

II-G

**Socio-Economic Baseline Survey
& Community Organization**

II-G. Socio-Economic Baseline Survey & Community Organizations

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Annex II-G.1 Case Study: Clan System in Ndemanje Village

A village normally consists of several clans. For example, Ndemanje Village under the Group Village Kumponda in TA Kopeni is currently comprised of 6 clans, of which the largest Chikafa Clan contains 15 households and the smallest Kumbanyiwa Clan contains 4 households. Each clan is headed by a Clan Head, who is normally the eldest member of the clan, and he/she is responsible for the matters concerning the clan including allocation of land to families and settling disputes between individuals and families within the clan. The disputes among the same clan members are not matters settled by the Village Headman, but by the Clan Head.

The Village Headman of Ndemanje is always selected from Ndemanje Clan, which derives from the founder of the village. The selection of Village Headman is entirely a matter within Ndemanje Clan and other clan heads have no influence over the selection. In accordance with the tradition, the incumbent Village Headman Ndemanje chose his counsellor when he was installed as Village Headman in 1991. The counsellor, who is from Chakafa Clan, assists the Village Headman with day to day administration of the village. Village Headman Ndemanje explained that although all the village land had been already allocated to different clans, some clans, including his own clan, have unallocated clan land, which may be utilized for the benefit of the villagers.

Annex II-G.2 Model Area Village Inventory Survey Sheet

Phase II for the Master Plan Study on Watershed Rehabilitation in Middle Shire in Malawi

Ref. No. _____

Survey Date: / 06 / 2000

Village Name:

Group Village:

TA:

Section A

1. Lineage system of the villagers: Matriarchal (matriarchal, patriarchal, both) _____
2. Population: male _____ female _____ total _____
3. Number of household in the village: _____
4. Ethnic group of the villagers:
 - a. _____ (all, majority, some)
 - b. _____ (some, minority)
 - c. _____ (some, minority)
 - d. _____ (some, minority)
 - e. _____ (some, minority)

Village Meeting Details of Participants:

Men:

Women:

Boys: Girls (Young):

Girls (Young):

Section B

Village Map

Please draw a map of the village with following items:

roads, footpaths, rivers, streams, reservoirs, dams, springs, ponds, bridges, schools, clinics, maize mills, churches, mosques, wells, boreholes, water tanks, shops, house of village headman/woman, cemeteries, forests, woodlots, tree nurseries, farmlands, irrigated farmlands, etc.

Please note the size, distance and other measurements, when applicable.

Section C Existing Organizations / Village Committees

Please list the existing organizations with the following information:
 formation of organization (year of establishment, process, assisting agents and organizations, training, etc.), composition (members, committee members, etc.),
 roles and objectives, function/activities, funding mechanism, sustainability of the organization, and remarks.

Name	Formation of Organization	Composition / Membership	Objectives and Activities (roles & responsibilities)	Funding Mechanism	Sustainability	Remarks

Section D Infrastructures (boreholes, bridges, water tanks, dams, roads, etc.)

Please list the physical and social infrastructures in the following table.

Please give a matching number, which corresponds to the number on the map in Section B.

No	Item	Size	Establishment (year, agent, etc.)	Management	Usage / Number of users	Conditions and Remarks

Section E For School / Clinic / Church / Mosque

No	Description of Item	Size (i.e. up to std 8, etc)	Establishment (year, agent, etc.)	Management	Employees Number of users Distance clients travel Employees: Clients: Distance:	Conditions and Remarks
			Year: Agent:		Employees: Clients: Distance:	
			Year: Agent:		Employees: Clients: Distance:	
			Year: Agent:		Employees: Clients: Distance:	
			Year: Agent:		Employees: Clients: Distance:	
			Year: Agent:		Employees: Clients: Distance:	

Annex II-G.3 Results of Model Area Village Inventory Survey

a) Village Inventory on Population, Household, Village Area and Population Density

No	TA	Group Village	Village	Population			Household		Village Area ¹⁾			Pop. Density	Ref. ²⁾	
				Male	Female	Total	No.	Member	Whole	Part in MA	ratio (%)		MA Pop	MA House hold
Kuntaja														
1	Kuntaja	Mang'ani	210	266	476	95	5.0	293	59	20	1.6	96	19	
2		Gomonda	122	178	300	52	5.8	43	13	30	7.0	91	16	
3		Gomeza	153	173	326	79	4.1	90	37	40	3.6	134	32	
4		Chakana	85	115	200	50	4.0	49	49	100	4.1	200	50	
5	Mdala	Nanjiwa	116	373	489	120	4.1	234	197	80	2.1	412	101	
6		Mdala	616	673	1289	306	4.2	801	362	50	1.6	583	138	
7		Kaumbata	308	406	714	112	6.4	316	316	100	2.3	714	112	
8		Siyamdima	319	580	899	168	5.4	119	119	100	7.6	899	168	
9		Makonokaya	103	148	251	56	4.5	164	164	100	1.5	251	56	
10		Chimseu	150	220	370	50	7.4	71	31	0.4	5.2	162	22	
11		Dzimbiri												
		Kamtumbiza	935	1551	2486	451	5.5	900	60	0.1	2.8	166	30	
12	Kam'mata	Kam'mata	660	853	1513	244	6.2	171	87	0.5	8.8	770	124	
13		Kumanda	112	146	258	46	5.6	127	102	0.8	2.0	207	37	
14		Tamvekenji	242	259	501	56	8.9	36	18	0.5	13.9	251	28	
15		Daniel	77	77	154	41	3.8	70	70	100	2.2	154	41	
16		Mbedza												
		Chilangali	128	130	258	40	6.5	51	51	100	5.1	258	40	
17	Lemu	Magombo	243	250	493	82	6.0	107	98	0.9	4.6	452	75	
		Ngondo												
18		Lemu	1196	1120	2316	496	4.7	349	349	100	6.6	2316	496	
19		Teula	257	236	493	142	3.5	127	127	100	3.9	493	142	
20		Manjelo	181	227	408	67	6.1	69	69	100	5.9	408	67	
21		Chikoja	365	383	748	169	4.4	233	233	100	3.2	748	169	
22														
			Makanani	275	404	679	200	3.4	296	296	100	2.3	679	200
23			Michongwe	95	98	193	36	5.4	43	43	100	4.5	193	36
24			Masangano	269	301	570	87	6.6	66	66	100	8.6	570	87
25			Salimu	293	545	838	148	5.7	134	134	100	6.3	838	148
Kapeni														
26		Kumponda	Peter Bilila	195	240	435	72	6.0	129	45	0.3	3.4	152	25
27			Kamwendo	163	190	353	59	6.0	315	315	100	1.1	353	59
28			Ndemanje	127	108	235	38	6.2	144	144	100	1.6	235	38
29	Simon		145	182	327	65	5.0	54	54	100	6.1	327	65	
30	Mpombe													
	Maluwa		173	203	376	62	6.1	45	45	100	8.4	376	62	
31														
		Kumisati	390	392	782	160	4.9	102	45	0.4	7.7	345	71	
		Chigumula												
32		Kumponda	743	841	1584	264	6.0	190	51	0.3	8.3	425	71	
33		Kateyo	39	53	92	23	4.0	15	15	100	6.1	94	24	
Total			9,485	11,921	21,406	4,136		5,953	3,864			14,349	2,849	
Average					648.7	125	5.18	180.4	117		3.6		5.0	

Note 1) The whole village area and the area in the MA are estimated based on the village boundaries drawn on the MA map during the village headmen/women's workshop.

2) The population and the household number in the MA are calculated using the ratio of the village area within the MA.

b) Village Inventory on ethnicity and lineage system

No.	TA	Village	Ethnicity					Lineage
			1	2	3	4	5	
Kuntaja								
1	Mang'ani	Ngoni (70%) ¹⁾	Yao (20%)	Lomwe (10%)				M ²⁾
2	Gomonda	Ngoni (ma) ³⁾	Chewa (some)	Yao (some)	Lomwe (mi) ⁴⁾	Sena (mi)		M
3	Gomeza	Ngoni (100%)						M
4	Chakana	Ngoni (90%)	Lomwe (5%)	Yao (5%)				M
5	Nanjiwa	Ngoni (70%)	Lomwe (20%)	Yao (5%)	Mang' ⁵⁾ (3%)	Chewa (2%)		M
6	Mdala	Yao (60%)	Ngoni (30%)	Lomwe (10%)				M
7	Kaumbata	Ngoni (ma)	Lomwe (some)	Yao (mi)				M
8	Siyamdima	Lomwe (ma)	Ngoni (some)	Tumb (mi)				M
9	Makonokaya	Ngoni (70%)	Lomwe (15%)	Yao (10%)	Sena (5%)			M
10	Chimseu	Lomwe (60%)	Yao (30%)	Ngoni (10%)				M
	Dzimbiri							
11	Kamtumbiza	Mang' (60%)	Lomwe (15%)	Yao (10%)	Ngoni (10%)	Sena (5%)		M
12	Kam'mata	Yao (90%)	Ngoni (8%)	Lomwe (2%)				M
13	Kumanda	Ngoni (80%)	Lomwe (15%)	Yao (5%)				M
14	Tamvekenji	Ngoni (75%)	Yao (15%)	Lomwe (10%)				M
15	Daniel Mbedza	Ngoni (80%)	Yao (20%)					M
16	Chilangali	Ngoni (92%)	Yao (5%)	Lomwe (2%)				M
17	Magombo	Ngoni (90%)	Yao (10%)					M
	Ngondo							
18	Lemu	Ngoni (50%)	Yao (40%)	Lomwe (10%)				M
19	Teula	Yao (90%)	Lomwe (7%)	Ngoni (3%)				M
20	Manjelo	Yao (75%)	Ngoni (15%)	Lomwe (10%)				M
21	Chikoja	Yao (ma)	Ngoni (some)	Lomwe (mi)	Sena (mi)			M
22	Makanani	Ngoni (85%)	Yao (10%)	Lomwe (5%)				M
23	Michongwe	Ngoni (ma)	Lomwe (some)	Yao (mi)				M
24	Masangano	Yao (70%)	Ngoni (20%)	Lomwe (10%)				M
25	Salimu	Yao (70%)	Lomwe (30%)					M
Kapeni								
26	Peter Bilila	Yao (60%)	Ngoni (40%)					M
27	Kamwendo	Chewa (90%)	Yao (5%)	Lomwe (5%)				M
28	Ndemanje	Mang' (75%)	Yao (20%)	Lomwe (5%)				M
29	Simon Mpombe	Ngoni (70%)	Yao (10%)	Chewa (10%)	Lomwe (5%)	Sena (5%)		M
30	Maluwa	Ngoni (90%)	Yao (8%)	Lomwe (2%)				M
31	Kumisati	Yao (75%)	Ngoni (18%)	Lomwe (5%)	Sena (2%)			M
	Chigumula							
32	Kumponda	Ngoni (75%)	Yao (15%)	Lomwe (5%)	Sena (5%)			M
33	Kateyo	Ngoni (60%)	Sena (20%)	Yao (15%)	Tonga (5%)			M

Note 1) The percentage shows the ratio of the ethnicity out of the village population

2) M: Matriarchal

3) ma: majority

4) mi: minority

5) Mang': Mang'anje

c) Village Inventory on Physical Environment

No	TA	Village	Physical Environment					
			dam	river ¹⁾	stream ²⁾	dambo	forest	grave
Kuntaja								
1	Mang'ani	Chileka	Chileka	Nkokodzi	-	+	4ha ³⁾	3
2	Gomonda	-	Chileka	Nkokodzi	-	-	2.5ha ³⁾ , IFA ⁴⁾ (0.3ha)	1
3	Gomeza	-	-	-	-	-	4ha ³⁾	1
4	Chakana	-	Nkokodzi	3 streams ⁵⁾	-	-	-	2
5	Nanjiwa	-	Nkokodzi	Dhibulo, Kaweta	Malowa,	+	IFA (<0.5ha)	-
6	Mdala	-	Nkokodzi	Kaweta	-	-	VFA ⁵⁾ (10ha), IFA	2
7	Kaumbata	-	Lunzu , Nkokodzi	Nambindo, Tipwa	Kabowa ,	-	-	1
8	Siyamdima	-	Lunzu	Nambindo, Malingero, Karonga	Nkoka,	+	VFA(25mx20m)	1
9	Makonokaya	-	Nkokodzi	Malingero, Simohoka	-	+	-	3
10	C. Dzimbiri	-	Nkokodzi , Lunzu	-	-	+	-	-
11	Kamtumbiza	-	Lunzu , Nkokodzi , Mpesi , Chitole	-	-	-	-	1
12	Kam'mata	-	Milala	Khungula, Chingawe	-	+	VFA (1ha, 284 trees)	1
13	Kumanda	-	-	-	-	-	-	-
14	Tamvekenji	-	-	-	-	-	-	1
15	D. Mbedza	-	-	-	-	+	-	-
16	Chilangali	-	Mtenjela	-	-	+	-	1
17	M. Ngondo	-	Namingomba	-	-	-	-	-
18	Lemu	Milala	Milala , Nangomba	-	-	+	4.2ha ³⁾	1
19	Teula	Milala	Milala , Nkokodzi	-	-	+	IFAs ⁶⁾	2
20	Manjelo	Milala	-	-	-	+	-	-
21	Chikoja	-	Nkokodzi	Nambindo S, Kabowa S	-	+	IFAs ⁷⁾	-
22	Makanani	Ntenjela	NtenjeLa	-	-	-	-	1
23	Michongwe	-	-	Kawasi S, Chigodi S	-	+	-	-
24	Masangano	-	Lunzu	-	-	+	-	1
25	Salimu	-	Lunzu, Kaped , Thipwa	-	-	-	VFA (1.5 ha)	2
Kapeni								
26	Peter Bilila	-	Ntenjela	-	-	-	IFAs ⁸⁾	4
27	Kamwendo	Ntenjela	Lunzu, Ntenjela , Nasonje	-	-	+	IFA (600m2)	3
28	Ndemanje	-	Lunzu , Nasonje	-	-	-	-	1
29	S. Mpombe	-	Lunzu , Nasonje , Ntenjela	-	-	+	-	1
30	Maluwa	-	Lunzu	-	-	+	-	1
31	Kumisati	-	Ntenjela	-	-	+	IFA (20 ha)	1
32	Chigumula	-	Lunzu, Nasonje, Mkokafadya	Kumponda S	-	-	-	1
	Kateyo	-	Ntenjela	-	-	+	IFAs ⁹⁾	-
Total								37

Note 1) River means perennial river

2) Stream means dry arroyo

3) Chilangoma Bare Hills

4) IFA: Indigenous Forest Area

5) VFA: Village Forest Area

6) Tributaries of Nkokodzi

7) Existing three indigenous forest area of 0.4 ha, 20 trees and 10-15 trees

8) Existing three indigenous forest area of less than 1 ha, about 1 ha and 1 - 1.5 ha

9) Existing three indigenous forest area of 0.8 ha, 0.4 ha and 0.4 ha

10) Existing two indigenous forest area of 60x30m (821 Blue gums), 390x150m indigenous and exotic trees

d) Village inventory on Infrastructure

No.	TA	Village	Infrastructure									
			Bore Hole	Well	Distance to Market (km)			School	Clinic	Maize Mill	Tree Nursery	Church / Mosque
					Lunzu	Mombo	Chileka					
Kuntaja												
1		Mang'ani	2	-	12	1	15	std 8 ¹⁾	-	-	VNRMC ²⁾	6/0
2		Gomonda	1	1	14	1	16	-	-	-	-do- ²⁾	1/0
3		Gomeza	1	-	10	3	17	-	-	-	-do- ²⁾	1/0
4		Chakana	-	-	14	2	15	-	-	-	-	0/0
5		Nanjiwa	1	-	12	0	16	-	U5 ³⁾	1	-	2/0
6		Mdala	3	-	15	3	17	std 8 ⁴⁾	-	-	-	3/1
7		Kaumbata	1	-	13	-	25	-	-	-	-	3/1
8		Siyamdima	-	-	13	-	25	std 4 ⁵⁾	-	-	-	1/0
9		Makonokaya	-	many	15	-	27	-	-	-	-	0/0
10		Chimseu	-	many	16	-	10	-	-	-	-	1/0
		Dzimbiri										
11		Kamtumbiza	1	-	17	5	23	-	-	1	-	8/0
12		Kam'mata	3	-	7	6	15	-	U5	-	VNRMC ⁶⁾	2/0
13		Kumanda	-	-	7	6	15	-	-	-	-	1/0
14		Tamvekenji	1	-	8	-	15	-	-	-	-	0/0
15		Daniel Mbedza	-	-	8	5	15	-	-	-	-	0/0
16		Chilangali	1	-	8	7	15	-	-	-	-	1/0
17		Magombo	1	-	9	4	16	-	-	-	-	1/0
		Ngondo										
18		Lemu	2	-	10	5	17	std 8 ⁷⁾	-	-	VNRMC ²⁾	6/0
19		Teula	-	1	10	5	17	-	-	-	-	0/0
20		Manjelo	1	-	10	-	17	-	-	-	-	1/0
21		Chikoja	1	1	11	6	18	-	U5	-	individual	2/0
22		Makanani	2	1	9	6	17	-	-	-	-	4/0
23		Michongwe	-	+	19	-	18	-	-	-	MAFE ⁸⁾	0/0
24		Masangano	2	2	9	-	19	std 6 ⁹⁾	-	-	-	3/0
25		Salimu	-	-	12	-	21	-	-	-	-	1/0
Kapeni												
26		Peter Bilila	3	2	4	8	15	-	U5	-	-	2/0
27		Kamwendo	1	4	7	9	16	-	-	-	-	1/0
28		Ndemanje	-	-	6	9	15	-	-	-	VNRMC ¹⁰⁾	1/0
29		Simon	1	-	5	10	14	std 5 ¹¹⁾	-	-	-	1/0
		Mpombe										
30		Maluwa	1	4	5	10	14	-	-	-	-	0/0
31		Kumisati	3	-	4	9	13	std 8, F3 ¹²⁾	-	-	-	0/0
		Chigumula										
32		Kumponda	1	-	4	9	13	-	-	-	-	2/0
33		Kateyo	-	1	3	9	13	-	-	-	-	0/0
Total			34	17	-	-	-					55/2
Average			-	-	9.9	5.8	16.8					

Note 1) Mtengowambalame Primary School up to standard 8

2) A nursery funded through MSAF in 1999, managed and utilized by the above noted 4 villages

3) Currently operating as Under 5 clinic though it will be upgraded as a general health centre in the future

4) Kachere Primary School (standard 8)

5) Monekera Primary School up to standard 4

6) Producing 8000 seedlings

7) Milala School (standard 8)

8) Vetiver agroforestry nursery

9) Chigodi 2 Primary School up to standard 6

10) The nursery started in June 2000

11) Nasonjo Primary School up to standard 5

12) Ntenjela Primary School (standard 8), Ntenjela Community Day Secondary School up to Form 3

e) Village Inventory about Existing Community Organizations

No.	TA	Village	Existing Community Organizations	
			Community Name	Remarks
Kuntaja				
1	Mang'ani	BHC ¹⁾ (CU/EU), Sch C ²⁾ , PTA ³⁾ , VNRMC (MASAF), Chr ⁴⁾		
2	Gomonda	BHC (EU), VNRMC (MASAF), Chr		
3	Gomeza	BHC (SCF), VNRMC (MASAF), F Club ⁵⁾ 12 women for cultivation of g/nuts for sale		
4	Chakana	none		
5	Nanjiwa	VDC ⁶⁾ (3 villages), BHC (RedC), F Club, 14 (4 women &10 men) people for growing paprika, Community Police, Chr initiated by FA		
6	Mdala	3 BHC (WD, MASAF, CSC ⁸⁾), VNRMC, 5Chr, Mus ⁷⁾		
7	Kaumbata	VDC (V), BHC (FWP ⁹⁾), HC, VNRMC		
8	Siyamdima	VDC (V), Sch C, PTA		
9	Makonokaya	HC ¹⁰⁾ , Sch C, PTA, Chr		
10	Chimseu	HC		
	Dzimhiri			
11	Kamtumbiza	BHC (FWP)		
12	Kam'mata	HC, VNRMC, F Club	15 women for seed multiplication of groundnuts, sweat potato, pigeon peas, soy beans	
13	Kumanda	VDC (4 villages), BHC (FWP), Chr		
14	Tamvekenji	VDC (4 villages), BHC (FWP)		
15	Daniel Mbedza	none		
16	Chilangali	BHC		
17	Magombo	BHC (FWP)		
	Ngondo			
18	Lemu	VDC (GV), BHC (CU), HC, VNRMC (MASAF), Sch C, PTA, Dam Committee		
19	Teula	Dam Committee, F Club	10 (6 women & 4 men) people for vegetable scheme near Milala Dam	
20	Manjelo	BHC (CU), Dam Committee		
21	Chikoja	BHC, HC (U5), Chr		
22	Makanani	BHC, Sch C, F Club	10 (9 women &1 man) people for loan application and seed multiplication of ground nuts, soy beans	
23	Michongwe	HC, MAFE Committee, Water Committee	MAFE committee: promotion of agroforestry	
24	Masangano	BHC, HC, Sch C, PTA, F Club	10 (6 women & 4 men) people for MRFC loan	
25	Salimu	VDC (V)		
Kapeni				
26	Peter Bilila	VDC (V), 3BHC (FWP, USAID), HC		
27	Kamwendo	VDC (V), BHC (FWP), HC		
28	Ndemanje	HC, VNRMC, Sch C, PTA, F Club	19 women for IGA i.e. selling vegetable, maize cultivation, doughnuts & cake making, MRFC loan.	
29	Simon	HC, Sch C, Agricultural Development Committee, Chr	initiated by FA, 19 people for agricultural development	
30	Maluwa	BHC (FWP), HC, F Club	10 (6f&4m) people for growing soybean, ground nuts, maize	
31	K. Chigumula	3BHC (CU), HC, Sch C		
32	Kumponda	BHC (CU), F Club	10 men for MRFC loan application	
33	Kateyo	VDC (3 villages)		

- Note 1) BHC: Borehole Committee
 2) Sch C: School Committee
 3) PTA: Parent-Teacher Association
 4) Chr: Christian Organizations
 5) F Club: Farmers' Club
 6) VDC: Village Development Committee, (V) village level VDC, (GV) group village level VDC
 7) Mus: Muslim
 8) CSC: Christian Service Committee (NGO)
 9) FWP: Fresh Water Projects (NGO)
 10) HC: Health Committee

DEPARTMENT OF FORESTRY

GUIDELINES FOR
FORMATION AND
STRENGTHENING OF
VILLAGE NATURAL
RESOURCES MANAGEMENT
COMMITTEES

JULY, 1999

1. INTRODUCTION

The Forestry Policy of 1996 has three specific objectives for Forestry Extension, namely,

- (i) To empower rural communities to manage forest resources, foster ownership and rights to trees.
- (ii) To enable and promote the participation of local communities and the private sector in forest conservation and management.
- (iii) To develop and disseminate forestry technology packages to target groups for the management of trees and forests.

In pursuance of these objectives the Forestry Extension Service has to mobilise communities into Village Natural Resources Management Committees (VNRMCs) whose main functions are:

- (i) To provide a link between Forestry Department and the communities.
- (ii) To act as a change agent for forestry development in a village or set of villages
- (iii) To provide a structure for forestry administration at village level.

In order to play these roles, VNRMCs must have a minimum set of characteristics and qualifications and go through a systematic process. Some of these qualifications and steps are associated with personalities, preparing constitutions, management plans, formulation of bye laws and training. Without some guidelines field staff have been unable to take these into consideration during the process of mobilisation thereby resulting in some ineffective VNRMCs. It is this gap that these guidelines wish to fill.

2. Mobilising the Communities

2.1 Building understanding with Village Headman/woman

The entry point for mobilising a village community is the village headman/woman. On your first visit to the village go to the Village Head to

- (i) Introduce yourself
- (ii) Explain the Forestry Development objectives and strategies.
- (iii) Share opportunities for forestry development in the village and possible benefits village community can derive.
- (iv) Explain the need for and roles of VNRMC in implementing a forestry development programme at village level.

Two to three visits are probably enough to build an understanding with the Village Headman/woman and secure acceptance and approval for you to meet with the people. The Village Head and you should set a date and time on which to meet the people to introduce forest development in the village.

2.2 Meeting the People in a Participatory Manner

Prepare what you should talk to the people two days or more before the meeting. Ensure that you can talk without reading your notes. On the day of the meeting, travel in good time so that you get to the village Headman/woman early enough, say 1/2 to 1 hour before commencement of the meeting. It should be you waiting for the people rather than the community waiting for you.

(i) When everybody has gathered let the Village Headman conduct the meeting.

- She/he should introduce you and request you to talk to the people.
- Be calm and concise on forestry development objectives, strategies and general uses of trees and forests.
- Ask people about status of trees and forests in the village, who owns them, where they occur on the landscape.
- Then proceed to talk about the need to manage trees and forests as a community, hence need to form a VNRC.
- Explain positions in a VNRC as

- ♦ Chair and Vice
- ♦ Secretary and Vice
- ♦ Treasurer and Vice
- ♦ 4 committee members

(ii) Also explain the duties and qualities of officers that must be elected into positions

- Duties of each position are as follows

Chairman/ : - Convening and conducting meetings
 Vice Chairman : - Defending the interest of the group
 - Settling disputes
 - Representing the group at functions and meetings.

Secretary/

Recording meeting proceedings

Vice Secretary

Reading minutes
 Keeping attendance records
 Writing all correspondences

Treasurer/

Book Keeping
 Maintaining cash books
 Maintaining Debtors records
 Producing income/expenditure statements

Vice Treasurer

Committee Members:

- Resolving problems
- Giving suggestions for proper running of the group.
- Advising

(iii) Explain general qualifications for these positions

- ♦ honesty and trustworthiness
- ♦ interest
- ♦ patience
- ♦ co-operation
- ♦ patriotic to village
- ♦ able to express oneself
- ♦ gender sensitive

(iv) Specific qualifications

Chair : able to lead, take advice and encourage;
 Secretary : able to read and write
 Treasurer : able to write and do simple arithmetic

Committee members: - able to ask questions

- able to advise
- able to unite
- able to keep time

(v) Allow people to ask questions after each stage of your explanations.

(vi) Explain the next steps as follows

- They should think about the points they have discussed for 1 week.
- A date and time should thus be set after the 1 week, so they can elect a Committee.

2.3 Conducting Election at Village Level

It is important for you to back up the community election process so that it is free and fair. The process should be free from violence, intimidation and discrimination and fair to the competitors.

As an Election Returning Officer you should explain the voting process as follows.

- (i) They should nominate 3 candidates for Chair person.
- (ii) The nominees should leave the place.
- (iii) Those for the first name, raise hands. Count the number of hands raised and record.
- (iv) Those for the second name, raise hands. Count the number of hands and record.
- (v) Those for the third name, raise hands. Count the number of hands and record.

(vi) The nominees are called back to the place.

(vii) The person with the highest number of votes becomes Chair person, the second becomes Vice.

(viii) Repeat this process for Secretary and Treasurer. At the very end you will have 3 names that will have lost at each position. These become Committee members. Receive one more name from the electorate in order to make 4 Committee members. This brings the number to 10 elected members. Imposing a Committee on a Community is recipe for failure.

Now that an elected VNRMC is in place tell the Village the next steps as follows

i. The Committee should set a date and time when to meet to draw a Constitution and procedures for conducting meetings and other VNRMC business.

ii. You will set a date and time for meeting the Committee to assess assistance required for the Committee to formulate a workplan.

3. First meeting of the VNRMC

Be present on the first meeting of the VNRMCs so that you can provide technical assistance to the VNRMC. You will need to advise the Committee on the following in order to produce a Constitution.

- (i) Need for a name of the VNRMC - it should reflect what they represent : village or villages.
- (ii) Objectives of the Committee - in relation to forestry development and administration.
- (iii) Functions or roles of the Committee.
- (iv) Meetings of the Committee:

Frequency and Types

Some are planning meetings, others are meetings to report progress, or meetings to receive approval from community members. There are also emergency meetings intended to take decisions on crises. The Committee need to decide on number of minimum meetings in a year.

Quorum

Decide on minimum number to be present before a meeting can start.

- (v) Office bearers:

Agree on

- Term of office
- Procedure for filling of vacancies

- (vi) Books and seals of the Committee

Agree on

- Need for visitors book(s)
- Date stamp
- Stores Ledger
- Income/Expenditure Book
- Receipt book
- Account book

- (vii) Allowances

While the VNRMC is a community service which should not attract a salary, there must be a way of compensating for time invested in the Committee. A decision has to be taken on types and amounts of allowances the Committee can pay. These allowances could be sitting allowance for some or all VNRMC meetings, at say K20 per person per meeting. Or it could be hardship allowance for fire gangs at K2 per person per day or 0.25m3 of firewood per month. It could be a duty allowance for guarding a forest for a month or selling firewood and/or any forest product, processed or unprocessed.

- (viii) The Constitution should be sent to the District Forestry Officer so that the VNRMC is registered.

4. Second Meeting of the VNRMC

At the second meeting you should assist the Committee to define forestry development problems and needs in the village. Facilitate the Committee to suggest solutions, activities, resources required and time frame. This is a planning meeting and can take two (2) to five (5) days depending on size of the problems and needs. This output can be written into a project proposal which can be submitted to a District Development Fund, MASAF, EU Microprojects office, Microprojects Component of the Environmental Management project or Regional Forestry Office.

5. **First Meeting of the VNRMC with the rest of the Village**

The VNRMC should convene the first meeting with the Community in order to present

- (i) the Constitution for ratification
- (ii) the workplan/project proposal for discussion

The Constitution should be presented by the Chairperson while the workplan should be presented by the Vice Chairperson or the Secretary. Once these Documents are approved the VNRMC should start implementing some of the activities for which their own resources can support.

6. **Third Meeting of the VNRMC**

At the third meeting of the VNRMC you should assist the VNRMC to formulate bye laws. Principal elements are:

- 1. Purpose for the bye laws
- 2. Management of woodlots and indigenous woodlands
- 3. Utilisation of woodlots and indigenous woodlands
- 4. Benefit sharing
- 5. Offences
- 6. Penalties

7. **Second Meeting of VNRMC with the rest of the Village**

The Chairperson should convene a second meeting with the rest of the village in order to present the draft bye laws for discussion. The amended version of the bye laws should

be presented to the Village Headman/woman for his/her approval by initialling or printing an indebted thumb on 3 x copies of the initialled bye-laws. The bye laws should be distributed as follows:

- 1 x copy to the Director of Forestry
- 1 x copy to Regional Forestry Officer
- 1 x copy to District Forestry Officer
- 1 x copy to Village Headman/woman
- 1 x copy on Committee file

The Director of Forestry shall seek approval of the Minister of Forestry on the bye laws, in accordance with Section 33 of the Forestry Act, 1997. Once approved, the bye laws shall be published in Government Gazette.

8. **Preparation of Management Plans**

In accordance with Section 30 of the Forestry Act, the VNRMC, in consultation with the Village Headman/woman can demarcate any unused land as a Village Forest Area (VFA). You should render technical assistance to the VNRMC in undertaking an inventory and preparation of a VFA management plan.

The plan should

- Describe the Village Forest Area
- State the VNRMC
- State prescriptions

- Highlight disaster, hardships and social works
- Present management operations
- Define investment opportunities
- Clarify benefit sharing among the Community members.

Implementation of this plan can be under a Management Agreement entered into between the Director of Forestry and the VNRMC.

9. Training of VNRMCs and the Communities

The workplan/project proposal developed in Section 4, above, considered together with a management plan developed in Section 8 should be a basis for defining skills required. Interviews of the VNRMC and the community about what skills they already have should give you available skills in the Village. Subtract the available skills from required skills to give you net skills you need to develop in the village through training.

On the basis of this, training needs assessment you can develop a *Curriculum* and training plan. The Curriculum should state the training objectives, topics and methods. The training plan should state training objectives, who should be trained, on what topics, what methods, when and what resources are required.

Training of VNRMCs should be hands on and be conducted in the village, preferably at the Village nursery or Village Forest

Area where you can demonstrate the activity and ask the class to do a practical such as pot filling, seed sowing, pitting, planting or singling coppices. Teaching can be done two to three days a week in the morning or afternoon, followed by follow up visits on days you are not teaching the community. Two or three VNRMCs can be grouped together as a Block and be taught together with their communities. This is what is called a Block approach.

10. Licensing

A licence is authority given to someone to engage in a forest utilisation activity such as collecting or selling a forest reserve, exporting forest produce, making or selling charcoal of indigenous trees, selling or sawing fine hardwoods such as *Mbawa*, *Mlobwa* and *Njale* growing in protected areas, and unallocated customary land. Not all forest utilisation activities are licensable.

The licensable activities are:

- (a) Disposal of litter or noxious waste in forest reserves, protected forest areas and village forest areas [Section 44 of Forest Act].
- (b) Cutting, taking, felling, destroying, uprooting, collecting and removing forest produce from a forest reserve, undemarcated customary land, public land and protected forest area [S46].
- (c) Cultivating crops, grazing

livestock, clearing land, digging or breaking up land for any road or for any purpose whatsoever on such area of the forest reserve and protected forest area [S46].

(d) Prospecting for and extracting minerals in a forest reserve and protected forest area [S46].

(e) Squatting, residing, erecting any building, livestock enclosures or any structure in a forest reserve and protected forest area [S46].

(f) Exporting or importing or re-exporting certain types of forest produce [S47].

(g) Making or selling charcoal from indigenous timber or tree [S81(1)].

(h) Engaging in commercial processing of any wood or other forest produce including wood carving; bamboo baskets and chair making; sawmilling, veneer, plywood, block board, fibre and particle board, pulp and paper processing [S83].

The Forest Act neither empowers any VNRMC to issue a license for the utilisation activities described above nor allows any VNRMC to issue wood transfer certificates to wood and timber traffickers. The Act, however, allows VNRMCs to dispose wood from Village Forest Areas in

accordance with provisions of the applicable forest management agreement S50 (2).

The foregoing show that Licensing is a job of the Director of Forestry and his subordinates like Deputy Directors of Forestry and Chief Forestry Research Officer to facilitate plant collection from forest reserves for scientific purposes. Wood transfer certificates can only be issued by a Regional Forestry officer.

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II-G-5 Summary of Village Inventory Survey

(a) Village Inventory on Population, Household, Village Area and Population Density

No	TA	Group Village	Village	Population			Household		Village Area ¹⁾			Pop. Density	Ref. ²⁾	
				Male	Female	Total	No.	Member	Whole	Part in MA	ratio (%)		MA Pop	MA Househ old
Kuntaja														
1		Kuntaja	Mang'ani	210	266	476	95	5.0	293	59	20	1.6	96	19
2			Gomonda	122	178	300	52	5.8	43	13	30	7.0	91	16
3			Gomezza	153	173	326	79	4.1	90	37	40	3.6	134	32
4			Chakana	85	115	200	50	4.0	49	49	100	4.1	200	50
5		Mdala	Nanjiwa	116	373	489	120	4.1	234	197	80	2.1	412	101
6			Mdala	616	673	1289	306	4.2	801	362	50	1.6	583	138
7			Kaumbata	308	406	714	112	6.4	316	316	100	2.3	714	112
8			Siyamdima	319	580	899	168	5.4	119	119	100	7.6	899	168
9			Makonokaya	103	148	251	56	4.5	164	164	100	1.5	251	56
10			Chimseu	150	220	370	50	7.4	71	31	0.4	5.2	162	22
11			Dzimбири											
			Kamtumbiza	935	1551	2486	451	5.5	900	60	0.1	2.8	166	30
12		Kam'mata	Kam'mata	660	853	1513	244	6.2	171	87	0.5	8.8	770	124
13			Kumanda	112	146	258	46	5.6	127	102	0.8	2.0	207	37
14			Tamvekenji	242	259	501	56	8.9	36	18	0.5	13.9	251	28
15			Daniel Mbedza	77	77	154	41	3.8	70	70	100	2.2	154	41
16			Chilangali	128	130	258	40	6.5	51	51	100	5.1	258	40
17		Lemu	Magombo	243	250	493	82	6.0	107	98	0.9	4.6	452	75
			Ngondo											
18			Lemu	1196	1120	2316	496	4.7	349	349	100	6.6	2316	496
19			Teula	257	236	493	142	3.5	127	127	100	3.9	493	142
20			Manjelo	181	227	408	67	6.1	69	69	100	5.9	408	67
21			Chikoja	365	383	748	169	4.4	233	233	100	3.2	748	169
22			Makanani	275	404	679	200	3.4	296	296	100	2.3	679	200
23			Michongwe	95	98	193	36	5.4	43	43	100	4.5	193	36
24			Masangano	269	301	570	87	6.6	66	66	100	8.6	570	87
25			Salimu	293	545	838	148	5.7	134	134	100	6.3	838	148
Kapeni														
26		Kumponda	Peter Bilila	195	240	435	72	6.0	129	45	0.3	3.4	152	25
27			Kamwendo	163	190	353	59	6.0	315	315	100	1.1	353	59
28			Ndemanje	127	108	235	38	6.2	144	144	100	1.6	235	38
29			Simon Mpombe	145	182	327	65	5.0	54	54	100	6.1	327	65
30			Maluwa	173	203	376	62	6.1	45	45	100	8.4	376	62
31			Kumisati	390	392	782	160	4.9	102	45	0.4	7.7	345	71
			Chigumula											
32			Kumponda	743	841	1584	264	6.0	190	51	0.3	8.3	425	71
33			Kateyo	39	53	92	23	4.0	15	15	100	6.1	94	24
Total				9,485	11,921	21,406	4,136		5,953	3,864			14,349	2,849
Average						648.7	125	5.18	180.4	117		3.6		5.0

Note 1) Village area of whole and part in the MA are estimated based on villagers' delineated villages boundary map which is provided through village inventory survey.

2) Estimation of village population and number of household located in the MA that is calculated by village area ratio.

(b) Village Inventory on ethnicity and lineage system

No.	TA	Village	Ethnicity					Lineage
			1	2	3	4	5	
Kuntaja								
1	Mang'ani	Ngoni (70%) ¹⁾	Yao (20%)	Lomwe (10%)				M ²⁾
2	Gomonda	Ngoni (ma: majority)	Chewa (some)	Yao (some)	Lomwe (mi: minority)	Sena (mi)		M
3	Gomez	Ngoni (100%)						M
4	Chakana	Ngoni (90%)	Lomwe (5%)	Yao (5%)				M
5	Nanjiwa	Ngoni (70%)	Lomwe (20%)	Yao (5%)	Mang ³⁾ (3%)	Chewa (2%)		M
6	Mdala	Yao (60%)	Ngoni (30%)	Lomwe (10%)				M
7	Kaumbata	Ngoni (ma)	Lomwe (some)	Yao (mi)				M
8	Siyamdima	Lomwe (ma)	Ngoni (some)	Tumb (mi)				M
9	Makonokaya	Ngoni (70%)	Lomwe (15%)	Yao (10%)	Sena (5%)			M
10	Chimseu	Lomwe 60%	Yao (30%)	Ngoni (10%)				M
11	Dzimhiri							
	Kamtumbiza	Mang' (60%)	Lomwe (15%)	Yao (10%)	Ngoni (10%)	Sena (5%)		M
12	Kam'mata	Yao (90%)	Ngoni (8%)	Lomwe (2%)				M
13	Kumanda	Ngoni (80%)	Lomwe (15%)	Yao (5%)				M
14	Tamvekenji	Ngoni (75%)	Yao (15%)	Lomwe (10%)				M
15	Daniel Mbedza	Ngoni (80%)	Yao (20%)					M
16	Chilangali	Ngoni (92%)	Yao (5%)	Lomwe (2%)				M
17	Magombo	Ngoni (90%)	Yao (10%)					M
18	Ngondo							
19	Lemu	Ngoni (50%)	Yao (40%)	Lomwe (10%)				M
20	Teula	Yao (90%)	Lomwe (7%)	Ngoni (3%)				M
21	Manjelo	Yao (75%)	Ngoni (15%)	Lomwe (10%)				M
22	Chikoja	Yao	Ngoni (some)	Lomwe (mi)	Sena			M
23	Makanani	Ngoni (85%)	Yao (10%)	Lomwe (5%)				M
24	Michongwe	Ngoni (ma)	Lomwe (some)	Yao (mi)				M
25	Masangano	Yao (70%)	Ngoni (20%)	Lomwe (10%)				M
26	Salimu	Yao (70%)	Lomwe (30%)					M
Kapeni								
27	Peter Bilila	Yao (60%)	Ngoni (40%)					M
28	Kamwendo	Chewa (90%)	Yao (5%)	Lomwe (5%)				M
29	Ndemanje	Mang' (75%)	Yao (20%)	Lomwe (5%)				M
30	Simon Mpombe	Ngoni (70%)	Yao (10%)	Chewa (10%)	Lomwe (5%)	Sena (5%)		M
31	Maluwa	Ngoni (90%)	Yao (8%)	Lomwe (2%)				M
32	Kumisati Chigumula	Yao (75%)	Ngoni (18%)	Lomwe (5%)	Sena (2%)			M
33	Kumponda	Ngoni (75%)	Yao (15%)	Lomwe (5%)	Sena (5%)			M
	Kateyo	Ngoni (60%)	Sena (20%)	Yao (15%)	Tonga (5%)			M

Note 1) Percent shows a ratio of population between the ethnicity and the village population

2) M: Matriarchal

3) Mang: Mang'anje

c) Village Inventory on Physical Environment

No	TA	Village	Physical Environment					
			dam	river ¹⁾	stream ²⁾	dambo	forest	grave
Kuntaja								
1	Mang'ani	Chileka		Chileka, Nkokodzi	-	+	4ha ³⁾	3
2	Gomonda	-		Chileka, Nkokodzi	-		2.5ha ³⁾ , IFA ⁴⁾ (0.3ha)	1
3	Gomeza	-		-	-		4ha ³⁾	1
4	Chakana	-		Nkokodzi	3 streams ⁵⁾		-	2
5	Nanjiwa	-		Nkokodzi	Dhibulo, Malowa, Kaweta	+	IFA (<0.5ha)	-
6	Mdala	-		Nkokodzi	Kaweta		VFA ⁵⁾ (10ha), IFA	2
7	Kaumbata	-		Lunzu , Nkokodzi	Nambindo, Kabowa , Tipwa		-	1
8	Siyamdima	-		Lunzu	Nambindo, Nkoka, Malingero, Karonga	+	VFA(25mx20m)	1
9	Makonokaya	-		Nkokodzi	Malingero, Simohoka	+	-	3
10	C. Dzimbiri	-		Nkokodzi , Lunzu	-	+	-	-
11	Kamtumbiza	-		Lunzu , Nkokodzi , Mpesi , Chitole	-		-	1
12	Kam'mata	-		Milala	Khungula, Chingawe	+	VFA (1ha, 284 trees)	1
13	Kumanda	-		-	-		-	-
14	Tamvekenji	-		-	-		-	1
15	D. Mbedza	-		-	-	+	-	-
16	Chilangali	-		Mtenjela	-	+	-	1
17	M. Ngondo	-		Namingomba	-		-	-
18	Lemu	Milala		Milala , Nangomba	-	+	4.2ha ³⁾	1
19	Teula	Milala		Milala , Nkokodzi	-	+	IFAs ⁶⁾	2
20	Manjelo	Milala		-	-	+	-	-
21	Chikoja	-		Nkokodzi	Nambindo S, Kabowa S	+	IFAs ⁷⁾	-
22	Makanani	Ntenjela		NtenjeLa	-		-	1
23	Michongwe	-		-	Kawasi S, Chigodi S	+	-	-
24	Masangano	-		Lunzu	-	+	-	1
25	Salimu	-		Lunzu, Kabed , Thipwa	-		VFA (1.5 ha)	2
Kapeni								
26	Peter Bilila	-		Ntenjela	-		IFAs ⁸⁾	4
27	Kamwendo	Ntenjela		Lunzu, Ntenjela , Nasonje	-	+	IFA (600m2)	3
28	Ndemanje	-		Lunzu , Nasonje	-		-	1
29	S. Mpombe	-		Lunzu , Nasonje , Ntenjela	-	+	-	1
30	Maluwa	-		Lunzu	-	+	-	1
31	Kumisati	-		Ntenjela	-	+	IFA (20 ha)	1
32	Chigumula	-		-	-		-	-
32	Kumponda	-		Lunzu, Nasonje, Mkokafadya	Kumponda S		-	1
	Kateyo	-		Ntenjela	-	+	IFAs ⁹⁾	-
Total								37

Note 1) River means perennial river

2) Stream means dry arroyo

3) Chilangoma Bare Hills

4) IFA: Indigenous Forest Area

5) VFA: Village Forest Area

6) Tributaries of Nkokodzi

7) Existing three indigenous forest area of 0.4 ha, 20 trees and 10-15 trees

8) Existing three indigenous forest area of less than 1 ha, about 1 ha and 1 - 1.5 ha

9) Existing three indigenous forest area of 0.8 ha, 0.4 ha and 0.4 ha

10) Existing two indigenous forest area of 60x30m (821 Blue gums), 390x150m indigenous and exotic trees

(d) Village inventory on Infrastructure

No.	TA	Village	Infrastructure									
			Bore Hole	Well	Distance to Market (km)			School	Clinic	Maize Mill	Tree Nursery	Church / Mosque
					Lunzu	Mombo	Chileka					
Kuntaja												
1		Mang'ani	2	-	12	1	15	std 8 ¹⁾	-	-	VNRMC ²⁾	6/0
2		Gomonda	1	1	14	1	16	-	-	-	-do- ²⁾	1/0
3		Gomeza	1	-	10	3	17	-	-	-	-do- ²⁾	1/0
4		Chakana	-	-	14	2	15	-	-	-	-	0/0
5		Nanjiwa	1	-	12	0	16	-	U5 ³⁾	1	-	2/0
6		Mdala	3	-	15	3	17	std 8 ⁴⁾	-	-	-	3/1
7		Kaumbata	1	-	13	-	25	-	-	-	-	3/1
8		Siyamdima	-	-	13	-	25	std 4 ⁵⁾	-	-	-	1/0
9		Makonokaya	-	many	15	-	27	-	-	-	-	0/0
10		Chimseu	-	many	16	-	10	-	-	-	-	1/0
		Dzimбири										
11		Kamtumbiza	1	-	17	5	23	-	-	1	-	8/0
12		Kam'mata	3	-	7	6	15	-	U5	-	VNRMC ⁶⁾	2/0
13		Kumanda	-	-	7	6	15	-	-	-	-	1/0
14		Tamvekenji	1	-	8	-	15	-	-	-	-	0/0
15		Daniel Mbedza	-	-	8	5	15	-	-	-	-	0/0
16		Chilangali	1	-	8	7	15	-	-	-	-	1/0
17		Magombo	1	-	9	4	16	-	-	-	-	1/0
		Ngondo										
18		Lemu	2	-	10	5	17	std8 ⁷⁾	-	-	VNRMC ²⁾	6/0
19		Teula	-	1	10	5	17	-	-	-	-	0/0
20		Manjelo	1	-	10	-	17	-	-	-	-	1/0
21		Chikoja	1	1	11	6	18	-	U5	-	individual	2/0
22		Makanani	2	1	9	6	17	-	-	-	-	4/0
23		Michongwe	-	+	19	-	18	-	-	-	MAFE ⁸⁾	0/0
24		Masangano	2	2	9	-	19	std 6 ⁹⁾	-	-	-	3/0
25		Salimu	-	-	12	-	21	-	-	-	-	1/0
Kapeni												
26		Peter Bilila	3	2	4	8	15	-	U5	-	-	2/0
27		Kamwendo	1	4	7	9	16	-	-	-	-	1/0
28		Ndemanje	-	-	6	9	15	-	-	-	VNRMC ¹⁰⁾	1/0
29		Simon Mpombe	1	-	5	10	14	std 5 ¹¹⁾	-	-	-	1/0
30		Maluwa	1	4	5	10	14	-	-	-	-	0/0
31		Kumisati	3	-	4	9	13	std 8, F3 ¹²⁾	-	-	-	0/0
		Chigumula										
32		Kumponda	1	-	4	9	13	-	-	-	-	2/0
33		Kateyo	-	1	3	9	13	-	-	-	-	0/0
Total			34	17	-	-	-					55/2
Average			-	-	9.9	5.8	16.8					

Note 1) Mtengowambalame Primary School for standard (std) 8 grade

2) WB donated nursery through MSAF in 1999 commenced and accomplished by the above 4 villages contribution.

3) Mombo under 5 (U5) Clinic from July 2000 U5 clinics open for works once a month for their activities.

4) Kachere Primary School

5) Monekera Primary School for standard 4 grade

6) Existing 8000 seedlings

7) Milala School

8) Existing agroforestry nursery i.e. vetiver

9) Chigodi 2 Primary School

10) The nursery started at June 2000

11) Nasonjo Primary School

12) Ntenjela Primary School (standard 8), Ntenjela Community Day Secondary School for Form 3 grade