



Guideline for Social Development Officers (SDOs) Activities During SLLC

July 2019

LIFT
LAND INVESTMENT FOR
TRANSFORMATION
PROGRAMME



Contents

Acknowledgements.....	2
Acronyms	1
Introduction	1
Woreda Stakeholder Workshop.....	2
Woreda and Kebele Land Registration Office Staff Training.....	3
Kebele Leadership and Land Administration Committee (LAC) Training.....	3
Planning and Conducting Public Awareness Meetings	5
Organizing General Public Awareness Meeting at the Sub-Kebele Level	5
Separate Women Public Awareness Raising Meeting	6
Selecting village elders and women representatives	7
Orientation for 1:20/30 Development Group Leaders (DGLs).....	7
Orientation and Assignment to 1:5 Network Structure	8
Deploying 1:5 Network Members to Disseminate Information to Vulnerable Groups	8
Vulnerable Groups (VGs) Mapping and Documentation of Real-life Stories	9
VG Mapping	9
Documentation of Real-Life Stories.....	9
Communication Materials	9
Public Awareness Messages.....	11
Phase 1: Message to be communicated during Adjudication and Demarcation	11
Phase 2: Message to be Communicated during Public Display	12
Phase 3: Message to be Communicated for Certificate Collection/Distribution	12
Audience Segmented Message during Public Awareness.....	13
Message for KA & KLAC	13
Message for Mediators	13
Message for Husbands.....	13
Message for Wives	13
Message for Fathers and Brothers	14
Message for Fathers- and Brothers- in Law	14
Message for Guardians and Caregivers.....	15
Basic Communication and Facilitation Skills	15
Engaging Local Institutions.....	15
Women & Children Affairs, Labour & Social Affairs, and Women Association	15
Community Care Coalition (3Cs) to Protect the Land Rights of Vulnerable Group	16
Village Elders and Women Representatives	16
Planning, Monitoring and Reporting	16
Annex 1: Key Stakeholders and their Roles and Responsibilities during SLLC.....	18
Annex 2: Schedule of the Two Days Woreda Level Workshop.....	22
Annex 3: Schedule of Kebele level Training/workshop	24
Annex 4: List of SLLC Communication Materials	26
Annex 5: Detail Plan of the 30 Days PAC Activity and Work Plan	27
Annex 6: Sample Workplan how SDO works between AD and PD kebeles.....	29
Annex 7: Monthly PAC Reporting Format	32
Annex 8: VG Map and FT Weekly Parcel Restored Reporting Format.....	35
Annex 9: SDO Weekly Reporting Format to WC.....	36

Annex 10: Monthly Parcel Restored Reporting Formats and Brief Nots for Restored Parcels	36
Annex 11: Exit Reporting Format	42
Annex 12: Photo Consent and Release Form	43
Annex 13: Memorandum of Understanding with Woreda Stakeholders	44
Annex 13.1 Role of Steering Committee Member Offices.....	3

Acknowledgements

This material has been funded by UKaid from the UK government; however, the views expressed do not necessarily reflect the UK government's official policies

Acronyms

AD:	Adjudication and Demarcation
3C:	Community Care Coalitions
DFID:	The UK Department for International Development
DGL:	Development Group Leader
FL:	Field Team
FTL:	Field Team Leader
GESI:	Gender Equality and Social Inclusion
GGTF:	Good Governance Taskforce
HEW:	Health Extension Worker
HH:	Household Head
KA:	Kebele Administration
LAC:	Land Administration Committee
LAO:	Land Administration Office
LIFT:	Land Investment for Transformation
LSA:	Labour and Social Affairs
M4P:	Making Market Work for the Poor
MEC:	Members of the Elders Committee
PAC:	Public Awareness and Communication
PD:	Public Display
PWD:	Persons with Disabilities
RLAS:	Rural Land Administration System
SDO:	Social Development Officer
SLLC	Second Level Land Certification
SNNP:	Southern, Nation, Nationalities and Peoples
VG:	Vulnerable Groups
WC:	Woreda Coordinator
WCA:	Women and Children Affairs
WDG:	Women Development Group
WMHH:	Women in Male Headed Households

Introduction

Funded by the DFID, The Land Investment for Transformation (LIFT) Programme is a six-year (March 2014 - August 2020) that aims to improve the incomes of the rural poor and to enhance economic growth, through three components: The development of Second Level Land Certification (SLLC); improved Rural Land Administration Systems (RLAS); and increasing land productivity through the 'Making Markets Work for the Poor' (M4P) approach. The SLLC aims to achieve 14 million parcels in 140 woredas for approximately 6.1 million households (around 70% of parcels being jointly or individually owned by women). The programme is implemented in Oromia, Amhara, SNNP and Tigray regions, in close collaboration with the Rural Land Administration and Use Directorate of the Ministry of Agriculture and Livestock Resources (MOALR).

The SLLC fieldwork has been in progress since March 2015. Despite the physical progress being made, field assessment report indicated that the engagement of women and vulnerable groups in pursuit of the SLLC process has been lower than anticipated. Lack of timely and effective communications campaigns and outreach platforms targeted to women and VGs was found to be deficient. And this has given rise the dire need to develop a well-structured guideline and share with regional coordinators so that they could inform their teams to use it for public awareness activities. However, due to lack of staff dedicated to the GESI and PAC activities, the guide has not been used effectively. A review of the GESI and PAC activities conducted in 2017 revealed positive outcomes with the deployment of Social Development Officers. Yet, the need to strengthen GESI and PAC still needs attention with a more focused communication and outreach activities. This document is an update of the existing PAC guideline, addressing key areas where GESI-focused interventions could be improved.

What is the Purpose of this Guideline? This field guideline aims to strengthen the PAC activities to ensure a genuine participatory process, benefitting all segments of society particularly women and VGs. It builds upon experiences and feedback obtained during the implementation of the SLLC since March 2015 and the GESI and PAC review in 2017.

The scrupulous implementation of public awareness and communication activities are essential to ensure the smooth implementation of the SLLC processes, promote the participation of community leaders, and landholders including women and VGs. The intervention is also deemed essential to understand the concerns and feedback from the participants, which will be taken as inputs for reviewing and amending the GESI PAC activities as necessary. It strives to put into practice LIFT's approach for ensuring gender equality and social inclusion in the SLLC, paying attention to protecting the land rights of women and vulnerable groups. Vulnerable Groups (VGs) include those who face the challenge of preserving their rights to land.¹ They are by no means homogeneous although some share common characteristics – they belong to poor households, lack economic or social power and categorically are comprised of women and children.

For Whom is This Guideline? This guideline serves as a reference for Social Development Officer (SDOs) and others such as LIFT field team leader and woreda land administration office who are working on GESI PAC issues. It is intended to guide in developing a plan to implement GESI and PAC activities in a systematic way. This is about being prepared, planning one's time well and ensuring that all segments of the population, particularly marginalized groups are reached. The Guideline could be complemented by the overall LIFT Communications Strategy and the various LIFT-printed PAC-GESI materials in the course of the awareness raising campaigns.

What Does this Guideline Include? The guideline is divided into 12 sections.

¹ Vulnerable groups include (i) Women in households headed by men; (ii) Women in polygamous marriage, (iii) Female-household heads, (iv) Orphan children with no dependable guardian, (v) Elderly people with no dependable caretaker, (vi) People with disabilities and mobility issues, (vii) Destitute households headed by men, (viii) Minorities of any factor (ethnic, religious, occupational), (ix) Absentee holders (prisoners, migrant workers....), (x) and others affected by any form of addiction.

Section	Contents
Section 1	Introduction: provides background information about the project and the guideline, as well as how the latter is organized.
Section 2	Woreda Stakeholders Workshop: provides overall information on SLLC and stakeholders' roles and engagements in support of the SLLC process.
Section 3	Woreda Land Administration Office and Kebele Land Experts (where applicable) workshop: Focuses on technical aspects of the SLLC process, coordination and synergies between the Woreda Land Administration and LIFT Offices, PAC-GESI approaches and processes.
Section 4	Kebele Leadership and Land Administration Committee and Development Groups Training: provides information on preliminary activities required prior to public awareness activities to landholders.
Section 5	Planning and Conducting Public Meetings: covers planning and conducting public meetings. It touches on the development groups and development group leaders to reach the grassroots level.
Section 6	Vulnerable Group Mapping: provides information on the need to identify VGs during PAC and how to support them during AD and PD.
Section 7	Communications Materials: deals with the communication materials and how to use them effectively.
Section 8	Public Awareness Messages: discusses the kinds of messages that will be communicated in the public awareness events.
Section 9	Audience Segmented Message: provides with specific messages to impact the different actors on women and VG land use right.
Section 10	Basic communication and facilitation skills: these include basic skills in facilitating public meetings.
Section 11	Engaging Local Institutions: identifies LIFT's key partners in the field not only for information dissemination but also to protect the land rights of women and vulnerable groups.
Section 12	Planning, Monitoring and Reporting: deals with how PAC activity and support to women & VGs is planned and monitored.
Section 13	Annexes: provides with additional information on sections referred to have more information.

Woreda Stakeholder Workshop

Land certification is primarily the responsibility of land registration offices. However, land right claims before and after the registration involves key actors and support functions other than the land office. They are key to enabling women and VGs overcome challenges in realizing their land use right as stipulated in the FDRE Constitution and the federal and regional rural land proclamations. They include for example the women and children affairs, labour and social affairs, woreda administration. *Annex 1* provides a list of key stakeholders and their roles and responsibilities.

LIFT recognizes the importance of sensitizing SLLC actors on the challenges that women and VGs face and galvanize subsequent support and ownership during and beyond the SLLC. This will help to build on their roles and functions, and thereby ensuring the implementation of the SLLC. For example, the Women and Children Affairs office can support the SLLC process by informing and mobilizing women and children, and the Labour and Social Affairs office can mobilize its staff to protect the land rights of VGs, in particular the elderly and persons with disability (PWD). Failing to bring local actors onboard will result in having unclear and unfocussed work flow undermining the expected outcomes of the SLLC programme and perpetuation of land rights abuses on women and VGs. Before starting field activities, LIFT holds a kick off workshop to:

- Launch and familiarize local actors on the LIFT programme and the SLLC process;
- Explain the SLLC work plan and budget for the woreda;
- Create awareness on the challenges facing women and VGs during land registration;
- Familiarize on the PAC-GESI approaches in support of the SLLC process and stakeholders' role;
- Clarify the roles and functions of the woreda land registration office in implementing the SLLC programme;
- Establish the woreda steering committee and define the coordination between LIFT woreda organizational structure, the WLRO and relevant woreda sector offices.

Participants include but are not limited to Heads of Woreda Administration, Land Administration and Use, Finance and Economic Development, Women and Children Affairs, Labour and Social Affairs, Justice Office, Court, Grievance Hearing/Good Governance, Communication Affairs, Education office, Women Association, Federation/Association of Persons with Disability, Association of HIV Positive (the latter two as applicable). In addition, key zonal and regional office heads or experts attend the event. This workshop is facilitated by regional level LIFT and Land Administration and Use heads. The workshop agenda is found in *Annex 2*.

During the woreda stakeholders' workshop, the SDOs will participate and accomplish with the following tasks:

- Present land-related problems women and VGs face, including real life stories;
- Highlight public awareness procedures and approaches targeted to the different groups;
- Create awareness on role of the SDO and stakeholders' engagement in the SLLC process;
- Create awareness and make an interface with the land office, good governance task force (GGTF) and the steering committee, to respond to land-related problems that woman and VGs could potentially face in the SLLC process.

In situations where more than one SDO participate at the woreda level workshop, one of the SDOs can make the presentation, or they might share topics in consultation with the Regional Coordinator (RC) or as agreed by the SDOs.

Roles and Responsibilities of the SDOs

- Liaison and forge strong collaboration with relevant woreda stakeholders to seek their proactive engagement in support the SLLC process, starting from the PAC
- Provide kebele level leadership awareness training in coordination with woreda LAO
- Provide well organized public awareness to all land holders
- Reach out to women and VGs who are mostly information marginalized
- Conduct VG mapping through sub kebele PAC team and follow up with FTs during AD
- Compile public awareness, VG mapping and parcel recovery reports
- Follow up with WLAO and GGTF to resolve women and VG compromised land rights
- Facilitate communication within and between relevant stakeholders in support of women and VGs
- Speed up the SLLC process and minimize delays caused by low participation of land holders
- Capture success stories or trace case stories exhibiting the felt impacts of SDOs interventions.

Woreda and Kebele Land Registration Office Staff Training

LIFT SLLC employs about 80 contract staff (60 for the field work and 20 for the back office) for each woreda. This number can reach up to 100 if the public display (PD) is implemented simultaneously with AD (adjudication and demarcation) in another kebele (5 field staff will be deployed for one PD kebele). The LIFT contract staff works under the support and supervision of the woreda land administration office and LIFT Woreda Coordinator (WC). More importantly, the woreda channels the financial aid budget to accomplish the SLLC within a specified time frame based on the number of parcels it has. All these require training of the WLAO staff so as to understand the financial aid budget and requirements for the SLLC to run smoothly.

The one-day WLAO staff and (kebele land experts where applicable) training is organized following the woreda stakeholder workshop. In addition to the topic covered during the previous day's workshop, the training for the WLAO staff and kebele land experts includes: (i) roles and responsibilities of the WLAO staff during the SLLC process, (ii) issues related to the registration process, and (iii) land-related issues women and VGs face and how to facilitate their participation during SLLC. The workshop agenda is found in *Annex 2*.

Kebele Leadership and Land Administration Committee (LAC) Training

Kebele Leadership Training

In each woreda, the SLLC will be implemented in three kebeles concurrently. Each kebele will have 20 field staff organized into four field teams (FTs); each field team having two para-surveyors (PS), two field data recorders (DR) and one field team leader (FTL) for the adjudication and demarcation. The Kebele Administration and Kebele Land Administration Committee (KLAC), landholders and other community representatives play a key role during the SLLC process particularly in terms of supporting the field staff and mobilizing community members including women and VGs.

In order to provide the required support for the FT and ensure land holders' mobilization for the SLLC, a one-day training will be provided for the kebele leadership. Size and composition may have slight difference depending on the kebele situation. Generally, however, there are about 30 participants, which will include the kebele administrator, kebele manager, land administration committee members, land administration expert, development agent, health extension worker, school director, women affairs, women association, community care coalition (3C), development group leaders (DGLs) and other relevant actors as applicable to the different kebeles. The DGLs should be represented equally from households and women development groups to ensure women's participation in the kebele leadership training. Content to be covered during the one-day training is found in *Annex 3*.

The following key activities and procedures will be followed to implement the kebele leadership training.

Preparation

- Get telephone contact of the kebele administrator from the woreda administration
- Contact the kebele administrator and agree on dates to make visit to the kebele administration office
- Travel to the kebele administration and meet with the kebele administrator, manager and other available members of the kebele administration
- Clarify objective of the workshop:
 - briefing on SLLC and start date to the kebele
 - role of the kebele leadership in the SLLC process
 - the need to provide training for the kebele leadership to support the process
 - List of participants of the training and how they should be identified
 - focus on fair representation of women to the training
 - equal representation of HH and women DGLs
 - agree on date of the training

Procedure

- Greetings in locally accepted manner and message
- Introduction between trainers and participants
- Ensure proper mix of the participants, check if unnecessary participants are included and required participants are left out.
- Check out the size of women participation
- Discuss and agree how to correct mismatch of participants (general and women) with low impact in affecting the session

Materials to be used: Flip chart

The KLAC, Sub-KLAC and Development Groups Leaders (DGLs) Training

The Kebele and sub kebele land administration committees and DGLs are key actors in the SLLC process. The *Kebele* Land Administration Committees must be in operation prior to the commencement of field work. If not, the KLAC must be elected and trained before the start of the field work. Women must be represented in the KLAC and be able to participate in capacity-building events, meetings and other KLAC activities. One of the benefits of the SLLC is that it is a participatory approach, with members of KLAC operating as the representatives of the community. It works on the side of the *Kebele* Administration in informing the community about the certification process and other land related issues. It also works closely with the Field Team throughout the SLLC process. At least one member of the KLAC will work as a member of the field team, where the role of the KLAC in the field is irreplaceable. For that reason, the second day of the kebele level training is devoted to KLAC members. The training for KLAC includes all LAC members who work at kebele and sub kebele levels, as well as DGLs. Topics include: update on regional land proclamation and directives, land rights of vulnerable groups; challenges they face and supports expected from KLAC, Sub- KLAC, and DGLs members, dispute resolution, and indeed their own roles and responsibilities during the SLLC. The purpose of this training is to raise the awareness level of KLAC, Sub-KLAC and DGLs about their specific roles and responsibilities when engaging with the Filed Teams. Also, an experience sharing session will be

leveraged among the participants in the course of the training. Agenda of KLAC, Sub-KLAC and DGLs training is shown in *Annex 3*.

Formation of Sub kebele PAC Team

The KLAC and SDO will not be able to reach out to all landholders particularly women and VGs. This has demanded the need for creating a support structure at the sub kebele level, namely; sub kebele PAC (public awareness and communication) Team. The purpose of this team is to support the SDO and LAC members in their effort during the public awareness campaigns. More importantly, it is instrumental in conducting VG mapping. Members of the sub kebele PAC Team constitutes 5-7 members drawn from:

- The kebele leadership in the sub kebele- who has a good acceptance by the community – Chairperson
- Land administration committee (LAC) member from the sub kebele² - Secretary
- Women representatives or Development Group Leaders (2x)
- Community elders, who are well recognized and honoured by the community (2x)
- Religious leader, who is well accepted by the community (1x)

Procedure:

During the kebele level leadership training, those who come from the respective sub-kebele will form the Team. However, it will be completed up on additional members to be elected from the sub kebele general and women separate meetings. Elders and religious leaders will be represented by the community during sub kebele level general public meeting. On the other hand, women representatives will be selected during sub kebele level women separate meeting.

Planning and Conducting Public Awareness Meetings

In general, public awareness meetings provide an entry point to bring community members together and inform same about the SLLC processes. It may not always be possible to get 100% attendance. Some people may have commitments. Others face various constraints. Among those who are able to attend, some may feel uncomfortable voicing their opinion in public or just even to ask a question.

LIFT's PAC-GESI strategy includes a set of cascading meetings that will be implemented during each phase of the SLLC process. It starts with a general public meeting and goes further down to reach women and vulnerable groups who may not be reached out using the conventional information dissemination methods. This section will guide the PAC team on planning and conducting public meetings.

Organizing General Public Awareness Meeting at the Sub-Kebele Level

Following the kebele level leadership training workshop, a public meeting will be conducted at the sub-kebele level. Members of the PAC team will serve as facilitators. In other words, all four PAC teams assigned to a kebele will conduct 4 sub-kebele public meetings concurrently

Preparation

- Agree with the kebele leaders on the schedule of the meeting and announce the schedule using various methods: churches, mosques, development groups, coffee ceremonies etc.
- Encourage both women and men to attend the meeting
- Focus on the need for all women to attend the meeting, particularly women in male headed households (WMHH)
- Message for caregivers and guardians to attend the public meeting on behalf of VGs
- Familiarize with the contents of the flipchart and make a further reference to the LIFT-printed booklet meant for conducting awareness raising sessions.
- Be ready for the questioning and answering sessions. Go over the list of frequently asked questions.

Procedure

² If no LAC member is available in the sub kebele especially in those regions whose committees is only at the kebele level, this can be replaced by DGLs or Community Elders elected by the community during the sub kebele general public meeting

The PAC team will introduce the team, the objective of the meeting, and procedure of the meeting. The meeting procedure will include:

- Giving an overview of the PAC activities
- Explaining the message using the flipchart
- Question and answer session for the public to clarify issues
- Announce for women and VG separate meeting
- Announce follow up orientation for DGLs after the meeting
- Discuss the need to have separate women meeting and fix the date in consultation with the participants. If possible, the women's meeting should follow soon after the general sub-kebele meeting

Materials to be used: Flipchart

Separate Women Public Awareness Raising Meeting

Experience shows that more men attend and participate in public meetings. Among those women who attend are those from female household heads (FHH). Even when they attend, women in most cases do not speak in public. Generally, women and other vulnerable groups (VGs) are marginalized from information (as shown below) and needs a well targeted approach such as separate meeting dedicated for them.

Vulnerability for information marginalization

	Vulnerable Group	Marginalization Factor	Media Option	Input Required
1	Women in male headed households (WMHH)	Mobility restriction due to cultural barrier and workload	Use of 1-to-20/30 Development Group and 1-to-5 Network	Regular meeting and discussion. Leaflets and discussion guides
2	Women in polygamous marriage	Shares the problem with WMHH & FHH	Same as above	Same as above
3	Female household heads (FHH)	Time constraint (IGA), voiceless, do not live in the kebele	Same above	Same above
4	Destitute households headed by men	Voiceless due to destitution	Same as above	Same as above
5	Elderly persons	Physical mobility problem		
6	Person with disability and health issues	“ “	Same as above	Same as above
7	Orphans	Under age and unable to attend different meetings	School and out of school club activities	Posters, leaflets mini media equipment
8	Minorities of any factor	Voiceless due to suppression	Use of 1-to-20/30 Development Group and 1-to-5 Network	Same as above
9	Absentee holders (migrant workers, Prisoners...)	Legal rights and mobility restriction	Information through networks	Assignment to networks
10	People experiencing any form of difficulty (addicts...)	Compromise their long-term interest to short term need	One to one contact	Counselling

Separate meetings create better space for women and VGs to express their issues and concerns surrounding the SLLC. A separate meeting date is strongly preferred instead of holding the focus group after the general meeting for practical reasons:

- Avoid the excuse “men and women couldn't come at the same time to take care of the household”
- Women cannot afford to stay behind after the general meeting because they do not have the time.

- Even if they are requested to stay after the general public meeting, they will not listen properly to the message because a) they are already tired and fed up of listening, and b) their heart and mind are set to heading home.
- Shortage of facilitator to conduct parallel session of women and men on the same date

Also, it is preferred to share message to both men and women together during general public meeting no matter how few the latter are, because it helps to reinforce the message.

Preparation

- Agree with the kebele leaders on the schedule of the meeting and announce the schedule using various methods: churches, mosques, development groups, coffee ceremonies, etc.
- Focus on all women, particularly women in male headed households to attend
- Familiarize with the contents of the flipchart
- Be ready for the question and answer. Go over the list of frequently asked questions.

Procedure

On top of keeping the procedures for the general meeting, please read the following pointers to effectively communicate the message to women and involve them in the discussion:

- Encourage women to raise questions and issues after the presentation
- Encourage them to bring practical cases of land rights violation they know about other women or themselves (by husbands, ex - husbands, brothers- in- laws, rentees, etc.)
- If they do not provide such cases, give them with cases stories³ the facilitator has come across or knows about. This will help them to realize how important their presence is in all the SLLC process.
- Be aware that there are women separate Development Groups structure and make sure WDGLs get orientation (like the men or HH DGLs) after the women separate meeting.

Materials to be used: Flip chart

Selecting village elders and women representatives

In addition to the KLAC members assigned to work with the field team during the AD, women and elders⁴ will be selected from each village to work with them. Their role is mainly to ensure that the rights of women and vulnerable groups are protected.

In kebeles where Community Care Coalitions (3Cs) have been established and are functioning actively, they can be chosen to represent their village. After receiving their orientation, the DGLs will play a significant role in drawing representatives from each village.

Why involve women and elders as part of the field team?

- Women know very well VG land holders' situation and women with joint land holding right in their village
- Elders know very well land boundaries, neighbours and residents in the village. Most importantly, they are recognized for their impartiality, which is necessary to defend the rights of women and VGs in the SLLC process

Orientation for 1:20/30 Development Group Leaders (DGLs)

Following the public meeting, orientation to the DGLs will be given by the SDO or by the sub kebele PAC Team, using leaflet containing SLLC message as communication aid to disseminate information to the 1:5 Network Leaders and their members. The DGLs will be responsible to facilitate selection of village elders and women representatives from villages or '*gots*'-the lower stratum of local administrative structure. These

³ Practical cases of women land rights violation can be collected from the Woreda Land Administration Office, Court, Justice Office, Grievance Hearing Office, Women and Children Affairs Office and Women Associations ahead of the meeting. More importantly, the SDOs can relate to experiences from previous woredas.

⁴ Unlike the KLAC, village elders and women representatives are not paid members since they will not be working side-by-side with the field team all the time. They will join the field team only when the team is working at their village. They work on voluntary basis and mainly to provide additional support to protect land rights of women and VGs during adjudication and demarcation.

representatives will work with the field team during the AD to protect the rights of women and vulnerable groups.

Preparation

- Agree with the kebele leaders on the schedule of the meeting with the DGLs.
- Contact the DGLs
- Familiarize with the contents of leaflet
- Be ready for the question and answer. Go over the list of frequently asked questions.

Procedure

- Explain the purpose of the meeting and their role in the SLLC PAC (orientation for 1:5 network structure and meeting with the vulnerable groups)
- Explain the contents of the leaflet. Do not read the leaflet
- Encourage participants to ask questions
- Only use information provided in the leaflet when communicating messages
- Advise to clarify misinformation and distortion they may come across, ensure the right message reached VGs
- Provide tips on how to conduct the meeting with the 1:5 Network leaders: explain each phase clearly and slowly to ensure comprehension
- Get the list of village elders and women representatives who will work with the field team,
- Obtain a preliminary schedule from each DGL for the 1:5 network meeting.

Materials to be used: Leaflet and Flipchart

Orientation and Assignment to 1:5 Network Structure

The 1:5 network structure is a crucial avenue for reaching out to marginalised women and vulnerable groups (VGs) at the grassroots level, as most of landholders are tied up with the system. Therefore, the 1:20/30 DGLs after receiving orientation from the SDO, will in-turn give a similar orientation and assignment to the 1:5 DGLs. Explain their role in the PAC, the SLLC steps and the next meeting that they have to organize clearly and slowly to enable 1:5 network leaders to capture and pass the message during the meeting with vulnerable groups.

Deploying 1:5 Network Members to Disseminate Information to Vulnerable Groups

Not everyone in the community belongs to a DG and 1:5 network arrangement, particularly those VGs with physical mobility problem and those who live outside the kebele. For these, the 1:5 network members will be given the responsibility to disseminate the information.

Preparation

- Network members know VGs with mobility problems and those living outside the kebele. If not, can refer to the VG-mapping list.
- Identify which member will be responsible for reaching a VG and the tasks that need to be undertaken
- Women and men 1:5 network members should each given tasks

Procedure

- Each member will find out VGs living within their neighbourhood. Obtain a list and provide this to the DGL. The DGL will forward the list to the sub kebele PAC Team leader.
- For individuals living in the kebele but are unable to attend the focused group meeting, a house-to-house visit will be arranged
- Arrange to disseminate information to VGs living outside the kebele using their social connections
- Explain clearly the SLLC process and why participation of VGs is important
- For those unable to attend due to serious mobility problem, ask who will represent them. Get the name of the person. Forward the information to the DGL. The DGL will forward the information to the FTL.
- Identify other constraints that may hinder VGs from participating in the SLLC. Report this to the DGL. The DGL will subsequently report to the FTL.

Vulnerable Groups (VGs) Mapping and Documentation of Real-life Stories

VG Mapping

Along with conducting the PAC activities, the SDOs will facilitate VG mapping in the entire kebele. However, since the SDO cannot reach out all the VGs and limited knowledge of the community, the sub kebele PAC team is responsible to conduct this activity. The purpose of this exercise is to ensure women and VGs get timely SLLC information and identify those who have problems with their land use right. Information to be captured by the mapping exercise includes:

- names and locations (village) of elderly and person with disability along with their care takers
- names and locations (village) of orphan children of either parent along with surviving parent (mother or father)
- names and locations (village) of orphan children of both parents along with Guardian and what relation with the children
- names and locations of men with more than one wife
- localities where women acquired their husband's name in place of their father's name upon marriage
- localities where minorities of any factor live and what kind of problem they face in relation to land use and land registration

The Sub kebele PAC team closely works with the kebele Land Administration Expert/ Land Administration Committee, the Kebele Administration and the SDO. The sub kebele PAC team reports to the kebele land Administration Expert or to the Kebele Administration. The kebele Land administration expert will compile the report and send to the woreda land administration office. The WLAO provides the report to LIFT WC and SDO. The SDO will closely work with WLAO focal person to follow up and resolve disputes or any outstanding issues as much as possible before the deployment of FTs at the kebele duty station. Those non-resolved disputes shall be passed to FTs, and they will in turn make informed decision during AD. The VG mapping and reporting format is attached as '**Annex 5**'.

Documentation of Real-Life Stories

Women's low levels of participation may not necessarily be due to lack of information, but due to cultural and traditional barriers to take part in public life. This is particularly true among women in households headed by men. In the patriarchal system, land and agriculture are often considered to be men's domain; women will not come out for the SLLC even when they are informed. Breaking this invisible yet deeply engrained barrier can be difficult as efforts could be met with stiff resistance even among women themselves. Encouraging individuals to bring cases of personal and other experience of land right problems faced by women and other VGs might help to touch the hearts and minds of husbands, wives, and youth and take bold action to participate in the SLLC process. It is therefore advisable for PAC facilitators to include live witness or experience sharing from women and VG. It will encourage participants to share their own living experience and learn from each other. The shared testimonies will encourage women and VGs to participate in the SLLC and other future events of their concern.

Likewise, it is important to find men who encouraged their wives to take part in SLLC to share their experience and promote women's engagement. Men speaking to other men may encourage more promotion of women's participation in the land certification process and speak about the benefits of involving their wives.

However, women and VG may not be comfortable to share their own or other persons' real-life experience of land right problems. In this case, the facilitators need document their observations on challenges that women and VG in the woreda or elsewhere. To support this process, the woreda coordinator will collect real life stories of women and VG land right problems. Possible sources of such information are, woreda land administration office, court, justice office, women affairs office, labour and social affairs office, women associations and grievance hearing offices, among others.

When producing Case Stories, it is highly recommended to accompany with pictures of the story owner. Yet, we must get permission and Photo Consent Form should be attached with the story. See *Annex 10*.

Communication Materials

Below are some useful tips to fully make use of the communication materials produced by LIFT to support the public awareness and communication activities

Flip Chart for Public Meetings

- Flipchart is a communication aid, with visual depiction, but with limited worded messages
- Place the flip chart at an appropriate location visible to the audience



- Go over each page slowly
- Remember to engage the audience during the presentation.
- Pictures or visual images are shown in each page. Explain clearly the message that the picture is supposed to convey.
- The usage of flipchart as a public awareness support material is not for a one-time show. It is to be used for subsequent many more public meetings.
- After each sub kebele level public meeting, store the flip chart in a safe place.
- The flip chart is an important communication resource. Use it and remember to handle it with care. Doing so will make it last long and serve more public meetings.

Leaflet Containing SLLC Messages



During the DGLs' orientation, they will be provided with leaflets that contain information on the SLLC processes.

It is important that DGLs' understand the order of the processes (adjudication and demarcation, public display and certification) and what each process entails. SDO or Sub Kebele PAC Team will gather DGLs before each process to orient them of the activities that will take place and the information dissemination activities needed to ensure that each process is implemented smoothly.

Posters



Posters containing specific messages for each SLLC process (Adjudication & Demarcation, Public Display, and Certificate Collection) are to be posted in visible and accessible locations.

Leaflet on Landholders' Rights and Obligation



This leaflet shall be distributed to landholders randomly and should be treated as supplementary material. A copy of leaflet will be made available in the Kebele Administration Office and the Kebele Land Administration Committee Office if available. This leaflet will not be discussed during the public meeting or DGLs' meeting. The reason is that it is important that meeting participants focus on the SLLC message.

Leaflet for Sub kebele PAC Team

Leaflet that defines vulnerable groups, what the sub kebele PAC team can do for this group will be prepared to guide the work of the sub kebele PAC team. The leaflet will be provided to the sub kebele team during orientation that will be followed by election of the additional members from the general and women only sub kebele level public meetings.

Public Awareness Messages

During the Kebele leadership training, all messages on the SLLC will be passed to the Kebele leaders. However, a tailored message needs to be conveyed in line with the sequence of the implementation of the SLLC process, starting with Adjudication and Demarcation followed by Public Display and Certification.

Phase 1: Message to be communicated during Adjudication and Demarcation

Key message: Be present at your parcel during adjudication and demarcation. It is a pre-requisite to ensure your land use right.

Specific Messages:

- Produce all evidences (1st level Certificate, land tax receipts, court orders) to justify the land belongs to the claimant
- Spouses (both husband and wife, including co-wives) should appear in the field and get their lands demarcated together
- In localities where women change name (first and/or second) upon marriage, they must register by their maiden name (that was used prior to their marriage)
- Men to produce evidence from HEWs (Health Extension Workers) for women who cannot attend adjudication and demarcation due to late (near birth) pregnancy or recent maternity. HEWs to provide with such evidence
- Husband and wife in a different parcel with a different field team to produce evidence (Form to be provided to the field teams by the WLAO)
- Mothers to register as 50% holder of the deceased husband. Female siblings to register as joint holder with their male siblings.
- Women should give priority to attend AD over any other competing priority (for example, they may be pushed by the men to return home to prepare meal for the field team, even after they came for AD).
- Landholders need to present their photographs to the field team and spouses and other joint holders need to produce and present each of their photographs, in regions where applicable.
- Orphans, elderly, persons with disabilities and others who cannot be present at their parcel with acceptable reason, will be represented by their caregivers, recognized by members of the Elders' Committee.
- Guardians of orphan children need to produce evidence from court or elders' committee

- Caregivers of elderly, Persons with Disabilities (PWDs) and other VGs, need to produce official representation from the Justice Office or endorsement by elders committee
- The need to select Village Elders and women representatives from each village
- The need to engage 3Cs, DGLs, 1:5 Network leaders
- Roles and entrusted duties of LAC, DGLs, 1:5 Network leaders, 3Cs, Village Elders and Women Representatives in the SLLC process.
- The date when the demarcation will start in the kebele
- Demarcation schedule in the different villages will be communicated through the KLACs and DGLs so that people will be properly informed and appear when their lands get adjudicated and demarcated.
- Composition of the Field Teams (including LAC, Elders and Women representatives)

Phase 2: Message to be Communicated during Public Display

Key Message: Visit the public display site on your appointed schedule. Verify textual and spatial data about your land holding status. There is a possibility to have errors on the attributes of parcel data. If left uncorrected, this can cause land disputes and could eventually lead to losing one's land use rights.

Specific messages:

- Verify facts about your land holding status and attributable data
- If wrong data is recorded, fill in the Complaint Form and submit to dispute recorders
- Follow up correction of parcel data with dispute recorders
- Attendance of spouses (including co-wives) and other joint holders should appear at the public display site and verify facts together. This is mandatory or required.
- Priority will be given to pregnant women and those with children as well as elderly during long waiting
- Bring evidence from the health extension workers for women who cannot attend PD
- Orphans, elderly, persons with disabilities and others with acceptable reasons for absence during the public display will be represented by their caregivers or other legitimate agents who were also present when their land was adjudicated and demarcated. The representatives should verify the accuracy of the data and lodge a complaint if incorrect data is found.
- Land holders should sign on the consent form if they agree on the data reflected.
- Spouses including co-wives and other joint holders need to sign on the Form.
- PWDs, especially those with mobility problems, will be provided with a copy of Correction Form
- Date and location of the Public Display site should be well communicated so that people, especially wives and other joint holders, will not miss it.

Phase 3: Message to be Communicated for Certificate Collection/Distribution

Key Message: Collect your land use certificates. This is a key document ensuring your land tenure security and landholding rights. Check if all information on the certificate is correct.

Specific Messages:

- Attend the certificate distribution event and collect your land certificates
- Both spouses and other joint holders should appear and receive their certificates
- Where applicable, check if spouses' photos are the right holders when receiving the certificates
- Orphans, elders, persons with disabilities and others who cannot appear for convincing reason can collect their certificates through their legitimate representatives and widely recognized village elders
- Date and place of certificate collection should clearly be communicated

It is important to remember that information dissemination should pursue a phase-based approach in the course of the SLLC process. Timeliness in disseminating information is essential to ensure that the target audience receives the message and could plan their schedules accordingly. Giving them all information at one-shot will end up in mixing up of messages and confusion. When the required information is disseminated following each process or phase, it enables Development Group Leaders, network representatives, and landholders, including women and VGs, to capture the message and pass it on to others.

Audience Segmented Message during Public Awareness

Apart from conveying generic SLLC message applicable to all land holders, it is important to communicate focused messages to different power groups that influence one's land use right. These messages are particularly crucial in shaping how people think and act on women and VGs lands right.

Message for KA & KLAC

- Social responsibility - the community trusts your impartial treatment
- Protecting the poor and the weak is a high moral responsibility and wisdom
- Betraying people's trust for the sake of money, power or connection will relegates your human integrity
- During meetings, ask them, who would prefer to be treated unfairly?
- Golden rule - quote from the Holy Books ("Do unto others as you would have them do unto you"). Reward from The Almighty: those who did good for "the little ones", are blessed. Blessed are those whose children are blessed
- Win respect and trust of the community
- Enjoys a harmonious, respectable, and happy life due to your impartial support

Message for Mediators

- You are a mediator because the community trusts your impartiality
- However, your action could be unfairly biased against women due to socially or culturally constructed norms
- Women and men have equal rights that must be respected and put into practice
- During meetings, the participants who have a mediating role in the community to identify themselves - raise their hand. Ask them, which mediator would like to have his or her daughter be unfairly treated by another mediator in another area.
- Golden rule - quote from the Holy Books ("Do unto others as you would have them do unto you")

Message for Husbands

The message will focus on what are the incentives for husbands to let women participate during SLLC:

- The family will feel more land tenure security when the wife equally knows the household's asset and engaged in the decision-making process.
- If a husband migrates, sick or away for any reason, the wife will be able to protect the family interest
- If a husband dies, the wife should know the land location, boundaries and other attributes to defend her own and children's rights from those with vested interest on the land, such as rentees, neighbouring holders, etc.
- Women farm. They are farmers. Recognize their full potential as land stewards. Enable them to attend to land registration activities and communicate issues regarding their rights.
- If given equal opportunity, everyone has the capacity and capability. Give women the opportunity to unleash their potential to benefit the family and beyond!
- Allowing women to participate in SLLC and beyond is an expression of manhood and modernity. It is about showing respect and recognizing human dignity.

Message for Wives

What is the advantages/incentives for women's participation?

- If husband migrates, sick or away for any reason, the wife must represent her husband
- If her husband dies, the wife should know the location and boundaries, to protect hers and children's rights from others
- In some communities, the husband's line of family could challenge his wife and children their land use right upon his death
- If divorce happens, the wife should know her and her children's share
- Women do work outside the home. They farm. They are farmers. It is just proper that they know about the land that they are farming, protect their right to use the land, and participate in the land registration process

- Failure to attend the AD and PD because one is busy at home responds to a short-term need but could have long-term consequences. Give priority to long term strategic interest of the household, in particular to the children, over short-term practical need (clarify long term over short term). Find ways to make arrangement so you are available when the staff are in the field.
- Provide real life case stories during women separate meetings so that women will learn from other women's experiences

Message for Fathers and Brothers

Fathers:

- Your male and female children have equal right under the Ethiopian law and in the eyes of our Maker;
- Granting your daughter her entitlement helps her to live a dignified life when she has her own family;
- Your son will have similar opportunity through his wife;
- When husband and wife have the property, they deserve from their parents, they have the possibility to engage in livelihood activities and lead a well-balanced and respected life
- A well-respected and balanced life is the foundation for peaceful and healthy family and generations to come.

Brothers:

- The FDRE Constitution stipulates equal land rights for your female siblings;
- The family is the basic unit of Ethiopian life and society. Why deny your sisters of their rights and break ties to the family ties?
- Defend the land use rights of your sister, as she will have similar right from her parents;
- Championing ones right and respecting others is the foundation for peaceful relation in the family, community and society at large
- Defending ones right and respecting others is the sign of civility

Message for Fathers- and Brothers- in Law

Fathers in-law:

- The law guarantees equal rights for women and men. You cannot deny your widowed daughter in-law of her land rights;
- Your widowed daughter-in-law is the mother of your grandchildren and deserves your protection;
- Children are better off when they are with their mothers and deserve support;
- Do you want to see your daughter and her children lose their land use right and live in destitution?
- Will you be happy and be able to accommodate and give full support to your daughter and her children if they come back to you because her father- and brother-in-law denied their land use right?
- When daughters.in-law have the property, they deserve from their marriage, they can provide decent life to their children, establish good relations among family members, and keep a good standing in the community.
- Male and female children who are well-protected by their extended family, including their right to inherit land, are great assets for the country.

Brothers-in-law:

- The law guarantees equal rights for women and men. You cannot deny your widowed sisters-in-law of her land rights;
- Your widowed sister- in-law, nieces and nephews deserve your protection, and by no means, your persecution. Ensuring their land rights will give them the possibility to have a good future.
- Do you want to see your sister and her children lose their land use right and live in destitution? Don't you want them to become economically independent and live respectably?
- Defending one's right and respecting others is a sign of civility
- Protecting the poor and the weak is sheer manifestation of high moral integrity

Message for Guardians and Caregivers

- Respecting land rights of orphan children, elderly, persons with disability and other VGs is a sign of being humane and being a responsible member of the community
- Protecting the poor and the weak shows high moral integrity and socially, psychologically, and spiritually rewarding.
- So, treat others as you wish to be treated (quote The Holy Books or use local contexts, as applicable)

Basic Communication and Facilitation Skills

These are just some basic skills which GESI/PAC Coordinators need to take into account when facilitating public awareness raising meetings at various levels. It is best to put these into practice and to help our colleagues to acquire these skills. As our work on the ground progresses and we open ourselves to learn and adapt, we will stir feelings in working and supporting the people that matter most in the SLLC. This is a limited list, please feel free to share new skills that you have acquired and found useful!

- Greet in locally accepted language and style
- Introduce the team
- Clarify the objective, methodology and duration of the meeting
- Speak the local language or use a dependable translator
- Use ordinary and simple words the public can understand
- Respect them in words and actions (they are adults and human beings with dignity)
- Treat them as partners to the processes
- Value their knowledge, experience and information
- Give them time for question and answer sessions (two-way communication)
- Listen and keep an open mind. Hold any judgment. Listen carefully to participants' issues and concerns.
- Exercise patience in listening to different versions of a story. If necessary, verify the information after the meeting. Take down notes if at all possible!
- Be polite and humble all the time
- Know your role as a facilitator
- Be sensitive to the needs of women who are lactating or pregnant
- Be sensitive to religious practices and social norms. For example, Muslims observe Friday prayers.
- Set separate or additional space/sessions for women/girls and other VGs especially after a joint meeting to sort out issues specific to their interest. Make sure the time and venue are convenient for women and VGs.
- If there is a large number of participants (more than 10), work in small groups to encourage discussion and dialogue with women/girls, and other VG groups (when necessary)
- Be culturally sensitive in using various facilitation techniques, energizers and the like
- If you promised to make a follow up, remember to do this and get back to the participant. This shows you value his or her concerns.
- Keep to the agenda or topic. If the discussion veers to a totally different topic or issue, politely steer the conversation back to the topic.

Engaging Local Institutions

LIFT needs to engage woreda and local level stakeholders that will assist in the implementation of GESI PAC activities. This section describes some of these partners. Most are local stakeholders and are well-placed to facilitate the participatory and GESI approach of the PAC intervention. The roles and responsibilities of the various institutions is attached as 'Annex 1'.

Women & Children Affairs, Labour & Social Affairs, and Women Association

LIFT recognizes these institutions have a special role to support women and vulnerable group in the SLLC public awareness and communication. The Women Development Group (WDG) and Community Care Coalition (3Cs) are the community/kebele level structures for these institutions. In the case of Amhara and SNNP regions, the Labour and Social Affairs Office has no woreda level structure, and it is the Socio-Economic

Expert at the Woreda Administration office who is in-charge of this particular engagement. It is, therefore, important to closely work with these offices and explore areas where they can support especially in addressing the low awareness level on SLLC. Working closely with these offices will reinforce the kebele level structure and SLLC message.

Community Care Coalition (3Cs) to Protect the Land Rights of Vulnerable Group

All the four regions have introduced a structure called the Community Care Coalition (3Cs) at the kebele level. The 3Cs are responsible for mobilizing support to destitute members of the community. Although its effectiveness varies from region to region, its role can be expanded to protect the rights of women and vulnerable groups if the kebele administration can galvanize it. In the various discussions with relevant sector offices and during the first set of woreda leadership workshop, the idea of expanding the role of the 3Cs by having proactive role in protecting the land rights of women and vulnerable group gained considerable acceptance and appreciation. It is therefore a wise decision to make the 3Cs one of the target groups in the PAC events so that they will be recognised by the community members. Community members can approach them when they are faced with land rights problems during the SLLC and even beyond. Vulnerable groups will also be made aware of the role of 3Cs so that they can confide their problems or concerns during the implementation of the SLLC process.

Village Elders and Women Representatives

Women and VGs face pressure from powerful landholders that can cause them to lose their land rights or face boarder encroachment. It is, therefore, necessary to engage village elders and women representatives to witness and protect land rights of these groups. Village elders and women representatives will be represented to assist the field team on a voluntary basis in their respective villages. They will not be moving with the field team like the LAC members but will only be available during the adjudication and demarcation of their vicinity. Since they will work on a voluntary basis, the number of village elders from one village could be more than one so that they can take turns and avoid work overload. Village elders and women representatives shall be oriented about their role before the field team starts working in the village. They should be represented (elected or appointed) by the villagers themselves. Facilitating the election or appointment of village elders and women representatives can be done during the sub- kebele level PAC meeting. Alternatively, the DGLs and 3C members/ representatives can be given the task to select village elders and women representatives.

Planning, Monitoring and Reporting

PAC Activity Plan

The SLLC manual states 30 days of public awareness activity prior to the start of adjudication and demarcation⁵ in a new woreda. This detailed activity plan is intended to effectively explain SLLC's message to all landholders residing in the kebele and those who live outside the kebele, who can be affected negatively if information do not reach in time. Sample PAC activity plan for the 30 days to guide the SDO and serve as reference during the PAC season, is attached as 'Annex 6'. In addition to the 30 days PAC activity for AD, a minimum of one-week PAC activity is proposed for the Public Display and Certificate Distribution activities, each. These PAC activities take place between kebeles and woredas. Sample work plan to show how the PAC activities at the different levels of SLLC to be coordinated between kebeles, and between woredas.

Alignment and Monitoring with Filed Teams

Public awareness and VG mapping activities are planned to take place one month ahead of FTs' arrival for adjudication and demarcation. This helps FTs to spend less time during AD because landholders are well informed about the SLLC process and their responsibilities. Moreover, most of the disputes can be resolved during this time. On the other hand, FTs will be provided with information on VGs (VG map) that enables them to trace and support VGs during the AD process.

⁵ This doesn't include the public awareness activity for public display and certificate collection where one weak is allocated for each stage.

Procedure:

- Each FT will be provided with VG map of their respective sub-kebele.
- When the FT arrives at the sub kebele for AD, the first thing they will do is verification of VGs.
- FTs will read out VGs identified in the sub kebele and ask the community/landholders if there are still VGs not included in the list.
- If additional VGs identified by the community, FTs will include to the list and then report to the SDO.
- The community/landholders will be tasked to provide independent information when VGs faced dispute during AD.
- FTs will arrange time and space for the VG to speak freely without being harassed or intimidated by their disputant
- If the dispute cannot be resolved at the FT level, it will be registered as “Dispute”
- For those VGs whose dispute cannot be resolved by the FTs, the latter will compile report (list of VGs and their parcel story) and report to the SDO, on a weekly basis.
- The SDO also conducts random visit to AD sites to observe VG situation and how they are supported by the FT.

Follow up with Woreda Land Administration Office (WLAO)

Those VGs whose dispute cannot be resolved by the FTs and reported to the SDO will be compiled and submitted to the woreda Land administration Office. The WLAO in turn will compile all the list and report same back to the respective kebeles and to the Woreda Good Governance Taskforce (WGGTF). The purpose of sending the list of VGs to the kebele is to make them aware of the situation and provide support when the WGGTF goes to the kebeles to sort out problems and clarify rights of VGs.

Good Governance Taskforce

Based on the report from WLAO, the Woreda Good Governance Taskforce will mobilize its members and provide onsite visit to the kebeles and even to villages as necessary, to clarify rights of VGs. The woreda GGTF is chaired by the Administrator, while Land Administration Office, Grievance Hearing Office, Justice Office, Women and Children Affairs Office and Police are members. The GGTF plays an important role of clarifying rights and mediation between disputants. But, if it cannot be resolved by the GGTF, it will establish case through the Justice Office and appeal for a review of judgment. These are court decisions found to have fundamental error of law according to the Federal Court of Cassation (FCC) endorsement for a review of judgment. In all these processes, the SDO is quite instrumental in taking TF members on board or pressurizing them individually to fulfil their responsibilities entrusted upon them.

Monitoring and Reporting

Public Awareness participants, VGs identified prior to AD (VG mapping) as well as recovered parcels of VGs will be reported on a monthly basis. Selected success stories will also make part of the monthly report. Narrative and excel reporting formats are annexed to this guide as *Annex 8&9*.

Annex 1: Key Stakeholders and their Roles and Responsibilities during SLLC

Woreda Administration

- Oversee the public awareness and communication activates as important step of the SLLC
- Identify SLLC cluster kebeles with the woreda land administration office
- Communicate cluster kebeles for PAC stakeholders and guide them to make it part of their plan
- Propel the agenda and integrate the SLLC PAC activity into the woreda regular plan and monitor its implementation
- Get feedback, provide support and guidance for those who are not doing the PAC support as planned

Woreda Land Administration

- Conduct kebele leadership training, ensure women participation in the training
- Support the public awareness raising meeting conducted at sub kebele level
- Enforce separate meeting for women and VG for public awareness
- Enforce mandatory engagement of women in male headed households to the entire SLLC process
- Clarify registration process of cowives in households practicing polygamous marriage
- Clarify registration process of orphan children of either parent or both parents
- Clarify registration process of VGs with physical mobility problems
- Collaborate with stakeholders for effective PAC, coordinate the PAC plan, support and monitor its implementation
- Closely work with Woreda Court and Justice Office for land right transfer and related issues
- Facilitate re-election or endorsement of existing land administration committee. This is mainly aimed to uncover some of the problems committed by the committee. Make it prior to the PAC activity so that they will get the kebele leadership training.
- Ensure women representation in the composites of KLAC
- Facilitate selection of Village Elders and Women representatives to closely work with the field team
- Ensure Women Development Group Leaders (DGLs) are equally targeted as role players in the APC campaigns, which is currently focused on DGL of household heads only
- Monitor implementation of the public awareness guide and ensure women and VGs are well targeted

Woreda Women, and Children Affairs (WCA)

- Activate current women structures (women development groups up to 1:5 structure and women organizations) to make land issues on top of their priority agenda
- Reach out to all women including pregnant and lactating women
- Identify women and orphan children requiring close support
- Assign WCA staff to work closely with SLLC team and women structures at sub kebele level
- Provide awareness to WMHH to attend all SLLC process right from the onset of public awareness meetings
- Create awareness to WMHH why they are needed to present themselves with their husbands during adjudication/demarcation, public display and certification collection
- Raising awareness to women that attending all SLLC process is both an obligation and a right
- Provide counselling service to orphan children on the need to represent legal guardian
- Facilitate guardian appointment with the court for orphan children of losing both parents
- Advise surviving parent of orphan children of either parent on the need to register children on the deceased parent's share
- Create awareness to women and children facing land dispute to come to women and children affairs office before appearing to court
- Facilitate legal aid and counselling with justice office and land office for women and children having land dispute

- Include land issue to their regular monitoring agenda and provide continuous feedback to the woreda steering committee for any support required
- Encourage separate registration of cowives for polygamous family making clarifications on the on its comparative advantages
- Follow up through women grassroots structure in order to protect the influence of men to give less fertile and small size of land for less favoured wife/ves.
- Give awareness to local elders on women and children land rights related issues
- Learn that if a man wants to give land for his new wife who is married after certification or land distribution, he should equally share with his wives who were allocated or certified with him. He then can share from his part and that is still limited to use right of the woman while inheritance is only for her children

Woreda Labour and Social Affairs (LSA)

- Activate community care coalition (3Cs) to include land right issues of vulnerable groups
- Encourage 3Cs to make their agenda focus on land during the SLLC process
- Establish community care coalition at sub kebele level with criteria of:
 - Acceptable by the community
 - Impartial to serve members of the community on equal footings
 - Women representation and active participation
- Ensure that kebele level LSA experts are closely working with sub kebele level 3Cs
- Identify vulnerable groups (elderly, disable....) requiring close support
- Create awareness on the need to get legal representation from Justice Office
- Provide counselling service to VGs to get the right representative that protects their land right
- Identify those VGs with mobility problem and link with Justice office
- Facilitate with Justice Office to travel to VGs' residence with mobility problem to get their legal representatives
- Monitor and follow up care takers through 3Cs for a continued protection of VG land rights
- Create awareness to VGs having land dispute to come to the Labour and Social Affairs Office before pressing their charges in the court
- Facilitate legal aid with Justice office and land office for VGs having land dispute before appearing to court
- Include land issue to their regular monitoring agenda and provide continuous feedback to the woreda steering committee for any support required

Woreda Justice Office

- Check out if VGs requesting official representation of their caregivers were able to gain guidance/counselling service from Labour and Social Affairs or Women and Children Affairs
- Provide quick service for those coming with the evidence of counselling services
- Access the service to the nearest possible for those VGs with physical mobility problems
- Cover land right issues in their legal literacy to help avert land related dispute issues from being source of any crime (currently it is left as civil case, except in Amhara)
- Work closely with the LAO, WCA, LSA and Woreda Court to resolve women and VGs land right problems with less cost

Woreda Court

- Provide information on SLLC for people in the court waiting room every morning before court session starts, as cases related to land disputes assume the big chunk of the activities.
- Check if those orphans requesting official guardian appointment have got guidance and advice from WCA or LSA office
- Provide quick service for those coming with evidence of guidance from either of the two offices

- Get land information from the land administration office before settling any land dispute, based on regular procedures
- Apply criminal codes when land right violation on women and VG is discovered
- Make use of the court ruling for public awareness directly by the court or providing to those engaged in the PAC activities
- Make if revolving bench of the court is accessible to women and VGs
- Give priority to women and VG cases, and understand their limitations, give sufficient time and space to explain themselves

Kebele Administration

- Collaborate with the WLAO, the SDO and the KLAC for all the support they require
- Enrol the right participants to the kebele leadership training
- Ensure women are well represented to the kebele leadership training
- Organize the kebele in to four sub- kebeles, assign sub kebele PAC team leaders.
- Support and monitor sub kebele level public meetings
- Motivate DGLs (household based and women DGLs) and 3Cs to actively engage in support of the SLLC process
- Make SLLC to be the top most agenda of DGLs during the SLLC months
- Support and facilitate selection of Village Elders and Women representatives who will closely work with the Field Team, to protect the rights of women and VG
- Encourage and support engagement of any other actors such as Associations of Persons with Disabilities for the protection of women and VG land rights
- Guide HEWs (Health Extension Workers) to provide information on women when requested
- Provide timely evidence for landholders requiring evidence of their holding right, but do not have the book of holding
- Provide support to KLACs for immediate follow up and resolution of disputes

Land Administration Committee

- Mobilize landholders to participate in public awareness meetings in collaboration with the kebele administration, Elders, and DGLs
- Provide community oversight of the cadastral process
- Accompany o field teams (one member per team) in the field adjudication/demarcation process of SLLC
- Verify field data entry in the FRF (Field Registration Form)
- Facilitate dispute resolution process
- Disseminate information about ongoing land certification activities and the benefits of land certification to the community
- Report issues to the Kebele Administration
- Ensure active involvement of women members' in KLAC activities, including the SLLC process
- Make sure inclusion of VGs in the registration process

Sub-kebele PAC Team

- Provide SLLC message to DGLs and task them to do the same for the 1:5 Network leaders
- Disseminate SLLC information to the sub kebele using any opportunity they come across
- Follow up SLLC information has reached women and VGs
- Actively engage in mapping of vulnerable groups (identify and report those VGs having land right problems)
- Coordinate with local elders, women representatives and DGLs to mobilize people to the meeting
- Allocate villages to the respective PAC members and ensure information is accessed to women and VGs
- Provide support to DGLs, village elders and women representatives

- Support to the FTs during AD and PD in providing evidence on VGs
- Provide adequate support and protection for VGs when faced with problems during AD and PD

1:20/30 Development Group

- Provide timely and accurate SLLC information to 1:5 Network leaders
- Share the assignment with 1:5 Network leaders to reach out to women and VG
- Identify VGs having land right problem and provide information to sub kebele PAC team
- Collaborate with 3C members, village elders and women representatives to protect women and VGs land right during the SLLC
- Provide support and guidance to women and VG facing land disputes during AD and PD

1:5 Network

- Provide SLLC information to their members
- Pay house to house visit to VGs with mobility problem and provide SLLC information
- Identify landholders living outside the kebele and give special assignment to members to get this information
- Collaborate with 3C members, village elders and women representatives to support women and VG facing problem during the SLLC process

Village Elders and Women Representatives

- Provide SLLC information for women and VG throughout the SLLC process
- Ensure women and VGs' land right is not compromised in the SLLC process
- Provide support when women and VG face problems, represent them when required
- Support the Field Teams during adjudication and demarcation; provide information on women and VGs when requested by the FTs
- Support FT and KLAC to ensure a legitimate and genuine dispute resolution
- Work closely with DGLs and 3Cs

Community Care Coalition (3C)

- Make women and VG land right issues part of their top agenda
- Identify VGs with land right problems and connect to where they can get support
- Closely work with LAC, sub-kebele PAC team, and DGLs

Health Extension Workers (HEWs)

- Set up a platform that will engage WDGs in the SLLC issue
- Inform women during their house to house visit about SLLC and the need to closely watch announcements
- Convince the advantage of attending public awareness meetings and events related to SLLC
- Motivate women to attend meetings, adjudication/demarcation, public display and certification together with their husbands
- Provide evidence on women who cannot attend adjudication and demarcation
- Work closely with Field Teams during the public display and other phases of the SLLC process, as deemed necessary

School Director

- Provide SLLC information for in-school orphan children on the need to get their land registered
- Pass SLLC information on to land holders and out of school orphan children through in school children

Annex 2: Schedule of the Two Days Woreda Level Workshop

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Woreda Stakeholder Workshop on SLLC

Date ----Month-----Year -----Venue-----Town-----Region-----

Day 1 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	LIFT & WLAO Team
09:00-09:05	Welcoming Remarks	WLAO Head
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	SDO
09:20-09:30	LIFT Program Highlights	WC
9:30-10:00	Woreda plan and budget	WC
10:00-10:30	Coffee Break	
10:30-11:00	Landholders obligation during SLLC	WC
11:00 - 12:00	Women and VGs Problems and Participation during SLLC	SDO
12:00-12:30	Public Awareness Approaches	SDO
12:30-2:00	Lunch Break	Private
2:00-3:00	Review of stakeholder role and PAC action plan development to support Women and VG during SLLC	Respective sector offices
3:00-3:30	Endorsement of stakeholder role and alignment of action plan with other stakeholders	Plenary discussion
3:30-4:00	Coffee Break	
4:00-4:30	ining the coordination between LIFT and WLRO with relevant sectoral offices: Woreda Steering Committee Establishment	WC
4:30-5:00	Role of Woreda Steering Committee to: a) mobilize and support the whole SLLC b) ensure women and VG land right is protected	WC
5:00-5:15	Statement and commitment of woreda leadership	Woreda Administrator and sector office heads
5:15-5:30	Way forward and closing	Woreda Administrator

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME
Woreda and Kebele Land Registration Office Staff Training on SLLC

Date ----Month-----Year -----Venue-----Town-----Region-----

Day 2 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	LIFT & WLAO Team
09:00-09:05	Welcoming Remarks	WLAO Head
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	SDO
09:20-09:40	LIFT Program Highlight	WC
9:40-10:00	Woreda Plan and Budget	WC
10:00 -10:30	SLLC process and obligation of land holders	WC
10:30-11:00	Coffee Break	
11:00-12:00	Women and VGs Problems and Participation during SLLC	SDO
12:00-12:30	SLLC process and role of WLAO at each stage	WC
12:30-2:00	Lunch Break	Private
02:00-2:30	Role of LAC and the need to get endorsement or conduct new election prior to kebele leadership training	WC
2:30-3:00	Kebele Leadership and LAC training Participants of kebele leadership training	SDO
03:00-03:30	Coffee Break	
3:30-4:00	Public Awareness and Communications (PAC) Approaches and tools during SLLC <ul style="list-style-type: none"> • Sub kebele level public meeting and the use of flipchart • Sub kebele level women separate public meeting • Women and Elders representation with field teams • Sub kebele PAC team and VG mapping • Orientation of women and HH DGLs, 3Cs and the use of Leaflet • 1:5 Network and house to house visit to VGs with mobility problem • 1:5 members assignment to reach out message for landholders living outside kebele • Spouses including co-wives to attend SLLC together • Care takers representation for VGs with mobility problem • Guardians appointment for orphan children 	SDO
4:00-4:30	30/15 Days PAC event prior to Adjudication and Demarcation	SDO
4:30-5:00	WLAO role to mobilize the GGTF for PAC and follow up actions for women and VG parcel recovery	SDO
5:00-5:30	Way forward and closing	WLAO Head

Annex 3: Schedule of Kebele level Training/workshop

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Kebele Leadership Training on SLLC

Date ----Month-----Year -----Venue-----Town-----Region-----

Day 1 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	Woreda LAO/SDO
09:00-09:05	Welcoming Remarks	WLAO
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	WLAO
09:20-09:40	LIFT Program Highlight	SDO
09:40-10:00	SLLC Process and obligation of land holders	SDO
10:30-10:45	Coffee Break	
10:45-11:15	SLLC Kebele plan and role of Kebele leadership	Woreda LAO
11:15-11:45	Women and VG problems during SLLC and role of kebele stakeholders	SDO
11:45-12:30	Discussions and reflections	Plenary
12:30-2:00	Lunch Break	Private
02:00-2:10	PAC- Intervention during each phase of the SLLC Process	SDO
2:10 -3:00	30 Days public awareness event prior to Adjudication and Demarcation	SDO
03:00-03:30	Coffee Break	Host Hotel
3:30-4:00	Public Awareness and Communications (PAC) Approaches and tools during SLLC <ul style="list-style-type: none"> • Sub kebele level public meeting and the use of flipchart • Sub kebele level women separate public meeting • Women and Elders representation with field teams • Sub kebele PAC team and VG mapping • Orientation of women and HH DGLs, 3Cs and the use of Leaflet • 1:5 Network and house to house visit to VGs with mobility problem • 1:5 members assignment to reach out message for landholders living outside kebele • Spouses including co-wives to attend SLLC together • Care takers representation for VGs with mobility problem • Guardians appointment for orphan children 	SDO
4:00 - 4:30	<ul style="list-style-type: none"> • Roles and responsibilities of the different kebele level actors • Sub kebele PAC team formation to be completed during sub kebele meetings 	
4:30-5:00	VG Mapping, Monitoring and Reporting	
5:00-5:30	Way forward and closing	

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Land Administration Committee (LAC) Training on SLLC

Date ----Month-----Year -----Venue-----Town-----Region-----

Day 2 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	WLAO & SDO
09:00-09:05	Welcoming Remarks	Woreda LAO
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	Woreda LAO
09:20-09:30	LIFT Program Highlight	SDO
09:30-9:45	SLLC Process and plan for the kebele	“ “
09:45-10:00	Obligation of land holders during SLLC	“ “
10:00-10:15	Roles and responsibilities of LAC	“ “
10:15-10:30	Coffee Break	
10:30-11:00	Regional land proclamation and directives (focused on registration)	WLAO
11:00-11:15	Land rights of vulnerable groups	“
11:15-11:45	Challenges facing women and VGs and support expected from LAC members	SDO
11:45-12:00	Dispute resolution during SLLC	WLAO
12:00-12:30	Discussions and reflections	Plenary
12:30-2:00	Lunch Break	Private
02:00-2:10	PAC- Intervention during each phase of the SLLC Process	SDO
2:10 -3:00	30 Days public awareness event prior to Adjudication and Demarcation	SDO
03:00-03:30	Coffee Break	
3:30-4:00	Public Awareness and Communications (PAC) Approaches and tools during SLLC <ul style="list-style-type: none"> • Sub kebele level public meeting and the use of flipchart • Sub kebele level women separate public meeting • Women and Elders representation with field teams • Sub kebele PAC team and VG mapping • Orientation of women and HH DGLs, 3Cs and the use of Leaflet • 1:5 Network and house to house visit to VGs with mobility problem • 1:5 members assignment to reach out message for landholders living outside kebele • Spouses including co-wives to attend SLLC together • Care takers representation for VGs with mobility problem • Guardians appointment for orphan children 	SDO
4:00 -4:30	<ul style="list-style-type: none"> • Support and interaction between sub kebele PAC team and LAC members • Orientation and support to DGLs 	SDO
4:30-5:00	VG Mapping, Monitoring and Reporting	SDO
5:00-5:30	Way Forward and Closing	WLAO

Annex 4: List of SLLC Communication Materials

- Flip Chart for Public Meeting
- Leaflet containing SLLC Message
- Leaflet on landholders' rights and obligations
- Leaflet for Sub Kebele PAC Team
- Posters showing SLLC process
- Posters containing Adjudication and Demarcation Message
- Posters containing Public Display Message
- Posters Containing Certificate Collection Message
- Leaflet for PAC Team
- Audience Segmented Message for:
 - KLAC
 - Mediators
 - Husbands
 - Wives
 - Fathers and brothers
 - Fathers and brothers in law
 - Guardians and Care Givers

Annex 5: Detail Plan of the 30 Days PAC Activity and Work Plan

Day	Activity	Responsible	Purpose/message	Message media	Participant
1	Meeting with Kebele Administration	SDO	Clarify objective of the meeting Fix date for kebele leadership training Agree on participants Share tasks	Flip chart Discussion	Kebele Administrator and available sector offices
2	Conduct Kebele leadership training	WLAO	Mobilize the kebele leadership for the SLLC activity	Discussion	Refer guideline
3-5	Announcement of sub Kebele level public meeting	KLAC and Sub – Kebele PAC Team Leaders	Meeting objective (SLLC), date and location of meeting, all land holders must to attend, spouses must to come to the meeting, people with physical mobility problem to send representatives recognized by village elders	Word of mouth at churches/mosques, market places, local dispute resolution meetings, religious and cultural festivals, DGL meetings. Posters at different locations	Kebele sector office staff assigned for the sub kebele, KLAC member, village elders, religious leaders, development group leaders
6	Conduct sub Kebele level meeting	Sub Kebele PAC TL	Refer Guide	Use of Flip chart, Question and answer session	WLO and SDO
	Selection of Village Elders				
	Announcement for Separate women meeting				
	Announcement for DGL orientation				
7	Conduct women and VG focused separate meeting	“	“	“	WLO and SDO
	Selection of Women Representatives				

Day	Activity	Responsible	Purpose/message	Message media	Participant
8	Orientation to 1-to - 20/30 development group leaders	Sub kebele team leader	Refer Guide	Discussion on leaflet, question and answer	KLAC members, Village Elders
9-10	Development Group conduct discussion	Development Group Leaders	Orientation and assignment to 1-to-5 group leaders	Leaflets	LAC and sub-kebele PAC team leaders
11	Pass SLLC message to members	1-to-5 Network	Timely and effective message to all landholders	Word of mouth	Women and VG Landholders
12	Identify and report VGs	1:5 Network leaders	1:5 Network members knows them very well	House to house visit	Network members
13	Report VGs to sub kebele team leader	1:20/30 DGL leader	Compile the report to sub kebele PAC team leader	Report	LACs
14	Report VGs to SDO	Sub kebele PAC team leader	To intensify PAC message and follow up during AD	Report	LACs
15	Reach out VGS	SDO	Check they got SLLC information Check if they need other support	Physical presence Report	WCA LSA
16	Facilitate legal representation for VGs	WCA LSA SDO	Identify the rightful guardian for orphan children Identify the right representative for other VGs	Accessing the service to VGs	Court Justice Office
17-28	Conduct monitoring and follow up	SDO Coordinator	On site visit to VGs Collect outstanding issues, resolve problems with the KA, KLACs, Village Elders and sub kebele teams	Reports and physical presence	Sector offices Sub kebele PAC Team
29-30	AD Kick off date	Sub kebele PAC team	Refer Guide	Refer Guide	LAC

Annex 6: Sample Workplan how SDO works between AD and PD kebeles

No.	Activities	Days of Engagement of PAC GESI Staff for public awareness for AD, PD and CD																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
I	Public Awareness for Adjudication and Demarcation																															
1.1	Contact WLAO and identify the three set of kebeles																															
1.2	Communicate KAs to organize training workshop for the 3 kebele leaders																															
1.3	Provide training for the 3 kebeles' KLAC and leadership at one centre (the 1st set at the woreda centre) to link with the woreda leaders 'orientation																															
1.4	K. leaders organize 4 sub kebele PAC teams																															
1.5	Orientation to woreda PAC stakeholders																															
1.6	Announcement for sub kebele public meeting and women separate meeting																															
1.7	Conduct sub kebele level public meeting																															
1.8	Orientation to HH and women DGLs																															
1.9	Conduct Women separate meeting																															
1.1	Prepare sub kebele level PM report																															
1.11	DGLs discuss with 1:5 Network Leaders on how to map VGs & reach message for the same																															
1.12	1:5 group leaders pass message to every LH																															
1.13	DGLs receive report from 1:5 NL and report to sub kebele PAC team																															
1.14	Collect VG mapping report from 12 sub kebele teams and compile the same																															

No.	Activities	Days of Engagement of PAC GESI Staff for public awareness for AD, PD and CD																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.15	Identify Orphan children living with guardians and status of their FLLC																															
1.16	Discuss with WCA how to support OC and guardians for proper SLLC																															
1.17	Identify VGs who are dependent on Care takers for their parcel adjudication and demarcation																															
1.18	Discuss with LSA how to support VGs who cannot physically present care takers to do proper SLLC																															
1.19	Follow up WCA facilitation with woreda Court for OC guardian appointment																															
1.20	Follow up LSA facilitation with woreda Justice Office for VGs' Care Taker delegation																															
1.21	Provide orientation to Guardians & Care Takers																															
1.22	Introduce Field Teams to the sub kebele and announce AD kick off date and place																															
1.23	Collect real life stories of women and VG before and during SLLC to use it for next PAC																															
	Adjudication and demarcation field work																															
	Digitise all demarcated parcels																															
	Enter text for demarcated parcels																															
	Check & correct data digitised/entered																															
	Field checking of anomalies																															
	Print lists & maps for Public Display																															
II	Public Awareness for Public Display																															
2.1	PD awareness kick of meeting with kebele level leadership																															

No.	Activities	Days of Engagement of PAC GESI Staff for public awareness for AD, PD and CD																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2.2	Orientation to Sub kebele PAC team and DGLs (HH and women DGLs)																																
3.3	Public awareness for PD																																
	Pub display events held in each kebele																																
	Corrections made following pub display																																
	Approval of records for printing																																
	Print, pack, and stamp certificates																																
III	Public Awareness for Certification																																
3.1	Certification awareness kick of meeting with kebele level leadership																																
3.2	Orientation to Sub kebele PAC team and DGLs (HH and women DGLs)																																
3.3	Public awareness for Certification																																
	Issue of certificates to famers																																

Annex 7: Monthly PAC Reporting Format

Land Investment for Transformation (LIFT) Public Awareness and Communication Report for Adjudication and Demarcation (AD)

Name of the SDO:

Report Period Month:

Year:

No. of Kebeles Covered by the
Report:

Region	Woreda	Woreda Code	Activity Description	No	Participants					
					Male	Females			Other VGs	
						WMHH	WPM	FHH	Male	Female
			Woreda Stakeholder Workshop							
			Kebele Leadership Training							
			Kebele Level General Meeting							
			Sub Kebele Level General Meeting							
			Sub Kebele Level Women-only Meeting							
			Got Level General Meeting							
			Got Level Women-only Meeting							
			Sub Kebele PAC Team Orientation							
			HH DGL Orientation by PAC Team							
			Women DGL Orientation by PAC Team							
			Other Events							
			House to House Visit by SDO							
			Kebeles Established PAC Team							
			Sub Kebele PAC Team Established							
			Flipchart Used for PAC at AD							
			Leaflet on Land Use Rights and Obligations							
			Leaflet on Highlights of the Process of SLLC							
			Leaflet for Audience Segmented Message							
			Poster on the Process of SLLC							
			Poster on Demarcation Notice							
			Other Communication Materials							

Land Investment for Transformation (LIFT)

Public Awareness and Communication Report for Public Display (PD)

No. of Kebeles Covered by the Report:

Activity Description	No	Participants					
		Male	Females			Other VGs	
			WMHH	WPM	FHH	Male	Female
Kebele Level General Meeting							
Sub Kebele Level General Meeting							
Sub Kebele Level Women-only Meeting							
Got Level General Meeting							
Got Level Women-only Meeting							
HH DGL Orientation by PAC Team							
Women DGL Orientation by PAC Team							
House to House Visit by SDO							
Other Events							
Flipchart Used for PAC at PD							
Leaflet on Land Use Rights and Obligations							
Leaflet on highlights of the process of SLLC							
Leaflet for Audience Segmented Message							
Poster on the Process of SLLC							
Poster on Public Display Notice							
Other Communication Materials							

Land Investment for Transformation (LIFT)

Public Awareness and Communication Report for Certificate Distribution (CD)

No. of Kebeles Covered by the report:

Activity Description	No	Participants					
		Male	Females			Other VGs	
			WMHH	WPM	FHH	Male	Female
Kebele Level General Meeting							
Sub Kebele Level Women-only Meeting							
Other Events							
Flipchart Used for PAC at CD							
Poster on Certificate Distribution Notice							
Other Communication Materials							

Annex 8: VG Map and FT Weekly Parcel Restored Reporting Format

Land Investment for Transformation (LIFT)

Vulnerable Groups (VGs) Mapping & Weekly Parcel Restoring Status Reporting Format

Region: _____ Woreda: _____ Kebele: _____ Sub Kebele: _____

No.	Name of VG landholder (1)	Sex (2)	Age (3)	VG type (4)	Got (5)	Nature and period of dispute (border, rent, family disagreement, etc.) (6)	# of Restored Parcels with ID (7)	Unresolved Parcel	
								# of Parcels with ID (8)	Issue for Follow up Action (9)
Total									

VG Map Compiled by SDO (1-5):

Name: _____

Signature: _____

Date: _____

Parcel Restored Reported by FTL (6-9):

Name: _____

Signature: _____

Date: _____

Annex 9: SDO Weekly Reporting Format to WC

Land Investment for Transformation (LIFT) Social Development Weekly Reporting Format

No	Activity/ Indicator	Number/Round	Target Beneficiaries Reached			Remark
			Male	Female	Total	
1	PAC Activities					
1.1	Sub Kebele Level General Meeting Conducted					
1.2	Got Level General Meeting Conducted					
1.3	Sub Kebele Level Women Only Meeting Conducted					
1.4	Got Level Women Only Meeting Conducted					
1.5	House to House Visit by SDO					
2	VG Mapping					
2.1	Land Related VGs identified before AD					
2.2	Land Related VGs Identified by FTs during AD/PD					
2.3	Land Related VGs identified during Follow up by SDO & GGTF					
3	Parcel Restored/Need Follow-up					
3.1	Number of Parcels Restored for VGs					
3.2	Number of VGs Whose parcel is restored					
3.3	Parcels Which Need Follow-up Action					

Report Compiled By (SDO):

Name: _____

Signature: _____

Date: _____

Report Approved By (WC):

Name: _____

Signature: _____

Date: _____

Annex 10: Monthly Parcel Restored Reporting Formats and Brief Nots for Restored Parcels

Land Investment for Transformation (LIFT)

VG Mapping and Parcel Restored During Adjudication and Demarcation (AD) Summary

No. of Kebeles Covered by the Report:

Activity Description	Unit (No.)	WMHH	WPM	FHH	PWD		Elderly		Orphan		DHMM	MoAF		Other	
					M	F	M	F	M	F		M	F	M	F
Land related VGs identified before AD	Holders														
	Parcels														
Land related VGs identified by the FT during AD	Holders														
	Parcels														
Land related VGs identified during follow-up by the SDO & GGTF	Holders														
	Parcels														
VGs whose parcel is restored by the FT	Holders														
	Parcels														
VGs whose parcel is restored by the WLAO/KLA	Holders														
	Parcels														
VGs whose parcel is restored by woreda GGTF	Holders														
	Parcels														
VGs whose parcel is restored by FSCC Article 6	Holders														
	Parcels														
Remark: VGs is referring to land related vulnerable groups only															
Acronym and Definition				Potential threat source											
VG	Vulnerable Group			Commonly other none VG community											

WMHH	Women in male headed households	Husbands
FHH	Female head of household	Rentees, neighbouring landholders, money lenders
WPM	Women in Polygamous Marriage/ Polygamous wife/ves	Husband or co-wife/ves
PWD	Person with disability	Caregivers
Elderly & HI	Men and women above the age of 65 years and/or who have health issue	Caregivers
OC	Orphan Children	Guardians
DHHM	Destitute households headed by men	Rentees, neighbouring landholders, money lenders
MoAF	Minorities of any factor (from the majority holders in the area)	Rentee, neighbouring landholder, money lenders
Other VGs	Migrant holders, prison serving holders, addiction victim holders	Rentee, neighbouring landholder, money lenders
GGTF	Good Governance Taskforce	Officials or staffs who are not committed for women and VG land right
FSCC	Federal Court of Cassation	Forged evidence and False witness

Land Investment for Transformation (LIFT)

VG Mapping and Parcel Restored During Public Display (PD) Summary

No. of Kebeles Covered by the Report:

Activity Description	Unit (No.)	WMHH	WPM	FHH	PWD		Elderly		Orphan		DHHM	MoAF		Other	
					M	F	M	F	M	F		M	F	M	F
Land related VGs identified by the FT during PD	Holders														
	Parcels														
Land related VGs identified during Follow up by the SDO & GGTF	Holders														
	Parcels														
VGs whose parcel is restored by the FT during PD	Holders														
	Parcels														
VGs whose parcel is restored by the WLAO/KLA	Holders														
	Parcels														
VGs whose parcel is restored by woreda GGTF during PD	Holders														
	Parcels														
VGs whose parcel is restored by FSCC Art. 6 during PD	Holders														
	Parcels														
VGs whose parcels is not restored during LIFT time	Holders														
	Parcels														
Remark: VGs is referring to land related vulnerable groups only															
Acronym and Definition				Potential threat source											
VG	Vulnerable Group			Commonly other none VG community											
WMHH	Women in male headed households			Husbands											
FHH	Female head of household			Rentees, neighbouring landholders, money lenders											
WPM	Women in Polygamous Marriage/ Polygamous wife/ves			Husband or co-wife/ves											

PWD	Person with disability	Caregivers
Elderly & HI	Men and women above the age of 65 years and/or who have health issue	Caregivers
OC	Orphan Children	Guardians
DHMH	Destitute households headed by men	Rentees, neighbouring landholders, money lenders
MoAF	Minorities of any factor (from the majority holders in the area)	Rentee, neighbouring landholder, money lenders
Other VGs	Migrant holders, prison serving holders, addiction victim holders	Rentee, neighbouring landholder, money lenders
GGTF	Good Governance Taskforce	Officials or staffs who are not committed for women and VG land right
FSCC	Federal Court of Cassation	Forged evidence and False witness

No. of Kebeles Covered by the Report:

[illegible]

Annex 11: Exit Reporting Format

Land Investment for Transformation (LIFT)

Exit Reporting Format

Non-Resolved VG Parcels

Region: _____

Woreda: _____

No.	Name of VG landholder	Sex	Age	VG type	Keeble	Sub Kebele	Got	Nature and period of dispute (border, rent, family disagreement, etc.)	# of parcels with ID	Follow up Action to be Taken
Total										

Reported by SDO:

Name: _____

Signature: _____

Date: _____

Approved by WC:

Name: _____

Signature: _____

Date: _____

Received by WLAO:

Name: _____

Signature: _____

Date: _____

Annex 12: Photo Consent and Release Form

I / we, the undersigned, grant permission to DAI to photograph, video record my / our image and/or voice. Permission is granted for DAI to release, publish, broadcast or quote this material in public documents and activities. Content may be included in future speeches, on the Internet, through multiple broadcast channels and print media. Use of content (image, audio or ideas) will not be used for commercial purposes.

Furthermore, I / we grant DAI and other organisations allowed by DAI the unconditional rights to use these images, in whole or in part, for non-profit communications or research purposes, or other non-commercial use without requiring DAI to notify me / us, seek my / our permission, or owe any form of compensation. I / we understand that these images and recordings will be used in an appropriate and respectful manner. I / we confirm that these images and recordings were taken with my / our knowledge and consent.

Name(s):

Contact:

Date:

**Land Investment for Transformation (LIFT)
Second Level Land Certification (SLLC) Program**

Memorandum of Understanding with

_____ **Woreda Steering Committee**

February 12/2019

Addis Ababa

Introduction

Funded by the DFID, the Land Investment For Transformation (LIFT) Programme is a six-year (March 2014 to -August 2020) aims to improve the incomes of the rural poor and enhance economic growth through three components: the development of Second Level Land Certification (SLLC); improved Rural Land Administration Systems (RLAS); and increasing land productivity through the 'making markets work for the poor' (M4P) approach. The SLLC is aimed to achieve 14 million parcels in 140 woredas for approximately 6.1 million households (around 70% of parcels being jointly- or individually-owned by women). The programme is under implementation in Oromia, Amhara, SNNP and Tigray regions.

The SLLC component has four major steps: (1) Public Awareness, (2) Adjudication and Demarcation, (3) Public Display, and (4) Certification. All these process needs engagement of land holders that a public awareness intervention is a prerequisite all the three stages that needs the support of stakeholders. Also, the SLLC is a capital-intensive program that any delay affects its pace and cost effectiveness. that made the support from stakeholders is indispensable for the successful and timely implementation of the program in its course of action. Recognizing this role, LIFT organizes woreda stakeholder workshop with the objective of familiarizing the project, mobilize the necessary support and ensure ownership. At the end of the workshop, a Project Implementation Committee (PIC) or Steering Committee (SC) is established.

While LIFT has enjoyed considerable support from some SCs, most however remain less active after the woreda stakeholder workshop. One reason for this low engagement of SCs could be lack of written commitment that stipulated the role of the different actors. This MOU is therefore prepared to respond to this gap. This MOU establishes a clear, pre-determined, and agreed upon roles and responsibilities of the SC and its members offices.

Objectives of Signing this MOU

The major objective of signing this Memorandum of Understanding is to establish a responsible support relationship between the major stakeholders (members of the SC) and the programme in such a way that will improve effective accomplishment of the of SLLC in the Woreda by clearly demonstrating what is expected from each member.

Members of the Steering Committee and their Major Roles in the SC

Although different sector offices are required to support the implementation of the programme at a differing intensity based on their nature and mandate, the Woreda Steering Committee is composed of heads of different sector offices and chaired by the woreda administrator. The SC is responsible to provide with overall leadership for the implementation of the SLLC. The following table shows members of the SC committee and their roles in the committee.

S.No.	Institution		Name of the Person Represented	Position of the Person	Position of the Person in the SC
	Name	Telephone Number			
1	Woreda Administration Office			Woreda Administrator	Chairperson
2	Rural Political Affairs Office			Office Head	V/Chairperson
3	Land Administration Office				Secretariat
4	Women, Children and Youth Affairs Office				Member
5	Office of the Prosecutors (Justice Office)				Member

S.No.	Institution		Name of the Person Represented	Position of the Person	Position of the Person in the SC
	Name	Telephone Number			
6	Finance and Economic Development Office				Member
7	Woreda Court				Member
8	Labour and Social Affairs Office				Member
9	Grievance Hearing Office				Member

Roles and Responsibilities of the SC

- Provide over all leadership of the SLLC program
- Facilitate the timely and proper selection of cluster kebeles for timely commencement of the SLLC
- Create enabling environment for the timely deployment of field teams and other back-office staffs in the intervention woreda,
- Define and agree on tasks of individual office and as member of the SC
- Develop monitoring checklists to support the programme and monitor implementation of tasks Assign SC members to support the SDO during PAC and the Field Team during AD and PD
- Hold regular meeting to update progress on individual office performance and SC
- Identify potential bottlenecks and risks that may negatively affect the programme and suggest immediate solutions,
- Provide consultative and advisory support for LIFT WC and WLAO
- Follow up and review the timely execution of Vulnerable Groups Mapping, Public Awareness Communication Activities, Adjudication and Demarcation, Public Display, and Certificate Distribution
- Oversee and monitor performance of the Good Governance Task Force in supporting VGs
- Enable the proper functioning of community structures and networks, to effectively support the program,
- Ensure the protection of Women and Vulnerable Groups land right from public awareness to certificate distribution stages of the programme

Approval and Signature of Members of the SC

By our signature below, we the members of the steering committee of _____ woreda warrants that we are duly authorized to enter this agreement on behalf of the organization we are representing such that this MoU shall be a binding obligation during the execution of the SLLC of the LIFT programme in the woreda.

S.No.	Name of the Organization	Name of the Person Represented	Position	Signature
1				
2				
3				

<i>S.No.</i>	<i>Name of the Organization</i>	<i>Name of the Person Represented</i>	<i>Position</i>	<i>Signature</i>
4				
5				
6				
7				
8				
9				

For LIFT (RC)

Name: _____

Signature: _____

Position: _____

Date: _____

For the SC/ Woreda Administrator

Name: _____

Signature: _____

Position: _____

Date: _____

Annex 13.1 Role of Steering Committee Member Offices

Each member office has its own role in the SC and as member of the GGTF (Good Governance Task Force). Most of the SC and the GGTF members are similar. In that case it is advised to make regular monitoring meetings in a joint meeting unless for issues specifically requiring one of them. Therefore, as the SC will monitor each member office in its capacity as member of the SC and the GGTF, the roles and responsibilities of individual offices shown below encompass both roles.

Woreda Administration Office and Woreda Rural Political Affairs Office

These two offices have substitutive or complementary role of leading the SC and the GGTF with the following roles and responsibilities.

- Arrange regular meetings of the SC members to periodically monitor the progress of the programme, and review performance,
- Establish platforms to enable and evaluate whether members of the SC discharged their responsibilities in assisting the program,
- Identify SLLC cluster kebeles with the woreda land administration office and instruct the same to prepare for the SLLC
- Communicate cluster kebeles for GGTF members and guide them to make part of their plan. Oversee the kebele Administrations support for public awareness and communication activities as an important step of the SLLC
- Propel the agenda and integrate the SLLC PAC activity into the woreda regular plan and monitor its implementation
- Get feedback, provide support and guidance for those who are not doing the PAC support as planned
- Oversee the proper functioning of the SC to support the programme,
- Advocate the programme in its course of action and avoid any misconceptions and ambiguities of the community on the programme.

Woreda Land Administration Office

- Facilitate re-election or endorsement of existing land administration committee. This is mainly aimed to uncover some of the problems committed by the committee. Make it prior to the PAC activity so that they will get the kebele leadership training.
- Ensure women representation in the composites of KLAC. Support the SDO in providing kebele leadership training, ensure women participation in the training
- Support the public awareness raising meeting conducted at sub kebele level
- Enforce separate meeting for women and VG for public awareness
- Enforce mandatory engagement of women in male headed households to the entire SLLC process
- Clarify registration process of co-wives in households practicing polygamous marriage
- Clarify registration process of orphan children of either parent or both parents
- Clarify registration process of VGs with physical mobility problems
- Collaborate with WCA and LSA for effective PAC, coordinate the PAC plan, support and monitor its implementation
- Closely work with Woreda Court and Justice Office for land right transfer and related issues
- Facilitate selection of Village Elders and Women representatives to closely work with the field team
- Ensure Women Development Group Leaders (DGLs) are equally targeted as role players in the APC campaigns, which is currently focused on DGL of household heads only
- Monitor implementation of the public awareness guide and ensure women and VGs are well targeted

Woreda Women, Children and Youth Affairs Office

- Activate current women structures (women development groups up to 1:5 structure and women organizations) to make land issues on top of their priority agenda
- Ensure whether all women including pregnant and lactating women are reached by the programme,
- Identify women and orphan children requiring close support

- Assign staff to work closely with SLLC team/ SDO and women structures at sub kebele level
- Provide awareness to WMHH to attend all SLLC process right from the onset of public awareness meetings
- Create awareness to WMHH why they are needed to present themselves with their husbands during adjudication/demarcation, public display and certification collection
- Raise awareness to women that attending all SLLC process is both an obligation and a right
- Provide counselling service to orphan children on the need to represent legal guardian
- Facilitate guardian appointment with the court for orphan children of losing both parents
- Advise surviving parent of orphan children of either parent on the need to register children on the deceased parent's share
- Create awareness to women and children facing land dispute to come to women and children affairs office before appearing to court
- Facilitate legal aid and counselling with justice office and land office for women and children having land dispute
- Include land issue to their regular monitoring agenda and provide continuous feedback to the woreda steering committee for any support required
- Encourage separate registration of cowives for polygamous family making clarifications on the on its comparative advantages
- Follow up through women grassroots structures to protect the influence of men to give less fertile and small size of land for less favoured wife/ves.
- Give awareness to local elders on women and children land rights related issues
- Learn that if a man wants to give land for his new wife who is married after certification or land distribution, he should equally share with his wives who were allocated or certified with him. He then can share from his part and that is still limited to use right of the woman while inheritance is only for her children
- Assist the timely Vulnerable Groups (VG) Mapping,

Woreda Office of the Prosecutors (former Justice Office)

- Check out if VGs requesting official representation of their caregivers were able to gain guidance/counselling service from Labour and Social Affairs or Women and Children Affairs
- Provide quick service for those coming with the evidence of counselling services
- Access the service to the nearest possible for those VGs with physical mobility problems
- Cover land right issues in their legal literacy to help avert land related dispute issues from being source of any crime (currently it is left as civil case, except in Amhara)
- Work closely with the LAO, WCA, LSA and Woreda Court to resolve women and VGs land right problems with less cost.
- Appeal for a review of judgment for women and VGs on behalf of the GGTF
-

Woreda Finance and Economic Development Office

- Assist the timely release, proper and efficient utilization of the programme budget,
- Check and balance the liquidation status with the accomplished activities of the programme and provide feedbacks for the project team,
- Prepare and present rough estimate financial report of the programme,

Woreda Court

- Provide information on SLLC for people in the court waiting room every morning before court session starts, as cases related to land disputes assume the big chunk of the activities.
- Check if those orphans requesting official guardian appointment have got guidance and advice from WCA or LSA office
- Provide quick service for those coming with evidence of guidance from either of the two offices

- Get land information from the land administration office before settling any land dispute, based on regular procedures
- Apply criminal codes when land right violation on women and VG is discovered
- Make use of the court ruling for public awareness directly by the court or providing to those engaged in the PAC activities
- Make if Mobile Courts accessible to women and VGs
- Give priority to women and VG cases and understand their limitations.
- Allocate enough time and space to explain themselves.

Woreda Labour and Social Affairs Office

- Activate community care coalition (3Cs) to include land right issues of vulnerable groups
- Encourage 3Cs to make their agenda focus on land during the SLLC process
- Establish community care coalition at sub kebele level to support the SLLC
- Ensure that kebele level LSA experts are closely working with sub kebele level 3Cs
- Identify vulnerable groups (elderly, disable....) requiring close support
- Create awareness on the need to get legal representation from Justice Office
- Provide counselling service to VGs to get the right representative that protects their land right
- Identify those VGs with mobility problem and link with Justice office
- Facilitate with Justice Office to travel to VGs' residence with mobility problem to get their legal representatives
- Monitor and follow up care takers through 3Cs for a continued protection of VG land rights
- Create awareness to VGs having land dispute to come to the Labour and Social Affairs Office before pressing their charges in the court
- Facilitate legal aid with Justice office and land office for VGs having land dispute before appearing to court
- Include land issue to their regular monitoring agenda and provide continuous feedback to the woreda steering committee for any support required

Grievance Hearing Office

- Provide public awareness on grievance producer
- Receive grievances and facilitate quick resolution
- Work closely with WCA, LSA, Court and Office of the Prosecutors