



Enabling smallholder farmers to influence grassroots development



SOCIAL ACCOUNTABILITY MONITORING (SAM) IN THE AGRICULTURE SECTOR Training Manual for Farmer Leaders at District Level in Eastern and Southern Africa

act:onaid



The Partnership for Social Accountability (PSA) Alliance is a consortium of four organisations; ActionAid International, PSAM– Public Service Accountability Monitor of Rhodes University; SAfAIDS; and ESAFF. The PSA Alliance project on Social Accountability in health and agriculture was implemented between 2016 - 2024 in five countries in Southern Africa (Malawi, Tanzania, Zambia, Zimbabwe and Mozambique). ESAFF was a lead organisation in strengthening social accountability in the agriculture sector. This project was supported by the Swiss Development Cooperation (SDC).

This training manual for small-scale farmer leaders at the district level intends to **empower smallholder farmers** to engage in development issues with gender perspectives in the agriculture sector at grassroots levels.

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A message from a Farmer Leader

This training Manual for farmer leaders at the district level has been developed drawing on a wealth of knowledge and publications on **empowering smallholder farmers**. The primary goal of this comprehensive Manual is to **enhance the capacity of farmer leaders** to actively influence and participate in the development processes within the agricultural sector at the grassroots level.

Understanding the critical importance of agricultural strategies set forth at the continental level by the African Union, particularly through the Comprehensive Africa Agriculture Development Programme (CAADP), this training is anchored in the principles of the **CAADP** and the long-term goals of **Kampala Declaration 2026 - 2035**.

This training equips smallholder farmers with the knowledge and responsibility to advocate for transparency and accountability in agricultural strategies and programs, enabling them to demand tangible results and meaningful changes at all levels—from **grassroots, national levels and regional platforms like Southern Africa Development Community (SADC) and East African Community (EAC)**. It empowers them to become influential voices in local development, ensuring their needs and priorities are reflected in agricultural policies and budgets. Additionally, the training fosters a culture of accountability and transparency, leading to more effective and equitable resource allocation, ultimately helping farmer leaders contribute to sustainable agricultural development and improve the livelihoods of their communities.



Hakim Baliraine
Chairperson - ESAFF

Acronyms

AU:	African Union
CAADP:	Comprehensive Africa Agriculture Development Programme
CAG:	Chief Auditor General
CAL:	Campaign, Advocacy and Lobbying
DED:	District Executive Director
DSAMCO:	District SAM Committee
EAC:	East African Community
ESA:	Eastern and Southern Africa
ESAFF:	Eastern and Southern Africa Small Scale Farmers Forum
FAO:	Food and Agriculture Organization
HLPE:	High Level Panel of Experts
ICESCR:	International Covenant on Economic, Social and Cultural Rights
ICT:	Information and communications technology
LCD:	Liquid Crystal Display
NAIP:	National Agriculture Investment Plans
O & OD:	Opportunities and Obstacles Development
RISDP:	Regional Indicative Strategic Development Plan
PETS:	Public Expenditure Tracking Survey
PSA:	Public Social Accountability
PSAM:	Public Service Accountability Monitor
SADC:	Southern African Development Community
SAFAIDS:	Southern Africa AIDS Information Dissemination Service
SAM:	Social Accountability Monitoring
SDC:	Swiss Agency for Development and Cooperation
SDG:	Sustainable Development Goals
SMS:	Short Message Service
UNDHR:	Universal Declaration of Human Rights
WEO:	Ward Executive Officer





INTRODUCTION:

THE MEANING of SOCIAL ACCOUNTABILITY and ITS IMPORTANCE

1.1 What is Social Accountability

Social accountability is defined as **citizen-led action** to demand responsibility and responsiveness from the duty bearers including public officials and service providers at various levels, according to decentralisation by devolution. These actions can happen at community or village level, ward level, district level or at national level (central government level).

Social accountability consists of **actions initiated by citizens or farmer groups** to hold government (public) officials like agriculture extension officers, Ward Executive Officers (WEO), District Executive Director (DED), Principal Secretaries in the Ministries, Ministers and other government officials.

Public social accountability actions also hold accountable elected politicians like councilors or members of parliament and service providers for their conduct and performance in delivering services in sectors including agriculture sector so as **to improve** smallholder farmers and their families welfare and protecting their rights.

1.2 Importance of Social Accountability

There are numerous benefits of social accountability, among them are;



Empowers citizens that compel government to perform its duties adequately



Enhanced government transparency which improves trust and relationships in society



Improved public service delivery, leading to better informed policy design, implementation and monitoring.



Ensuring the rational use of public resources and safeguarding against 'leakage' and corruption.



Speed up poverty reduction through proper distribution and utilization of public resources (money, human resources)



Provides vital feedback to government or local government departments on the challenges or gaps in public service delivery.

2

HOW TO ORGANISE AND CONDUCT TRAINING FOR FARMER LEADERS ON SOCIAL ACCOUNTABILITY

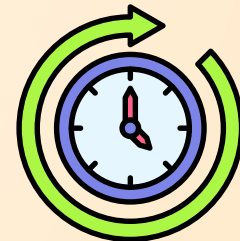
The training should be memorable, entertaining and participatory training which should draw from local experience. The training could be organised for 15-20 farmer leaders together with likeminded people from the following groups;



A group of farmer leaders composed of women, youth (both female and male as well as marginalized groups



Local government (councillors – agriculture committee) traditional leaders, media, extension officers and village, ward & district leaders/ officers (planning and agriculture officer) knowledgeable on agriculture planning and budgeting processes.



Training duration could be 4 days and can start from 08hrs in the morning to 17hrs with tea breaks and lunch break.

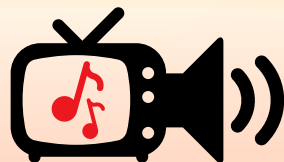


Training will be facilitated by a person who is knowledgeable of the Agriculture national and district plans, budget and reports.

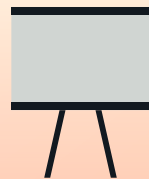
Materials needed



Spacious and well-ventilated venue which allows simple games



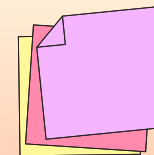
LCD TV/ Projector, Speakers and musics



Manila papers or flipcharts



Mark pens, Pens and Notebooks



Meta cards/ VIPP cards/ sticky notes



Animation videos



Publications: reference materials (i.e reports)



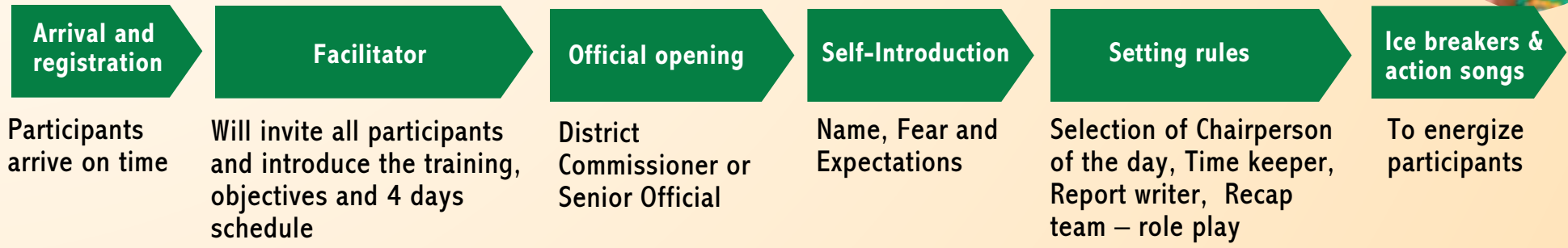
DAY ONE



UNDERSTANDING THE SOCIAL ACCOUNTABILITY CONTEXT IN THE AGRICULTURE SECTOR

Series of events

1.5 hours



Objectives of the day

- Understanding the Social Accountability Monitoring (SAM) context in the agriculture sector
- Understanding agriculture successes and challenges in the district:
- Understanding how SAM can help to solve problems through participatory processes
- Understanding budget cycle at district and national level and the role of farmers in each stage

Energizer

Drawing on the head

Breaking the ice, knowing each other and expectations



1. Participants sit in a circle.



2. Facilitator shares A4 plain papers to each participant and ask them to draw a picture of a house and write their expectation on the other side of the paper.



3. After that each participant will say their name and display their picture and read their expectation (pin/ glue the expectations on the board/ wall).



4. If participants understand the picture, they should clap 3 times



5. At the end, participants will vote for the best picture



30 mins

TOPIC

1

USING SAM TO ADDRESS AGRICULTURE CHALLENGES IN THE DISTRICT WITH GENDER RESPONSIVENESS



Session 1:

Understanding Social Accountability Monitoring (SAM) in the agriculture sector



30
Minutes

Social accountability is defined as citizen-led action to demand responsibility and responsiveness from the duty bearers including public officials and service providers. It consists of actions initiated by citizen groups to hold public officials, politicians, and service providers accountable for their conduct and performance in delivering services, improving people's welfare and protecting people's rights [Participants to discuss how they have been demanding social accountability].



Session 2:

Understanding Agriculture Challenges in the District:
(Problem mapping - solution tree using gender lens)



1
hour

This session will involve participants in groups identifying challenges and problems in the sector with gender lenses, that affects productivity in their farming activities in the districts, for example stalled projects i.e, irrigation schemes, markets, processing plants e.t.c

Participants will also identify the root causes of the problems and effects/ consequences of the problems using problem mapping

Problem Clustering



Subsectors:

Crops, livestock, forestry (bee keeping), fisheries



Service areas:

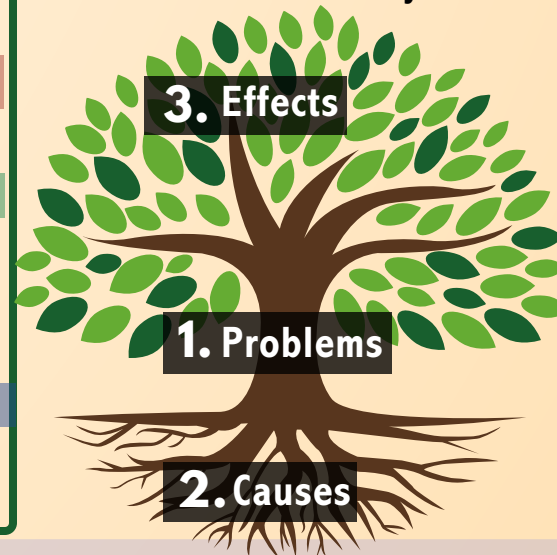
Financing, extension services, land ownership, seeds, production, labour, gender and youth, climate (rain and dry seasons), access to market, electricity, cess, levies or taxes, pest and disease control. (NB: Not exhaustive)



Infrastructure:

Rural roads, irrigation schemes, warehouses, market, crop processing factories/ plants.

Problem Tree Analysis



After identification of problems, participants will quickly work in groups (by counting numbers) to identify possible solutions to the problems & present to the plenary



Session 3:
Understanding how SAM can help to solve problems through participation in relevant planning, implementation and monitoring platforms (including case studies).



**2
hours**



Participants will be introduced to the concept of SAM as citizen-led actions to demand responsibility and responsiveness from government officials and service providers. This may involve demand for budget to complete stalled projects or improved services i.e extension, electricity and farm inputs. Other demands could include building rural roads, warehouses and irrigation schemes.



Participants will refer to the problems identified in session 1, verify them and cluster problems into groups. Then participants will fill in problem solving matrix (below) while doing participatory mapping of responsible public officials, elected officials, extension officers and their roles on how they will help solve problems

Example of problem-solving matrix;

Problem identified	Proposed solution	Official responsible	Timeline	Responsible
(i) Lack of extension service	Team leaders	District Executive Director	Date/ Week/ Month	Team leader and SAM Committee
(ii)				
(iii)				



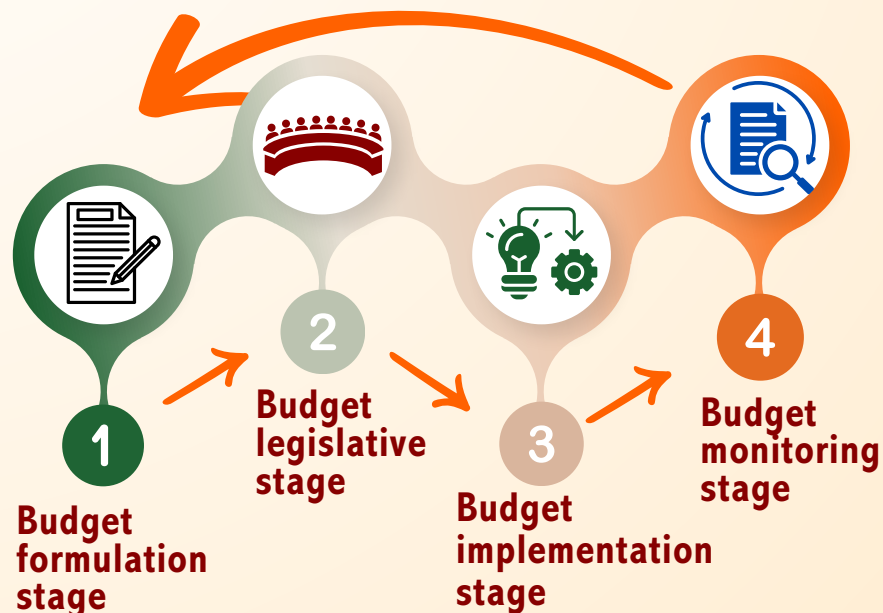


Session 4:
Budget making cycle at district and mapping roles of farmers, parliamentarians/ councillors.



2
hours

Many budgeting processes at national and district level have four stages, namely;



Understanding **budget cycle at district level** and the role of farmers in each stage (this depends on decentralisation by devolution in each country) for instance in Tanzania or Malawi, follows the following;

- (i) **Community**, opportunity and obstacle for development (O&OD) exercise at village and ward level
- (ii) Budget debate and approval at **council level**
- (iii) Budget consolidation at **ministerial level** (Ministry of local government)
- (iv) Budget implementation
- (v) Budget monitoring and oversight

Question
How and when can farmers influence the budget cycle with their problems?



Budget stages and roles of farmers

Problem identified	Budget Stages	Formulation stage	Legislative stage	Implementation stage	Audit stage
	Timeframe	Weeks/ Month	Weeks/ Month	Weeks/ Month	Weeks/ Month
e.g. (i) Lack of extension officer	Role of farmers/ How to influence	<ul style="list-style-type: none"> Analysis of previous budgets Develop demanding position/ position paper 	Influencing Councillors to allocate budget to solve the problem	Monitoring implementation of projects (value for money?) and service provider (time, quality and quantity)	Analyse and utilise information from the Chief Auditor General (CAG) report
(ii) Markets			Influence through media platforms (Mainstream and social media, SMS)	Monitor and analyse periodic performance reports by district authorities	Monitor the session where audit reports are presented
(iii) Stalled irrigation schemes and alike		<ul style="list-style-type: none"> Participation in budget meetings at community level 	Participate in the public hearing meetings and observe budget meetings	Report gaps to the relevant authorities and media (investigative journalism)	Using investigative journalism to access information



Session 5:

Participatory reflection of the day (What are the emerging issues and action points on SAM)



30
Minutes



Participants will form at least four groups and reflect on the day on what went well and what needs to be improved (for the following day), what were the most striking points (3 interesting and 3 issues to take forward for advocacy for each group).

Facilitator will invite the Chairperson to give a vote of thanks to participants and facilitators, and remind the recap team to prepare for the following day. The Chairperson will adjourn the meeting and invite participants for tea.



DAY TWO

RIGHTS BASED APPROACH TO SERVICE DELIVERY AND COUNTRY COMMITMENTS TO GLOBAL, REGIONAL AND NATIONAL AGRICULTURE FRAMEWORKS

Series of events

Arrival and registration

Recap from day one – role play

Ice breakers & action songs

Selection of new Chairperson of the session and time keeper, recap team – role play and set rules)



Objectives of the day



Enhance understanding **rights based approach** to service delivery (obligation of the state) – the role of duty bearers and the role of right holders (citizens)

Understanding national commitments to agriculture at district, national, regional, continental and global level

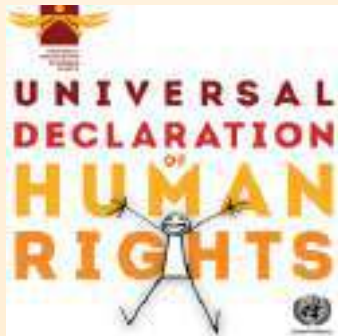
TOPIC

2

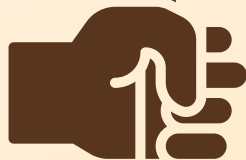
UNDERSTANDING HUMAN RIGHTS FLOWER; CIVIL, POLITICAL, ECONOMIC, SOCIAL AND CULTURAL, CONSTITUTION AND SERVICE DELIVERY



Session 1:
Human rights based approach according to the United Nations Frameworks.

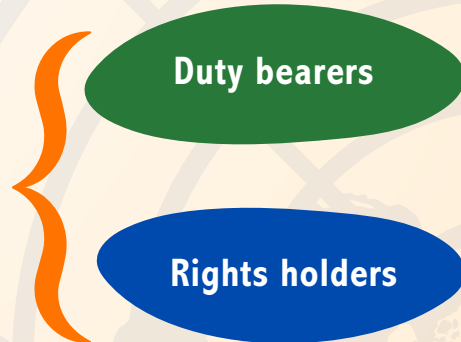
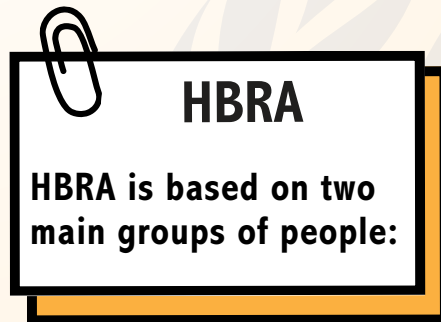


HUMAN RIGHTS



A Human Rights Based Approach (HBRA) recognises the inherent human dignity of all people and groups of people. It seeks to promote, protect and ensure the individual human being or person's rights are respected and fulfilled. These rights are cultural, social, political and economic. The starting point of an HBRA is that injustice and poverty are often a result of failure to protect and enforce human rights. Poverty is often caused by disempowerment and exclusion from access to productive resources and opportunities

Definition: Human rights are all the rights and freedoms that every human being is entitled to. They are based on the United Nations Universal Declaration of Human Rights (UNDHR) of 1948. They are the foundation for justice, freedom and peace across the world. They are based on the recognition that all human beings are born equal in **dignity and rights**.



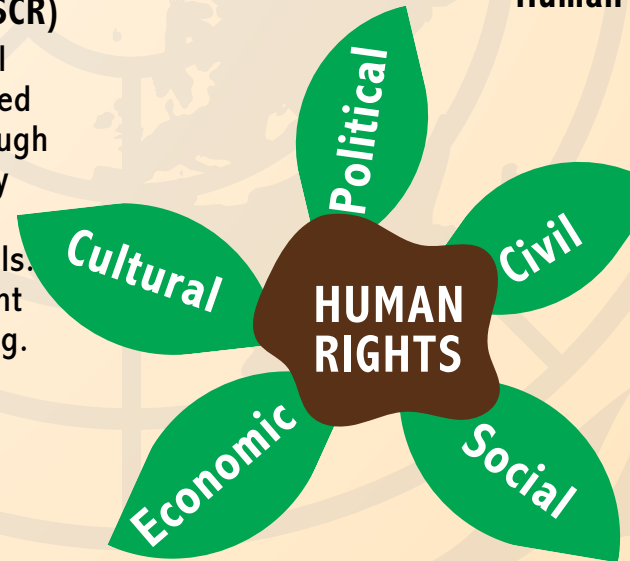
Duty-bearers are those actors who have a particular obligation or responsibility to respect, promote and realise human rights and to abstain from human rights violations.

A **group of people** (a community and its individual members), who rightfully has title over their territory and the natural resources belonging to it.

Universal Declaration of Human Rights (UDHR) and international covenant on economic, social and cultural rights (ICESCR)

The International Covenant on Economic, Social and Cultural Rights (ICESCR) is a multilateral treaty adopted by the United Nations General Assembly (GA) on 16 December 1966 through a Resolution 2200A (XXI), and came into force on 3 January 1976. It commits its parties to work toward the granting of economic, social, and cultural rights (ESCR) to all individuals. The rights include labour rights, the right to health, the right to education, and the right to an adequate standard of living. As of February 2024, the Covenant has 172 parties.

The ICESCR (and its Optional Protocol) is part of the International Bill of Human Rights, along with the Universal Declaration of Human Rights (UDHR) and the International Covenant on Civil and Political Rights (ICCPR), including the latter's first and second Optional Protocols



Human Rights Flower

The **Human Rights Flower** is a visual representation of human rights principles and values. It typically features a flower with petals that each symbolize a different right or principle, such as freedom of speech, equality, and justice. The idea is to illustrate how these rights are interconnected and essential for a flourishing society, much like the petals of a flower contribute to its beauty.



Session 2: African Charter of Peoples and Human Rights

30
Minutes



The African Commission on Human and People's Rights, which is part of the African Union that African countries are members of, adopted the Charter in 2002. Countries or states provide for human rights in their Constitution, policies, laws, budgets and practices. Human rights law is based on the principle that the state has the duty to respect, protect and fulfil the rights of people in its territory



Session 3: National constitution and human rights

30
Minutes

Human rights are enshrined in the national constitutions, they stipulate the basic rights and obligations of the citizens of a particular country. Read more about this one from your national constitution.



Malawi

Chapter 4, section 15, 16 and 19 of the Constitution stipulates on protection of human rights and freedom, rights of life, dignity and personal freedom e.t.c



Tanzania

Constitution Part III - article 12, 1- stipulates the Basic Rights and Duties of citizens and Art 21 on the freedom to participate in public affairs



Zambia

Constitution article 8 stipulates on human rights, dignity, equality, social justice and non-discrimination



Zimbabwe

Chapter 4 of the Constitution (section 44 – 87) the Declaration of rights sets out rights and freedom that people of Zimbabwe are entitled by virtue of being human beings.



Session 1:

Global SDGs 2030 (1&2), African Agenda 2063, Comprehensive African Agriculture Development Programme (CAADP) and Kampala Declaration 2026 – 2035 and its Biennial Review Reports



At international and continental levels there are declarations and commitments (goals) in which our countries have signed to achieve them in a specified time. Declarations have been translated to actions at regional economic groups and at national to districts level. **In advocacy, these are vital frameworks to develop campaign objectives.**

(a) **Sustainable Development Goals (SDGs)**, From 25-27 September 2015, the Heads of State and Government and High Representatives, met at the United Nations Headquarters in New York, declared new global SDGs and committed to the implementation by 2030. The 17 SDGs goals are:



(b) **United Nations Declaration on the Rights of Peasants and Other People Working in Rural Areas (UNDROP)** is a United Nation resolution adopted in 2018.

The core of the Declaration centres on the right to land, seeds and biodiversity, as well as several 'collective rights' anchored in **Food Sovereignty**. **Food Sovereignty** is the peoples' right to determine their food and agricultural systems and the right to produce and consume healthy and culturally appropriate food.

Article 10, 11 and 12 focus on the Right to Participation, the Right to Information, and the Right to Justice, including access to justice, fair treatment, as well as right to a remedy and reparation in case of violations of the peasants' rights

(c) In 2017 the United Nations adopted a decade of **United Nations Decade of Family Farming (UNFFF) 2019 - 2028**

UNFFF 7 pillars are to stimulate the development of public policies and investments in favour of family farming from a holistic perspective, unlocking the transformative potential of family farmers and making a huge contribution to the achievement of SDG. It places family farmers at the centre of food systems, ensuring food security, improving livelihoods, better managing natural resources, protecting the environment, maintaining culture and achieving inclusive and sustainable development.

(d) **Africa Agenda 2063** - Agenda 2063 is both the Vision and Action Plan for Africa as a continent. It is a call for action to all segments of African society to work together to build a prosperous and united Africa based on shared values and a common destiny.

In their 50th Anniversary Solemn Declaration, the Heads of State and Government of the African Union (AU), while acknowledging past successes and challenges, rededicated themselves to the continent's accelerated development and technological progress

**Agenda
2063**
The Africa we Want

Aspiration 1

A prosperous Africa based on inclusive growth and sustainable development

Aspiration 2

An integrated continent, politically united based on the ideals of Pan Africanism and the vision of Africa's Renaissance

Aspiration 3

An Africa of good governance, democracy, respect for human rights, justice and the rule of law

Aspiration 4

A peaceful and secure Africa

Aspiration 5

An Africa with a strong cultural identity, common heritage, values and ethics

Aspiration 6

An Africa, whose development is people-driven, relying on the potential of African people, especially its women and youth, and caring for children

Aspiration 7

Africa as a strong, united, resilient and influential global player and partner.

(e) The Comprehensive African Agriculture Development Programme (CAADP)

The African Union developed the CAADP since 2003 and it was called **Maputo Declaration** which lasted to 2008, which has 4 goals which are;

- (i) Sustainable land and water management, (ii) Rural infrastructure and trade related capacities, (iii) agricultural research, technology and dissemination and lastly (iv) increasing food supply and reducing hunger.

In 2014, Africa developed the **Malabo Declaration 2014 - 2025** with 7 goals to be achieved by 2025, these goals are, (i) Recommitment to CAADP, (ii) Invest to agriculture, (iii) Ending hunger by 2025, (iv) Reducing poverty by half by 2025, (v) Tripling intra African trade, (vi) Enhancing climate resilience, (vii) mutual accountability to actions and results



The CAADP Kampala Declaration 2026 – 2035 will have 6 specific goals, these are;

- 01 Goal One**
Intensify sustainable food production, agro-industrialisation and trade
- 02 Goal Two**
Boost investment and financing in transforming agri-food systems
- 03 Goal Three**
Ensure food and nutrition security across the continent
- 04 Goal Four**
Advance inclusivity and equitable livelihood
- 05 Goal Five**
Building resilient agri-food systems
- 06 Goal Six**
Strengthen agri-food systems governance

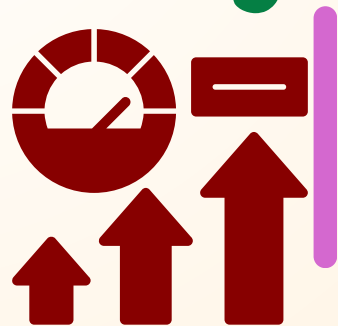


Energizer

Rights



10
min



1. Participants should be in a circle, use a hotball.



2.

Participants should mention a name of a champion of human rights in Africa.



3.

Participants can also mention the rights of a farmer(s)





Session 2:

SADC RISDP 2030 and EAC Development Strategy (2026) and agriculture sector



30
Minutes

(f) The SADC Regional Indicative Strategic Development Plan (RISDP) 2020–2030

Was approved by the **SADC Summit** of Heads of State and Government in **August, 2020**. The RISDP 2020-2030 covers strategic priority areas, namely; The Foundation: Peace, Security, and Good Governance; **Pillar I: Industrial Development and Market Integration (agriculture)**; **Pillar II: Infrastructure Development in Support of Regional Integration**; **Pillar III: Social and Human Capital Development**; and Cross-cutting issues including Gender, Youth, Environment, Climate Change, and Disaster Risk Management.

Agriculture is a clear focus area of the SADC RISDP as per **Pillar 1: Industrial Development and Market Integration**, Strategic Objective 2 on transformed agricultural sector that practices sustainable management of the environment and its natural resources. The strategy focuses on innovative agriculture production, increased crop production, productivity, early warning systems and research.



(g) The 6th East African Community (EAC) Development Strategy (2025/26)

it has 8 key priority areas as follows;

1. Strengthening of regional peace, security, political processes, emergency response mechanisms and good governance to create a stable business environment.
2. Provision of Customs Services that facilitate legitimate trade and investment in the region.
3. Strengthening the productive and social sectors to improve production and productivity, increase value addition, and domesticate regional commitments to improve the welfare of East Africans.
4. Full implementation of the East African Monetary Union Protocol.
5. Re-engineering of production and logistics arrangements in line with digitalised frameworks to enhance e-business opportunities and streamlining interconnectivity of transport logistics.
6. Development of regional infrastructure to support the integration process.
7. Institutional transformation at the regional level, including skills development.
8. Promotion of awareness creation and dissemination of information on the Community.



**Session 3:
National and District Agriculture Investment Plans**



(h) National Agriculture Investment Plans (NAIPS)

Inspired from the Comprehensive African Agriculture Development Plans, African countries are required to put in place NAIPS mirroring the continental and regional agricultural frameworks – CAADP. These are different from one country to another depending on the national priorities. These priorities include; land, water, agro-industrialisation, mechanisation, women and youth, ending hunger, halving poverty e.t.c.

Some countries have decentralised the NAIPs to the district level (District Agriculture Development Programmes). Farmers need to understand the priorities on the national plans and district plans and call for fulfilment as in the 5 years strategic plans, national agriculture investment plans, district plans as well as in the ruling party election manifestos.



**Session 4:
Participatory reflection of the day (human rights and SAM as well as global, continental, regional frameworks and strategies)**



Participants will form **at least four groups** and reflect on the day on the relevance of the human right provisions and global, continental and regional frameworks to the district and community level.



Participants will explore if they participated in the formation of the national, district or village agriculture development planning, implementation and monitoring and plan how better they are linked to the national, regional and continental problems.



Key question:

What is the importance/relevance of upholding human rights for citizens at district level?

Example

Problem identified	Linkage to the national plans
(i) Lack of extension service	

Closure and Tea Break



Facilitator will invite the Chairperson to give a vote of thanks to participants and facilitators, and remind the recap team to prepare for the following day. S/He will adjourn the meeting and invite participants for tea



DAY THREE

BRIEF UNDERSTANDING OF SOCIAL ACCOUNTABILITY SYSTEMS (FIVE MONITORING PROCESSES)

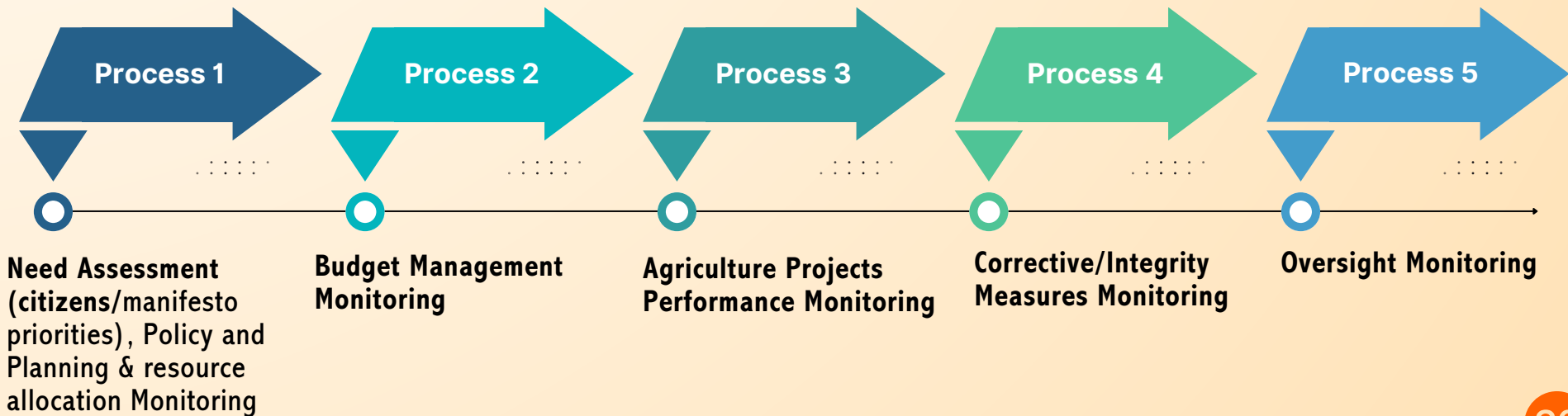
Series of events



Objective of the day
 Brief Understanding of Social Accountability Systems - (Five Monitoring Processes)

TOPIC 4 PUBLIC RESOURCE MANAGEMENT (PRM) AND SOCIAL ACCOUNTABILITY PROCESSES (FIVE PROCESSES)

The 5 PSAM processes are explained below;





SESSION 1:

PROCESS -1: Need Assessment (citizens/manifesto priorities), Policy and Planning & resource allocation Monitoring in the agriculture sector in the district.



**1
hour**



In this topic, the facilitator will review the district agriculture development plan/ strategies available before the session as participants will reflect on their priorities and those which are in the district plans/ strategies

Key question:



Are the district agriculture plans/ strategies reflecting the problems of farmers in the district/ communities. If these problems are there, are they allocated funds?

(Refer to day 1 problem and solution tree)

After the presentation, participants will refer to the challenges identified by participants in day 1 such as;



Subsectors:

Crops, livestock, forestry (bee keeping), fisheries



Service areas:

Extension services, Land ownership, Seeds, Production, Labour, Gender and Youth, Climate (Rain and dry seasons), Access to Market, Electricity, Cess, Levies or Taxes, Pest and Disease control.



Infrastructure:

Rural roads, Irrigation schemes, Warehouses, Market, Crop processing factories/ plants.

The session should make analysis of existing agricultural policies and find out what are the **priorities**, objectives and expectations to see if they are **harmonized with 5 years plan and annual budget**. Farmers can also make an analysis of the **political manifesto** of the party in power, regarding its promises and priorities on projects.

Participation of citizens in the formulation of policies and plans in a participatory way ensures implementation of project that are relevant to the need of the community.



Group Discussions

- What are areas for improvement?
- What should be done and when and by who?
- How can ICT help the process?



SESSION 2:

PROCESS - 2, Budget Management Monitoring (Budgeting participation at village, ward, districts and national). Actual amount approved at district and national level and actual disbursement and timeline, as well as reporting in the district.



1 hour



Participants should analyse and monitor income and expenditure of the agriculture department or the relevant subsector or specific project, example; rural roads, irrigation schemes, inputs, seed, extension and alike.



Check the planned budget, check the budget presented to the district council, and check the amount and time for disbursement.



Then compare the budget disbursement to quarterly, semi-annual or annual reports. Compare and contrast with policy priorities and annual plans. Does the budget implementation answer the existing policy priorities and annual plans.

Key question:



How effectively are public resources spent? how are resources going to be used by government officials?



Group Discussions

- What are the challenges in budget management?
- What are the areas for improvement?
- What are the advocacy issues?
- Where should they be presented, when and by who?

Example of budget advocacy matrix and timeframe (group work)

Problem identified	Stage of presenting the problem	Council Agriculture Committee	Full council budget planning
(i) Lack of extension service	During community planning meetings	During committee session	During full council meeting
(ii)			
(iii)			



SESSION 3:
PROCESS - 3, Agriculture projects performance monitoring



This process refers to the analysis and assessment of the periodic reports, quarterly reports, 6 months reports and annual reports. These reports come from the department of agriculture or could include reports that are submitted to the district council.



Facilitator should **read and analyse periodic and annual reports** from the district agriculture department or sector and share findings to the participants. The auditor general report, if available, is also very vital. Any other available reports –e.g from the District Council and media cuttings- about the performance of the agriculture department in the district level can be very useful in this topic.



Group discussion

- **What** is the problem?
- **What** is the solution?
- **Where** the problem should be presented?
- **Who** should present the problem?

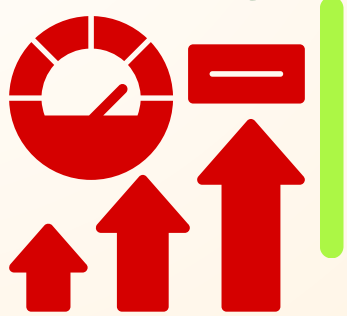
Example of budget problem matrix (group work)

Problem identified	Presenting the problems (district department of agriculture)	Presenting the problems (district department of livestock and fisheries)	Presenting the problems (district department of forestry)
(i) Lack of extension service	Head of department	Head of department	Head of department
(ii)			
(iii)			

Energizer

Hot ball of success and challenges

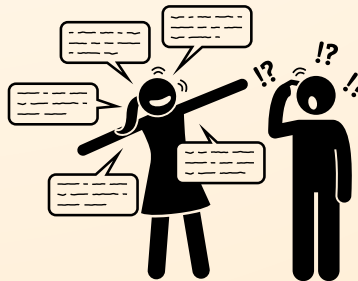
 **15 min**



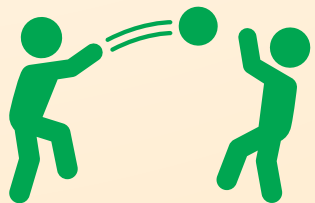
1. Participants should be in a circle,



2. Have a ball or rounded paper



3. Speak on a success and challenges in the agriculture sector and



4. Pass the ball to other participants.





SESSION 4:
PROCESS - 4, Corrective/integrity measures monitoring



In this process, farmers have no direct involvement but they can participate by ensuring preventive measures are taken to stop or correct wrong doing during the project implementation like poor quality materials used, prolonged completion of the projects, fake seeds, adulterated fertilizers, theft of materials or inappropriate procurement processes. Preventive measures could be supported by the usage of suggestion box, whistle blowing policy, anti-corruption charter, inspection by councilors, media in the district.

This session will be looking critically at strategies put in place by the district department of agriculture to prevent poor implementation and measures taken to thwart and correct the errors in the processes of project implementation or public procurement.

In case of misconduct or embezzlement how can information reach relevant authorities, media or farmers? Are there suggestion boxes, anticorruption charter or whistleblowing policy, or inspection reports from relevant authorities (such as the Councilors committees of agriculture or the auditor general?)



25



Group Discussions

- What are the potential agriculture projects/ site in the district?
- What are the possible misuse/ abuse or sabotage of resources on that project?
- Where can that misuse/ abuse or sabotage be reported to?
- What are the are mechanisms in place to prevent or stop misuse of resources in agriculture projects,

Example of project site	Possible misuse of resources	Where misuse can be reported	How can be prevented
(i) Irrigation scheme construction	Stealing of materials, usage of less quantity of materials i.e cement	Suggestion boxes, community construction committee, district officials, media, oversight bodies i.e councillors, police	Putting information on notice board i.e bill of quantity, district hotline, suggestion boxes, contacts to the anti-corruption bureau.
(ii)			
(iii)			





SESSION 5:
PROCESS - 5, Oversight monitoring



45
minutes

In this process farmers have no direct influence. The oversight monitoring is always done by the district council through the committee responsible for Agriculture. It may involve disclosure of activities implementation report and financial reports to responsible higher authority – District Council and media.



It is important to ask if reports are submitted in time? Are the reports discussed and approved? And in case of non-performance, are measures taken?



The facilitator and participants will examine samples of reports from oversight bodies - Auditor General, District Council Committee on agriculture or media to review reports submitted and see measures taken in case of non-performance.



Group Discussions

- Examples of reports are submitted in time?
- Examples of reports discussed and approved?
- Examples of measures taken in case of non-performance



SESSION 6:

Participatory reflection of the day (Brief Understanding of Social Accountability Systems - (Five Monitoring Processes)



30
minutes



Participants will form at least four groups and reflect on the day on the relevance of Brief Understanding of Social Accountability Systems - (Five Monitoring Processes) at district and community level.



Closure and Tea Break

Facilitator will invite the Chairperson to give a vote of thanks to participants and facilitators, and remind the recap team to prepare for the following day. The Chairperson will adjourn the meeting and invite participants for tea.

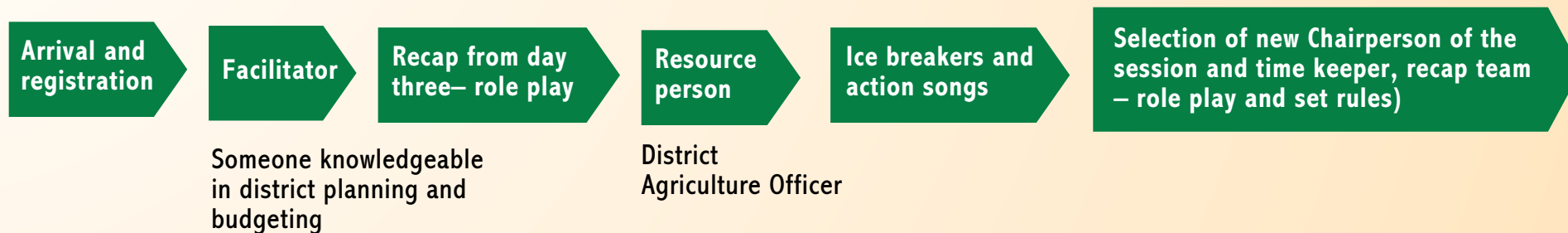





DAY FOUR

DISTRICT AGRICULTURE PLANS, BUDGETS, FINANCING FOR AGROECOLOGY AND FORMATION OF DISTRICT SAM COMMITTEE (DSAMCO)


Series of events



 **Objective of the day**
 Overview of the District Agriculture strategic plan, District Agriculture annual plan and budget as well as financing on Agroecology in the district.

 **1 hour**

TOPIC 5 **OVERVIEW OF THE DISTRICT AGRICULTURE STRATEGIC PLAN, DISTRICT AGRICULTURE ANNUAL PLAN AND BUDGET AS WELL AS FINANCING ON AGROECOLOGY IN THE DISTRICT.**

 **SESSION 1:**
 Overview of the District Agriculture Strategic plan performance in various sub sectors

 **1 hour**

This session will focus on the overview of the district agriculture strategic plan, its major focus areas, main activities and its budget. It is expected that it will touch the issues regarding productivity in crops, livestock, fisheries and forestry as well as extension services goals, seed availability, Irrigation schemes, market access, weather services etc and Implementation and Monitoring Framework from Village level to district level. The session will be presented by the District Agriculture Officer.

Example of budget plans analysis matrix

Overall objectives	Specific objectives (1 to 4)	Main activities	Budget	Timeline



Key questions:

Does the **agriculture strategic plan** respond to some of the problem identified in day one?



Discussions



SESSION 2:

District Agriculture Sector Annual Plan



1 hour

This session will focus on the district annual plan in the ongoing year, looking at the main intervention areas, main activities and its budget. This session will be done by the district agriculture officer to show participants current situation of the district intervention to develop agriculture in the district. Participants are expected to relate their challenges and how the government is working to address them. It is expected that participants will provide inputs to the current annual plan which can be used to improve the ongoing interventions and the following year's plan.



Key questions:

Does the agriculture problems identified in day one responded to by the **district agriculture annual plan**?

Discussions





SESSION 3: Agroecology and its financing at district level



This session will build on the previous on agriculture sector annual plan specifically looking at how agroecology is financed at the district level, the presentation will be done by District Agriculture Officer.

Agroecology is defined as the set of farming practice that involves holistic approach of the utilisation of organic inputs found within a farm that are in harmony with ecosystem and preserves farmers culture, local condition and resilient. Agroecology is defined by the 10 principles of Food and Agriculture Organisation (FAO) and 13 elements of the High Level Panel of Experts (HLPE)



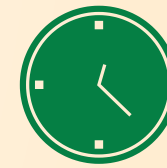
Key questions:

Does agroecology appear in the district plans and budgets? Agroecology is featured in which areas? how much is allocated to agroecology in district budget?

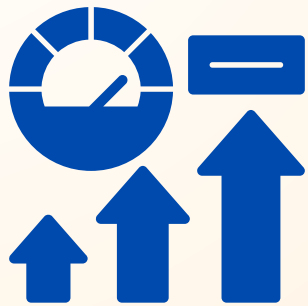


Discussions

Energizer Role Play (Without Speaking)



30
mins



1. Participants act out a scenario e.g. Farmers are initially denied participation in a technical meeting. **No words are spoken during this role play.**
2. In the next phase, the media gets involved, they expose which leads to the farmers being granted permission to participate in the meeting.
3. Participants carefully observe the entire role play, paying attention to the actions and outcomes.
4. After the role play, participants share their interpretations and discuss how they understood the scenario and its implications.

Ensure participants are clear on their roles and the scenario beforehand to make the role play more effective and engaging.



SESSION 4: Consolidation of the action plans



This topic will involve looking at the advocacy issues in the last four days and consolidate them into the action plans. The actionplan will include the issue/ problem to be addressed, expected results, activity to be done to address the problem, person that will be approached, timeframe and responsible person.

Issue/ problem to be addressed	Expected results	Activity to be done to address the problem	District Officer/ bodies to be approached	Timeframe	Responsible farmer leaders



SESSION 5:
Establish district SAM committee and action plan



This session will focus on establishing the district SAM Committee (**DSAMCO**). The Committee will be responsible for leading all issues on the consolidated action plan in a specific timeframe (preferably two years). The members of the Committee will report to the group of farmers who participated in this training. The Committee established will have about 10 members: farmers: 2 male, 2 female, 2 youth, 2 Councilors, 1 Media, 1 traditional/ faith leader.

The Committee will work on the action plan developed in session four and track some of the stalled agriculture projects in the district. The projects will be among those of great importance to farmers in the district. Farmers from specific wards or community will identify these projects and plan to work with **DSAMCO** after analysis of the district agriculture strategic plan, district agriculture annual plan and budget that were presented by the district agriculture officer. Information analysed will involve **starting time of the projects, budget allocated** (disbursed and spent), **quality of implementation, value for money, involvement of farmers and current status** of the project.

Later this information will be presented to the district council committee on agriculture as well as district authority for action.

On the same vein, the **DSAMCO** will work on the consolidated action plan and review milestone and changes in every 6 months. **A new committee be elected and work for two years. The election of new committee will be done by farmers.**



Project tracking by the PETS Committee, timeline and budget



Participatory evaluation of the event (evaluation form - venue, relevance of topics, facilitation, time, learning materials e.t.c)



Closure (ritual)
Traditional ceremonial acts



Wrapping up and action plan on public social accountability: mutual accountability



Certificates of participation and Closing speech (District official)



Tea Break and Closure



Glossary

Agroecology	Sustainable farming that works with nature
Budget	An estimate of income and expenditure for a set period of time.
Budget Cycle	Is the process that governments use to prepare, approve, and implement their annual budgets
Budget formulation	Is the process of creating a budget plan
Constitution	The basic principles and laws of a nation or state
Climate change	Long-term shifts in temperatures and weather patterns
Election Manifesto	A list of policies that a political party says it will implement if it is voted into office at a general election
Food Sovereignty	Is a food system where the people who produce, distribute, and consume food have control over the food system. According to UNDROP Food Sovereignty is the peoples' right to determine their food and agricultural systems and the right to produce and consume healthy and culturally appropriate food.
Gender	Is the relationship between women, men, girls and boys that are socially constructed in terms of access, ownership and utilisation of resources
Gender Responsive Budgeting	A strategy that uses public financial management to create budgets that fairly distribute resources and address gender-based inequalities
Gender Responsive Services	Services that take into account the differences between men and women and the needs of all sexes, when designing and implementing programs, policies, and activities
Human Rights	Are all the rights and freedoms that every human being is entitled to
Seed systems	Is a network of people, institutions, and organizations that are involved in the development, production, distribution, and management of a specific crop's seeds in a particular area
Sex	The fact of belonging to either the male or female sex.
Social accountability	Citizen-led action to demand responsibility and responsiveness from the duty bearers including public officials and service providers
Strategy	A plan of action designed to achieve a long-term or overall aim.

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2016 - 2024

The Partnership for Social Accountability (PSA) Alliance is a consortium of organisations working to strengthen social accountability in health and agriculture across Southern Africa. The consortium comprises **ActionAid**, **PSAM**—Public Service Accountability Monitor of Rhodes University; **SAfAIDS**; and **ESAFF** – Eastern and Southern Africa Small Scale Farmers’ Forum.

The Swiss Agency for Development and Cooperation (SDC) Agency supports the PSA Alliance



The Eastern and Southern Africa Small-Scale Farmers Forum (ESAFF) is as a network of grassroots organizations of small-scale farmers with a membership of 5.5 million smallholder farmers, operating across 17 nations of Eastern and Southern Africa

(Botswana, Burundi, Kenya, Rwanda, Uganda, Tanzania, Democratic Republic of Congo, South Sudan, eSwatini, Lesotho, Mozambique South Africa, Zambia, Zimbabwe, Malawi, Madagascar, Seychelles).

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