

Resilient Northern Tanzania Ecosystem Project (RNTEP) Facilitation Guide

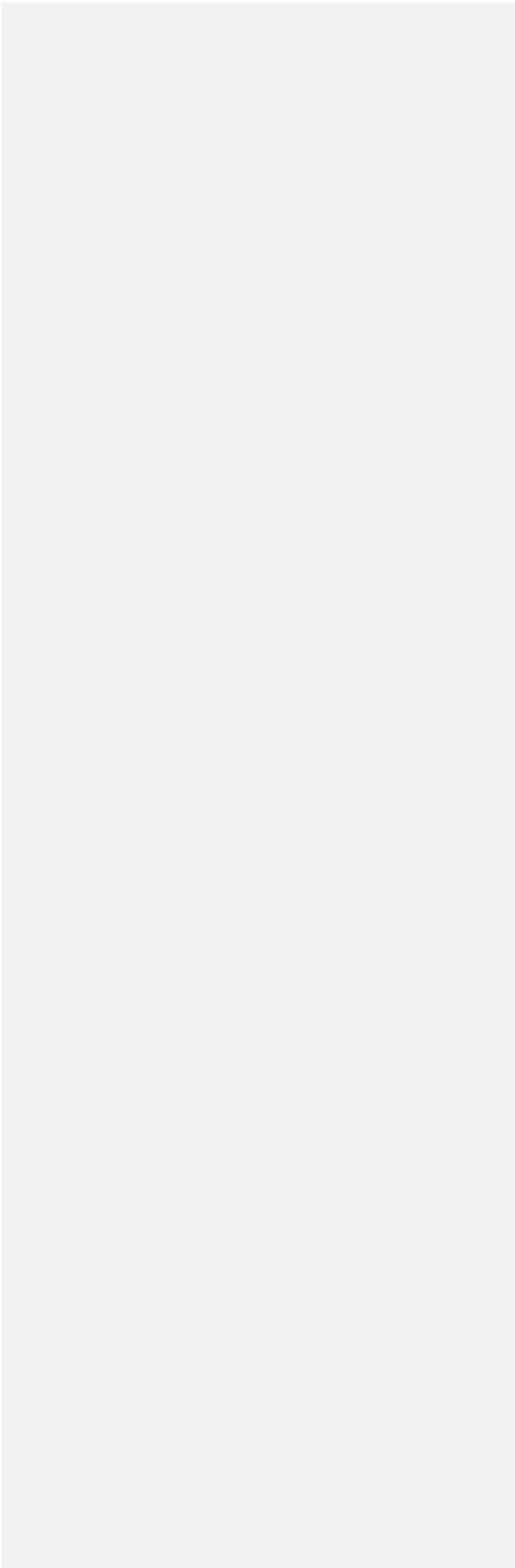
Community Consultations and Free, Prior, and Informed Consent

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Version 2.0

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Abbreviations

PROJECT	Resilient Northern Tanzania Ecosystem Project
TNC	The Nature Conservancy
CCRO	Certificate of Customary Right of Occupancy
WMA	Wildlife Management Area
IRM	Integrated (or Improved) Rangeland Management
HDSD	High-density Short-duration
FPIC	Free, Prior and Informed Consent
VVB	Validation and Verification Body
UCRT	Ujamaa Community Resource Team
TPW	Tanzania People and Wildlife
HUTT	Herders Under The Tree School
FGRP	Feedback and Grievance Redress Procedure

Purpose

This guide, developed by TNC in collaboration with TerraCarbon, serves as a tool for the engagement phase of the project's community consultations. It serves a dual purpose: acting as the primary training material for facilitators and notetakers while also outlining the content and process to be followed throughout the community consultation sessions.

During this consultation phase, TNC and its partners will conduct meetings with community representatives at the division level across the three pilot districts of Monduli, Longido, and Simanjiro - totaling 11 division-level meetings. Each division-level meeting will involve breaking out into four sub-groups (women, youth, elders, general village members) for the majority of the session. The focus of these sessions is to inform participants about the carbon project, understand the current conditions and practices in the project communities, and gather feedback and input on key project components.

The objective of these sessions is to ensure that all stakeholders potentially affected by the project are well-informed about the project and have the opportunity to contribute their feedback and suggestions on project design and implementation. Following the completion of this guide, TNC will proceed to finalize the project elements discussed with the communities, incorporating their feedback, and conducting additional meetings as needed. The project will also transition into the agreement phase of community consultations, during which carbon contracts will be signed by participating communities.

Preparation

Individual responsibilities

- Facilitator
 - Moderates the session and ensures his/her team know their responsibilities and comply with them.
 - Has all the materials/posters ready for each session.
 - Collects all the notes and attendance lists taken by the note taker at the end of each session and scan all the documents.
 - At the end of each session, sit down with the note taker to review the notes together. This will ensure you understand them clearly before entering them into the database.
- Note taker
 - Has note taking template form ready to take notes.
 - Takes notes throughout the entirety of the consultation, following the instructions in detail.
 - Has list of attendance and makes sure all participants sign.
 - Records the meeting sessions as a backup to written notes.

Instructions for facilitator and notetaker

- **SAY:** The moderator says the information provided in the text
- **DO:** The moderator does an action **without** saying it to the participants
- **ASK:** The moderator asks a question to the participants. The moderator can ask follow up questions beyond those written.
- **RECORD:** Note taker records questions/answers/comments

Materials

- Facilitation Guide (printed)
- Note taking templates (printed)
- Participant list template (printed)
- Phones (both for photos/videos and audio recording)
- Phone chargers
- Hard drive for storage of audio data
- Posters
- Soil Carbon Flipbook
- Flipboard Paper
- Governance structure (printed)
- Village level land use plan maps (printed)
- Marker pens
- Masking tapes
- If moving forward with participatory mapping for HCVs, pre-made outlines of the divisions with some examples of landmarks and/or expected HCVs would be helpful to set the resolution for the activity

Day-Of Guidance

Meeting Agenda		
#	Description	Approximate Duration
<i>Full Group Meeting</i>		
1	Introduction and Thanks	15 mins
2	Meeting Overview and Purpose	15 mins
3	Free, Prior and Informed Consent	20 mins
4a	Carbon Project Introduction	15 mins
4b	RTEP Project Overview	20 mins
5	Proposed Project Activities	20 mins
6	Break #1	15 mins
<i>Breakout Sessions (Women, Youth, Village Leaders and Elderly, General)</i>		
7	Stakeholder Mapping	45 mins
8a	Discussion on Expected Project Benefits	30 mins
8b	Discussion on Potential Risks or Costs	30 mins
9	Participatory Mapping of the Local Environment	30 mins
10	Break #2 - Lunch	30 mins
11	Project Governance Structure	30 mins
12	Carbon Rights and Proposed Benefit Sharing Mechanism	45 mins
13	Feedback and Grievance Redress Procedure	30 mins
14	Break #3	15 mins
<i>Full Group Meeting</i>		
15	Roles and Responsibilities	20 mins
16	Open Discussion	20 mins

17	Closing	20 mins
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1. Introduction and Thanks

Estimated time: 15 minutes

DO: Ensure that attendees sign the participant list sheet as they arrive at the meeting. Have the participant list sheet available throughout the entire meeting and remind people to sign in if they have not already during the breaks.

DO: Assemble all community members attending the division-level meeting in the designated meeting area. Prior to Break #1, all community sub-groups will come together to receive and share general information at the outset of the meeting.

DO: One of the district staff (representing DED) will provide a welcoming note and opening remarks.

SAY: We greatly appreciate everyone taking the time to join us for this consultation meeting! We are excited to witness such strong interest in our project and are eager to provide you with further details.

DO: The facilitator should also introduce themselves and their role.

SAY: First let me please recognize [any local leader or government officials present].

DO: Allow leaders and community members to introduce themselves in the order that is appropriate.

SAY: Thank you all for your contributions. It is very important to us that leaders in the community are a part of this discussion.

SAY: To all attendees, please remember to sign the participation sheet to confirm your attendance at this meeting. If you have not yet signed it, please do so at the next break. We thank you all for joining us here today.



Record: Note down the names/titles of any local leaders or government officials present. This can be used to support the participant list if anyone is unable or unwilling to sign.

2. Meeting Overview and Purpose

Estimated time: 15 minutes

SAY: I would like to begin the meeting with a brief description of why we are here today and what we are hoping to discuss.

SAY: Today we are going to be learning about the Resilient Northern Tanzania Ecosystem Project. The PROJECT is a collaborative effort between The Nature Conservancy (TNC) and two local partner organizations - the Ujamaa Community Resource Team (UCRT) and Tanzania People and Wildlife. The project aims to support communities like yours to conserve rangelands and improve grazing management in the Northern Tanzania ecosystem. TNC is currently in the process of developing this project into a carbon project, the details of which we will discuss shortly.

SAY: This meeting is an opportunity for pastoralists and the broader community to provide input on the project design, express desired outcomes, evaluate the proposed activities and potential impacts, and to raise any questions or concerns. This meeting also serves as an opportunity for our organization to gain deeper insights into your communities, allowing us to tailor our project effectively to meet your needs and to mitigate any risks that arise. After today's meeting, communities will be able to choose if they want to join the project, knowing that it will eventually become a carbon project.

SAY: Let's go over the agenda for today's meeting so you know what topics we will cover and can be prepared to share your thoughts.

SAY: The meeting will last from [9am until 4pm], with breaks scheduled for everyone to stretch and enjoy some refreshments. Next, I will give an overview of carbon projects and the project, followed by a discussion of the project's primary activities. Afterward, we will take a break. When we return, we will split into smaller sub-groups for focused discussions. In these groups, we aim to discuss the expected benefits and risks of the project, identify who in your community might be impacted and how, and complete an exercise to help us to maintain important sites and resources in your community. After this, we will break again for lunch. Upon our return, we will reconvene in breakout groups to discuss and seek feedback on specific carbon project elements, such as how benefits will be distributed to communities and how to file grievances with the project. At the end, we will come together as a big group again to wrap up and discuss next steps.

SAY: All sessions today are meant to be a two-way discussion - so please feel at home. We want to discuss so that we can hear your ideas and any concerns. This meeting will be recorded with notes by the designated note taker [**DO:** name the notetaker present]. I would also like to inform you that we will be recording the audio of this meeting and taking photos as well. This is to ensure we capture all the crucial information shared today. Your feedback and input will be incorporated into the project design so that we can better provide targeted support for your communities.

SAY: Everyone is welcome to participate, both in this larger group meeting and when we break out into sub-group meetings. Please feel free to be an active participant!

ASK: Does anyone have any questions about the agenda or the purpose of today's meeting? Are there any concerns about this meeting being recorded?



Take a picture: Take a picture of the meeting ongoing once it starts



Record: Write down the questions and comments that community members had and any responses given by the facilitation team.

3. Free, Prior and Informed Consent (FPIC)

Estimated time: 20 minutes

DO: Set up the flipchart and any materials prepared for the FPIC discussion.

SAY: This meeting will be one of many; the project team will continue to seek and incorporate your feedback as the project continues. Additionally, the project team follows a process aimed at ensuring everyone is treated equitably and that communities are joining the project with Free, Prior, and Informed Consent, known as FPIC. This process will help to build relationships and open communication within the community and with the project team to advance a common goal of supporting the health of your rangelands. Before we begin the meeting, we will discuss the fundamental components of FPIC. Let's go word-by-word!

DO: Write out the word "Free" on the flipchart.

ASK: First, I would like to know, what does "Free" mean to you?

DO: Provide any synonyms for the word "Free" that might be more appropriate or relevant in the community context

DO: Call on 1-2 people and allow them to provide their thoughts on what "Free" means. As resources allow, have the facilitator record key words or phrases under the word "Free" on the flipchart as attendees are speaking.

SAY: Thank you for your great feedback. In the FPIC process, free means that you voluntarily agree to participate, without force, intimidation, manipulation, or bribery. A free process is also one that is freely accessible to all community members. For example, meetings and documents will be in a shared language that all community members understand, and everyone is welcome to participate today.

DO: Write out the word "Prior" on the flipchart.

ASK: I would like to know, what does “Prior” mean to you?

DO: Provide any synonyms for the word "Prior" that might be more appropriate or relevant in the community context

DO: Call on 1-2 people and allow them to provide their thoughts on what “Prior” means. As resources allow, have the facilitator record key words or phrases under the word “Prior” on the flipchart as attendees are speaking.

SAY: Thank you! Prior means that we introduce the project and the opportunity to participate far enough in advance before any agreement needs to be signed. We want to make sure that your communities have enough time to consider the opportunity and decide if you want to participate.

DO: Write out the word “Informed” on the flipchart.

ASK: Now, I would like to know, what does “Informed” mean to you? **DO:** Provide any synonyms for the word "Informed" that might be more appropriate or relevant in the community context

DO: Call on 1-2 people and allow them to provide their thoughts on what “Informed” means. As resources allow, have the facilitator record key words or phrases under the word “Informed” on the flipchart as attendees are speaking.

SAY: Thank you, yes, informed means that information is provided in a clear and transparent manner and in a format and language that you understand. It also means that we will give you as complete and accurate information as possible about what participating in the project will entail, what your roles and responsibilities will be, what TNC’s roles and responsibilities will be, and what both the risks and benefits of participating might be.

DO: Write out the word “Consent” on the flipchart.

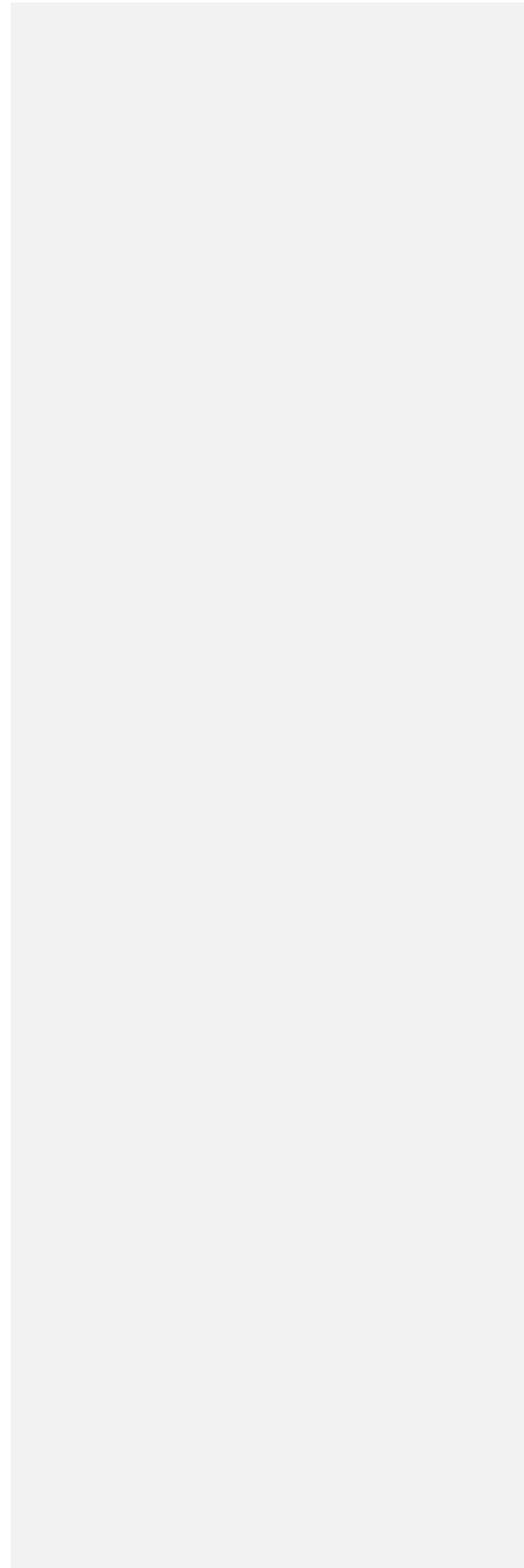
ASK: Lastly, I would like to know, what does “Consent” mean to you? **DO:** Provide any synonyms for the word "Consent" that might be more appropriate or relevant in the community context

DO: Call on 1-2 people and allow them to provide their thoughts on what “Consent” means. As resources allow, have the facilitator record key words or phrases under the word “Consent” on the flipchart as attendees are speaking.

SAY: Consent is a freely given decision to participate in the project, to participate with conditions, or to not participate at all. It is important to know that your community has the option of withholding consent.

SAY: By the end of today's meeting, everyone present should fully understand the project and what is being proposed. Our goal today is to have an open discussion. Everyone should feel free to ask questions, raise concerns, provide feedback, and take time to decide. Participation of all community members is important, regardless of gender, age, or standing.

ASK: Does anyone have any questions about what we mean by Free, Prior, and Informed Consent in the



context of this project?



Record: Write down the questions and comments that community members had and responses given by facilitators.

4. PROJECT Carbon Project Overview

4a. Carbon Project Introduction

Estimated time: 15 minutes

SAY: Now, we will start our discussions specifically focused on the carbon project. To begin, we will explain the concept of a carbon project. While some of you may be familiar with this topic from previous consultations, we want to ensure that all attendees are well-informed on what a carbon project involves.

SAY: First, let's review what we mean when we say 'carbon project. A carbon project is a way for people to get paid by companies or other groups for doing activities that remove carbon from the atmosphere to reverse climate change.

SAY: To develop a carbon project, we will need to get approval from the government and meet several requirements. At the beginning of the project and periodically over the years, an independent organization will come here to check that the project meets the requirements, to see how the project is going, and to confirm that the project activities are taking place.

SAY: Several specific elements of the carbon project, such as the benefit sharing mechanism and the feedback and grievance redress procedure, are priority items on our agenda for today, and we will talk about them later in the afternoon. As we discuss the details of the project today, I anticipate that many of your specific questions will naturally arise in our conversation.

ASK: Does anyone have any general questions about carbon projects before we move into the specifics of the project?



Record: Take note of the questions that community members had and the responses given. Note down anything else that came up.

4b. Project Overview

Estimated time: 20 minutes

SAY: Some of you may already be familiar with the project or may have attended previous meetings with the project team to learn more about it. However, I would like to share an overview of the project to ensure that everyone here is informed about the project's history and overarching goals.

SAY: Since 2015, your communities have been engaged in efforts to secure communal land tenure and usage rights by Certificates of Customary Rights of Occupancy (CCROs), and Village Land Use Plans (LUPs), with support from TNC, UCRT, and other partners. Building off of these efforts, TNC and its partners have been working with communities to improve governance and management of rangeland resources through integrated rangeland management (IRM) strategies based on traditional principles. These efforts have led to the development of NRTEP, where the partners aim to support herders in these regions to implement IRM on communal grazing lands.

SAY: The goal of the project is to support a sustainable landscape in the Northern Tanzania ecosystem, where people and wildlife can thrive together and adapt to changing land pressures caused by population growth, changing climate, and economic shifts.

SAY: Securing tenure rights and implementing IRM has started in several communities in Longido, Monduli, and Simanjiro. IRM practices are implemented on communal grazing areas that are defined by Village Land Use Plans created by communities. The project team will support pastoralists in your communities to gain knowledge of IRM and better implement these grazing management practices on your lands. I will talk about this in more detail shortly.

SAY: Up to this point in our consultation process, we have completed an initial phase of engagement with 49 CCROs. During this initial phase, we have met with Village Councils and provided introductory information about carbon projects and the project. After these initial consultations, your communities signed a Letter of Intent, indicating your community's consent to proceed with further engagement regarding the project. Now, we are transitioning into the second phase of consultations, where we aim to collaborate with all of you to co-design this project together. Later, if your community chooses to, your village can sign an agreement to participate in the carbon project.

SAY: I will now move into a more focused discussion of the project activities. **ASK:** Before I move on, does anyone have any general questions about the project?



Record: Take note of the questions that community members had and the responses given. Note down anything else that came up.

5. Proposed Project Activities

Estimated time: 20 mins

DO: Present a poster illustrating project activities.

SAY: There are four key project activities that the project promotes to support the health of rangelands in your communities: 1) Strengthening community land and resource rights; 2) strengthening community rangeland governance; 3) adopting IRM grazing management; and 4) increasing incomes and investment in the community through the carbon project revenues. For now, we will focus on the first three activities. We will talk about revenue sharing later today.

SAY: I have already mentioned the first activity briefly, which is to strengthen communities' land and resource rights by establishing Certificates of Customary Rights of Occupancy (CCROs), as well as developing and maintaining Village Land Use Plans. This activity has been underway since 2015. Formalizing tenure rights and land use zoning through CCROs results in clearly defined village lands and land uses that are compatible with wildlife conservation. Land use plans are developed in a participatory manner. The land use plans delineate communal grazing areas that will be protected from settlement and subdivision. They also highlight if and how these areas overlap and interact with wildlife habitat.

ASK: Do you know if your village is a part of a CCRO? If yes, do you know if your village has a Village Land Use Plan?

SAY: All communities enrolling in the project must hold a formalized CCRO. It is likely that this process has already occurred for many of the villages within your division.

SAY: The second project activity is focused on strengthening community rangeland governance and management systems. The project establishes new village institutions that oversee the management of communal grazing resources and serve as decision-making forums for grazing activities. Such institutions include Village Natural Resource Committees and Village Grazing Coordination Units. These institutions are designed to be participatory, accountable, and transparent. The project team then provides training on technical and management skills and resources to grazing committees and coordinators, village councils, and other community-level institutions in order to build capacity for good governance, financial management, conflict resolution, and gender equity. This capacity building enables the new institutions to address challenges associated with natural resource governance in CCROs.

ASK: Would you like more information about the institutions, roles, or trainings? I am happy to provide more information on any of these project aspects.

SAY: For all engagements of community members in the project, the project team will comply with Employment standards as provided for under Part III of The Employment and Labour Relations Act [Cap 366 R.E 2018]. Employment standards aim at promoting opportunities for every individual to offer and obtain decent and productive work, in conditions of freedom, equity, security and dignity. In today's globalized economy, these standards are essential factors for ensuring that the growth of the global economy provides benefits to all. Generally, the essential employment standards as set out in Tanzania

statute relates to, hours of work, termination of employment or minimal severance pay requirements, overtime pay, and leave, statutory holidays and pregnancy leave.

SAY: Finally, the project supports communities in developing and adopting IRM grazing management practices. This is the most important project activity to remove carbon from the atmosphere to reverse climate change and create more resilient rangelands. Good grazing practices maintain and improve rangeland health and should lead to larger soil carbon stocks. Healthy rangelands with rich soil carbon stocks are more productive, growing more and diverse nutritious fodder for livestock and wildlife. Increased soil carbon also increases soil structure and water infiltration, allowing water to sink into the soil where it is stored and used by plants during dry periods rather than running off and causing flooding and erosion. Additionally, soil carbon improves habitats for soil organisms, boosting rangeland health and supporting greater biodiversity.

SAY: Within the communal grazing lands of each enrolled CCRO, pastoralists and herders will be expected to follow village-specific grazing plans for the shared responsible use of rangelands by all community members. Elected grazing committees divide communal grazing areas into sections for grazing during either the dry or wet season. They will consider factors like proximity of nearby water sources, access by neighboring villages, and local knowledge of productivity. Each seasonal grazing area is then divided into smaller areas. Households will graze their herds together in the same smaller areas for short periods of time as part of a community-wide rotational grazing plan.

SAY: Grazing coordinators selected and endorsed by the Village General Assembly (VGA) are tasked with enforcing IRM best practices including community compliance to seasonal grazing plans and systematically collecting rangeland health data, including data on forage availability. Grazing coordinators also facilitate trainings through project's Herders Under The Tree Schools (HUTTS), which trains herders in IRM techniques.

SAY: Thank you all for listening and engaging in this discussion. In our next session, we will discuss different community groups that may be impacted by these activities as well as the expected benefits and risks.

ASK: What are your thoughts on these activities? Does anyone have any questions on the project's activities?

ASK: Are there any additional activities that you are interested in or that you wish the project would support?



Record: What are community members' initial thoughts on project activities? Be sure to capture all questions asked, comments posed, and facilitator responses.

6. Break #1

Estimated time: 15 minutes

SAY: Thank you all for listening and engaging in this discussion. We have finished the first part of this meeting. In our next session, we will discuss different community groups that may be impacted by these activities as well as the expected benefits and risks. First, we will take a 15-minute break to stretch and re-energize.

SAY: When we return from the break, we will transition into breakout groups, which include women, youth, village elders and leaders, and other community members. These smaller groups will allow for more focused discussions and smoother communication with a smaller number of people.

SAY: Here are the instructions for gathering:

1. Women's Group: Please convene near [specific location].
2. Youth Group: Meet at [specific location].
3. Village Elders and Leaders: Gather near [specific location].
4. General Community Members: Head to [specific location].

SAY: Let us meet back in these locations in 15 minutes. Please sign in using our participant sheet if you have not done so already. Thanks!

7. Stakeholder Mapping

Estimated time: 45 minutes

DO: Assemble all community members into their sub-groups at their designated meeting areas. If any community members that were initially present have left since the break, take note of this if possible.

DO: Set up the flipchart and markers.

DO: Once each group has assembled, facilitators should reintroduce themselves to their breakout group.

SAY: Thank you all for gathering here again. Now that we have divided into smaller breakout groups, please everyone may you introduce yourselves so that we may all know each other.

DO: Go around the room and give attendees time to introduce themselves.

SAY: Now that you have learned about the PROJECT and its project activities, we would like to talk about the different community groups in your communities that could be affected by this project. Our aim is

to be able to ensure fair and equitable support for all groups that may be impacted by the project activities and that the project will not bring harm to anyone.

ASK: Could you share information about the various groups of people who make money, sustain their way of life, or find cultural significance and other benefits from the communal grazing lands in your communities?

- For each group, could you briefly explain how they use the land (ex: for subsistence, culture, or other reasons) and how much they rely on it?

DO: Record the stakeholders on the flip chart so that everyone can see. Subsequent questions in this section will build off of this initial list of stakeholders.

ASK: From the list of groups just mentioned, which groups have traditional or customary use rights to land and natural resources? Which groups do not have these traditional or customary use rights to the communal grazing lands? This includes rights to use natural resources, travel through the land, and access water sources.

- Are there any groups whose traditional or customary rights to community grazing lands are uncertain and require further investigation by the project?

ASK: For all of the groups listed above, who are their representatives in government and other decision-making spaces?

SAY: Thank you for providing this insight into the community groups in your community.

DO: Validation of community groups identified above. **ASK:** To confirm, do the community groups discussed and listed on this flip chart accurately represent your community? Are there any groups that have not been identified?



Record: Note down all community responses to each question within this section in the table provided in the note taking template.

ASK: Other than the communities and community groups discussed above, are there any **other stakeholders who could potentially be affected** by the project activities discussed? This can include people who live outside of the project area and do not utilize communal grazing lands but could still be affected by changes to grazing management. For example, these groups could include tourism or safari operators, small businesses, and traders, etc.

SAY: For these other stakeholders, please describe how they use the land or natural resources within communal grazing areas.

ASK: Are there any individuals or groups within the community who are **more vulnerable** than others, and who could be more negatively affected by the project activities?

SAY: If so, please describe these people and how you would identify them.

ASK: Are there any individuals or groups within the community who have **little or no influence** over decision-making processes (regarding land management and development)?

SAY: If so, please describe these people and how you would identify them.



Record: Note down all community responses to each question within this section.

SAY: Thank you all for providing such thorough information regarding project stakeholders.

ASK: Is there any additional information you would like to share, or any questions you would like to ask?

DO: Give time and space for attendees to react to anything that happened during the session, taking note of any additional points brought up in this closing discussion.

8. Benefits and Risks

SAY: Now that we are aware of the project and all relevant stakeholders, let us discuss expected benefits and potential risks associated with the project. This conversation presents an opportunity for you to evaluate the project's impacts, express your desired outcomes, raise any concerns about potential negative effects, and offer input on the project design.

8a. Discussion on Expected Project Benefits

Estimated time: 30 minutes

SAY: Let us begin by talking through expected project benefits.

SAY: In recent years before the project, increasing populations of humans and livestock, along with conversion of land for agriculture, have intensified pressure on rangeland resources in northern Tanzania. This has led to a decline in the health of your grasslands, changes in the amount and types of plants in the ecosystem, and loss of soil to erosion. Additionally, increased pressure on rangelands has heightened conflicts in the region, both between humans and wildlife and among communities. As a result of continuous and unregulated grazing activity, the present landscape is characterized as a degraded rangeland ecosystem.

ASK: Does this reflect your experience and understanding of the historical and current conditions of the landscape or degradation?

SAY: The primary objective of the project is to implement activities that address the drivers of landscape degradation and alleviate pressures on community well-being. Now, let us discuss the anticipated benefits of the three project activities mentioned earlier, one by one.

SAY: In terms of formalizing land and usage rights through CCRO procedures, establishing and maintaining land use plans through a participatory process helps to mitigate future land access conflicts. Moreover, the enforcement of bylaws mitigates the risk of unplanned land use, such as the conversion of grasslands for agriculture. The formalization of CCROs ensures clear land rights within villages, safeguarding rangelands from conversion and fostering coexistence among human, livestock, and wildlife communities.

ASK: Does this reflect your experience with communal land tenure rights through CCROs?

SAY: Regarding the enhancement of governance and management capacity, project aims to build stronger and more inclusive community institutions. This will empower sustainable resource management across the landscape, ensuring the long-term viability of livestock productivity for sustenance, cultural preservation, and income generation.

ASK: Does this reflect your understanding of the benefits that would come with increased governance and management capacity?

ASK: What are the primary barriers to this activity and its expected benefits? What additional support from the project team is needed to overcome these barriers?

- Are there any specific trainings or positions that are needed in your communities?

SAY: And finally, the implementation of organized rotational grazing by enrolled communities will enhance the resilience of their land during times of extreme weather, such as drought. It is also expected to encourage the recovery of native vegetation and perennial bunchgrasses, creating a more resilient and diverse plant community. In general, the improved management of grazing lands should in time generate stable, recovered, and sustainable grasslands that can support the pastoralist economy, sequester carbon in the soil, and promote resilience of grassland and grazing ecosystems in the face of drought, erosion, and climate change.

ASK: What are the primary barriers to this activity and its expected benefits? What additional support from the project team is needed to overcome these barriers?

ASK: Are there any desired outcomes from the project that you would like to see that have not been discussed?

ASK: Are there any changes to the primary project activities you would make to ensure these intended benefits are met?

8b. Discussion on Potential Risks or Costs

Estimated time: 30 minutes

DO: Put a poster of the simplified risk matrix on the flip chart easel.

SAY: TNC has designed these project activities to deliver the greatest possible benefits to your communities. However, we want to hear from you to understand any potential risks or concerns you might have with respect to the project activities.

SAY: There are a few potential risks that we have already identified, but we have also come up with strategies to prevent them and ease any challenges that might arise from the project.

DO: Read one risk and its mitigation at a time

Potential Risk/Limitation	Mitigation
<i>Inequality (particularly the exclusion of women and youth)</i>	<ul style="list-style-type: none">● Inclusion of women and youth in consultations● Development of Women's Rights and Leadership Fora● Equitable and gender-conscious governance trainings● Equitable and gender-conscious hiring of grazing coordinator teams
<i>Loss of important cultural areas or resources</i>	<ul style="list-style-type: none">● Village-specific, tailored grazing management plans crafted to safeguard important cultural values, meet community needs, and preserve natural resource services within the community
<i>Conflict</i>	<ul style="list-style-type: none">● Clear delineations of community boundaries and land use allocations through Village Land Use Plans● Strengthening village-level governance and management systems to resolve conflicts

ASK: What are your thoughts on the risks identified and the project's plan to mitigate these risks?

ASK: Are there any potential risks or negative impacts you anticipate from the project activities that we have not touched on today? These might involve natural risks like unforeseen weather events, or human-caused risks such as challenges in adhering to the proposed rotational grazing strategy within a community.

DO: Give time for community members to share risk concerns.

DO: Put the flip chart back on the easel. Draw a line vertically down the middle.

ASK: Are there any other risks that you would like to add?

DO: List risks identified by the attendees on one side.

ASK: How worried are you about these risks? High, medium, or low? What are your top three concerns with the project?

DO: List 'high,' 'medium', or 'low' on the other side of the line for each risk based on attendee responses.

ASK: What actions or approaches can the project take to minimize or address these risks effectively?

DO: As appropriate, the facilitator can explain how the project mitigates risks expressed by the community.



Record: Take notes on the risk concerns stated by participants and highlight key points of discussion throughout this section.

9. Participatory Mapping of the Local Environment

Estimated time: 45 minutes

OPTION: Project (TNC/UCRT) to decide if they wish to lead a HCV participatory sketch mapping activity or a HCV question and answer session.

SAY: Thank you all for providing this information around stakeholders, risks, and benefits associated with the project activities. We have one final exercise before we break for lunch.

SKETCH MAPPING INSTRUCTIONS

SAY: We will now discuss areas and resources that hold specific importance or value in your community. This could be anything or anywhere that is important to you culturally or supports your wellbeing and livelihood. We have planned an activity so that you can chart these values on a map of your community. The purpose of the activity is to understand your environment and where these important community areas, resources, and services are located so that the project can be designed to protect and safeguard these resources and leave no negative impact.

SAY: First, let's create a map of your community together.

SAY: First, let's mark some major items within the community like roads and water. Then, we can add in the details.

DO: Put up a blank flipchart piece of paper. *Remember:* you might need to start over at any point to make a clear map. That is okay! What is most important is consensus from the group.

DO: First draw the major road within the community as you know it.

ASK: What other major roads are there in this community?

DO: Add in the other roads into the map after consensus with the community.

DO: Once agreed on the roads, then move on to the sources of water.

ASK: What major water sources are there in this community? A major river or stream?

DO: Add in the major water sources onto the map.

SAY: We will now begin a collaborative exercise to identify and map important cultural values, community needs, and services provided by natural resources in your division. In this activity, we invite you to share information on specific cultural and community values and draw where these resources are located on the map.

SAY: Remember, anyone is welcome to draw the location on the map. We have drawing tools that you can use. Once everyone agrees on the location, I will mark that area on the map permanently.

DO: Ask a number of questions related to the HCV categories and complete each category before moving on to the next one.

ASK:

Category	Questions
Religious Sites	Are there any sacred sites? Any sacred forests? Are there any resources in the community that are used for religious or spiritual practices?
Cultural Sites	Are there any sites that are important to the history of your village? Are there any important cultural sites? Are there any graves or burial grounds?
Economic Resources	What are the key economic resources or areas of economic significance within the community?

Education Sites	Is there a school in the village? Are there any other sites where school lessons take place?
Water Resources	What are the main water resources in your village? Are there any important water resources (streams, rivers, springs, etc.)? Are there any areas in your community that are important for watershed protection?
Erosion Control	Are there any identified areas or resources within your community that serve as crucial components for erosion control?
NTFPs	Are there any areas where important natural resources are collected in your village (ex: fuel wood, honey, fruit, seeds, medicine)?
Other	Are there any sites or resources that are important for safety in the community? Are there any sites or resources that are important for health in the community?



Record: Write down any information provided by communities on how these areas or resources are used and why they are important that cannot be captured on the map.

DO: As specific topics are covered, invite participants to take a pencil and sketch the location of the site or resource on the piece of paper. Ask questions as needed to ensure the location is correct and then label and mark the site permanently when consensus is reached. Follow-up questions will be helpful for areas that spark a lot of community discussion or seem highly relevant to the community.

SAY: Before moving on, we need to agree as a group that the map that we have created is a good representation of the significant areas in the community.

ASK: Are we all in agreement that this map represents your community well?

[after community consensus] **SAY:** Great!

DO: Once the map is final, write the name of the community/site on the map.



Take a picture: Take a picture of final community map once it is complete.

SAY: Now that we have a clear understanding of the significant areas and resources in your community, let us consider how the project might affect them.

DO: Lead a discussion that reviews each identified area or resource on the map to assess whether each could be impacted by the project.

[for each identified area or resource] **ASK:** Does this area or resource overlap with communal grazing areas?

[for each identified area or resource] **ASK:** Do you think this area or resource is likely to be impacted by the project? If yes, ask the following two questions:

- Will this area or resource be positively impacted by the project? If so, how?
- Will this area or resource be negatively impacted by the project? If yes, ask the following two questions:
 - How is the area or resource likely to be negatively impacted?
 - What can the project do to minimize the negative impact on this area or resource?



Record: For each significant area or resource, note whether it is likely to be impacted by the project, any discussions around positive or negative impacts, and any strategies discussed to mitigate negative impacts.

SAY: Thank you for your valuable input. This will help ensure the project benefits and protects your community's important areas and resources.

ASK: Before we take a break, does anyone have any questions about the topics we've discussed today?

Category	Questions
Religious Sites	Are there any sacred sites? Any sacred forests? Are there any resources in the community that are used for religious or spiritual practices?
Cultural Sites	Are there any sites that are important to the history of your village? Are there any important cultural sites? Are there any graves or burial grounds?
Economic Resources	What are the key economic resources or areas of economic significance within the community?
Education Sites	Is there a school in the village? Are there any other sites where school lessons take place?
Water Resources	What are the main water resources in your village? Are there any important water resources (streams, rivers, springs, etc.)? Are there any areas in your community that are important for watershed protection?

Commented [A2R1]: Had deleted this earlier, then it somehow still popped up here.

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Erosion Control	Are there any identified areas or resources within your community that serve as crucial components for erosion control?
NTFPs	Are there any areas where important natural resources are collected in your village (ex: fuel wood, honey, fruit, seeds, medicine)?
Other	Are there any sites or resources that are important for safety in the community? Are there any sites or resources that are important for health in the community?



10. Break #2 - Lunch

Estimated time: 30 minutes

SAY: Thanks again, we will now have a 30 minute break for lunch.

SAY: When we return from the break, we will gather once more in our breakout groups in our current location. When we reconvene, we will be diving into the specifics of project elements related to the project governance structure, the benefit sharing mechanism, and how to file grievances with the project.

SAY: Please sign in using our participant sheet during this time if you have not done so already.

11. Project Governance Structure

Estimated time: 30 minutes

DO: Assemble all community members into their sub-groups at their designated meeting areas. If any community members have left since the most recent break, take note of this.

DO: Ensure that a figure that clearly represents the project's governance structure is available either in poster form or in handout form (or any other form - slideshow, etc).

SAY: We will now have a discussion on governance within the RNTEP.

ASK: First, I would like to know, what does “Governance” mean to you? **DO:** Provide any synonyms for the word “Governance” that might be more appropriate or relevant in the community context

DO: Call on 1-2 people and allow them to provide their thoughts on what “Governance” means. As resources allow, have the facilitator record key words or phrases under the word “Governance” on the flipchart as attendees are speaking.

SAY: Thank you, yes, governance means the process of decision-making and implementation of rules, regulations, and policies within an organization or community to ensure effective management and accountability. It involves establishing structures, systems, and procedures to guide and oversee the activities of the project or community initiative.

SAY: We want to better understand the decision-making processes within your village, particularly regarding grazing management.

ASK: How are decisions regarding communal land, grazing and grazing management, made in this community?

- For example, what are the decision-making forums? How often do these forums meet? Are the forums effective, and are the decisions they make implemented in practice?
- Who participates in these decision-making forums? How are the different communities listed above (including those with no, or unknown customary rights) represented in these decision making forums?

SAY: Our team has put together a flip chart of the a proposed governance structure for the RNTEP. A governance structure of a carbon project identifies the roles of each actor, their responsibilities, and the process for making key decisions throughout the project lifetime. The governance structure also serves to adaptively manage the flow of project resources, risks, and benefits between actors. We are eager to present this to you, seeking your feedback and input. Your contributions will be instrumental in refining our final project governance framework.

ASK: Do you have any questions about the proposed project governance structure? What do you like about the structure? What do you dislike about the structure?

ASK: With regards to the project governance structure that we proposed, is it making the best and most appropriate use of people’s rights, skills, and responsibilities? Are the flows equitable and inclusive?

ASK: Are there aspects of your traditional decision-making and governance processes that you think should be incorporated into the project governance structure?



Record: Note down all community responses to each question within this section.

SAY: Thank you for your feedback on this project element. We will be updating our project governance structure to better reflect the feedback gathered from you all today.

12. Carbon Rights and Proposed Benefit Sharing Mechanism

Estimated time: 45 minutes

SAY: We will now have a discussion around carbon rights and benefit sharing.

SAY: Firstly, we want to better understand how benefits from communal resources are normally treated in your communities, particularly benefits associated with communal grazing lands.

ASK: How are benefits from communal resources currently shared in the community? Who makes decisions and what is the process for making decisions on how benefits from communal resources are shared?

SAY: Thank you for sharing this information. Communities enrolling in this project will receive revenues and investments from the proceeds generated by the RNTEP carbon project.

SAY: Your community will receive revenues beginning a few years after the project is approved by an independent auditor if we are successfully able to develop a carbon project from the RNTEP project. Your community will continue to receive revenue through the year 2060. The amount of revenue received will depend on how well the IRM grazing management practices are implemented and how much carbon is taken out of the air and stored in the soils. In order to be able to provide carbon revenues, we will need to get consent from the representatives of your communities, if you choose to join the carbon project, to measure the amount of carbon stored in the soils of your communal grazing lands over time and to receive credit for that carbon on your behalf. This is called transferring carbon rights. Let's talk about what "carbon rights" are.

SAY: Carbon rights refer to who can claim the payments that come from implementing new activities, like improved rangeland management strategies, that result in reduced carbon in the atmosphere. Carbon rights typically stem from land ownership or use rights.

SAY: Every ton of carbon stored in the soil of community grazing areas can be turned into a credit and sold. If your community joins the carbon project, you transfer Special Purpose Vehicle (SPV) the rights to the carbon benefits from the soil. This gives SPV the right to sell the credit for carbon stored in your soil in an international market. In exchange, you will receive training, support, and a portion of the revenues. Money from the sale of the carbon credits will fund the project and allow SPV to continue to support you and others in improving your rangelands. If you transfer these rights to SPV, you cannot transfer them to any other carbon projects for the duration of the project?

SAY: Giving SPV the carbon rights is temporary. You are only granting these rights for the duration of the agreement you sign when you join the project.

SAY: An independent organization, known as a Validation and Verification Body (VVB), will visit your community in the coming months to observe the project in action. This site visit is crucial for the project's approval. Our team will keep you informed about the VVB's visit and any updates related to it.

SAY: Every few years, the project will go through a process to measure how much carbon has been stored in the soil as a result of the project. The amount of carbon stored is directly related to the amount of carbon revenue that a community receives.

ASK: Does anyone have any questions about carbon rights?

SAY: [RNTEP team to disclose any impacts on property rights that come with the project as part of the FPIC process (VCS Section 3.18.2).]



Record: Take note of the questions that community members had and the responses given.

Note down anything else that came up.

DO: Ensure that a figure that clearly represents the **project's draft benefit sharing mechanism** is available either in poster form or in handout form (or any other form - slideshow, etc).

SAY: The initial implementation costs in the first four villages are currently being covered by the Darwin Fund through TNC. This includes OpEx and CapEx costs. The project is further receiving in kind support from the Natural Climate Solutions Accelerator to develop the Project Document and facilitate community engagement. As the project progresses, project implementation costs will be channeled through the project proponent and these will mostly go to project administration cost, including establishing and running the CCE, and project activities implementation i.e., invasive species removal, strengthening governance structures, reseeding of degraded areas etc. Communities are expected to incur opportunity costs, especially for those that had already converted the land to other uses other than grazing. Headers might also work extra hours to comply with the proposed grazing plans leading to increased labor costs.

SAY: The project will adopt the laid down carbon regulation on benefit sharing in Tanzania. Based on the updated carbon regulations for non-REDD+ projects, "sixty-one percent (61%) of the gross revenues entitled to Managing Authority and, thirty one percent (31%) for Proponent, may be determined and negotiated between the Managing Authority and the Project Proponent, depending on the nature of the project, while the remaining eight percent (8%) will be paid to Designated National Authority or National Focal Point." In this case, negotiations are expected to be based on valued costs of project development and implementation including opportunity costs incurred by the communities. These costs will be periodically reviewed and approved by the CCE, before incurring the expenses. Carbon rights from community members will be first aggregated by the Village Councils by convening village sensitization

meetings to educate members on the need to transfer carbon rights to the project proponent. Once the Village Councils get approval from their respective members to transfer the rights, the Council chairs will sign of the rights to be transferred to the project proponent.

ASK: Do you have any questions about the proposed benefit sharing mechanism? What do you like about the mechanism? What do you dislike about the mechanism?

ASK: Are there aspects of your traditional system for distributing benefits from communal resources that you think should be incorporated into the project's benefit sharing mechanism?

ASK: With regards to the benefit sharing mechanism that we proposed, are the flows of funds equitable and inclusive? Are there any training or capacity needs to enable you to participate better in this system?

ASK: Does anyone have questions or concerns about how carbon revenues will be used and shared back to participating communities?



Record: Take note of the questions that community members had and the responses given. Note down anything else that came up.

SAY: Thank you for your feedback on this project element. We will be updating our benefit sharing mechanism to better reflect the feedback gathered from you all today.

13. Feedback and Grievance Redress Procedure

Estimated time: 30 minutes

SAY: The project team is responsible for responding to any grievances raised about the project.

SAY: We want to better understand how grievances related to the use of communal resources are normally treated in your communities.

ASK: How are conflicts related to land, natural resource management and community development currently resolved? Who is involved in conflict resolution? Are there aspects of this system that you would like to see incorporated into the project's feedback and grievance redress procedure?

SAY: Thank you for sharing this information. Now we will talk about the procedure the project team has developed to ensure that feedback and any grievances can be heard and resolved. The project team welcomes all feedback and suggestions, in addition to any grievances.

SAY: The Feedback and Grievance Redress Procedure (FGRP) is an important tool for good governance of the project, so we want to make sure that the FGRP is easy to use and everyone is comfortable following the necessary steps. All grievances will be reported, documented and resolved respecting the rights and anonymity of all parties, ensuring fair process and respecting rights and safeguarding.

SAY: The project proposes a grievance redress mechanism that will take a three-stage approach to documenting and resolving grievances. The first stage is the **negotiation stage** at the village level, where cases are reported to village elders (Laigwanan). At this level, reporting will mostly be by word of mouth and cases are expected to be heard and resolved within a week after reporting. The Laigwanans then report all cases, including ones that were easily resolved, to the Village Councils, where they highlight the dates when the cases were reported, the dates of the hearing and the judgments/feedback.

SAY: The second stage is the **mediation stage** where all cases from the village elders are recorded and documented at the Village Council. The Village Council then picks up on the unresolved cases including appeal cases from community members. It is expected that most of the cases will be heard and resolved at this stage, since this is the current practice. However, since the project is an ecosystem level project bringing together 49 villages spanning across three districts, intervillage disputes around grazing plans community projects and revenue distribution are likely to emerge. These issues will be recorded and documented by Village Councils and mediated by the Community Carbon Enterprise, the entity that administers revenues to Village Councils, based on performance, size and population density.

SAY: Cases at the CCE level are expected to be heard and feedback given within a month. However, in cases where the Village Council feels that the issues have not been sufficiently addressed, the Village Council can escalate the cases to the Project Proponent and the District Council simultaneously. The two entities form the **arbitration stage** of the grievance redress mechanism after which the cases are lodged in a court of law. The Project Proponent is also responsible for gathering and tracking all the documents on reported cases at each stage, and initiating arbitration strategies for cases that are likely to reach at the district level. The project will further establish “hotlines” where concerns and grievances can be raised discreetly – through phonenumber or online complaint. These channels will be displayed in project information boards and posters in participating villages.

ASK: Do you have any questions about the proposed feedback and grievance procedure? What do you like about the procedure? What do you dislike about the procedure?

ASK: Are there aspects of your traditional system for handling grievances related to communal resources that you think should be incorporated into the project’s FGRP?

ASK: How do you think the project’s proposed Feedback and Grievance Redress Procedure can be improved?

ASK: Does anyone have questions about how to file a grievance with the project?



Record: Take note of the questions that community members had and the responses given.

Note down anything else that came up.

SAY: Thank you for your feedback on this project element. We will be updating our feedback and grievance procedure to better reflect the feedback gathered from you all today.

14. Break #3

Estimated time: 15 minutes

SAY: Thank you all for this insightful discussion on the key components of the project. Your input and feedback are invaluable as we strive to improve our project to better serve your communities and rangelands. Let us now take our final 15-minute break of the day. We will reconvene as a large group to close out today's session and discuss upcoming next steps.

SAY: Please sign in using our participant sheet during this time if you have not done so already.

15. Open Discussion

Estimated time: 20 minutes

SAY: Thank you everyone for participating in today's meeting. The project team appreciates the time you have given today to participate and provide feedback. We are excited about this opportunity and hope that we can continue to work and collaborate together!

SAY: I want to provide you with one more chance today to provide any feedback, raise concerns or excitement about the project, and ask questions.

ASK: Does anyone have anything they would like to contribute or ask before we wrap up?

DO: Give the participants a few moments to gather their thoughts and field any questions.

SAY: We are so appreciative of the time and insights you have shared with us today.

16. Closing and Next Steps

Estimated time: 20 minutes

SAY: Thank you again. To recap, in this meeting we have discussed the project and the specific activities it promotes, discussed the costs, risks, and benefits associated with these project activities, learned more about the community groups and important resources that the project must safeguard.

SAY: Finally, we want to discuss with you all the typical and preferred communication methods for your communities. This information is critical to ensure that our project team is best equipped to continuously engage with your community and provide information about the project in a timely and accessible manner throughout the project's lifetime.

ASK: Where do most people in the community get information on what events and happenings in the village?

ASK: What is the best format for engagement (group meeting, community baraza, other)?

ASK: What is your preferred location for future engagement activities?

ASK: Which is your preferred timings for engagement activities (i.e seasons, days of the week etc.)?



Record: Note down all community responses to each question within this section.

SAY: [Detail all immediate next steps communities can expect after this meeting. Return to any updates on expected communications as well as timing and plans for the agreement phase.]

SAY: Please reach out to [Name and phone] if you have any questions.

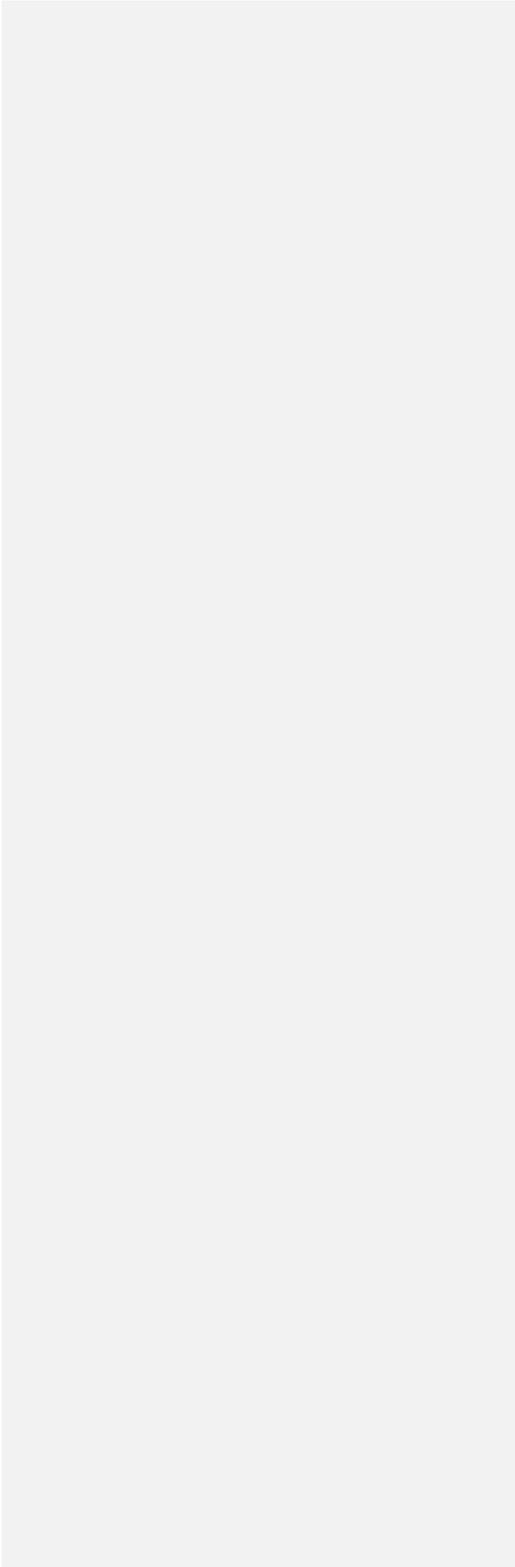
SAY: I would now like to invite [authority] to provide the concluding remarks.



Take a picture: Take a photo of each flip chart page/poster where community input was written down throughout the entirety of the meeting.

Appendix A: Note Taking Template

[Provide a copy of the recording template. Even if this information will be collected digitally, a physical copy will be useful for reference or as a backup.]



Appendix B: Participants List

[Provide a copy of the attendance list template. Even if this information will be collected digitally, a physical copy will be useful for reference or as a backup.]

