Mkangwa, Robert Zephania, Mary Mwita & Renatus Kidwanga	stakeholders who work closely with paralegal to understand challenges and successes paralegal faces in provision of legal aid services To examine the relationships that exist among RMOs, Paralegal, local government leaders and other informal leaders if possible
3 rd – 7 th July 2017	Mbeya & Songwe	MBEPACE & MCT – SWP (Moravian Church)	Fortunata Kitokesya, Richard Mwakalindile, Lauden George & Andrea Kasagula	Monitoring visit to the three paralegal units which are Kyela, Chunya and Ileje.
12 th – 13 th July 2017	Zanzibar	Ministry of Legal Affairs and Zanzibar Law Society	Scholastica Jullu & Fortunata Kitokesya	LSF introduction meeting with Ministry of Legal Affairs in Zanzibar and strategic meeting with Zanzibar Law Society.
6 th – 10 th August 2017	LINDI & MTWARA	LIWOPAC & FAWOPA	Saada Mkangwa & Andrea Kasagula	Supervision of Survey and Evaluation e.g observation to adherence of contracts requirement i.e methodologies, sample of both participants/ respondents, areas of work, e.t.c. This will help to check the rationality of tools used, methodologies suggested and sample frame selected thus the unit will be in a good condition to draw conclusion in the content value of the consultant draft report

6 th – 12 th August 2017	SHINYANGA & SIMIYU	PACESHI & KASODEFO	Said Chitung, Lauden George & Veronica Kulanga	<p>To check on the progress of the project with regard to the previous visit</p> <p>To identify improved performance of the project implementation through tracking records</p> <p>To discuss on the best ways to be used by paralegals to achieve promising results especially on how proper should paralegals in collaboration with RMO's document right to property and GBV issues to comprehend results</p> <p>To identify any other challenges and lessons at paralegal level</p> <p>To examine relationships that exist amongst RMO's, Paralegals and Local Government Leaders and how they comprehend one another</p>
14 th – 16 th August 2017	UNGUJA & PEMBA	UWZ, ZAFELA & PIRO	Ramadhan Masele, Fortunata Kitokesya & Joseph Magazi	<p>Visit paralegal units to see if the coordination of paralegals is in place.</p> <p>Meet units' leaders and some few members for more familiarization on their work modality.</p> <p>See the unit facilities if are in place example office</p> <p>To have a clear number of active paralegals in each unit</p>
3 rd – 12 th September 2017	KAGERA, GEITA, SHINYANGA & SIMIYU	MHOLA, NELICO, PACESHI & KASODEFO	Ramadhan Masele & Lauden George	<p>Following up the project progress to date as per the approved Proposal and Budget at both Grantee and Paralegal unit level</p> <p>Assessment to four Paralegal Units (Center of excellence)</p>

				Normal Monitoring Visits
10 th – 19 th September 2017	MWANZA & MARA	KIVULINI & CWCA	Saada Mkangwa	<p>To check on the progress of the project with regard to the previous visit.</p> <p>To identify improved performance of project implementation through tracking records</p> <p>To discuss on the best ways to be used by paralegals to achieve promising results especially on how proper should paralegals in collaboration with RMOs’ document right to property and GBV issues to complement results.</p> <p>To identify any other challenges and lessons at paralegal level.</p> <p>To examine relationships, exist amongst RMOs, paralegals and local government leaders and how they complement one another.</p> <p>To conduct assessment that will enable formation of center of excellence.</p>
12 th – 13 th September 2017	LINDI & MTWARA	LIWOPAC & FAWOPA	Robert Zephania, Kees Groenendijk & Renatus Kidwanga	Field visit to assess best paralegal unit for potential centres of excellence
17 th -30 th September 2017	MTWARA, RUVUMA, MBEYA, DODOMA, KILIMANJARO &	FAWOPA, AICIL, MBEPACE, CCT, KWIECO &	Robert Zephania & Andrea Kasagula	Documentation of Success Stories

	TANGA	TEWOREC		
19 th – 21 st September 2017	UNGUJA	UWZ & ZAFELA	Lauden George & Kees Groenendijk	Mentoring and Coaching Program
24 th – 29 th September 2017	ARUSHA	TPCF & FRAL	Richard Mwakalindile	<p>Building strong internal financial system to new funded organization FRAL with all their paralegal units</p> <p>Assessing their internal financial policies to see if all matters are kept in touch.</p> <p>Assessing financial system and conducting coaching exercise to TPCF as Peer educator spent little time with them due to scarcity of time.</p> <p>Visiting several paralegal units to see the implementation of what they were taught by a peer also conducting some coaching to them</p> <p>Assessing on the linkage between program and finance to ensure adherence to Value for money.</p>
24 th – 30 th September 2017	TABORA & SHINYANGA	JSDV & PACESHI	Geofrey Mwakabejala	<p>Review Financial records (all vouchers i.e. PV, JV and DV as from September 2016 to date, Financial reports availability, Fixed asset register and Management system/controls of Imprest)</p> <p>Assessing internal financial controls</p> <p>Assess compliance to financial procedures, Procurement policies and statutory requirements.</p>

				<p>Do coaching exercise to Paceshi & JSDV Accountant on Financial Matters & Compliance to procedures and policies</p> <p>Evaluate on the linkage between program and finance on the implementation of planned program activities.</p> <p>Check for the Previous audit finding implementation</p> <p>Provide feedback of the strength and weaknesses observed and the way to address it.</p>
24 th -27 th September	DODOMA	CCT	Bryceson Munuo & Hon Judge Joaquine Demelo	Board Monitoring Visit
28 th September 2017	PEMBA	PIRO	Joseph Magazi, Kees Groenendijk & Lauden George	Mentoring and coaching them on how to reach their objectives and to overcome the challenges
30 th September – 4 th October	TANGA	TEWOREC	Fortunata Kitokesya, Moses Kulaba & Andrea kasagula	Board Monitoring Visit
1 st – 15 th October 2017	SINGIDA, DODOMA, MANYARA, ARUSHA, KILIMANJARO & TANGA	SEMA, CCT, MACSNET, FRAL, TPCF, KWIECO & TEWOREC	Said Chitung, Joseph Ndunguru, Fortius Rutabingwa and	<p>Board Monitoring visit, Assessment of paralegal units, & mentorship activity and M&E visits</p> <p>To accompany board member on regular annual field visits as well as to assess the best paralegal unit, meet with mentees and conduct monitoring field visits</p>

			Joseph Magazi	
8 th – 15 th October 2017	RUVUMA & NJOMBE	AICIL & PADI	Victoria Mshana & Andrea Kasagula	To monitor the program implementation through paralegals To assess the best paralegal organization in Makete and Tunduru
9 th – 10 th October 2017	MBEYA & SONGWE	MBEPACE & MCT-SWP	Fortunata Kitokesya	To assess the best paralegal organization in Mbeya, Kyela, Momba & Songwe
22 nd – 25 th October 2017	TABORA	JSDV	Kees Groenendijk & Hon. Chief Justice Omar Makungu	Board Monitoring Visit
23 rd – 27 th October 2017	MOROGORO	MPLC	Bonney Majila, Dr. Benson Bana & Renatus Kidwanga	Board Monitoring Visit
29 th October – 2 nd November 2017	MWANZA & GEITA	KIVULINI & NELICO	Lauden George	Data validation exercise and supportive supervision for drop up data collection exercise
30 th October – 3 rd November 2017	MTWARA & LINDI	FAWOPA & LIWOPAC	Saada Mkangwa & Renatus Kidwanga	Data validation exercise and supportive supervision for drop up data collection exercise
1 st – 2 nd November 2017	UNGUJA & PEMBA	UWZ, ZAFELA & PIRO	Kees Groenendijk, Fortunata	Monitoring Field Visits to Zanzibar Paralegal Units and Meeting Local Government Authorities

			Kitokesya, Joseph Magazi, Helen Barnes & Jane Rosales	
12 th – 17 th November 2017	KIGOMA	BAK-AID	Robert Zephania & Asha Aboud Mzee	Board Monitoring Visit Best Paralegal Assessment in Kibondo district.
13 th – 17 th November 2017	KIGOMA & KATAVI	BAK-AID & ACT-DR	Geoffrey Mwakabejela	Financial document review and audit preparation to RMO's
12 th – 23 rd November 2017	GEITA, MWANZA, SHINYANGA & SIMIYU	NELICO, KIVULINI, PACESHI & KASODEFO	Bryceson Munuo	Mentoring and Coaching to Mentee Join the CHRAGG for purposes of Quality and proceedings on the TOT training to LGA
19 th – 2 nd December 2017	MARA, MWANZA, SIMIYU, GEITA & KAGERA	CWCA, KIVULINI, KASODEFO, NELICO & MHOLA	Richard Mwakalindile	Financial document review and Audit Preparation to RMO's
22 nd – 29 th November 2017	MBEYA, KILIMANJARO & MOROGORO	MBEPACE, KWIECO & MPLC	Geoffrey Mwakabejela	Financial document review and audit preparation to RMO's
27 th – 29 th November 2017	MOROGORO & LINDI	MPLC & LIWOPAC	Scholastica Jullu, Victoria Mshana & Renatus Kidwanga	Mentoring and Coaching program initiation meeting
26 th – 1 st December 2017	RUKWA & KATAVI	KAESO & ACT-DLR	Bryceson Munuo & Saada	Monitoring visit and assessment of best paralegal units

			Mkangwa	
30 th – 1 st December 2017	IRINGA	LASWA	Bonney Majila	Best Paralegal Assessment in Mafinga
10 th – 11 th December 2017	MBEYA	MBEPACE	Kees Groenendijk & Lauden George	Mentoring and Coaching program
11 th – 13 th December 2017	DODOMA	CCT	Bryceson Munuo	Paralegal Forum
11 th – 14 th December 2017	TANGA & KILIMANJARO	TEWOREC & KWIECO	Scholastica Jullu, Victoria Mshana & Andrea Kasagula	Mentoring and Coaching program initiation meeting
13 th -15 th December 2017	ZANZIBAR		Fortunata Kitokesya	Mentoring and Coaching, Meeting with CHRAGG, Chuo cha Mafunzo Launch of Legal Aid Policy
12 th – 14 th December 2017	NAIROBI	Potential Partner & International Organizations in Nairobi	Kees Groenendijk & Robert Zephania	Implementation of Fundraising Approach

ANNEX 4. MEDIA COVERAGE FROM JANUARY TO DECEMBER 2017

Date	Subject	where	When	Covered by:
19 January	Call for concept note Pemba	Advertisement	On Jan 19	Appeared in Zanzibar Leo.
04 th February	Lsf gives paralegals laptop	Articles	February 04-05	Daily news, The guardian, habari leo, nipashe, The east Africa Business Week and Tanzania daima. Electronic media is ITV, Star Tv, East Africa TV, Channel Ten, Times Fm,Efm and Radio One
25 February	How can women access their rights?	Article	25 February 2017	Appeared in The guardian
02 nd March	Knowing the law: is the only way to make women know their right	Article	March 06 th	Apperared in Mtanzania
05 th April	Call for urban legal empowerment	Advertisement	On April 05	Appeared in Mwananchi, Daily News and The guardian
15 April	Women are key for industrial economy	Article	On April 15	Appeared in Tanzania Daima
15 April	Why engagement of women in industrialization is inevitable	Article	On April 15	Appeared in The Guardian

15 May	Tender notification for consulting services, for undertaking legal aid qualitative survey in Tanzania.	Advertisement	on May 15	Appeared in Mwananchi, Daily News and The guardian
15 May	Tender Notification for consulting services for the execution of the final evaluation of call for proposal 03.	Advertisement	on May 15	Appeared in Mwananchi, Daily News and The guardian
27 th May	“Sheria ya Msaada wa Kisheria ni ari, nguvu mpya” literally means Legal aid act opens a new charter for Paralegals	Article	May, 27 th 2017	Appeared in Tanzania Daima
30 th May	Legal aid act opens a new charter for Paralegals	Article	May, 30 th 2017	The guardian
31 st May	LSF gunning for a society where the ‘strong are just and the weak are protected’ “LSF inaongeza fursa za upatikanaji wa haki kwa wote nchini kwa njia ya uwezeshaji”	Article	May, 31 st 2017	Appeared in The Citizen and Mwananchi
29 th June	A caption Story demonstrating the magnitude of gender based violence in rural settings and what Paralegals recruited through LSF funding are doing to assist the victims	Article	June, 29 th 2017	Appeared in the Guardian, Daily News and Tanzania Daima
31st July	Relief for Urban dwellers as LSF set to Launch Urban Legal Empowerment	Article (Feature)	July, 31st 2017	Appeared in the Guardian and Tanzania Daima
16 th August	Tender Notification for Development of LSF Computer - Based Online System. A Web - enabled Monitoring and Result System	Advertisement	August, 16 th 2017	Appeared in Mwananchi, the Guardian, Daily News and Zanzibar Leo.

29 th August	Songea Paralegal offers services to Resident whose home was demolished	Success Story	August, 29 th 2017	Appeared in the Guardian
29 th August	Man who lost house happy, thanks to legal entity's help	Success Story	August, 29 th 2017	Appeared in Daily News
24 th September	WANAWAKE LIVE TV SHOW	TV Program	24,25,20 Sept	EATV
28 th September	NGO Hails better Information Technology use	Article	September, 28 th 2017	Appeared in Daily News.
28 th September	'ICT can broaden Legal Aid, access to Justice'	Article	September, 28 th 2017	Appeared in the Guardian
22 nd October	WANAWAKE LIVE TV SHOW	TV Program	22,23, 27 th October	EATV
23 rd October	Tender Notification for Consulting Services for the Execution of the Annual Financial Audit of 37 Legal Services Facility Grants – LSF 30 AUD T and Data Quality Assessment in Tanzania Mainland and Zanzibar – LSF/31/DQA-T	Advertisement	October, 23 rd 2017	Appeared in Mwananchi, the Guardian, Daily News and Zanzibar Leo.
31 st October	"Inheritance Justice seen after years of Patience"	Success story	October, 31 st	Appeared in the Guardian

31 st October	Woman wins Land case, thanks to Paralegals	Success story	October, 31 st	. Appeared in Daily News
26 th November	WANAWAKE LIVE TV SHOW	TV Program	26,27,1 st Dec	EATV
29 th November 2017	Paralegals help Kigoma Woman	Success story	November, 29 th 2017	Appeared in Daily News
29 th November	That tall tale of a divorced woman	Success story	November, 29 th 2017	Appeared in the Guardian
24 th December	WANAWAKE LIVE TV SHOW	TV Program	24,26, 30 th Dec	EATV