

May 7, 2009

**Road Fund Manager
Roads Fund Board
P. O. Box 12497
Dar es Salaam, TANZANIA**

Dear Sir,

Re: ADMINISTRATIVE WORK FOR PREPARATION OF THE STRATEGIC PLANNING WORKSHOP ON LOW VOLUME SEALED ROADS HELD IN ARUSHA, TANZANIA FROM 28TH – 30TH APRIL, 2009

Sub: SUBMISSION OF FINAL REPORT

Reference is made to the above and to the contract for provision of administrative duties towards preparation of the Strategic Workshop on 'Low Volume Sealed Roads' held at Naura Springs Hotel, Arusha.

As specified in item no. 5.0 in the Terms of Reference forming part of the contract, I hereby submit my final report for administrative duties covered during the period of the contract: April, 2009.

I have enclosed the following:

1. The final report in 2 hard copies and 1 soft copy – CD-ROM.
2. Annexes to the report:
 - i. List of participants who attended the workshop;
 - ii. Revised Workshop Budget
 - iii. Roads Fund Board Financial Report
 - iv. Crown Agents (CA) Financial Report
 - v. Summary of the Workshop Evaluation by Participants
 - vi. Terms of Reference
3. With this final report, I also herewith attach the following invoices for outstanding payments.
 - i. Invoices from Naura Springs Hotel for 1) Payment for conference package for 28 & 30 April, 2009: US\$4,760.00, 2) Payment for the Chief Guest accommodation and extras: US\$1,440 plus TShs. 81,750/ (US\$63.00), 3) Payment for Facilitators accommodation and extras: US\$1,261.00.
 - ii. Invoice for other outstanding payments as per the attached invoice number: MFI/RFB/03/09. A total of US\$1,572.69. Refer the CA Financial Report.

I remain,

Sincerely Yours,

**Roselyne R. Mariki
LVSR Workshop Administrator**

STRATEGIC PLANNING WORKSHOP ON 'LOW VOLUME SEALED ROADS'

HELD AT NAURA SPRINGS HOTEL

ARUSHA, TANZANIA

28TH – 30TH APRIL 2009

ADMINISTRATOR'S FINAL REPORT

MAY, 2009

PREPARED BY:

ROSELYNE MARIKI

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ANNEXES:

ANNEX I:	List of participants
ANNEX II:	Revised Workshop Budget
ANNEX III:	RFB Financial Report
ANNEX IV:	CA Financial Report
ANNEX V:	Summary of the Workshop Evaluation by Participants
ANNEX VI:	Terms of Reference

ACKNOWLEDGMENT:

The assignment of the administrator as outlined in the Terms of Reference was successfully carried out with support extended by the Organizing Committee and the Event Manager.

I would like to extend my sincere appreciation to the Roads Fund Board of Tanzania (RFB) as the host of the meeting and to the Organizing Committee (OC) responsible for the preparation of the meeting. My special thanks are extended to the Chairman of the OC - Mr. Joseph Haule and the Event Manager - Eng. Charles Massawe. In addition I thank the facilitators Rob Geddes, Tony Greening and Mike Pinard for their cooperation during the workshop.

I would also like to thank Mr. Msitiri Malongwe – Roads Fund Board and Julie Kilyinga – Great African Safaris, both members of the Administrative Team for all their hard work during the workshop.

The logistical arrangements for the site visit could not have been achieved without cooperation from the office of the Regional Manager of Tanzania National Roads Agency (TANROADS) Arusha. My appreciation goes to Eng. Deusededit Kakoko – Regional Manager TANROADS Arusha, Eng. Augustine Mnyari – Roads Inspector TANROADS Arusha, and their teams who made the visit possible.

ASANTENI SANA.

BACKGROUND INFORMATION:

The Roads Fund Board (RFB) in collaboration with The African Community Access Programme (AFCAP), the Prime Ministers Office Regional Administration and Local Government (PMORALG), and the Tanzania National Roads Agency (TANROADS) organized a Strategic Planning Workshop on Low Volume Sealed Roads, which was held at **the Naura Spring Hotel in Arusha, Tanzania from 28th – 30th April 2009.**

The goal of AFCAP is sustained economic and social development, poverty reduction and improved livelihoods of the rural poor through more effective, efficient and equitable access to socio-economic opportunities. The purpose of AFCAP is to create sustainable access to rural communities to external opportunities and services including health, education, employment, and markets, social and political networks. Therefore, to achieve the programme goal and purpose, AFCAP has a vision of delivering an integrated, wide-ranging portfolio of research, dissemination and training activities. Among other African countries, AFCAP is involved in Tanzania.

Tanzania subscribes to the principles of the SADC Guideline on Low Volume Sealed Roads (LVSR). This Guideline enables a more comprehensive and coherent approach to the use of locally available materials for low volume road construction. Despite widespread acceptance of the approach in Tanzania, it is not yet being implemented on a national scale. It was therefore envisaged to initiate a process that will identify and overcome barriers to adoption of the LVSR approach, and will mainstream it in the annual work plans of the road agencies.

The Workshop was aimed at developing a draft strategy for the adoption of LVSR approaches on a national scale in Tanzania. It was targeted for officials involved in road construction and maintenance; planning; contract administration; financing and performance monitoring of road projects; management and administration of road networks; researchers and academia.

Preparations for the Workshop was mainly the responsibility of RFB assisted by a steering committee (OC) comprising members from RFB, TANROADS, PMORALG, MOID and TANT² Centre. In order to ensure success in this endeavour, it was decided to contract out administrative issues regarding organising and conduct of the workshop to a qualified person/company which will handle all administrative issues as stipulated in the Terms of Reference (TOR) – ANNEX VI.

The main task of the Administrator was to assist the OC in delivering a well planned, organised and managed workshop. Administrative duties included: communication with delegates, preparation of a delegates contacts database, booking of the meeting venue, logistics: (transport, meals, reception (dinner), tickets reconfirmation), site-visits preparation, booking of hotels on behalf of delegates, and other duties as specified in the ToRs.

I, Roselyne Mariki was recruited to mobilise and carry out these duties for a period of 1 month – April, 2009. This final report is prepared and submitted in accordance with item 5.0 of the ToRs.

SUMMARY OF ACTIVITIES:

The following is a summary of activities that were carried out during the contract period – month of April, 2009.

1) Participants:

- a. A simple database was prepared with the names of people who have confirmed their attendance; their job titles, institutions, and contacts.
- b. Follow-up was continuously made through emails and telephone, to ensure that institutions confirm participation or otherwise.
- c. An information note was sent to all registered delegates. Copies were sent to the Chairman Organizing Committee (OC) and the Event Manager.
- d. The Regional Manager of TANROADS Arusha provided the administrator with a list of 16 local Arusha contractors. Contact was made to all of them. Five attended the workshop.
- e. A total of 65 people attended the workshop (including the chief guest, 3 facilitators and 1 administrator). However, on the last day, only 54 people attended. Attached is the list as ANNEX I.

2) Venue:

- a. Naura Springs Hotel (NSH), Kilimanjaro Hall was used as the meeting venue.
- b. Requested facilities as per the TORs were prepared such as: PA system, Flip chart stands, charts/marker pens, Screen for projection, notepads, pens and mineral water.
- c. The conference package included provision of mid-morning and mid-afternoon teas/coffees and buffet lunch. The administrator ensured that this was done on time according to the day to day workshop program. Meal coupons were given to delegates daily.

3) Field trip:

- a. The Administrator made a visit on the 26th April, 2009, to check out the site to be visited by delegates. The visit was done in collaboration with Mr. Augustine Mnyari, Roads Inspector for TANROADS, Arusha.
- b. Following this trip, suggestions for the field trip day were put forward to the OC, and a revision to the workshop program was done in such a way that delegates will have a full morning working session at NSH, followed by lunch, presentation about the site, then the field visit.
- c. NSH were informed of this change, and agreed to give a discounted rate of US\$20/person for half day use of the meeting hall, one tea provision and lunch. Payment for this service was done in cash using funds from Crown Agents (CA), originally intended to cover for lunch boxes. We also provided mineral water for all the delegates. Receipts form part of the attached CA financial report – ANNEX IV.

4) Secretariat:

- a. Name tags were prepared prior to registration.

- b. A registration desk was set-up for the 27th April, 2009 at the NSH reception area.
 - c. A printer was provided, and set-up of a temporary working area for the Organizing Committee (OC).
 - d. In collaboration with the OC, preparation of all workshop materials was done prior to registration of delegates.
 - e. Registration of delegates was done on the 27th and 28th April, 2009.
 - f. Payment of per diems and travel allowances was paid upon registration (50%) and the balance at the end of the workshop.
 - g. A permanent secretariat area was set-up outside the meeting venue. This was used for all secretarial work, including daily registration, provision of printing, photocopying, typing and other secretariat services as were requested by the OC.
 - h. The team was responsible for giving out daily meal coupons to ensure that we adhere to the budget.
- 5) Hotel bookings:
- a. Chief Guest, Hon. Aggrey Mwanri (MP), Deputy Minister for PMO-RALG, was booked at NSH (executive suite).
 - b. Facilitators were also booked at NSH – single standard rooms.
 - c. Other bookings were done as per requests from the OC and delegates.
- 6) Transport provision:
- a. Airport transfers were arranged for the OC Chairman and the three facilitators.
 - b. Buses for town runs (delegates transport to/from NSH).
 - c. Buses for the field trip on 29th April, 2009.
 - d. Transport for facilitating the workshop logistics.
- 7) Dinner function:
- a. Held on the 28th April, 2009 at Pepe Restaurant – three course menu (soups/salads, BBQ, desserts).
 - b. Entertainment included a live Band and Acrobatic show.
- 8) Workshop Evaluation: An evaluation form was prepared by the Event Manager and filled by each participant. A summary of the evaluation, as prepared by Tony Greening, one of the facilitators, is attached herewith as ANNEX V.
- 9) Budget: The budget was revised against the actual expenditures. The total budgeted amount was US\$41,917.00, while the actual amount used is US\$40,631.00. Total saving on the original budget is US\$1,286.00. The revised budget is attached herewith as ANNEX II.
- 10) RFB Funds & Payments: I, the administrator, received 7million TShs. Only (Seven Million Only) from the Roads Fund Board for i) 4.5million TShs. (Four Million Five Hundred Thousands only) being cash for the dinner function on the 28th April, 2009, ii) 1.320million TShs. (One Million Three Hundred Twenty Thousand only) being

payment to Eng. Charles Massawe, as the Event Manager, iii) 1.180million TShs. (One Million One Hundred Eighty Thousand only) being extra funds to cover for contingencies. A total of TShs. 5,635,000 (Five Million Six Hundred Thirty Five Thousand Only) was used and the balance of TShs. 1,365,000 (One Million Three Hundred Sixty Five Thousand Only) was returned to the OC Chairman. Attached as ANNEX III is the RFB Funds Financial Report.

11) CA Funds, Payments & Outstanding:

- a. Funds: I, the administrator received in my account a total of US\$18,818.00 only (US Dollars Eighteen Thousand Eight Hundred Eighteen Only) being funds for: 50% administrative fees (US\$1,750.00) as per the attached invoice no. MFI/RFB/01/09 and US\$17,105.00 for payment of services as per the attached invoice no. MFI/RFB/02/09.
- b. Payments are summarized below and ANNEX IV is the CA Funds Financial Report.:
 - i. Administrative fees: US\$1,750.00
 - ii. Per diem & travel allowances: Total of TShs. 16million (eq. US\$12,800) was paid. First payment: 50% of the total amount of TShs. 400,000/qualifying participant was paid upon registration. The total number of delegates required to receive this financial assistance was 44, however, upon registration, only 40 turned up. Upon the discretion of the Chairman of the OC, one delegate from Job Engineering Services Ltd., a local contractor based in Karatu, Arusha, who had requested for assistance, was awarded allowances – making the total number to 41. Balance payment: Two delegates had to leave after a one day full attendance, and therefore only 39 delegates received the balance payment. Attached as part of the financial report, are the forms signed by each delegate and receipts for Crown Agents.
 - iii. Conference Half day use at NSH on the 29th April, 2009. Total: US\$1,300.00 (US Dollars One Thousand Three Hundred Only).
 - iv. Resource Persons from TANROADS. Total: US\$600.00.
 - v. Transport: Total US\$1,750.00.
- c. Outstanding Payments:
 - i. Naura Springs Hotel: Three invoices have been raised for 1) Conference Package: US\$4,760, 2) Chief Guest Accommodation and extras: US\$1,440 plus TShs. 81,750 (US\$63), 3) Accommodation and extras for Facilitators: US\$1,261.
 - ii. Administrator Balance Payment: US\$1,750.00
 - iii. Documentation: US\$933.00
- d. Invoices for Outstanding Payments:
 - i. Naura Springs Hotel Invoices are attached herewith.
 - ii. An invoice from the administrator for the balance payments is attached herewith as Invoice no. MFI/RFB/03/09 for US\$1,572.69 – against the balance as per the transfer received (Refer CA Report).

CONCLUSION:

Preparations for the workshop were done successfully, with all the necessary assistance provided for by the OC, the Event Manager and TANROADS, Arusha.

Attendance was as planned, a total number of 65. However, the number decreased to 54 on the last day, without some participants giving notification of absence. It is recommended to stress in future meetings that, delegates should inform the organizers in case of an emergency, as this will assist in planning for all logistics related to the meetings (transport, meals, photocopying, provision of mineral water, etc.).

I herewith submit my report.

Roselyne Mariki

Workshop Administrator

Strategic Planning Workshop on Low Volume Sealed Roads

Naura Spring Hotel in Arusha, Tanzania from 28th – 30th April 2009

PARTICIPANTS LIST

NO.	FULL NAME	INSTITUTION	JOB TITLE	CONTACTS
1	Hon. Aggrey Mwanri (MP) - CHIEF GUEST	PMORALG, Ministry of Local Governments	Deputy Minister	
2	Jenti Patel	Arusha Aggregates Ltd.	Director	Tel: +255 784 723 456 arushaaggregates@yahoo.com arushaaggregates@bol.co.tz
3	Nuberis P. J. Nyange	Association of Consulting Engineers Tanzania (ACET)	Chairman	Tel: +255 754 782 149 npjnyange@intafrica.com acet@cats-net.com
4	Gurpal Bharya	BECCO Ltd.	Managing Director	Tel: +255 786 700 500 gsb49@hotmail.com
5	Pancras Bujulu (Dr.)	College of Engineering and Technology (COET) University of Dar es Salaam (UDSM)	Lecturer	Tel:+ 255 22 2410128 pbujulu@hotmail.com
6	John Mongi	Contact Enterprises, Moshi	Director	Tel: +255 754 475 270
7	David Jere	Contractors Registration Board (CRB)	Research Officer	Tel: +255 754 844 610 djere@crbtz.org
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14	Isack Mwanawima	MoID	Assistant Director, Roads	Tel: +255 754 276 829 mwanawima@yahoo.com
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18	Tumaini Lemunge	National Construction Council (NCC)	Researcher	Tel: +255 784 407 679 tlemunge2000@yahoo.co.uk
19	Alfred Mkinga	National Environmental Management Council (NEMC)	Environment Management Officer	Tel: +255 714 652 377 fredmkinga@yahoo.co.uk
20	Robert Lyimo	National Institute of Transport (NIT)	Highway Engineer, Lecturer	Tel: +255 754 026 698 kireirobert@yahoo.com elimgonja@yahoo.com
21	Vincent Ngomuo	Neng Engineering	Site Agent	Tel: +255 754 587 681
22	Reginald Ngarami	Otomizak Limited	Director	Tel: +255 754 653 293 otomizak@gmail.com

NO.	FULL NAME	INSTITUTION	JOB TITLE	CONTACTS
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24	Elina Kayanda	PMORALG	Coordinator Infrastructure	Tel: +255 713 448 835 ekayanda@yahoo.co.uk
25	Felix Ngomano	PMORALG	District Engineer - Bagamoyo	Tel: +255 764 000 100 felixngomano@yahoo.com
26	Gilbert Mwoga	PMORALG	Engineer	Tel: +255 26 2322051 OR: +255 754 872 131 gmwoga@yahoo.com
27	Joab Mutagwaba	PMORALG	District Engineer - Moshi District Council	Tel: +255 786 211 592 joab_joabalex@yahoo.com
28	Kennedy Kayungi	PMORALG	District Engineer - Mpwapwa	Tel: +255 784 912 717 kkayungi@yahoo.co.uk
29	Leopold Runji	PMORALG	District Engineer - Iringa	Tel: +255 717 452 245 deiringa@yahoo.com
30	Meleck Silaa	PMORALG	District Engineer - Siha	Tel: +255 754 266 854 myesilaa@yahoo.com
31	Niels Kofoed	PMORALG	Technical Advisor	Tel: +255 754 788 396 niels_kofoed50@yahoo.co.uk
32	Okuli Ndossi	PMORALG	RS Engineer - Kilimanjaro	Tel: +255 784 320 218 tirafoo@yahoo.com
33	Peter Mawere	PMORALG	District Engineer - Mufindi District Council	Tel: +255 765 600 600
34	Reuben Muyungi	PMORALG	District Engineer - Hai	Tel: +255 784 285 826 reuben-muyungi@yahoo.com ujenzihai@yahoo.com
35	Stephen Mhauka	PMORALG	District Engineer - Morogoro	Tel: +255 715 875 338 mhaukastephen@yahoo.com
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37	Wilbert Dede	PMORALG	RS Engineer - Tanga	Tel: +255 784 581 738 wdede2002@yahoo.com
38	Charles Massawe	Roads Fund Board	Planning & Monitoring Engineer	chamas@raha.com
39	Joseph Haule	Roads Fund Board	Roads Fund Manager	Tel: +255 754 999 916 jhaule@raha.com
40	Patrick Mfugale	Roads Fund Board	Board Member	roadfund@raha.com
41	Philip Magani	Roads Fund Board	Chairman	roadfund@raha.com
42	Ronald Lwakatare	Road Fund Board	Planning & Monitoring Engineer	rlwakatare@raha.com
43	Abdi Khamis Abdalla	Roads Fund Board Zanzibar	Executive Director	Tel./Fax: +255 24 2231095 zanroad@zanzinet.com
44	Hussein M. Rajabu	Roads Fund Board Zanzibar	Chief Roads Engineer	Tel./Fax: +255 24 2231095 zanroad@zanzinet.com
45	Prajesh Chauhan	Rocktronic Ltd, Moshi	Director	Tel: +255 27 2752133 rock@rocktronic.co.tz
46	S. R. Tarimo	Stance Technic	Director	Tel: +255 713 653 889 stancetechnic@yahoo.com
47	Agustino G. Mnyari	TANROADS	Roads Inspector	Tel: +255 754 568 216

NO.	FULL NAME	INSTITUTION	JOB TITLE	CONTACTS
48	Charles Madinda	TANROADS	Regional Manager, Morogoro	Tel: +255 754 819 549 tanroadsmoro@yahoo.co.uk
49	Deusdedit Kakoko	TANROADS	Regional Manager, Arusha	Tel: +255 784 494 666 dckv1965@yahoo.com
50	Elaimin Tenga	TANROADS	Senior Maintenance Engineer	Tel: +255 784 650 115 tenga_eliamin@yahoo.co.uk
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53	Joseph Nyamhanga	TANROADS	Regional Manager, Rukwa	Tel: +255 754 322 660/ 25 2802134 jmnyam@yahoo.com
54	Mussa Mataka	TANROADS	Regional Manager, Mtwara	Tel: +255 754 386 016/ 23 2333904 mussamataka@yahoo.co.uk
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59	Chard D.S. Wemba	Tanzania Roads Association (TARA)		Tel: +255 787 369 680 namajani@yahoo.com tanzaniaroads@yahoo.com
60	Col. SM Ndazi	The Institution of Engineers Tanzania (IET)	Vice President	smndazi@yahoo.com snakassera@yahoo.com
61	Japhet Malambi	Zanzibar Ministry of Communications and Transport	Maintenance Engineer	Tel: +255 773 193 877 debho2001@yahoo.com
62	Mwanamtiti Hassan	Zanzibar Ministry of Communications and Transport	Civil Engineer	Tel: +255 773 066 943 mwanamtiti@yahoo.com
FACILITATORS:				
63	Rob Geddes	African Community Access Programme (AFCAP)	Technical Manager	Tel/fax +263 4 708624 rgeddes@hms.co.zw
64	Mike Pinard		Facilitator	mipinard@global.bw
65	Tony Greening		Independent Consultant	tonyk.greening@sky.com

ADDITIONAL PRESENTER (30 April, 2009) FROM KENYA:

66	Albert Attias	Chief Executive Officer	Concept Ltd, Anyway Soil Stabilizer Anss - Nairobi KENYA	Tel: +254 733 610183/ 722 206953 majoralbert@gmail.com
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ACTUAL EXPENDITURE FOR THE LOW VOLUME SEALED ROADS WORKSHOP, ARUSHA, TANZANIA. 28 - 30 APRIL, 2009

S/N	ITEMS	DETAILED DESCRIPTION	Rate in USD	QTY.	Units	Amount, USD	ACTUAL	ORIGINAL BUDGET
1	Workshop Facilities	Full Day (Hall Rent, Lunch & Tees) - for 65 persons: @\$40/person/day - 28 April, 2009	40	65	1	\$ 2,600		
		Half Day (Hall Rent, Lunch & Tea) - for 65 persons: @\$20/person/day - 29 April, 2009	20	65	1	\$ 1,300		
		Full Day (Hall Rent, Lunch & Tees) - for 54 persons: @\$40/person/day - 30 April, 2009	40	54	1	\$ 2,160		
		Sub-Total					\$ 6,060	\$ 6,175
2	Documentation: copying, printing, binding & other support services	Stationeries, Photocopying, Conference Materials, etc. in Dar es Salaam (as received from Event Manager)	574	1	1	\$ 574		
		Stationeries, Photocopying, Printing, etc. in Arusha (Ref. Attached Stationery List)	359	1	1	\$ 359		
		Sub-Total					\$ 933	\$ 1,200
3	Administration	Seminar Administrator				\$ 3,500		
		Sub-Total					\$ 3,500	\$ 3,500
4	Facilitators	Fees	740	2	7	\$ 10,360		
		Accommodation: Mike Pinard (27, 28 & 29 April)	95	1	3	\$ 285		
		Accommodation: Tony Greening (25 - 30 April)	95	1	6	\$ 570		
		Accommodation: Rob Geddes (27, 28 & 29 April)	95	1	3	\$ 285		
		Extras: Mike Pinard	20	1	1	\$ 20		
		Extras: Tony Greening	80	1	1	\$ 80		
		Extras: Rob Geddes	21	1	1	\$ 21		
		Travel	1,184	2	1	\$ 2,368		
		Sub-Total					\$ 13,989	\$ 13,912
5	Resource Persons for 2 Tanzania Case Studies	TANROADS Resource Person; and Contractor & Consultant Resource Persons	200	2	1	\$ 400		
	Resource Persons for Field Visit	TANROADS Roads Inspector	100	1	1	\$ 100		
		TANROADS persons	33	3	1	\$ 100		
		Sub-Total					\$ 600	\$ 500

ACTUAL EXPENDITURE FOR THE LOW VOLUME SEALED ROADS WORKSHOP, ARUSHA, TANZANIA. 28 - 30 APRIL, 2009

S/N	ITEMS	DETAILED DESCRIPTION	Rate in USD	QTY.	Units	Amount, USD	ACTUAL	ORIGINAL BUDGET
6	Transport	Technical Site visit transport	150	3	1	\$ 450		
		Airport transfers: estimated 4 arrivals & 4 departures	50	4	2	\$ 400		
		Transport for logistics on 27 April, 2009	50	1	1	\$ 50		
		Transport for Pick up participants from identified locations: 2 Buses per day	200	2	2	\$ 800		
		Transport for logistics on 29 April, 2009	50	1	1	\$ 50		
		Sub-Total					\$ 1,750	\$ 1,550
7	Chief Guest	Accommodation at Naura Springs Hotel	360	1	4	\$ 1,440		
		Meals/Extras at Naura Springs Hotel	51	1	1	\$ 51		
		Sub-Total					\$ 1,491	\$ 1,000
8	Participants Accommodation and Transport Arrangement	Subsistence Allowance/ Perdiems for two days: 27 & 28 April, 2009	62	41	2	\$ 5,046		
		Subsistence Allowance/ Perdiems for two days: 29 & 30 April, 2009	62	39	2	\$ 4,800		
		Transport Assistance (50%) - paid on registration	31	41	1	\$ 1,262		
		Transport Assistance (50%) - paid on 30 April, 09	31	39	1	\$ 1,200		
		Sub-Total:					\$ 12,308	\$ 14,080
		TOTAL:					\$ 40,631	\$ 41,917
								\$ 1,286
							IN Sterling Pound	£27,453
								£28,322
		<p>Please Note: US Dollar to United Kingdom Pounds 1.00 US Dollar = 0.675675 GBP</p> <p>United Kingdom Pounds to US Dollars 1.00 GBP = 1.48000 US Dollars</p> <p>Costs of the Dinner Party on 28 April, 2009 were met by the Roads Fund Board</p>						

ROAD FUND BOARD - FINANCIAL REPORT

LOW VOLUME SEALED ROADS WORKSHOP, 28 - 30 APRIL, 2009

AMOUNT RECEIVED IN A/C: TSHS. SEVEN MILLION ONLY (TSHS. 7,000,000/)

NO	NAME OF PAYEE	DETAILS OF PAYMENT	AMOUNT
1	Charles Massawe (Eng.)	Event Management	TZS 1,320,000
2	CRDB	Withdrawal Charges	TZS 10,000
3	PEPE Restaurant	Deposit for Dinner Function	TZS 1,300,000
4	Sounds of Serengeti	Band (dinner)	TZS 525,000
5	Little Roses	Tent (dinner)	TZS 55,000
6	Impala Shuttle	Taxi to Pepe	TZS 5,000
7	PEPE Restaurant	Balance Dinner	TZS 2,420,000
	TOTAL AMOUNT USED:		TZS 5,635,000
	BALANCE (OUT OF 7MILLION)		TZS 1,365,000.00

PREPARED BY: ROSELYNE MARIKI, ADMINISTRATOR

04 April, 2009

ROAD FUND BOARD - REPORT

LOW VOLUME SEALED ROADS WORKSHOP, 28 - 30 APRIL, 2009

DOCUMENTATION: PRINTING AND PHOTOCOPYING

NO	NAME OF PAYEE	DETAILS OF PAYMENT	AMOUNT
1	Masuwa Enterprises	Stationery Purchase	73,000
2	Masuwa Enterprises	Stationery Purchase	90,000
3	Sanwari Communications	Printing and Photocopying	176,350
4	Sanwari Communications	Photocopying	2,250
5	Masuwa Enterprises	CD-Rw - 50	125,000
	TOTAL: STATIONERY & DOCUMENTS		466,600

PREPARED BY: ROSELYNE MARIKI, ADMINISTRATOR

04 April, 2009

CROWN AGENTS**UK****LIST OF PAYMENTS FOR THE LVSR WORKSHOP HELD IN ARUSHA, TANZANIA FROM 28 - 30 APRIL, 2009**

NO	NAME OF PAYEE	DETAILS OF PAYMENT	RCPT.	AMOUNT, US\$	AMOUNT, TZS	DATE
1	Roselyne Mariki	Receipt of Funds	011	\$ 18,818.00		28-Apr
2	Alfany Issa	Transfers/ Town Run	012	\$ 160.00		28-Apr
3	Andrew Mbagwa	Transfers/ Town Run	013	\$ 90.00		28-Apr
4	Ronald Lwakatare	Perdiems/ Transport	014		TZS 400,000	30-Apr
5	Fintan Kilowoko	Perdiems/ Transport	015		TZS 400,000	30-Apr
6	Nuberis P. J. Nyange	Perdiems/ Transport	016		TZS 400,000	30-Apr
7	Gilbert Mwoga	Perdiems/ Transport	017		TZS 400,000	30-Apr
8	Laurent M. Kyombo	Perdiems/ Transport	018		TZS 400,000	30-Apr
9	Bupe Angetile	Perdiems/ Transport	019		TZS 400,000	30-Apr
10	Kennedy M. Kayungi	Perdiems/ Transport	020		TZS 400,000	30-Apr
11	Eliamin L. Tenga	Perdiems/ Transport	021		TZS 400,000	30-Apr
12	Raphael B. Chasama	Perdiems/ Transport	022		TZS 400,000	30-Apr
13	Robert F. Lyimo	Perdiems/ Transport	023		TZS 400,000	30-Apr
14	Chard D. S. Wemba	Perdiems/ Transport	024		TZS 400,000	30-Apr
15	Charles M. Madinda	Perdiems/ Transport	025		TZS 400,000	30-Apr
16	Okuli Tiraufoo	Perdiems/ Transport	026		TZS 400,000	30-Apr
17	T. S. Sarakikya	Perdiems/ Transport	027		TZS 400,000	30-Apr
18	Joseph M. Nyamhanga	Perdiems/ Transport	028		TZS 400,000	30-Apr
19	William E. Shila	Perdiems/ Transport	029		TZS 400,000	30-Apr
20	Ringo Elirehema	Perdiems/ Transport	030		TZS 400,000	30-Apr
21	Kazungu Magili	Perdiems/ Transport	031		TZS 400,000	30-Apr

CROWN AGENTS**UK****LIST OF PAYMENTS FOR THE LVSR WORKSHOP HELD IN ARUSHA, TANZANIA FROM 28 - 30 APRIL, 2009**

NO	NAME OF PAYEE	DETAILS OF PAYMENT	RCPT.	AMOUNT, US\$	AMOUNT, TZS	DATE
22	Col. SM Ndazi	Perdiems/ Transport	032		TZS 400,000	30-Apr
23	Isaack Mwanawima	Perdiems/ Transport	033		TZS 400,000	30-Apr
24	Severine Rwegumisa	Perdiems/ Transport	034		TZS 400,000	30-Apr
25	Joab Mutagwaba	Perdiems/ Transport	035		TZS 400,000	30-Apr
26	Meleck Silaa	Perdiems/ Transport	036		TZS 400,000	30-Apr
27	David Jere	Perdiems/ Transport	037		TZS 400,000	30-Apr
28	Reuben Muyungi	Perdiems/ Transport	038		TZS 400,000	30-Apr
29	Lwelenja Ferdinand	Perdiems/ Transport	039		TZS 400,000	30-Apr
30	Jubily Musagasa	Perdiems/ Transport	040		TZS 400,000	30-Apr
31	Wilbert S. Dede	Perdiems/ Transport	041		TZS 400,000	30-Apr
32	Venant Komba	Perdiems/ Transport	042		TZS 400,000	30-Apr
33	Alfred Mkinga	Perdiems/ Transport	043		TZS 400,000	30-Apr
34	Tumaini Lemunge	Perdiems/ Transport	044		TZS 400,000	30-Apr
35	Leopold Runji	Perdiems/ Transport	045		TZS 400,000	30-Apr
36	Pancras Bujulu	Perdiems/ Transport	046		TZS 400,000	30-Apr
37	Peter Mawere	Perdiems/ Transport	047		TZS 400,000	30-Apr
38	S. B. Mhauka	Perdiems/ Transport	048		TZS 400,000	30-Apr
39	Felix Ngomano	Perdiems/ Transport	049		TZS 400,000	30-Apr
40	John T. Malisa	Perdiems/ Transport	050		TZS 400,000	30-Apr
41	Mussa Mataka	Perdiems/ Transport	051		TZS 400,000	30-Apr
42	Deusdedit Kakoko	Perdiems/ Transport	052		TZS 400,000	30-Apr

CROWN AGENTS**UK****LIST OF PAYMENTS FOR THE LVSR WORKSHOP HELD IN ARUSHA, TANZANIA FROM 28 - 30 APRIL, 2009**

NO	NAME OF PAYEE	DETAILS OF PAYMENT	RCPT.	AMOUNT, US\$	AMOUNT, TZS	DATE
43	Andrew Mbagi	Day use: Taxi	053	\$ 50.00		29-Apr
44	Elina Kayanda & Musa Iyombe	Perdiems/ Transport	054		TZS 400,000	30-Apr
45	Joseph M. Nyamhanga	Resource Person: TANROADS	055	\$ 200.00		29-Apr
46	Deusdedit Kakoko	Resource Person: TANROADS	056	\$ 200.00		29-Apr
47	Augustino Mnyari	Resource Person: Field Trip	057	\$ 100.00		30-Apr
48	Augustino Mnyari	Resource Persons: Field Trip (3 pax TANROADS)	058	\$ 100.00		30-Apr
49	J. H. Kimaro Shuttle Services	Buses for Town Run and Field Trip	059	\$ 1,250.00		2-May
50	Roselyne Mariki	Administrator Fees (50%)	060	\$ 1,750.00		2-May
51	Alfany Issa	Airport Transfers: Departures	061	\$ 200.00		2-May
52	Naura Springs Hotel	Half Day Meeting on 29 April, 2009	062	\$ 1,300.00		2-May
	TOTAL AMOUNT SPENT:			\$ 5,400.00	TZS 16,000,000	
	TOTAL AMOUNT SPENT IN USDOLLARS:			\$ 5,400.00	\$ 12,307.69	
	TOTAL AMOUNT RECEIVED IN BANK:			\$ 18,818.00		
	BALANCE:			\$ 1,110.31		
	ADD PAYMENT FOR DOCUMENTATION, PRINTING, ETC.			\$ 933.00		
	ADD BALANCE PAYMENT FOR ADMINISTRATOR			\$ 1,750.00		
	TOTAL AMOUNT INVOICED TO CA (INVOICE # MFI/RFB/03/09)			\$ 1,572.69		

EVALUATION REPORT

LVSR WORKSHOP IN ARUSHA TANZANIA ON 28th to 30th APRIL 2009

Total Number of Workshop Respondents = 48 Total Number of responses = 432

Question No	Category	Rating								
		Outstanding		Very Good		Good		Fair		Poor
		No.	%	No.	%	No.	%	No.	%	
1	Overall Impression of the workshop	6	12.5	29	60.4	13	27.1	0	0	0
2	Methodology in terms of presentations, group work and discussions	6	12.5	24	50.0	18	37.5	0	0	0
3	Quality of presentations	5	10.4	23	47.9	20	41.7	0	0	0
4	Performance of facilitators	15	31.2	20	41.7	13	27.1	0	0	0
5	Performance of event manager	10	20.8	31	64.6	6	12.5	1	2.1	0
6	Achievement of workshop objective	5	10.4	16	33.3	26	54.2	1	2.1	0
8a	Pre-workshop information	5	10.4	25	52.1	18	37.5	0	0	0
8b	Workshop Venue	13	27.1	26	54.2	8	16.6	1	2.1	0
8d	Workshop Logistics, including transport, meals, accommodation, etc	3	6.2	27	56.3	15	31.3	3	6.2	0
	Totals	68		221		137		6		0
	Percentage of all responses		15.7		51.1		31.8		1.4	0

Additional Information

Question No.		Response			
		Yes	No	Not sure	No Response
7	Do you plan to execute LVSR project	30	1	14	3
	Percentage of respondents	62.5	2.1	29.1	6.3

Question No.		Response			
		Too long	Too short	OK	No Response
8c	Length of workshop programme	0	6	42	0
	Percentage of respondents	0	12.5	87.5	0

Additional comments

1. One respondent commented that neither the site visit nor the Bank presentation was sufficiently relevant to the workshop theme.
2. Another respondent suggested that the RFB should arrange forums to get more feedback on relevant issues from a wider range of stakeholders.

Mainstreaming the Low Volume Sealed Road Approach in the Annual Work Plans of Road Sector Agencies in Tanzania

Strategic Planning Workshop 28th - 30th April 2009

Arusha

Terms of Reference for the Administrator

1. BACKGROUND

Tanzania subscribes to the principles of the SADC Guideline on Low-volume Sealed Roads (LVSR). This Guideline enables a more comprehensive and coherent approach to the use of locally available materials for low volume road construction. The major impacts of adopting such approaches include a reduction of life-cycle costs, a reduction in the continuous exploitation of non-renewable gravel sources, lower vehicle operating costs, environmental benefits due to reduced erosion, and health benefits due to reduced dust. Despite widespread acceptance of the approach in Tanzania, it is not yet being implemented on a national scale. The Road Fund Board wishes to initiate a process that will identify and overcome barriers to adoption of the LVSR approach, and will mainstream it in the annual work plans of the road agencies.

The Roads Fund Board in collaboration with the African Community Access Programme (AFCAP), the Prime Minister's Office Regional Administration and Local Government, and the Tanzania National Roads Agency are organizing a Strategic Planning Workshop on Mainstreaming the Low Volume Sealed Road Approach in the Annual Work Plans of Road Sector Agencies in Tanzania. It is proposed that the workshop will be held in Arusha from 28th to 30th April 2009.

The objective of the Workshop is to develop a draft strategy for the adoption of LVSR approaches on a national scale in Tanzania. Low volume roads provide access for communities to social services, markets and employment opportunities. The design standards promoted by the LVSR Guideline lead to reduced vehicle operating costs and therefore lower transport costs, as well as health benefits due to reduced dust

The Workshop is targeted for road sector policy and decision makers, development partners, practitioners, contractors, consultants and researchers and it is expected to be attended by about 70 participants (All Tanzanians?).

Preparation of the Workshop is the responsibility of the RFB assisted by a steering committee comprising members from RFB, TANROADS, PMORALG, MOID and TANT² Centre. In order to ensure success in this endeavour, it has been decided to contract out administrative issues regarding organising and conduct of this seminar to a qualified person/company which will handle all administrative issues as stipulated below.

2. OBJECTIVE

The objective of having an administrator is to assist the Organising Committee to come up with a well organised and managed Workshop on Strategic Planning on Mainstreaming the Low Volume Sealed Road Approach in the Annual Work Plans of Road Sector Agencies in Tanzania to be held in Arusha from 29th to 30th April 2009.

3. SCOPE OF WORKS

The Administrator shall be responsible for providing and organising arrangements for accommodation, transport, and seminar facilities. The responsibilities shall include but are not limited to:

3.1 Seminar Related Responsibilities

a) *Seminar venue*

- The Administrator shall arrange for the venue for the Workshop.
- Arrange within the venue package all the necessary audio and visual aids including microphones, , speakers, PPT projector to be provided by the OC, and PPT projector screen, writing pads and pens.
- The Administrator shall make sure that there is adequate provision for visual aid consumables for the plenary and group sessions including flip-chart boards and papers, markers pens of different colours, etc.
- Register all participants every morning of the workshop

b) *Workshop material*

- The Administrator shall assist in the preparation of conference packs for all participants.
- Receive workshop papers from the OC, arrange for filing them and include in the conference packs.
- Prepare and issue to participants' identification badges.

d) *Services for participants*

- The Administrator shall maintain a database of seminar participants and paper presenters, their contact details, profile and status.
- The Administrator shall arrange bookings and co-ordinate hotel accommodation, on a bed and breakfast basis, for participants who request the service at favourable group rates. The cost of accommodation and breakfast shall be borne by the participants.

c) *Transport*

- The Administrator shall arrange for participant air tickets to be reconfirmed for their onward flights.
- The Administrator shall arrange transport for participants and their baggage to and from the airport/bust terminal and their hotel(s).
- The Administrator shall arrange transport for participants to and from their hotel(s) and the seminar venue.
- The Administrator shall arrange transport for participants to and from their hotel(s) and the site visit.

d) *Lunch, Morning and Afternoon Tea/Coffee*

- The Administrator shall ensure that Lunch, Morning and Afternoon Tea/Coffee are served on time as required according to the Seminar Programme. Mid-morning and mid-afternoon refreshments shall include snacks/ bites. The lunch shall include non-alcoholic liquid refreshment. The cost of these items shall be included in the venue package
- Where necessary, the Administrator shall arrange and conduct cocktail party or dinner for the participants and invited guests.

e) *Social amenities*

- Where necessary the Administrator shall arrange for other social events and excursions as agreed with the OC.
- The Administrator shall arrange for access to the following facilities:; a pharmacy; and medical health centres.

f) *Site visits*

- The Administrator shall provide the logistical arrangements, which shall include: provision of transport, packed lunches, and adequate liquid refreshments.

g) *Secretariat*

- The Administrator shall arrange and manage a secretariat for the provision of services to participants and organisers during the meeting. The required facilities shall include photocopying, paper punching, faxing, e-mailing etc.

i) *Miscellaneous*

- The Administrator shall keep the Organizing Committee continually informed of the progress of work (at least once a week from the start of the work, daily during the meeting, or any mode as shall be agreed by the organising committee).
- The Administrator shall collect and issue to the OC all bills related to the event and ensure that they are fully settled by the last day of the workshop.

j) *Group Photograph*

- The Administrator shall arrange and co-ordinate for group photograph.

4. ADMINISTRATOR

The work is to be carried out by a competent Administrator with extensive experience in organising International Seminars/Workshops. The Administrator will need to have in-depth knowledge of public relations and must have experience in working with public sector organisations. The Administrator is to be guided by the established Organising Committee for the duration of the assignment.

5. TIMING AND REPORTING

It is anticipated that this assignment will be completed within one month after commencement of the work. The Administrator shall be reporting to the Chairman of the Organising Committee. A final report shall be submitted to the Organising Committee not later than two weeks after the Workshop. The report shall be in two hard copies as well as in one soft copy in the form of a CD ROM in MS Word 2007 narrating the general conduct of the workshop including participation, incidences, financial expenditure etc.

THE SEMINAR VENUE

The facilities at the venue shall comprise the following:

- a foyer/concourse area for registration, display of publications, static display area
- an auditorium large enough for plenary sessions
- a dining room
- toilet

FOYER

The foyer shall be equipped with the following:

- tables and chairs for those conducting the registration
- tables for the display of publications
- wall-space for the exhibitions, display of posters and notices.

AUDITORIUM

The auditorium shall comprise a plenary hall, with comfortable seating and tables for 70 participants, together with the following facilities:

- a podium
- a lecturn
- an overhead projector (on a suitable stand) with spare bulb
- an inclined screen for the OHP
- an LCD projector
- a remote infra-red control system for computers plugged into the LCD projector
- One (2) vertical screen for the LCD projector
- electrical sockets
- natural and artificial light
- a means of shutting out natural light
- a flipchart stand
- a video cassette recorder and TV display
- a public address system with roving radio microphones
- a rapporteur's table with two chairs
- an Event Manager's table with five chairs
- two double-sided pinboard-stands measuring 240x120cm
- air-conditioning (if appropriate)
- drinking glasses on the tables for participants

SECRETARIAT

To provide office services and equipment and expendable materials for the use of presenters, chairpersons and facilitators comprising:

DINING ROOM

- tables or counters for serving refreshments and buffet lunches
- dining tables and chairs for participants to sit down to lunch.

CATERING SERVICES TO BE PROVIDED

Mid-morning refreshments

- Tea
- Snacks and bites
- Coffee

Lunches

Note that some participants may be vegetarian.

- Buffet service
- Soup
- Cold platter
- Salads
- Hot dishes
- Vegetable dishes
- Cold desserts
- One soft drink or fruit juice per person
- Drinking water
- Bread or rolls, and butter etc.

Please Note: A continual supply of cold drinking water is necessary