Public Information and Awareness and Gender Equality and Social Inclusion

GUIDE

For Second Level Land Certification

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MINISTRY OF AGRICULTURE

Ministry for Foreign Affairs of Finland

NIRAS

TABLE OF CONTENTS

List of Figures

List of Tables

List of Acronyms

CALM	Climate Action through Landscape Management (World Bank)
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
FCDO	Foreign, Commonwealth and Development Office/ UK
FDR	Field Data Recorder
FLLC	First Level Land Certification
GESI	Gender Equality and Social Inclusion
GGTF	Good Governance Task Force
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
HEWs	Health Extension Workers
KA	Kebele Administration
KIA	Key Informant Agents
KLAE	Kebele Land Administration Expert
KLAUC	Kebele Land Administration and Use Committee
LA	Land Administration
LIFT	Land Investment for Transformation Programme (FCDO)
LRSPs	Land Rental Service Providers
MoA	Ministry of Agriculture
NGO	Non-Governmental Organization
NRLAIS	National Rural Land Administration Information System
PDW	People with Disability
PIA	Public Information and Awareness
REILA	Responsible and Innovative Land Administration Project (MFA/ Finland)
RLAULEO	Rural Land Administration and Use Lead Executive Office (formerly RLAUD)
SLLC	Second Level Land Certification
ToT	Training of Trainers
USAID	United States Agency for International Development
WKIA	Woreda Key Informant Agents
WORLAIS	Woreda Rural Land Administration Information System

INTRODUCTION

The Rural Land Administration and Use Lead Executive office (RLAULEO formerly RLAUD) under the Federal Ministry of Agriculture (MoA) is implementing systematic Second Level Land Certification (SLLC) across the country in collaboration with programmes supported by international partners, including REILA (Ministry for Foreign Affairs of Finland); the CALM (World Bank); LIFT (Foreign, Commonwealth and Development Office of the United Kingdom – FCDO); several land governance programmes and projects implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the United States Agency for International Development (USAID).

The SLLC process recognises the critical importance of political support community ownership for land certification. It also acknowledges the importance of community participation during implementation, and the need to protect the land rights of women and vulnerable groups throughout the process and consequent land transactions after certification. The roll out of SLLC by the MoA-Financial Partner partnership has generated valuable lessons and best practices including effective methodologies, tools, and innovative approaches. These lessons benefit Ethiopia's rural land administration system and its goal of certifying rural land parcels nationwide. While land certification is well advanced in many parts of the country, significant areas still need to be covered. Land that is already certified is increasingly being transacted in rural communities.

This updated document provides step-by-step guidance on planning and implementing Public Information and Awareness (PIA) and Gender Equality and Social Inclusion (GESI) measures as part of rural land administration service delivery, especially land certification and land transaction formalisation. The goal of these interventions is to maximize community participation and mainstreaming gender equality and social inclusion at all stages of the SLLC process and consequently during land transactions.

The Guide compiles and develops innovative approaches developed, piloted, and used by land projects and programmes. It aims to be a dynamic document that continuously considers innovative methodologies and tools. It will also finetune existing approaches as SLLC work continues. Annual revisions are being considered to incorporate new experiences and best practices as land certification and land transactions evolve.

THE PURPOSE OF THE PIA AND GESI GUIDE

PIA and GESI actions are considered key to maximize outcomes of the SLLC and encourage formal land transaction registration.

The purpose of this Guide is to enhance SLLC implementation and land transactions by applying innovative and practical public information and awareness strategies. These strategies aim to maximize community/ land holder's participation, including women and vulnerable groups, in all stages of SLLC and land transactions and be able secure their land rights in Ethiopia. Specifically, the Guide intends to:

I	Provide step-by-step practical guidance on planning and undertaking PIA activities. These activities help to maximize community participation and ensure socially inclusive SLLC process and formal land transactions.
II	Outline actions that promote gender equality and social inclusion through a "leave no one behind" approach.
III	Compile and share lessons learned and best practices, methodologies/approaches and tools that are tested and proven to be effective in undertaking PIA activities as well as integrating gender transformative actions in the SLLC and land transactions.
IV	Build the capacity of land administration and use personnel at the federal, regional, woreda and kebele levels to develop a full understanding of the critical roles that PIA and GESI play in improving outcomes of SLLC provision and formal land transactions.
V	Support and promote participatory and gender transformative approaches to land certification.

The Guide also aims to demonstrate the importance and requirement of PIA and GESI when certified land is transacted. It describes types of land transactions, relevant rules and regulations, procedures and requirements. It also explains the role of PIA activities in promoting the formal registration of land transactions.

INTENDED USERS OF THE PIA and GESI GUIDE

This Guide is primarily developed as key resource for PIA teams established at the federal, region, zone, woreda and kebele levels of the land administration system and for other key stakeholders that engage in the SLLC and land transaction process. It will facilitate the work of Key Information Agents (KIA) teams at all levels on planning and conducting effective PIA and GESI activities.

Some actors may see PIA and GESI as non-technical matters best handled by non-technical staff. However, regional land administration bureaus and woredas offices have limited human resources, often tasked with multiple roles, including supporting PIA and GESI interventions. Embedding PIA and GESI within the regular land administration operation at regional, woreda and kebele levels provides a way to build staff capacity. It also fosters understanding on the importance of community participation and sensitizes staff on gender and social inclusion issues. This facilitates institutionalizing PIA activities and GESI actions across all levels of rural land governance and administration.

This Guide can also support projects and programmes engaged in SLLC activities.

USING THE PIA and GESI GUIDE

The document advises on setting up PIA and KIA teams at different levels and provides instructions on the composition and roles/responsibilities of the team members. It outlines key content that should be included in Trainer of Trainers (ToT) and cascade training sessions. It also covers additional capacity building activities. It provides key messages that should be disseminated at each stage of the SLLC process and offers step-by-step instructions for rolling out PIA activities before and during the SLLC process. In addition, the document is intended to be used for the following purposes: Using modules to conduct TOT and cascade training for PIA and KIA teams to equip them with the required knowledge and skills.

◪ Conducting ToT and cascade training for PIA and KIA teams to equip them with the required knowledge and skills.

◪ Organizing refresher training, applying lessons-learned modifications

◪ Organizing experience sharing event incorporating lessons learned and update the Guide periodically.

◪ Adapting procedures to local situations

◪ Equipping trainers and facilitators with better facilitation skills

Topics covered in this Guide

This Guide contains 12 modules each with sub sections and recommended resources

MODULE 1

The role and importance of PIA and GESI in Second level Land Certificate (SLLC)

MODULE 2

Public Information and Awareness

MODULE 3

Training of Trainers (ToT) for PIA teams

MODULE 4

Establishing and capacitating key information agents (WKIAs) and PIA activities at woreda level

MODULE 5

Establishing the kebele key information and agents (KIAs) and launching awareness raising at kebele and sub-kebele levels

MODULE 6

Preparing the community for SLLC (Stage 1)

MODULE 7

PIA activities before each stage of the SLLC (Stage 2)

MODULE 8

The role of PIA in promoting formal land transactions

MODULE 9

Refresher training

MODULE 10

Establishing and maintaining collaboration among PIA teams at regional, woreda and kebele levels

MODULE 11

Monitoring and evaluation

MODULE 12

Dispute Resolution

The documented resources are intended to provide trainers with more background information and references for training delivery. Trainers should use and possibly adapt these resource materials as required based on their specific context and audience. There are also facilitator's notes at the end of the modules that provide detailed information/knowledge on the topics.

Definition of terms

1   Adjudication and demarcation (SLLC): Adjudication determines existing legal rights and claims to land parcels. Demarcation physically marks parcel boundaries in the field.

2   Certificate distribution (SLLC): The final SLLC stage where landholding certificates are issued to rightful landholders.

3   Gender refers to socio-cultural constructions which define differences between women and men - their social relations, experiences, opportunities as well as constraints. Gender perceptions and views vary within and between societies. Gender roles are learned through socialization processes and change over time. However, neither women nor men are homogeneous groups. They are further distinguished by categories such as class, age, ethnicity, race and other social markers.

4   Gender transformative approach to SLLC seeks to challenge stereotypes, norms, attitudes and practices that discriminate against women and vulnerable groups and prevents them from participating in the SLLC processes and securing their land use rights. Hence, the approach includes actions/ interventions that not only encourage but more importantly enable women to participate actively during the SLLC. It is about empowering women to register and secure their land rights. It does this by informing them on the laws which back those rights and the SLLC process and the importance of their participation as well as developing actions/ strategies to overcome barriers to participation.

5   Gender Equality and Social Inclusion is an overall approach that ensures equal opportunities for both women and men as well as for vulnerable groups. This allows them to participate and benefit from the SLLC process by securing their land use rights.

6   Public display (PD) is the participatory verification stage of the SLLC process. Landholders/ claimants visit the public display site at the kebele level. They check the correctness of the information pertaining to their land parcels and themselves. They can also dispute any information related to those parcels.

7   Public Information and Awareness (PIA) in the context of the SLLC refers to a series of activities designed to inform and create awareness in the communities about the land certification processes. This includes creating awareness on the importance of the participation by landholders, including women and vulnerable groups, duties and obligations of land holders, and land rights of women. PIA activities also involve organizing and building the capacities of PIA teams from the regional down to the kebele level. The goal is to equip them with the necessary knowledge and skills to undertake awareness raising activities and disseminate information on SLLC and formal land transactions in the community. It also allows them to support the SLLC process.

8   Second Level Land Certification (SLLC) is a rural land registration and certification process. It uses modern surveying techniques, mostly orthophoto-based, for demarcating/surveying land parcel boundaries. It also registers the particulars of the landholder/s and the parcel/s. It adopts a participatory and gender transformative approach that requires participation of landholders including women and landholders of adjacent parcels. It also involves the Kebele Administration, the Kebele Land Administration and Use Committees (KLAUCs). Additionally, it involves relevant government offices.

9   Social Baselining is a methodology conducted before the start of the SLLC process. It involves a rapid characterization to obtain socio-demographic information and land use dynamics of an SLLC site. Part of social baselining includes identification of women, female-headed households and vulnerable groups who may encounter difficulties in securing their land use rights and certify their land parcels.

10   Land transactions. Transaction on land initiated by the land holder(s) of a parcel. It can either be transfer of land rights or restrictions on these (encumbrances) or changes in spatial parcel or personal data without impacting on the rights on the land itself. Land transactions are covered in Module 8.

11   Vulnerable groups also called disadvantaged groups are individuals who due to their circumstances, whether social, economic or health-related face constraints and/or barriers to fully participate in the SLLC process and securing their land use rights. These individuals include women, orphans, persons with disabilities, the elderly, people living under poor economic condition, and others.

MODULE 1

The role and importance of PIA and GESI in second level land certification

1.1 Rural land certification in Ethiopia

Ethiopia is a predominantly rural country where 78% of the population lives in rural areas, of which women account for about half of this population (World Bank 2021). The majority of these populations depend on subsistence agriculture/ farming and livestock herding. The state, nations and nationalities are the owners of land while individuals/families are granted with the right to hold and use land as stipulated in the 1995 Constitution.

Under the leadership of the RLAULEO, Ethiopia launched rural land registration through the First Level Land Certification (FLLC) initiated in the late 1990s. The FLLC covered nearly 98% of the country's highland areas. Local and traditional equipment were used to survey and register rural land parcels. Local community leaders and elders were mobilized and designated as land committees to support the implementation of FLLC.

Although the FLLC was instrumental in securing the land holding and use rights of rural landholders, it overlooked the importance of women's participation in the process and to protect their land rights. In some parts of the former SNNPR, land was registered only in the husbands' names while in others both spouses' names and photographs appeared on the landholding certificate. FLLC did not provide detailed spatial information of the land parcels due to a lack of mapping individual land parcels. The certification process did not put in place a digital land registration system which made it difficult to store and update land records including land transactions such as transfers of land right and allow easy access to land information (Bezu and Holden 2014).

Building on the gains and lessons from the FLLC, the RLAULEO initiated the SLLC from 2013 onwards, addressing gaps of the FLLC and new demands from the public.

1.2 Second level land certification

The goal of the SLLC process is to ensure the genuine and informed participation of all landholders in determining land use rights, especially for women and disadvantaged groups. This is achieved through PIA activities targeting and engaging community leaders/ influencers, local institutions and social associations to reach the community at grassroots level. These include the KLAUC, local government administrations, community and religious leaders, influential community members and social association leaders. Together, they work to inform all community members and rural landholders, including women and vulnerable groups, about the SLLC. Effective surveying procedures utilised for SLLC provide landholders with detailed spatial information printed on a map that accompanies the textual information of the land certificate.

Land Holding Certificate

Each rural landholder (he/she) receives a landholding certificate for each parcel (s)he holds. Certificates are officially issued by woreda land administration and use office and delivered to the rural land holder through the KLAUC and/or the Kebele Land Administration Experts (KLAEs) (where available). The certificate must include:

◪ The attributes of the land holder and of the parcel, including a parcel index map showing the parcel itself and the adjacent parcels;

◪ The names and photos of the joint holders where the holders of the parcel are more than one.

The RLAULEO has developed the National Rural Land Administration Information System (NRLAIS), which enables the digital registration of land records. The system facilitates the continuous updating of land information and transactions. It registers both spatial and non-spatial land holding information in a land register database at woreda level. The aggregated land information is then transferred to the regional and federal levels, along with other land-related data. NRLAIS serves as a relevant, and reliable source of information strong documentation that is legally recognized. It was developed on the basis of 4-eyes principles with several safe-guards to avoid data tampering.

The availability of updated, pertinent and trustworthy land information plays a crucial role in effective land governance, considering that land is a highly valued resource and a frequent source of conflict. Land information serves as a vital support for sustainable development by facilitating public and private initiatives such as land use planning, infrastructure development and maintenance, environmental protection and resource management, emergency services, social service programmes, land tax collection, and the development of rural land markets. It is imperative that land information be made easily and timely accessible for respective users to ensure its practical utility.

NRLAIS can serve as a potential source of revenue to make land administration service delivery economically sustainable in the long term.

Key considerations for improved SLLC provision

Field experience has demonstrated that the successful implementation of SLLC relies on various factors, including but not limited to:

a) Establishing functional partnerships and collaboration between relevant government bureaus/ offices and the technical assistance team

b) Securing government commitment at regional, woreda, and kebele levels to make available adequate human and financial resources

c) Making available recent population data

d) Presence of a well-capacitated rural land administration staff

e) Availability of required human, financial, and technical resources and

f) Full community participation including participation of joint right holders, women and vulnerable groups, to make sure that their land right is protected.

PIA plays a critical role in ensuring the successful implementation of the SLLC by facilitating maximum community participation, especially among rural landholders, women, and vulnerable groups. It serves as means to uphold the principles of sustainability and equality during the SLLC process and generate transformative outcomes.

1.3 Maximising community participation in SLLC through PIA

PIA aims to reach community/rural land holders including women and vulnerable groups with a clear and focused information/message, highlighting the significance and benefits of SLLC, outlining the processes and requirements involved, emphasizing the crucial role of land rights holders' participation at each stage, and informing them of their rights and obligations as outlined in the national constitution and regional

land proclamations. Land rights holders should be well-informed and be present during the three SLLC key stages: [1] adjudication and demarcation, [2] public display, and [3] certificate distribution/collection. All right holders, including husband and wife or wives, are required to be present for joint or co-titling of commonly held parcels. Neighbouring landholders must always be present during adjudication and demarcation to confirm land claims and boundaries.

PIA activities serve to maximize community participation in SLLC implementation, particularly among women and vulnerable groups, to safeguard their land holding and use rights. This facilitates an opportunity and platform for landholders to address any concerns or queries they may have regarding the SLLC process or any other land-related issues.

A well-designed public awareness creation strategy is required to ensure that PIA achieves its intended objectives and effectively reaches all members of the community/landholders. Various communication strategies have been developed, implemented, and proven to be effective during the implementation of land programmes across different regions. This Guide builds on these previous lessons and experiences by compiling a feasible and standardized PIA strategy. The PIA strategy and implementation plan are discussed in Module 2.

1.4 Gender equality and social inclusion in the SLLC process

The Constitution of Federal Democratic Republic of Ethiopia guarantees equal rights to both women and men (Art. 35). It emphasizes that women have the right to acquire, administer, control, use, transfer and inherit property. Ethiopia ratified the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) in 1981. The 1995 Constitution recognizes all such conventions, treaties and documents that are adopted and ratified by Ethiopia as integral part of the country's legislative body. Despite these legal protections and enactments, women and girls in Ethiopia continue to face challenges in claiming and securing their land rights. SLLC acknowledges these challenges and takes action to promote gender equality and empower women to exercise their land rights. Women's land rights are human rights!

This entails integrating gender-responsive and socially inclusive actions into the SLLC process to challenge deeply engrained gender and social norms as well as emerging discriminatory practices that deny women and vulnerable groups their land rights. PIA plays a key role in maximizing the participation of women and vulnerable groups as well as in facilitating social inclusion actions throughout the SLLC process. PIA and GESI efforts are intertwined and mutually supportive, working hand-in-hand to promote equitable and inclusive outcomes.

Figure 1 shows how PIA and GESI undertaken at the regional, zone/ woreda, and kebele levels support the implementation of the SLLC.

Region

Zone / Woreda

Kebele

PIA + GESI

SLLC

Figure 1   PIA and GESI support to Second Level Land Certification

Overview of the Ethiopian legal framework related to gender equality

The Federal Democratic Republic of Ethiopia (FDRE) holds a strong commitment to upholding gender equality through the enactment of legal frameworks.

In 1993, the country passed the National Policy on Women to institutionalize the political and socio-economic rights of women through the establishment of appropriate structures in government institutions. Consequently, the Women's Affairs Departments were established at the federal level and Women's Affairs Bureau at the regional level.

The 1995 Constitution of Ethiopia recognizes equality between women and men and explicitly outlines the rights of women to own a land in several articles:

1. **Article 9** pertains to the Supremacy of the Constitution:

    Article 9 (1) All laws, customary practices, and decisions made by state organs or public officials inconsistent therewith, shall be null and void.

    Article 9 (4) International agreements ratified by Ethiopia are an integral part of the law of the land. (See Box 1.)

2. **Article 25** stated that all persons shall be equal before the law and shall be entitled to equal protection of the law without any discrimination whatsoever. All persons shall be entitled to equal and adequate guarantees without distinction of any kind such as race, nation, nationality, colour, sex, language, religion, political or social origin, property, birth or other status.

3. **Article 35** pertains to the rights of women particularly:

    Article 35 (4) states that the State has the duty to guarantee the right of women to be free from the influence of harmful customary practices. All laws, stereotyped ideas and customs which oppress women or otherwise adversely affect their physical and mental well-being are prohibited.

    Article 35 (7) stipulates that women shall have the right to acquire, administer, control, enjoy and dispose of property. They shall, in particular, have equal rights with men regarding the use, transfer, administration and control of land. They shall enjoy the same rights with men with respect to inheritance.

4. **Article 40** pertains to women rights to property including rural and urban land.

Regional proclamations are aligned with national laws concerning women's land rights. In addition, the Revised Family Code No. 2013/ 2000 of Ethiopia, in particular, Articles 57 and 58, contains stipulations on the treatment of property acquired before and during marriage.

Gender related international treaties ratified by Ethiopia

The Federal Democratic Republic of Ethiopia has ratified the following international treaties related to gender that set the standards for women's rights.

➔ Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), ratified in 1981.

➔ Beijing Platform for Action 1995.

➔ African Charter on Human and People's rights 1998.

➔ Maputo Protocol or the "Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa" guarantees women's civil, political, economic, social and cultural rights (Proclamation No. 1082/2018).

1.4.1. Persistent discrimination against women's land use rights

Laws that promote gender equality in access to and control over land have paved the way for recognizing women's rights in Ethiopia. According to data from the SLLC, approximately 23% of certified parcels are registered under female landholders while about 55% are jointly certified in the names of spouses by mid-2023. Significant progress has since been achieved in securing women's landholding and use rights through targeted interventions. Integrating PIA and GESI in each stage of the SLLC process has significantly contributed to achieve this. There remains, however, much work to be done to reduce the vulnerability of women, girls, and disadvantaged groups regarding land tenure security, not at least when certified land is being transacted. Careful attention should be given to factors that contribute to the vulnerability of women and vulnerable groups, as outlined below.

Factors contributing to tenure insecurity of women, girls and vulnerable groups

Women, girls and disadvantaged groups continue to face barriers in claiming their land rights for the following reasons:

◪ **Gender biased social and cultural norms:** Deep-rooted social and cultural norms perpetuate the perception of women as a "secondary right holders," with their rights often dependent on a male household head, typically a husband or father. Women, thus, face the risk of losing access to and control over land in various circumstances such as migration, widowhood, polygamous union, separation and divorce. Women do not have equal decision-making power in matters concerning land rights compared to their husbands.

◪ **Inequitable access to information:** The gendered distribution of roles often assigns women the primary responsibility of taking care of children and domestic matters while men are primarily engaged in farming and external affairs. Community meetings and other activities conducted at the village level are intended to be participatory. The participation of women in such meetings is typically significantly lower compared to men. This is primarily due to women's heavy workload and responsibilities within the household. Cultural norms discourage women from actively participating in public events and accessing important information on their rights.

◪ **Deferring participation to men.** Women in male-headed households are likely to defer to their husbands' participation in public meetings. This is a result of prevalent social norms that views the representation of a family by an adult male or male head of household as sufficient. It is customary for men to speak on behalf of their family, and their viewpoints are assumed to reflect the collective perspective of the entire household. In many cultures, it is deemed culturally inappropriate for women to speak in public settings.

◪ **Lack of awareness on land right and laws:** Women and disadvantaged groups are ill- informed and often unaware of their land rights. Land related laws are not widely disseminated. This calls for targeted awareness raising activities to be undertaken repeatedly.

◪ **Weakness in implementation of policies and enforcement of laws.** Policy and law enforcement are not always supported by tools that reach civil society or are user friendly for citizens to implement. Women's concerns are rarely targeted for law implementation and compliance.

◪ **Law enforcement institutions may themselves be insufficiently informed and trained to deliver services to the public.** Deficiencies in enforcement of laws and lack of political will from public institutions, staff and other service providers to address gender biases exist. Law enforcement institutions themselves are not free of gender biases and are influenced by cultural norms.

◪ **Women and disadvantaged groups have limited to no resources** to bring their complaints to the court.

◪ **Fear of violence and disruption of livelihoods** among women and disadvantaged groups remains a major obstacle to challenge discrimination and assert their rights.

1.4.2. Gender transformative and "leave no one behind" approach in SLLC

A gender transformative approach goes beyond recognizing existing gender gaps and inequalities in access to and control over land. It involves engaging stakeholders, including women, to implement specific actions aimed at challenging gender-related social norms that have normalized gender inequalities in access to and control over land.

Applying a gender transformative and "leave no one behind" approach in SLLC

Implementing a gender transformative SLLC requires commitment, responsibility, and accountability among stakeholders. The following key steps are essential to apply a gender transformative SLLC:

◙ **Profile the SLLC target area:** Collect baseline data on various household types, including male-headed households, female-headed households, households practicing polygamous union, and other disadvantaged or vulnerable groups who have a stake in the land to be certified (see Facilitators Note #3).

◙ **Conduct a context analysis of the target communities:** identify vulnerable groups and document issues, constraints, and the challenges they encounter in claiming their land rights. Utilise the information to develop targeted strategies that aim to reach these groups prior to commencing the SLLC activities. These strategies should enable active participation in the SLLC process.

◙ **Undertake comprehensive public awareness and capacity building activities that integrate GESI.** This can be achieved through the following approaches:

   a) Creating awareness among women and disadvantaged groups about their landholding and use rights, emphasizing the benefits of SLLC in ensuring land tenure security and providing opportunities for additional economic empowerment through legal land transactions.

   Note that PIA is not a one-time event. It should be conducted right before each stage of the SLLC process, with a series of follow up activities. Keep in mind that awareness-raising activities are effective when implemented frequently. Some issues go beyond having the right information/knowledge and require behavioural change.

   b) Working closely with men and community leaders to address and challenge socio-cultural barriers and norms that hinder women and girls from exercising their equal rights.

   c) Raising the awareness and enhancing the capacity of local and regional land administration offices, experts/staff, field surveyors and key stakeholders including   local administrations and relevant public institutions such as women's affairs office, judiciary, court, police, and prosecutor's office. The awareness raising/capacity building activity should focus on the importance and the benefits of mainstreaming GESI actions and the application of national laws in relation to land holding and use right.

Facilitators Note #2

The Rural Land Administration and Use directive 18/2006 (Benishangul Gumuz), Article 14, states that when all spouses agree in a polygamous family, a joint landholding certificate should be prepared that includes the names and photographs of all spouses. In case a polygamous union is created after the regional land proclamation and regulation were enacted and where there is disagreement among the wives to register the land parcel/s jointly in the name of the spouses, the right of the latest women should only be entitled to the share of the husband and as per agreement they may have.

◙ Monitoring the implementation of SLLC activities to ensure the process is gender transformative and addresses emerging issues. Wives must be present together with their husbands during land adjudication, demarcation, public display and collection of certificates. Certificates are claimed by both husband and wife or wives. Check that woman's full name, including her grandfather´s name that it is registered in the land registry. Women in polygamous union have to be registered as joint landholders. Ensure that the elderly, persons with disabilities, orphans, and any other vulnerable groups are fully assisted to register their claims;

◙ Working with the land survey and land administration staff including key partners such as kebele administration, women affairs office, court, police and prosecutors' office to act on situations in which women and vulnerable groups have unlawfully lost their legal land holding and use rights due to an error(s) in the land certification process or because of the influence of powerful individuals etc.

◼ Understanding that "leave no one behind" is not just about anti-discrimination. While identifying and acting on risks of exclusion is essential, it is equally important to identify potential risks and negative impacts and to "Do No Harm". For example, violence can be perpetrated on land claimants, in particular women and disadvantaged groups. Actions to mitigate negative consequences should be identified and addressed early on and during the process of implementing the SLLC. Provide safe spaces for women and vulnerable groups to bring complaints to the survey and/ or PIA team.

◼ Integrating gender transformative indicators in the monitoring framework. Disaggregate data not just by sex and age but also by the type of household and other social markers relevant to the area which can inform how SLLC has contributed to gender and social transformation.

◼ Documenting good practices and success stories as sources of inspiration.

1.4.3. Social baselining to identify and support vulnerable groups during SLLC

It is not only women who face barriers in claiming their land use rights. There are also segments in society who are marginalized and deprived of their rights. They include the elderly, persons with disabilities, orphans, incarcerated individuals and many others. It is crucial to identify these claimants early on in the process and provide them with the necessary support to enable their participation in the SLLC, either directly by themselves or through their legally appointed representatives. The identification, facilitation, and tracking of vulnerable or disadvantaged groups' participation in all stages of the SLLC is an integral part of the social baselining (see Facilitator's Note # 3).

Social baselining has proven to be important during the implementation of the Land Investment for Transformation Programme (LIFT) and the Responsible and Innovative Land Administration (REILA) II Project. It enables the SLLC and PIA teams take concrete actions to ensure that the SLLC process is participatory and inclusive.

> PIA activities should address access and information needs of women and vulnerable groups, including persons with disability.

A rapid assessment must be conducted prior to the SLLC to obtain a complete and accurate information of the social, economic and land use situation of the target area/ kebele.

The assessment must be conducted by a team comprising from regional, zone and woreda land experts including gender and social experts. The team should also engage with authorities at the woreda and kebele levels to effectively communicate and explain the upcoming SLLC activity.

REILA - Responsible and Innovative Land Administration II

Figure 2 **Vulnerable groups in society**

Recommended PIA resources and materials for consultation

1 Dispute Resolution and "Do No Harm Approach" (Module 12)

2 Land Transactions (Modules 8)

3 Land tenure security- ensuring no one is left behind: Land Investment for Transformation Programme, Policy Brief, 2019.

4 Land rights of orphan children- a compelling cause for action: Land Investment for Transformation Programme, Policy Brief, October 2020.

5 Overcoming legal constraints to secure and protect the land rights of women and vulnerable groups: Land Investment for Transformation Programme, Policy Brief, October 2020.

6 Registering Land in Polygamous Marriage Arrangement: Land Investment for Transformation Programme, Policy Brief, October 2017.

Facilitator's Note #3

SOCIAL BASELINING TO KEEP TRACK AND PROTECT THE LAND RIGHTS OF WOMEN AND VULNERABLE GROUPS

Social baselining compiles data on the social characteristics of the population, their access to land, land use patterns, and other land-related issues in a specific kebele. It also entails identifying potential challenges that may arise as a result of the SLLC provisions. It is crucial for the PIA and SLLC teams to be aware of these potential issues prior to implementing the SLLC in order to be prepared and develop mitigation measures.

Baselining identifies vulnerable groups within the kebele targeted for SLLC. These groups may include female-headed households, women in male-headed households, women in polygamous unions, orphans, persons with disabilities, the elderly, girls, incarcerated individuals, and others whose specific circumstances deter them from participating in the SLLC process. It is important to note that the composition of vulnerable groups may vary from kebele to kebele as well as across woredas and regions. For example, polygamous unions may not be prevalent in the majority of the targeted kebeles, woredas, and regions. Additionally, the level of vulnerability may vary among different segments of the community recognized as vulnerable. Women in female-headed households may be more likely to participate in land certification processes compared to women in male-headed households.

Importance and benefits of collecting social baseline data

➔ Gives an overall picture of the households in the target area;

➔ Identifies possible sensitive issues that may arise during the SLLC process that could lead to undesirable situation. Social baselining data will enable PIA and SLLC teams to plan and implement the "do no harm" actions.

➔ Enables the SLLC and PIA teams to keep track of the status of women and vulnerable groups from the start to the end of the certification process;

➔ Enables the PIA team to modify the PIA activities to be responsiveness to local situation;

➔ Ensures a participatory and inclusive SLLC process.

Data to be collected for social baselining

A) Social demographic/ population characteristics

Female-headed households: The number of Female-headed households in the area, names of the household head, location, number of parcels, the size of each parcel and their location if possible;

Households practicing polygamy: Is polygamy practiced in this area? The number of households practicing polygamy, location/address, number of land parcels, the size of each parcel and their location.

Settlers: Are there settlers in the area? How many? What is the relationship between and indigenous community? Are there land-related tensions between these groups? Describe if there is any tension.

Ethnic groups: Are there more than one ethnic group residing in the kebele? Are there land-related tensions between these groups?

Vulnerable groups: Ask local authorities and community members including women if there are members of the community with severe socio- economic and health constraints and challenges to registering their land. Who are they? For examples women, orphans, persons with disabilities and persons who are incarcerated. Specifically, number of vulnerable groups in the kebele, names of the household head, location, number of parcels they hold, the size of each parcel and their location if possible;

B) Access to land and land use

The team should get an idea on access to land and land use in the targeted kebele by asking: Are landholders in the area cultivating their land? Is renting out land common in the area? Are all land parcels cultivated or the landholders practice swidden cultivation? What is the average size of landholding? Are there investors in the area renting in land?

C) Land-related issues

What are the common land-related issues in the area? For example, land grabbing, land incursion, competition among ethnic groups to access to land etc.
A sample template is annexed to this module to fill in Social Baseline data.

Who should collect social baseline data?

The KLAUCs are responsible for collecting social baseline data, supported and supervised by woreda land administration experts. KLAUC members will receive orientation on how to complete the data template and the process for submitting the collected data to the woreda land administration office. They can seek support and consult relevant kebele administration and staff. This may include local authorities, the kebele manager, leaders of women's groups, health extension workers (HEWs), and other appropriate individuals.

It is also recommended to consult with members of the woreda key information agents (WKIAs) such as representatives from the women and children and social affairs offices.

Appropriate time to collect social baseline data

➜ Start data collection during the rapid site assessment and fill in the template;

➜ Verify data during the start of the PIA activities at the kebele and sub-kebele levels and especially during the house-to-house visit;

➜ Data collectors should document their observations and submit a brief report along with the completed template for social baseline data to the woreda land administration office.

Data use during PIA and SLLC activities

Social baseline data will provide valuable information to the SLLC and PIA team on the profile and situation of the kebele and its population. A comprehensive list of vulnerable groups will be compiled and utilized to monitor vulnerable groups who intend to certify their land parcels.

Landholders/ claimants classified as vulnerable will be actively tracked and engaged through PIA activities. PIA activities will provide key information on the SLLC process, benefits and the importance of landholders' participation in the SLLC. The PIA and SLLC team will ensure that vulnerable groups participate in key stages of the SLLC process: adjudication and demarcation, public display, and ultimately receiving their land certificates.

In the event that vulnerable landholders/claimants disengage from the SLLC process, the woreda PIA team member, in collaboration with the kebele PIA team, comprised of the KLAUC, KLAE, and kebele administrator, will follow-up to learn the reasons behind their withdrawal. Efforts will be made to identify ways to support and encourage their reengagement in the process. This support may involve engaging the justice office in the area to secure free legal representation for vulnerable groups before the court of law if necessary.

Due consideration is given to sensitive issues, particularly in cases where multiple ethnic groups exist within the kebele. Some ethnic groups may feel uncomfortable expressing their concerns in a public setting. It is essential to create a safe space where these concerns can be heard and addressed appropriately.

Transfer social baseline data from the kebele-woreda-region-federal RLAULEO

Efficient data migration channels and structures are required to ensure the smooth transfer of data from the field/kebele to the woreda land administration office. The latter should take the responsibility to compile social baseline data and regularly transfer these to the regional land bureau. Data will then be further migrated to the RLAULEO, responsible for maintaining NRLAIS.

Capacity building social baselining

Training on social baselining is included in the PIA training for the zone/ woreda PIA team who will then cascade the training to the kebele PIA and KIAs.

PIA Resources and Materials

1 | Module 4 Establishing and capacitating key information agents (WKIAs) and PIA activities at woreda level
2 | Module 5 Establishing the kebele key information and agents (KIAs) and launching awareness raising at kebele and sub-kebele levels
3 | Template for collecting social baseline data

MODULE 2

Public information and awareness

PIA strategy and implementation approach

The PIA strategy capitalises on existing institutional land administration structures from the federal, regional, zone, woreda, and kebele levels to reach out to landholders including women. It aims to achieve this by building the capacity and mobilising PIA teams and KIAs with each team member having a designated role to play.

The capacities of experts at the regional land administration bureau, zone and woreda land administration offices, the KLAUCs and KLAEs need to be strengthened as well to undertake PIA. Knowledge and skills are required to plan and implement PIA activities while simultaneously undertaking effective information dissemination activities at different levels. Capacity building will enable the PIA teams to realize the importance of PIA in SLLC and land transactions. Consequently, engaging existing structures will facilitate the institutionalisation of PIA activities in the land administration system.

The PIA team and KIAs are established following formal structures with the involvement of community-level informal structures. A regional PIA team is established by involving relevant staff/experts from the regional land bureaus. This team will undergo a ToT on PIA and SLLC to lead and monitor the implementation of PIA activities from the region down to kebele and sub-kebele le

Once the regional PIA team is equipped with the necessary knowledge and skills, they will take on the responsibility of leading the establishment of the PIA team and KIAs at zone and woreda level. They will also cascade the training to these teams. The PIA teams at zone and woreda levels with the support from the regional PIA team will then identify and establish PIA team leaders and KIAs at the kebele and sub-kebele levels. They will also provide training and conduct awareness raising sessions to kebele PIA team and KIAs.

Once the PIA teams and KIAs are established and capacitated at all levels, a collaborative effort between PIA teams, KIAs, and the SLLC technical team will be made to develop the PIA activity implementation plan. This plan aligns with the SLLC activity plan of the target woredas and kebeles. Subsequently, PIA activities are launched at woreda, kebele and sub-kebele levels, guided by the implementation plan.

The PIA teams at regional, zone and woreda levels will monitor and support the PIA activities at woreda, kebele and sub-kebele levels.

PIA activities are conducted using a combination of methods, such as community meetings with larger groups, small group or focused discussion sessions targeting specific community groups, particularly women and vulnerable groups, and house-to-house (bet le bet) visits. Additionally, small group sessions can be organized to engage influencers/messengers, such as religious and community leaders, model farmers, women group leaders, Idir leaders and development group leaders (1 to 20/30). These leaders play a key role in systematically and efficiently disseminating key messages to community members at the grassroots levels through word of mouth and to the community associations/platforms that they lead. PIA activities can be further reinforced through the distribution of print materials, such as brochures and pamphlets, and mass media campaigns, including broadcasts, community radio, and school mini media.

2.2 Establishing PIA teams

The sustainability and institutionalisation of PIA activities is ensured by establishing PIA teams that are integrated at different levels of the rural land administration. Remember, PIA is a continuous process that remains significant in rural land administration after the provision of SLLC. It helps landholders, particularly women and vulnerable groups, secure their land rights during land transactions and other land-related matters. Land administration offices need to take ownership and lead PIA activities. The following outlines the composition and tasks of PIA teams at each level of land administration.

Composition of PIA team at regional, woreda and kebele levels

Regional PIA team: includes land experts (legal), gender experts, land administration process owner, and staff involved in land registration and certification activities as well as specific project staff (if available). The composition of the regional PIA team should be flexible to align with the local context and needs. The head of the bureau of land administration oversees the PIA activities with support from the regional PIA team.

Zone/ Woreda PIA team: includes land administration process owners, land experts and experts involved in land register and certification activities. The bureau's PIA team provides guidance on the composition of zone/ woreda PIA team.

Kebele and sub-kebele PIA team: includes KLAUC, KLAE and kebele administrator/manager.

2.3 The role of the regional land administration bureau and PIA teams at different levels

2.3.1. The role of the regional land administration bureau

The regional land administration bureau plays a crucial role in overseeing the planning and implementation of PIA activities for SLLC in the region. The bureau ensures that the rollout of PIA aligns with the scheduled SLLC process.

The main responsibilities of regional PIA team include:

I	Establishing and capacitating the regional PIA team;
II	Assigning regional experts to serve as the regional PIA team leader/contact person;
III	Conducting PIA activities for regional authorities and stakeholders.

2.3.2. The role of the regional PIA team

The overall responsibility of the regional PIA team is to oversee that the implementation of PIA activities before and during the SLLC are undertaken as per the plan. The team ensures that PIA zone and woreda teams receive training in a timely manner.

The main responsibilities of regional PIA team include:

I	Planning and conducting PIA activities at the regional level;
II	Leading the establishment of PIA teams at the zone and woreda levels;
III	Providing ToT to zone and woreda PIA teams, as well as woreda KIAs. Training can be organized by bringing together PIA teams and KIAs from different woredas to a convenient venue for efficiency and cost effectiveness.
IV	Coordinating with the survey team during the planning stage of SLLC activities to ensure sufficient time allocation for PIA activities before and during adjudication and demarcation, public display and distribution of certificates;
V	Ensuring the involvement and awareness of woreda and kebele land administration office regarding the schedule for SLLC activities;
VI	Overseeing the implementation of PIA activities at the zone, woreda and kebele levels;
VII	Ensuring that social baseline data are collected during PIA activities and transferred to the regional land administration bureau by the woreda land experts or woreda PIA experts;

VIII	Tracking, monitoring and evaluating PIA activities and progress, identifying key challenges /gaps and preparing action plans to address them in a timely manner. Compiling periodic progress reports based on regular reporting of PIA activities at the woreda and kebele levels and sharing the reports to the relevant body in the regional land administration bureau. Progress reports should cover the number and types of PIA activities undertaken at each stage of the SLLC activity, the number of landholder/ households reached with PIA activities (including women and vulnerable groups), key challenges/gaps identified, and actions taken to address those challenges.
IX	Ensuring that all PIA data collected during SLLC activities are submitted to the regional land bureau for proper collation and entry into NRLAIS in the future.

2.3.3. The role of the zone and woreda PIA teams

The zone PIA team assumes a supportive role to the woreda PIA team in raising awareness of WKIAs and the kebele PIA team. They also organize regular monitoring of PIA activity implementation at the woredas and the kebele levels.

The woreda PIA team, with support from the zone land administration office, is responsible for leading the planning and undertaking of awareness raising and capacity building training for WKIAs and the Kebele PIA team as well as kebele KIAs. They are also tasked with establishing kebele KIAs and actively supporting the planning and rollout of PIA activities at the kebele and sub-kebele levels. In addition, the woreda PIA team undertakes regular monitoring and supervision of PIA activity implementation and social baseline data collection at the kebele level and sub-kebele levels.

The specific role and responsibilities of woreda PIA team is includes:

I	Ensure the implementation of PIA activities according to the developed PIA activity plan.
II	Establish and provide capacity building for WKIAs.
III	Conduct awareness raising and capacity building training sessions for WKIAs and woreda officials (see Module 4:4.1).
IV	Support the WKIAs and kebele KIAs in carrying out PIA activities at the kebele and sub-kebele levels.
V	Identify and establish kebele PIA team and KIAs.
VI	Provide training to PIA teams and kebele KIAs. The training can be conducted by bringing together PIA and KIA team from two or more kebeles at a convenient venue for all parties.
VII	Lead the launching of comprehensive PIA activity on SLLC at the kebele and sub-kebele levels one month before the start of adjudication and demarcation.
VIII	Undertake intensive PIA activities a week before each SLLC stage: adjudication and demarcation, public display and certificate distribution.
IX	Collaborate with the kebele administration and KLAUCs to devise locally feasible mechanisms to assist vulnerable groups, including persons with disabilities, the elderly and individuals who face physical constraints, to participate in key stages of the SLLC.
X	Compile progress reports on the PIA activities collected from kebeles and periodically share these with the regional land administration bureau.
XI	Plan and undertake social baselining activity (Facilitator's Note #3) at the kebele level. Social baseline data can be collected from the KLAUCs and be submitted to the woreda SLLC coordinator.
XII	Disseminate PIA materials such as brochures in schools especially to students from Grade 10 and above, to reinforce PIA activities. It is a common practice in rural settings that students read printed materials to their parents who have no reading skills.
XIII	With support from the kebele PIA team, gather information on issues related to land certification before and during SLLC. Engage in discussions with the woreda land administration head and the woreda SLLC coordinator to address these issues and establish an action plan. Implement actions that contribute to the improvement and strengthening of PIA activities, while ensuring coordination with the kebele PIA team.

2.3.4. The role of the kebele PIA team

The kebele PIA team consists of KLAUC, KLAE and kebele administrator. It is responsible for planning and leading the rollout of public information and awareness activities at kebele and sub-kebele levels. Their primary objective is to ensure that all community members (land right holders), including women and vulnerable groups, receive sufficient and comprehensive SLLC messages. It is crucial for landholders to be well-informed about the importance and benefits of land certification. They should well understand the three SLLC stages and made aware that their participation, especially this of women and vulnerable groups, is essential to achieve legitimate outputs.

Specific roles and responsibilities of kebele PIA team include:

I | Identify and establish KIAs at kebele and sub-kebele levels.

II | Conduct awareness-raising sessions and training for kebele KIAs to equip them with the necessary knowledge and awareness on the SLLC and its processes. The kebele KIAs are responsible for disseminating SLLC information among the landholders.

III | Develop a plan and implement PIA activities with active participation and support from the kebele KIAs to educate the community, including landholders, claimants, women and vulnerable groups, about SLLC.

IV | Ensure that support mechanisms are put in place for vulnerable groups, such as people with disabilities (PWD), the elderly, and other individuals with physical constraints, to actively participate in SLLC activities. Acknowledge and provide and assistance and support efforts made to enable the participation of vulnerable groups.

The kebele PIA team is responsible for ensuring that all stakeholders are well-informed about the SLLC process. This includes conducting awareness-raising activities within the communities, with a special focus on reaching out to specific groups such as women in female-headed households, male-headed households (including polygamous households), orphans, persons with disabilities, and other vulnerable groups.

To facilitate this, REILA has utilized the Bet Le Bet approach to PIA. KLAUCs and kebele administration conduct house-to-house visits and discuss with adult household members, including wife or wives, persons with disability, youth, and others who need to be informed about SLLC process.

V	Identify any issues and gaps before and during the implementation of SLLC, including barriers faced by women and vulnerable groups in securing their land rights. Communicate and discuss these issues with the woreda SLLC coordinator and the woreda PIA team to devise interventions and address the identified issues. Collaborate with the woreda SLLC coordinator and the woreda PIA team to resolve issues, particularly those related to PIA, and actively participate in addressing them.
VI	Collect social baseline data: the kebele PIA team will take the lead in collecting social baseline data, including information on land holders and identifying vulnerable groups with landholding and use rights. They will provide necessary support to the identified vulnerable groups throughout the land certification process. Members of the KLAUC are responsible for collecting the names of female-headed households, households in polygamous marriage arrangements, and individuals who are considered as vulnerable landholders. The collected data must be shared with the woreda SLLC coordinator and woreda PIA expert/Team.
VII	Inform the woreda SLLC coordinator and woreda expert whether specific assistance is required for vulnerable groups, especially persons with disability. This will enable the necessary arrangements to be made to facilitate and ensure their active participation in the land certification process.

2.3.5. Developing the PIA work plan

The PIA work plan should closely align with the SLLC implementation activity plan at the woreda and kebele levels. This work plan consists of three core elements:

a) Establishing PIA teams at the regional, zone/woreda, and kebele levels (Section 2).

b) Providing training to the PIA teams at the regional, zone, woreda, and kebele levels (Section 3).

c) Rolling out PIA activities at the regional, zone, woreda, and kebele levels (Modules 3, 4, and 5) and monitoring PIA activities.

Table 1 below provides a recommended schedule for the planning and rollout of PIA activities. This schedule is indicative and subject to adjustment by the PIA team to accommodate different contexts. The PIA team must understand that flexibility is key to the successful implementation of PIA activities.

Table 1: Indicative PIA work Plan

No.	Activity (responsible)	Responsible body/ person	Recommended Schedule	Duration
1	Organize regional PIA team (may include legal expert, PIA and Gender experts, LA process owner) dedicated to PIA for SLLC activities	Regional Bureau Director	Before the start of SLLC processes	Half day
2	Provision of basic PIA and GESI training to regional PIA team or refresher training	Regional PIA Expert/ focal person		2 days
3	Organise zone and woreda PIA team dedicated to PIA for SLLC activities	Zone and woreda land administration	Before the start of SLLC activities	1 day
4	SLLC information and awareness session to regional authority	Regional Director + PIA Expert	Before the start of SLLC activities	Half day
5	Provision of basic or refresher training to PIA and GESI team at zone, woreda PIA team and kebele Land Expert	Bureau PIA team member	Before the start of SLLC activities	1-2 days
6	Organise and conduct awareness raising sessions for WKIAs	Zone and woreda PIA experts	Before the start of SLLC activities	Half day

7	Organise and conduct awareness raising sessions for kebele KIAs and social baselining (Keble PIA implementers)	Woreda PIA experts and PIA team	Before the start of SLLC activities	Half day
8	Kebele and sub-kebele community meeting/awareness raising discussion session	Woreda PIA experts and KIA representatives	Before the start of SLLC	1 day
9	Small group awareness raising discussion sessions targeting women and vulnerable groups House to House (Bet Le Bet) Village level PIA sessions for small group	Female woreda PIA team and KIA representatives, HEWs, KAs, KLAEs, KLAUCs	Before the start of SLLC activities	Flexible Repeat the sessions will make PIA effort effective
10	Conduct Intensive and repeated PIA sessions before adjudication and demarcation of parcels House to House (Bet Le Bet)	Woreda PIA expert KAs, KLAE, KLAUCs	Two weeks before the start of adjudication and demarcation of parcels	Flexible
11	Conduct intensive and repeated PIA sessions before public display House to House (Bet Le Bet) Village level PIA sessions for small group Community meeting at Kebele and sub kebele level	Woreda PIA expert KAs, KLAUCs, KLAE	Two weeks before the start of public display	Flexible
12	Intensive PIA Activities before certificate distribution House to house (Bet Le Bet) Village level PIA sessions for small group community meeting at Kebele and sub kebele level	Woreda PIA expert, KAs, KLAEs, KLAUCs	Two weeks before the start of scheduled issuance of certificates	Flexible

Resources required for the rollout of PIA activities

Sufficient resources should be allocated to mobilize the PIA team at the regional, zone, woreda, kebele, and sub-kebele levels. The resource allocation should cover various aspects, including human resources, travel cost (daily allowance and transportation (where necessary), supplies and materials.

PIA Resources/ Materials

1 | Social baseline data form.

2 | SLLC brochure in Amharic or regional or local languages.

MODULE 3

Training of trainers for PIA teams

MODULE 3

3.1 Training of trainers for the regional PIA team

Regional PIA teams participate in ToT on PIA and GESI to equip them with the necessary knowledge and skills to effectively carry out their responsibilities in supporting the SLLC implementation. Consequently, they cascade the PIA and GESI training to the PIA teams at the zone, woreda and kebele levels. To ensure continuous improvement and capacity building and cope with frequent staff rotation, refresher training sessions are designed based on this Guide and insights gained from the implementation of previous PIA activities.

ToT topics include the following:

Module 1	The role and importance of PIA and GESI in Second Level Land Certification
	◘ Rolling out PIA to maximize community participation during SLLC
	◘ Gender equality and social inclusion in the SLLC process
	◘ Identifying vulnerable groups
	◘ Social baselining: keeping track of land rights holders and protecting the land rights of women and vulnerable groups
Module 2	Public Information and Awareness
	◘ Establishing PIA teams at regional, zone, woreda, and kebele levels
	◘ Role and responsibilities of regional, zone, woreda and kebele PIA teams
Module 3	Training of Trainers for PIA teams
Module 4	Establishing and capacitating key information agents and conducting PIA at the woreda Level
Module 5	Establishing key information agents and launching awareness raising at kebele and sub-kebele Levels
Module 6	Preparing the community for the SLLC
Module 7	PIA Before Each Stage of the SLLC
Module 8	The role of PIA in promoting formal land transactions
Module 9	Refresher Training
Module 10	Establishing and maintaining collaboration among PIA teams at regional, woreda, and kebele levels
Module 11	Monitoring and Evaluation
Module 12	Dispute resolution and the "Do No Harm" approach
Duration of the TOT: Approximately 2 days to cover all the modules.	

3.2 Cascade training for zone and woreda PIA teams

After undertaking ToT, regional PIA team provide cascade training to the PIA team at zone and woreda levels. Training topics or modules are the same as presented in the table above. It is crucial for training facilitators to familiarize themselves with these modules before conducting the training.

PIA resource materials

As part of the PIA resource, the PIA team at the RLAULEO will provide a sample PowerPoint presentation to the regional and zone/woreda PIA teams. Trainers should avoid using PowerPoint presentations at kebele level, given varying literacy levels of potential PIA team members and KIAs. Using a PowerPoint presentation may compromise the comprehension and retention of training contents by trainees. Poor infrastructure and irregular power supply can be a challenge in most rural areas, affecting training delivery. Enlarged pictures and case stories may be used to better explain training topics.

Tailored flipcharts and cards are good tools to facilitate participatory and interactive training sessions. SLLC brochures produced in Amharic or regional/local languages can also be distributed. Literacy level, especially among the adult population at the kebele and sub-kebele, is generally low. Family members with some level of education, such as school children, could read the brochure contents to them.

Sample training materials to guide the PIA training for the regional, zone and woreda PIA teams include:

1 | PowerPoint presentation: PIA training to PIA team at regional, zone and woreda PIA teams. The presentation will be saved on a USB to be disseminated along with this Guide.

2 | SLLC brochure in Amharic or regional/ local language

MODULE 4

Establishing and capacitating key information agents and conducting PIA at the woreda level

MODULE 4

4.1 Establishing woreda key information agents (WKIAs)

The woreda PIA team establishes WKIAs under the guidance of the regional PIA team to support and facilitate information dissemination activities on the SLLC. The WKIAs consist of relevant staff members from various offices within the woreda administration, including:

- Women and Children Affairs office
- Social affairs office
- Woreda Courts (including traditional courts in the case of Oromia)
- Police
- Prosecutor's office
- School
- Health office
- Agriculture office
- Documents Authentication and Registration office

- Community Care Coalition Committee (where available)
- Justice office
- Justice reform
- Party leader
- Good Governance Taskforce
- Grievance Redress Office (under the Woreda Administration)
- Other offices that the Woreda PIA team considers relevant for the PIA activities

4.2 The role and responsibilities of the WKIAs in PIA and SLLC

The WKIAs play a crucial role in disseminating information about the SLLC within their institutional structure and networks. They can also create an enabling environment for PIA and SLLC activities by allocating resources for PIA activities, ensuring that information reach their network down to the grassroots level. The WKIAs' responsibilities include the following:

➔ **Facilitate easy access to kebele household information** for social baselining (see Module 1: Facilitator's note #3). WKIAs assist in obtaining social baseline data on different categories of land rights holders, such as female-headed households, households practicing polygamy, orphans, persons with disabilities, the elderly, absentee landholders, and other potential claimants/landholders. Social baseline data ensures that no one is left behind – the land rights of vulnerable groups are protected. The PIA team and KIAs can reach out to land claimants, who may have difficulty accessing information about the SLLC, and together with the survey team, they can find ways ensure land claimants' participation or representation.

➔ **Reach the grassroots levels:** WKIAs, through their respective structures, have a network at the kebele level. For example, the women and children's office can mobilize women at the kebele and sub-kebele levels using their structure/network to disseminate information on the SLLC.

➔ **Allocate and mobilize resources:** WKIAs, particularly woreda administration representatives, can assist in allocating and mobilizing resources to support PIA activities. This ensures that necessary resources are available to effectively carry out PIA activities.

➔ **Provide land-related information:** WKIAs can offer valuable insights, information, and cases related to access to and control over land, especially those involving women and vulnerable groups. They gather this information during their interactions with community members while undertaking their office responsibilities.

➔ **Monitor PIA and SLLC implementation:** WKIAs participate in overseeing and monitoring the implementation of PIA and SLLC activities at the kebele and sub-kebele levels. They can intervene and address cases in which women and vulnerable groups are being marginalized or face the risk of losing their land unfairly.

4.3 Launching awareness raising activity and cascade training at the woreda level

The initial PIA activity involves conducting awareness raising activities and cascade training for WKIAs. The trained woreda PIA team, with support from the regional PIA team, are responsible for delivering awareness raising training to the WKIAs. During training/ awareness raising activity, trainers emphasize on the importance of how supporting the SLLC enables the WKIAs to fulfil their mandate effectively with measurable results.

The woreda land administration - through the woreda PIA team - leads the planning and delivery of training for the WKIAs as well as logistical arrangements in collaboration with the regional land administration bureau (through the regional PIA team) and the woreda administration.

Key topics to be covered for WKIAs' awareness raising and capacity building

Module 1	The Role and Importance of PIA and GESI in Second Level Land Certification ◼ The importance and benefits of SLLC and the participation of land holders at every stage of the SLLC ◼ Rolling out PIA to maximize community participation in the SLLC ◼ Gender equality and social inclusion in the SLLC process ◼ Identifying vulnerable groups ◼ Social baselining: keeping track of land rights holders and protecting the land rights of women and vulnerable groups
Module 2	Public Information and Awareness
Module 4	Establishing and capacitating key information agents and conducting PIA activities at the woreda Level ◼ The role and responsibilities of WKIAs ◼ SLLC processes and key messages to be communicated ◼ PIA activity to support SLLC at woreda and kebele levels
Module 8	The role of PIA in promoting formal land transactions
Module 10	Establishing and maintaining collaboration among PIA teams at regional, woreda, and kebele Levels
Module 11	Monitoring and Evaluation
Module 12	Dispute resolution and the "Do No Harm" approach
Duration of the training/awareness raising session: The first awareness raising session / training for woreda KIAs will take about 1 to 2 days.	

Other tasks to be undertaken during the awareness raising activities

Social baseline data collection

During the first awareness-raising activity for WKIAs, the woreda PIA team can start collecting social baseline data. PIA team members identify and approach offices that are mandated to collect primary kebele level population data, such as persons with disability, households in polygamous union, orphans, female-headed household etc. These data can be useful for compiling social baseline data (Refer to Module 1: Facilitator resource #3).

PIA Resources and Materials

- A sample PowerPoint presentation is prepared for the zone/ woreda KIAs' awareness-raising. The presentation is saved on an USB and disseminated with this Guide.
- SLLC brochure in Amharic or regional/ local language.
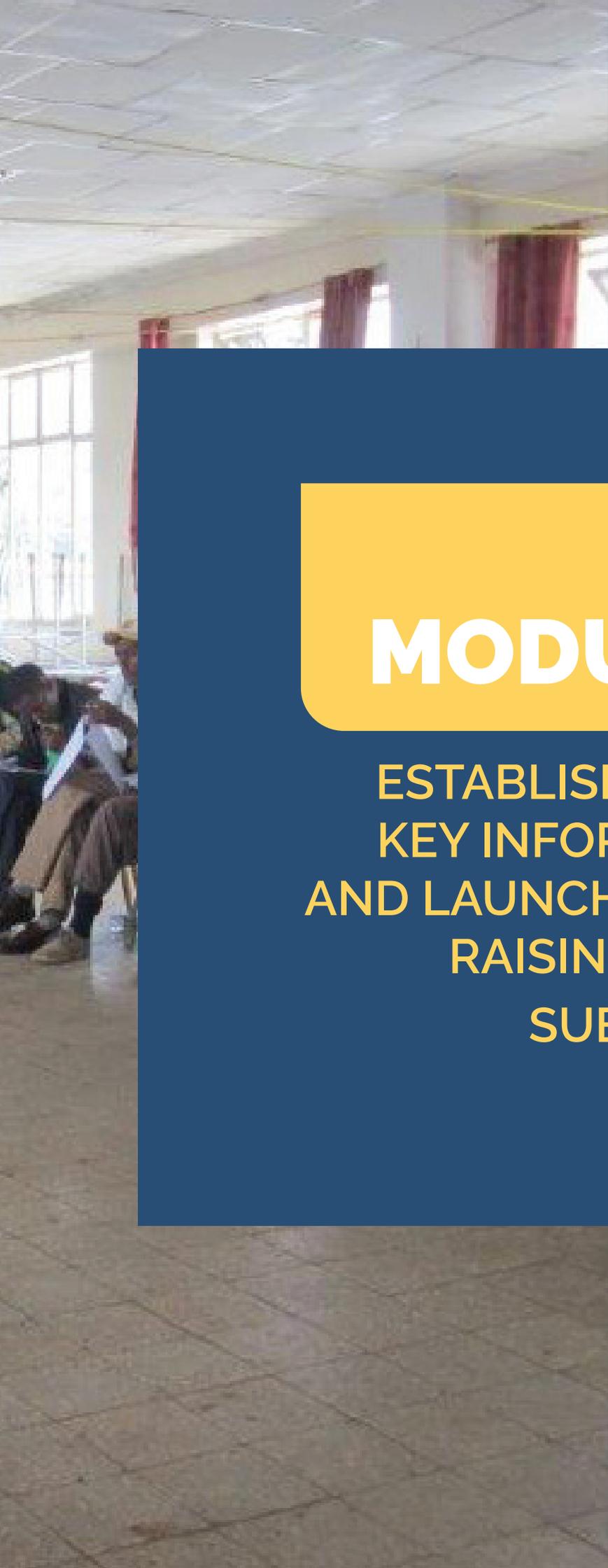
MODULE 5

ESTABLISHING THE KEBELE KEY INFORMATION AGENTS AND LAUNCHING AWARENESS RAISING AT KEBELE AND SUB-KEBELE LEVELS

ESTABLISHING THE KEBELE KEY INFORMATION AGENTS AND LAUNCHING AWARENESS RAISING AT KEBELE AND SUB-KEBELE LEVELS

5.1 Establishing the kebele information agents (KIAs)

Kebeles and sub-kebeles are primary locations to implement PIA activities and undertake land certification. KIAs need to be mobilized to ensure SLLC messages reach community members, including women and vulnerable groups. KIAs have to be equipped with the necessary knowledge and skills to disseminate information and raise awareness about the SLLC at the grassroots level. The kebele PIA team, comprised of KLAUC, KLAE, and kebele administrator, in collaboration with the woreda PIA team establish the kebele level KIAs.

Composition of KIAs

KIAs include stakeholders who hold key positions within kebele and sub-kebele structures such as kebele and sub-kebele administration, kebele managers, KLAUC members, elders, community leaders, traditional and religious leaders, health extension workers, land rental service providers, school directors, agriculture development agents /Kebele agriculture office, kebele women representative (women and children affairs office), social association leaders such as Idir leaders, women saving and credit associations, women development group leaders (1 to 20/30 leaders), kebele community police and other representatives from formal and non-formal institutions. These diverse stakeholders can play an important role in conducting intensive information dissemination and in ensuring that information about the SLLC reaches the community including women and vulnerable groups.

The representativeness of the kebele KIA depends on the local context. Existing formal and informal local structures and social networks have to be identified.

5.2 The role and responsibilities of the kebele KIAs in PIA and SLLC

As mentioned earlier, KIA members represent community level institutions or associations. They have the advantage of utilizing these platforms to effectively raise awareness on SLLC and GESI among their members. Besides their leadership role, they also possess valuable knowledge of the local situation as well as information about family situations and relations. They are aware of land disputes, emerging issues and concerns that can impact on the delivery of PIA activities as well as the implementation of the SLLC. Local connection and knowledge enable them to tailor their approach to reach community members and address specific issues and concerns related to the SLLC process. Moreover, KIA members, such as elders and

religious leaders, can leverage their positions and their assigned responsibilities within the community to resolve disputes. Engaging KIA members in less complex dispute resolution cases can be advantageous and cost-effective, particularly when involved parties have limited resources to pursue legal action. It is also crucial to ensure that those involved in dispute resolution possess a strong understanding of land-related laws, recognise equal land rights of women and men, and have the means and authority to enforce laws. Their responsibilities include the following:

�«ª Assist the PIA team in planning and implementing PIA activities at the kebele, sub-kebele, and village levels

�«ª Mobilise and raise awareness within the community to participate in PIA and SLLC activities. Conduct house-to-house (Bet Le Bet) visits and meet household members and landholders individually, with a particular focus on women and vulnerable groups.

�«ª Support the collection and compilation of social baseline data

�«ª Ensure that women and other vulnerable groups are adequately informed about the SLLC process and provide assistance to facilitate their participation

�«ª Conduct routine follow-up and monitoring of PIA activities at the sub-kebele and village levels, and report progress as well as emerging issues and concerns.

5.3 Awareness raising/ training for kebele KIAs

Once the kebele KIAs are established and their role is clearly defined, they undergo orientation and training about the SLLC and PIA to enable them to effectively support the activities on the ground. The training includes the importance of PIA for a successful SLLC, GESI, importance of SLLC, including the process, requirements, and landholders' participation at each stage.

Topics to be covered for kebele KIAs' awareness raising and capacity building	
Module 1	The Role and Importance of PIA and GESI in Second Level Land Certification �«ª The importance and benefits of SLLC and landholders' participation during the implementation of the SLLC �«ª Maximizing community participation in SLLC through PIA �«ª Gender equality and social inclusion in the SLLC process �«ª Social baselining: Keeping track of land rights holders and protecting the land rights of women and vulnerable groups
Module 2	Public Information and Awareness
Module 5	Establishing Key Information Agents and launching awareness raising at kebele and sub-kebele Levels
Module 6	Preparing the community for the SLLC
Module 7	PIA before each stage of the SLLC
Module 8	The role of PIA in promoting formal land transactions �«ª Land transactions �«ª PIA to promote formal land transactions
Module 10	Establishing and maintaining collaboration among PIA Teams at regional, woreda, and kebele Levels
Module 11	Monitoring and Evaluation
Module 12	Dispute resolution and the "Do No Harm" Approach
Duration of the training/awareness raising session: 1 and 1.5 days	

5.4 Launching PIA activities at kebele and sub kebele levels

PIA activities at kebele and sub-kebele follow after the kebele KIAs receive training and awareness raising. The kebele PIA team, comprised of KLAUC, KLAE, and kebele administrator, leads the planning and implementation of PIA activities with the active involvement of the KIAs and in collaboration with the woreda PIA team. The PIA team ensures that information dissemination covers the entire kebele and sub-kebeles. The PIA focus includes the following:

◘ The SLLC process and importance of land certification for tenure security especially for emphasis on women and vulnerable groups (Module 1).

◘ SLLC involves a participatory process. Land holders' participation in the SLLC process is required.

◘ Safeguarding the land use rights of women and vulnerable groups (Module 1).

◘ Land-related dispute resolution mechanisms and approaches, including the role of elders and local administration in resolving disputes, and the legal process for handling land-disputes (Module 12).

The two stages of PIA activities for SLLC

PIA can be divided into two stages. The first stage focuses on preparing the community for the SLLC (Module 6) and the second, PIA activities conducted before each stage of the SLLC process (Module 7).

Stage 1

PIA activities to prepare the community for the SLLC (Module 6)

To prepare the community for SLLC processes, the PIA team launches a comprehensive awareness-raising campaign using a combination of methods to effectively reach the grassroots, including women and vulnerable groups. The team employs the following methods/ activities:

◘ Mobilise the community and organise community dialogues at the kebele and sub-kebele levels to raise awareness about the SLLC and securing one's land use rights.

◘ Facilitate small group or focused group discussions, specifically tailored for women and vulnerable groups. The purpose is to ensure that messages reach them and to receive and address specific concerns.

◘ Engage community/social associations to leverage their platforms and networks to disseminate information about the SLLC and reach their members effectively.

◘ Conduct house-to-house (bet le bet) visits. This is undertaken by KLAUC members and KIAs to ensure that messages reach the household and its members. House-to-house visits enable the PIA members to identify land claimants who may face constraints in participating in public meetings and SLLC activities. This is part of social baseline data collection.

◘ Group mapping – KIAs identify groups existing in the community (e.g., idir, religious, savings, etc.). Group representatives can be tapped to assist in information dissemination about the SLLC. The KIAs then plan PIA outreach activities to reach their respective groups.

Stage 2

PIA activities to be conducted before each stage of the SLLC process (Module 7)

After raising general awareness about the SLCC process, PIA teams conduct targeted awareness raising before each stage of SLLC process as outlined below:

◘ Intensive PIA activities before adjudication and demarcation of parcels takes place

◘ Intensive PIA activities before public display

◘ Intensive PIA activities before certificate distribution.

Other tasks to be undertaken during PIA

Social baseline data collection

As part of the community-targeted PIA activities, KIAs collect social baseline data. See Facilitator's Note # 3.

PIA Resources and Materials

At the kebele, trainers should avoid using PowerPoint presentations given varying literacy levels of PIA team members, KIAs, and the general public. Using a PowerPoint presentation may compromise the quality of training in terms of understandability and retention of the content by trainees. Additionally, poor infrastructure, including unreliable power provision can be a challenge in most rural areas, affecting training delivery. Enlarged pictures and case stories may be used to better explain training topics.

A good alternative which trainers can use to facilitate participatory and interactive training sessions is the use flipcharts and cards. SLLC brochures produced in Amharic or regional/local languages can also be distributed. Literacy level, especially among the adult population at the kebele and sub-kebele, is generally low. Family members with some level of education, such as school children, could read the brochure contents to them.

The social baseline data template is provided in Annex and should be completed during the training and awareness-raising sessions for KIAs.

Figure 3   Sample format for baseline data collection

MODULE 6

PREPARING THE COMMUNITY FOR SLLC

MODULE 6

PREPARING THE COMMUNITY FOR SLLC

Awareness raising and information dissemination for land holders, including women and vulnerable groups, must be conducted before SLLC is initiated. Having a clear understanding of the significance and benefits of SLLC is essential. PIA activities focus on the process of SLLC and highlight the importance of active participation by all landholders to safeguard their land rights.

To effectively reach each landholder, a comprehensive approach is used consisting of four inter-related and mutually reinforcing awareness-raising activities. This approach specifically targets landholders, women, and vulnerable groups, ensuring that they receive essential information regarding the SLLC and enable their meaningful participation in the process.

The Land Investment for Transformation Programme (LIFT) deployed Social Development Officers (SDOs) to ensure the participation of women and vulnerable groups during the SLLC as well as to prevent land rights violations. The SDOs collaborate with woreda and kebele leadership.

Weeks before the start of the SLLC, SDOs map vulnerable groups, identify potential problems and assist women and vulnerable groups during the SLLC process. This intervention proved to be a success in securing the land use rights of women as sole and/ or joint landholders. It also resulted in the restoration of parcels that were illegally taken from women landholders. RLAULEO has integrated the role of the SDOs as part of the responsibilities of designated government staff. This will ensure the participation of women and vulnerable groups in SLLC as well as protect their land use rights.

Four-way PIA activities

1. Community meeting/mobilisation

This is the first comprehensive PIA activity focusing on raising awareness among the wider community and sparking discussions regarding the planned SLLC activity. Community meetings are organized at the kebele and sub-kebele levels, involving the participation of all landholders and claimants in the respective areas. These meetings aim to make SLLC a topic of conversation and ensure that the community is well-informed about the planned SLLC activities.

2. Small group or focused group awareness raising sessions

The second PIA activity involves more targeted sessions conducted with smaller groups of landholders, particularly women and vulnerable groups within the kebele. These sessions should be conducted frequently and widely to reach as many women and vulnerable groups as possible. These sessions enable participants to recall and reflect on the topics discussed during the first community meeting and address any issues or concerns they may have, allowing for a better understanding of the SLLC, its importance, process, and the benefits of securing their landholding and use rights

3. Engaging community associations

Identifying and engaging community/social associations and local institutions, both formal and informal, is crucial to utilize their platforms for creating awareness among their leaders and members. These associations and institutions play a vital role in disseminating messages about the SLLC to community members in their respective villages. One effective approach is to encourage and delegate them to spread information through word of mouth.

4. Undertaking PIA outreach activity

A house-to-house (bet le bet) PIA activity is conducted to ensure that messages reach the household and its members. House-to-house visits also enable the PIA members to identify land claimants who may face constraints in participating in public meetings and SLLC activities. This is part of social baseline data collection.

Various stakeholders, including the kebele Administration, KLAUC members, women affairs representatives, women development armies (WDAs) and HEWs, play a pivotal role to implement the above activities. It is particularly important to encourage the active participation of women members of the KIA, as they can leverage their formal and informal networks to reach out to women and vulnerable groups within the community.

Preparing the community for the SLLC

- Kebele + Sub-Kebele Community Consultation
- Focused Group Consultation for Women and Vulnerable Groups
- Outreach to Community Institutions
- House-to-House visits by KLAUC members
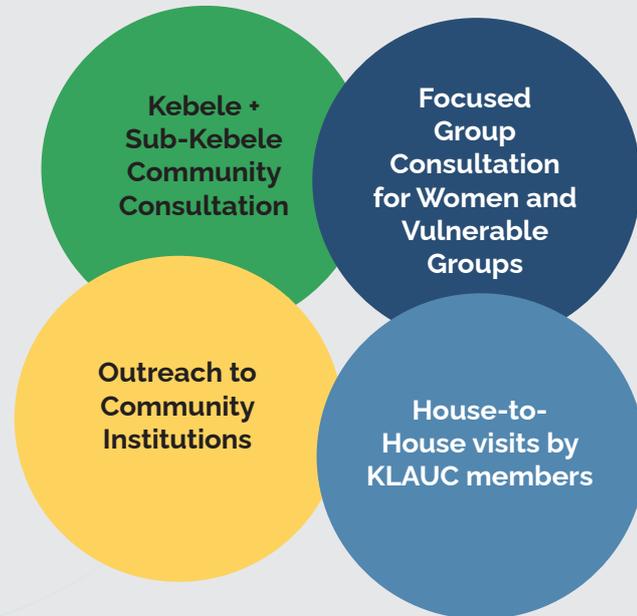
Figure 4   Preparing the Community for the SLLC

STEP 1 Community mobilisation at kebele and s

Small group PIA sessions

Engaging Community Associations

PIA outreach activity

Description of PIA activity

Community Mobilisation: This community-wide dialogue takes place at the kebele and sub-kebele level, with the primary focus of engaging landholders. KLAUCs and KLAEs (where available), kebele administrator, and KIAs with support from woreda PIA team and KIAs are responsible for implementing this activity. Particular attention should be given to the participation of female PIA team members and KIAs, such as KLAUC members. Women leaders play a crucial role in mobilising other women to participate in community meetings and in facilitating sessions during community meetings.

Topics to be covered

1. SLLC – purpose, benefits, process, and required documents.
2. Protecting the land rights of women and vulnerable groups (Module 1)
3. The importance of landholders' participation in the SLLC process: husband and wife or wives and vulnerable groups
4. Land transactions, rights and obligations, the benefits of formal land transactions, including rules and procedures (Modules 8);
5. Social baselining and group mapping purpose (Module 1: Facilitator's Note #3).
6. Schedule when the adjudication and demarcation will be conducted (refer to the woreda SLLC work plan and Guide)

Additional topics:

1. Regional land proclamation, regulations and directives, procedures and requirements
2. Dispute resolution and "Do no harm" approach (Module 12)
3. 20-minute dispute resolution related to SLLC
4. Reporting/submitting complaints: where to go and who to contact to report complaints

Guiding Principles in implementing PIA activities

1. Plan ahead of time.
2. Ensure that timing and location of the community dialogue/meeting are convenient for participants, especially women and vulnerable groups.
3. Allocate sufficient time for the community dialogue.
4. Use interpersonal communication skills, such as active listening, asking questions, and using verbal and non-verbal skills. Speak clearly and loud enough for all participants to hear. Listen attentively to understand, use open ended questions to encourage active participation and reflection (see Facilitation and interpersonal communication skills in Facilitator's Note #4), address any fears and concerns expressed by participants.
5. Avoid using text-heavy PowerPoint presentations. Instead, use visual aids such as posters and pictures to effectively communicate ideas and concepts.
6. Be culturally sensitive and respectful of community norms.

sub-kebele to raise awareness on SLLC

7 Demonstrate empathy by considering the needs and situations of participants, particularly women and vulnerable groups. Create a safe environment where women and vulnerable groups feel comfortable discussing about the SLLC and their land rights and to freely express their concerns and fears.

8 Ensure that PIA sessions foster two-way discussion rather than being lecture-style presentations. The PIA team & KIAs should be mindful of their role as facilitators and avoid lecturing participants.

9 A skilled PIA facilitator encourages interactive and participatory community discussions, allowing community members to actively engage, share their perspectives and address their concerns.

10 A good PIA facilitator assures participants that it is safe to express one's opinions or to ask questions. He/she ensures that the interaction is not dominated by certain individuals or groups.

Prepare for PIA activities

Prior to conducting community meetings, facilitators undertake the following tasks to prepare for PIA activities:

1 Facilitators revisit the PIA & GESI guide and other recommended resources to familiarise themselves with the topics to be covered during community meetings.

2 Facilitators acquaint themselves with SLLC key messages.

3 The PIA team reviews the PIA activity plan and assign facilitators accordingly.

4 Woreda PIA team members are engaged in facilitating community meetings at the kebele and sub-kebele and follow up on the implementation of PIA activities.

5 Kebele KIA members mobilise the community for PIA activities and assist in facilitating kebele and sub-kebele level dialogues. Women KIA and PIA members are actively involved.

6 Kebele PIA team members and KIAs announce the community meetings through various formal and informal platforms or community gatherings to maximize community participation.

7 They ensure that women and vulnerable groups are well-informed about upcoming community meetings, including venue and time.

8 Prepare materials:

◼ Participants' attendance sheets for participants which should be filled out by the KLAUC chairperson after the community meeting. The KLAUC chairperson submits the completed attendance sheet to the woreda PIA facilitator.

◼ Social baseline data template. Assign a KLAUC member to fill in the form. The KLAUC chairperson submits the completed form to the woreda PIA facilitator.

◼ Brochures

◼ Posters and pictures visually illustrating the topics discussed.

Facilitators

KLAUCs, KLAEs, kebele administration and kebele KIAs, zone/woreda PIA Team and woreda KIAs

Schedule

One month before the commencement of the adjudication and demarcation

Duration

One-day

PIA Resources

1 PIA Activity plan
2 SLLC brochure in Amharic and in regional/local languages
3 Training schedule
4 Participants' attendance sheet
5 Social baseline data template
6 List of key messages on the importance of the SLLC

Small or focused group PIA session

Description of PIA activity

Small group PIA or focused group PIA sessions area specifically designed to reach women and vulnerable groups who have limited to no access to information due to their circumstances and/ or their weak position in the community. These sessions aim to [1] create a favourable environment in which women and other vulnerable groups are encouraged to participate/ interact and to express issues, fear and concerns they may have in relation to participating in the SLLC or claiming their land holding rights; and [2] ensure that key information on SLLC reaches women and vulnerable groups and facilitate their participation in the SLLC process. In these sessions, participants recall and reflect on the topics discussed during community-wide meetings. Focused group sessions can be scheduled to take place immediately after the community-wide meeting.

Topics to be covered

1 SLLC – purpose, benefits, process, and required documents.
2 Protecting the land rights of women and vulnerable groups (Module 1)
3 The importance of landholders' participation in the SLLC process: husband and wife or wives and vulnerable groups
4 Land transactions, rights and obligations, the benefits of formal land transactions, including rules and procedures (Modules 8);
5 Social baselining and group mapping purpose (Module 1: Facilitator's Note #3).
6 Schedule when the adjudication and demarcation will be conducted (refer to the woreda SLLC work plan and Guide)

Additional topics:

1 Regional land proclamation, regulations and directives, procedures and requirements
2 Dispute resolution and "Do no harm" approach (Module 12)
3 20-minute dispute resolution related to SLLC
4 Reporting/submitting complaints: where to go and who to contact to report complaints

Guiding Principles

1 Plan ahead of time.
2 Ensure that timing and location of the community dialogue/meeting are convenient for participants, especially women and vulnerable groups.
3 Allocate sufficient time for the community dialogue.
4 Use interpersonal communication skills, such as active listening, asking questions, and using verbal and non-verbal skills. Speak clearly and loud enough for all participants to hear. Listen attentively to understand, use open ended questions to encourage active participation and reflection (see Facilitation and interpersonal communication skills in Facilitator's Note #4), address any fears and concerns expressed by participants.

ns targeting women and vulnerable groups

5 Avoid using text-heavy PowerPoint presentations. Instead, use visual aids such as posters and pictures to effectively communicate ideas and concepts.

6 Be culturally sensitive and respectful of community norms.

7 Demonstrate empathy by considering the needs and situations of participants, particularly women and vulnerable groups. Create a safe environment where women and vulnerable groups feel comfortable discussing about the SLLC and their land rights and to freely express their concerns and fears.

8 Ensure that PIA sessions foster two-way discussion sessions rather than being lecture-style presentations. The PIA team & KIAs should be mindful of their role as facilitators and avoid lecturing participants.

9 A skilled PIA facilitator encourages interactive and participatory community discussions, allowing active interaction community members and enabling them to share their perspectives and address their concerns.

10 A good PIA facilitator assures participants that it is safe to express one's opinions or to ask questions. He/ she ensures that the interaction is not dominated by certain individuals or groups.

Prepare for PIA activities

Prior to conducting a focused group PIA session, facilitators should do the following tasks:

1 Facilitators revisit PIA & GESI guide and other recommended resources to familiarize themselves with the topics to be covered during small group PIA sessions;

2 Facilitators acquaint themselves with key SLLC messages;

3 Facilitators discuss with women PIA team members and KIAs the best place and time to hold focused group sessions.

4 Before and during the community-wide meeting, facilitators obtain data on vulnerable groups in the community from KIAs and KLAUC members.

5 During the community-wide meeting, facilitators take note of SLLC related issues and concerns that will affect women and vulnerable groups.

6 Facilitators discuss among themselves as well as consult authorities on ways to address these issues and concerns.

7 Review social baseline data with the participants. Check names and locations. Check if there are any women and vulnerable groups vulnerable groups missing from the list.

Facilitators

Kebele PIA team (KLAE, KLAUC, and kebele administrator), kebele KIAs including HEWs, and representatives of kebele women's affairs and woreda PIA and KIA women representatives

Duration

Half-day (be flexible)

PIA Resources

1. Guide for conducting small group meeting/awareness raising sessions with women and vulnerable groups.

2. Participants' attendance sheet

3. Social baseline data template

4. List of key messages on the importance of the SLLC

Outreach to community/social associations

Description of PIA activity

Local institutions, social associations, groups and networks (formal or informal) are key platforms for information dissemination among the community on SLLC. These include religious institutions, development group leaders (1 to 20/30), local savings and credit associations and Idir etc. Kebele PIA team and KIAs who are either leaders or members of formal and informal institutions will be responsible to use their respective platforms to disseminate information on SLLC.

 Reinforce PIA activities by using school mini media, regional radio through public service announcement or drama etc. Information could also be disseminated during market days and social gatherings.

Topics to be covered

1. SLLC – purpose, benefits, process, and required documents.
2. Protecting the land rights of women and vulnerable groups (Module 1)
3. The importance of landholders' participation in the SLLC process: husband and wife or wives and vulnerable groups
4. Land transactions, rights and obligations, the benefits of formal land transactions, including rules and procedures (Modules 8);
5. Social baselining and group mapping purpose (Module 1: Facilitator's Note #3).
6. Schedule when the adjudication and demarcation will be conducted (refer to the woreda SLLC work plan and Guide)

Additional topics:

1. Regional land proclamation, regulations and directives, procedures and requirements
2. Dispute resolution and "Do no harm" approach (Module 12)
3. 20-minute dispute resolution related to SLLC
4. Reporting/submitting complaints: where to go and who to contact to report complaints

Guiding Principles

1. Plan ahead of time.
2. Make sure sufficient time is allocated for PIA activity.
3. Use interpersonal communication skills, such as active listening, asking questions, and using verbal and non-verbal skills. Speak clearly and loud enough for all participants to hear. Listen attentively to understand, use open ended questions to encourage active participation and reflection (see Facilitation and interpersonal communication skills in Facilitator's Note #4), address any fears and concerns expressed by participants.
4. Avoid using text-heavy PowerPoint presentations. Instead, use visual aids such as posters and pictures to effectively communicate ideas and concepts.
5. Be culturally sensitive and respectful of community norms.

s and local Institutions

6. Demonstrate empathy by considering the needs and situations of participants, particularly women and vulnerable groups. Create a safe environment where women and vulnerable groups feel comfortable discussing about the SLLC and their land rights and to freely express their concerns and fears.

7. Ensure that PIA sessions foster two-way discussion rather than being lecture-style presentations. The PIA team & KIAs should be mindful of their role as facilitators and avoid lecturing participants.

8. A skilled PIA facilitator encourages interactive and participatory community discussions, allowing active interaction community members and enabling them to share their perspectives and address their concerns.

9. A good PIA facilitator assures participants that it is safe to express one's opinions or to ask questions. He/she ensures that the interaction is not dominated by certain individuals or groups.

Prepare for PIA activities

Prior to conducting a focused group PIA session, kebele PIA team and KIAs, who will serve as facilitators, should do the following tasks:

1. Kebele PIA team and KIA review the PIA activity plan and assign KIA members to organizers and facilitate the PIA activities.

2. Facilitators familiarize themselves with key messages about SLLC to be disseminated among community/land holders through social associations/local institutions.

3. A woreda PIA team member (if available for the activity) supports and monitors the implementation of this activity.

4. Facilitators announce the schedule of information dissemination activities targeted to their assigned associations.

5. Facilitators ensure that women and vulnerable groups are well-informed about upcoming PIA activities, including venue and time.

Facilitators

Kebele PIA team (kebele administrator, KLAE and KLAUC members) and kebele KIAs, women leaders/members of community associations, members of woreda PIA team and WKIAs

Schedule

One month before the start of the adjudication and demarcation

Duration

Half-day

PIA Resources

1. Guide for conducting small group meeting/awareness raising sessions with women and vulnerable groups.
2. Participants' attendance sheet
3. Social baseline data template
4. List of key messages on the importance of the SLLC

House-to-house visits (bet le bet) awarenes

STEP 4

PIA outreach activity

◘ Description
◘ Topics to be covered
◘ Guiding
◘ Principles
◘ Prepare for PIA activity
◘ Facilitators
◘ Schedule
◘ Duration
◘ PIA Resources

Description of PIA activity

A house-to-house awareness raising PIA activity is undertaken by kebele PIA team and KIAs to ensure that SLLC information reaches landholders, particularly women and vulnerable groups. It enables PIA members to identify land claimants, such as persons with disability, the elderly, orphans, and other household members, who may face constraints participating in public meetings and SLLC activities. Kebele PIA team and KIAs use house-to-house visit to collect social baseline data collection.

Topics to be covered

1 SLLC – purpose, benefits, process, and required documents.
2 Protecting the land rights of women and vulnerable groups (Module 1)
3 The importance of landholders' participation in the SLLC process: husband and wife or wives and vulnerable groups
4 Land transactions, rights and obligations, the benefits of formal land transactions, including rules and procedures (Modules 8);
5 Social baselining and group mapping purpose (Module 1: Facilitator's Note #3).
6 Schedule when the adjudication and demarcation will be conducted (refer to the woreda SLLC work plan and Guide)

Additional topics:

1 Regional land proclamation, regulations and directives, procedures and requirements
2 Dispute resolution and "Do no harm" approach (Module 12)
3 20-minute dispute resolution related to SLLC
4 Reporting/submitting complaints: where to go and who to contact to report complaints

Guiding Principles

1 Plan ahead of time.
2 Allocate sufficient time for house-to-house visit.
3 Be sensitive to dynamics within the household. Politely ask that the wife or wives (in polygamous union), household members with disability, elderly, orphans or their representatives and other individuals who have a stake on the land to be certified are invited to participate in the conversation.
4 Use interpersonal communication skills, such as active listening, asking questions, and using verbal and non-verbal skills. Speak clearly and loud enough for all participants to hear. Listen attentively to understand, use open ended questions to encourage active participation and reflection (see Facilitation and interpersonal communication skills in Facilitator's Note #4), address any fears and concerns expressed by participants.

ss raising by kebele PIA team and KIAs

Prepare for PIA activities

1 Kebele PIA team and KIAs assigned to conduct house-to-house awareness raising prepare and familiarize themselves on the SLLC process and key messages to be conveyed. If possible, they should have sufficient supply of the SLLC brochure.

2 KIA members use their network to identify female-headed households and vulnerable groups in their assigned area before conducting house visits.

3 Bring a copy of the social baseline data template to record claimants classified as belonging to vulnerable group.

4 Bring SLLC brochures if available.

Facilitators

Kebele PIA team (KLAUC, KLAE, and kebele administrator) and kebele KIAs

Schedule

One month before the start of the adjudication and demarcation

Duration

One half-day

PIA Resources

1. SLLC brochure in Amharic or regional/local languages
2. Social baseline data template
3. Participants' attendance sheet

Basic Facilitation Skills

The success of awareness raising events depends on facilitator skills. The facilitator must possess interpersonal communication and facilitation skills. These include:

➔ Establishing good relationship with the target audience;
➔ Understanding personal learning styles and adult learning principles;
➔ Understanding group dynamics and having common sense;
➔ Building confidence among participants;
➔ Guiding and managing group interaction so discussion stays on track and interactive;
➔ Understanding social differentiations between women and men;
➔ Active listening, paraphrasing, observing, clarifying and elaborating;
➔ Ability to listen to opinions without bias or assumptions;
➔ Respecting opinions of all participants, not imposing ideas;
➔ Ability to Interpret verbal and non-verbal behaviour and responding accordingly;
➔ Demonstrating flexibility to adapt to local situations;
➔ Maintaining a good sense of humour – creating a light-hearted atmosphere

Essential Interpersonal Communication Skills and Elements

Verbal skills
➔ Uses appropriate language
➔ Uses appropriate tone of voice
➔ Paraphrases
➔ Encourages dialogue
➔ Uses open ended questions
➔ Presents information in proper order
➔ Uses prompts

Non-Verbal skills
➔ Uses appropriate gesture
➔ Maintains appropriate eye contact
➔ Shows interest
➔ Encourages dialogue
➔ Avoids distractions –such as answering phone calls or texting
➔ Shows feelings such as empathy, care, attentiveness

Asking Skills
➔ Uses open-ended questions
➔ Uses probing questions
➔ Uses appropriate tone of voice
➔ Avoids leading/ inappropriate questions
➔ Asks about the participant's current situation

Listening skills
➔ Politely asks participant to clarify a point
➔ Keeps eye contact (as culturally appropriate)
➔ Encourages dialogue
➔ Observes nonverbal cues
➔ Displays attentive facial expression, posture, gestures
➔ Probes and paraphrases
➔ Reflects content/feelings

Other useful points for facilitators

Talk with your body

Use your hands and body to encourage people to talk. Nod when people make comments to show that you are following them. Your facial expressions are also important, and a smile will make people feel more comfortable.

Have good posture when standing

If possible, avoid standing in front of the group because this can make people feel they are in school, and you are the teacher. Instead, take a seat on the same kind of chair. This will put you at their level and encourage conversation. Sometimes, however, you have to stand in front of the group to make a point. When you have to stand, stand in a way that shows you are energetic and enthusiastic. Your body language will enable participants to detect if you are bored. Be conscious and attentive.

Be friendly, relaxed, positive, supportive, and energetic: Do not be too formal - talk in a conversational tone. Create an open atmosphere in which people feel free to talk.

Make everyone feel comfortable and feel part of the group and discussion

➔ Be aware of gender dynamics, and make sure that both men and women have opportunities to talk.

➔ Break the ice and put participants at ease right from the very beginning.

➔ Learn their names and address each participant by their name.

Treat people respectfully

➔ Accept criticism and be open to learn from them.

➔ Respect everyone's ideas. Do not make fun of participants' contributions.

➔ Be encouraging and supportive, rather than tearing participants contributions down.

➔ Do not interrupt participants when they are speaking

Watch the timing and pacing

➔ Be a good time manager. Estimate how much time you need for each section/ activity.

➔ Do not go too fast.

➔ Complete all sections on time! Do not drag things go on forever.

➔ Be flexible. Be prepared to change the programme/event to fit the circumstances.

Use language everyone understands

➔ Avoid technical terms (agriculture or land related jargons)

➔ Avoid abbreviations or acronyms, such as SLLC or KLAUC, when talking

➔ Use the language that people are most familiar with and avoid using English terms.

Facilitation is an art and a craft.
Interpersonal communication highly depends on good facilitation. It is a craft in that the facilitator must know and follow the rules, learn how to pose the right question at the right moment. It is also an art which requires experience and intuition since the facilitator must create a story which allows the group to give all of its potential to the process. The facilitator must be able to creatively get the group out of situations of conflict and to respond to the requirements of the group at any moment by adopting a new technique or by accepting an idea coming from the group. Hence the facilitator should be flexible and receptive, yet firm on the objectives.

Facilitators make use of various techniques to keep the discussion moving.
The facilitator guides the community mobilization discussions which bring about an understanding of the difference in values and opinions and which allows everyone to accept or reject other opinions. It is this process which leads to consensus in which everybody, including the facilitator, has contributed.

A facilitator is not a preacher
A facilitator is not a preacher. Facilitators should be relaxed and have a sense of humour that makes sure discussions are enjoyable as well as educational. Facilitation is not easy for many people and sometimes people do not act as a facilitator rather a preacher. To get people to think about behaviour change, they have to be allowed to think for themselves rather than be told a lot of facts.

MODULE 7

PIA ACTIVITIES BEFORE EACH STAGE OF THE SLLC PROCESS

PIA ACTIVITIES BEFORE EACH STAGE OF THE SLLC PROCESS (Stage 2)

The SLLC process involves three stages with each requiring participation by landholders/claimants: [1] adjudication and demarcation, [ii] public display, and [iii] certificate distribution. PIA activities are required right before the start of each stage.

This module provides guidance on how to plan and undertake PIA activities before each stage of the SLLC. It outlines [1] the content/key messages that need to be communicated, [2] the type of PIA activity to be undertaken, and [3] implementation timetable for the PIA activities.

The figure below illustrates the PIA activities at each stage of the SLLC.

The figure below illustrates the PIA activities at each stage of the SLLC.

PIA by Kebele KIA/ KLAUC

| Intensive PIA 1 week before	Intensive PIA 1 week before	Intensive PIA 1 week before
Adjudication and Demarcation	Public Display	Landholding Certificate Distribution/ Collection
Landholders: **Husbands, Wife/ Wives, Vulnerable Groups**	Landholders: **Husbands, Wife/ Wives, Vulnerable Groups**	Landholders: **Husbands, Wife/ Wives, Vulnerable Groups**
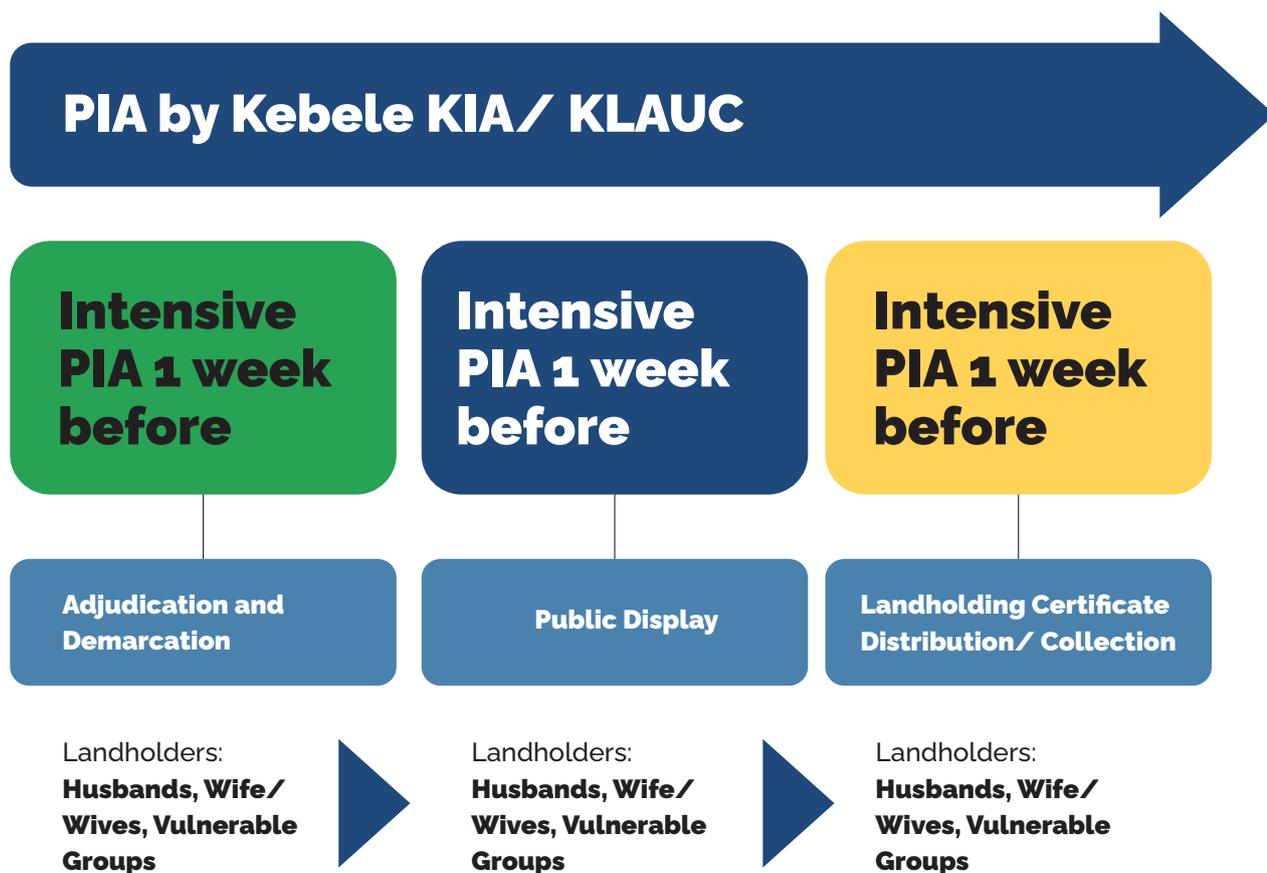
Figure 5 PIA activities at each stage of SLLC

7.1 PIA activity before adjudication and demarcation of parcels

Prior to the start of the adjudication and demarcation process, the kebele PIA team and KIAs undertake intensive PIA activity to raise the awareness of landholders on the adjudication and demarcation and inform them on the day that the field survey is planned to take place. PIA activities must be undertaken at least one week before the start of adjudication and demarcation.

Key messages to be communicated

a) Planned start day of the field survey

b) Clear procedures of the adjudication and demarcation stage

c) Documents that are required and need to be presented during the field work

d) Required presence of landholders: husband and wife (wives) and landholders of adjacent parcels

e) Facilitating the participation of vulnerable groups such as orphans, persons with disability, elderly, persons who are incarcerated etc.

f) Legal consequences for being absent during the adjudication and demarcation

g) Reporting complaints and grievances on the process.

PIA Activities

a) Events and platforms to be used to disseminate information on the upcoming adjudication and demarcation activity as well as to create awareness on its importance and benefit:

- Public Service Announcements and community meeting with a large group that could be held after church service, religious gathering (such as Tswa/Mahiber) at churches or in the village and mosques
- Kebele meetings, small/focused group meeting targeting women and other vulnerable groups
- Meetings organized by KLAUC/ KIA team
- Idir and Iqub regular meetings.
- Social associations/ groups meetings and social network
- Placement of notice boards at the kebele/ woreda.
- Placement of notice boards at other public places e.g., markets.

b) House-to-house visits to be undertaken by the kebele PIA and KIAs

c) Disseminate information in schools using school mini-media or by distributing brochures

7.2 PIA activity before public display

Prior to the start of the public display, the kebele PIA Team and KIAs conduct intensive and targeted PIA activities to inform landholders of the upcoming event public display, schedule, and location. Intensive PIA activities must be undertaken at least one week ahead of the scheduled public display.

Key messages to be communicated

a) Planned date for the public display to take place

b) Location of public display

c) Clear procedures of the public display

d) Documents that are required and need to be presented

e) Required presence of landholders: husband and wife (wives) and/or other joint landholders

f) Facilitating the participation of vulnerable groups such as orphans, persons with disability, elderly, persons who are incarcerated etc.

g) Action landholders can take if they do not agree with or have questions on the information about their parcel

h) Reporting complaints and grievances on the process

PIA Activities

a) Public events/platforms used to announce the upcoming public display:

- ◘ Churches and mosques (after religious gatherings).
- ◘ Kebele meetings
- ◘ KLAUC/ KIA meetings organized for this purpose
- ◘ Idir and Iqub regular meetings.
- ◘ Social association events/meetings and social networks.
- ◘ Notice to be placed at the Kebele/ Woreda.
- ◘ Notice to be placed in other public places, e.g., marketplace.

b) House-to-house information dissemination by kebele PIA team and KIAs

c) Distributing printed announcement to local schools

7.3 PIA activity before certificate distribution

Before distribution of land certificates, the kebele PIA team and KIAs will conduct targeted and intensive PIA activities to inform landholders of the schedule and location where landholding certificates will be distributed.

The intensive PIA activities must be undertaken at least one week before the start of certificate distribution to maximize its effectiveness.

Key messages to be communicated

a) Planned date for landholding certificate distribution

b) Importance of collecting the landholding certificate

c) Clear procedures of certificate distribution

d) Required participation by landholders: husband and wife (wives) and other joint holders

e) Assistance to vulnerable groups who are unable to collect their landholding certificates

f) Types of land transactions and the importance of formalising land transactions

PIA Activities

a) Events/ venues to announce the distribution of landholding certificates:

- ◘ Churches and mosques (after religious gatherings);
- ◘ Regular kebele meetings;
- ◘ KLAUC/ KIA meetings organized for this specific purpose;
- ◘ Idir and Iqub regular meetings;
- ◘ Social association events/meetings, and social network;
- ◘ Notice to be placed at the Kebele/ Woreda

b) House-to-house information dissemination by kebele PIA team and KIAs

c) Distribute printed material to local schools

7.4 Reinforcing PIA activities

The following channels can be utilized to reinforce the PIA activities targeting landholders including women and vulnerable groups.

Local schools for information dissemination

School children can relay information to their parents and other household members. Distribute print materials to local schools. Use school mini media and clubs to create awareness on the SLLC.

Mass media campaign (radio)

PIA activities on SLLC can be reinforced by disseminating information through regional radio stations. This can be done using short programmes, interviews, drama and public service announcements. Prior to launching information campaign using radio, conduct a quick assessment to gather data on radio listenership in the targeted community: radio ownership, who has access to radio, and programmes and schedule that household members listen to which could differ between women and men and among age groups. The result will enable the PIA team at the regional level to plan a radio campaign targeted to specific audiences.

Posters

Posters with illustration and photos to depict the SLLC process can be designed to reinforce PIA activities. Posters should be strategically placed in areas that allow high visibility and frequently visited by community members.

Local newspaper

SLLC information and updates can be placed/published in local newspapers, specifically targeting experts and decision makers to obtain support and improve SLLC implementation.

Guiding Principles: Key points for consideration in implementing PIA for SLLC

1. Do not assume that information will trickle down to households and within the households sufficiently and evenly. Keep in mind that community members do not have equal access to information, especially women and vulnerable groups. Therefore, make sure that SLLC information reaches everyone in the targeted kebele. Implementers must apply the "leave no one behind!" principle;

2. Violence against vulnerable groups is common across the regions. Therefore, due consideration must be given to identify and support vulnerable groups in the SLLC process. Make sure that the SLLC process does not cause any harm to individuals in the process of claiming their land rights;

3. The Constitution of Federal Democratic Republic of Ethiopia guarantees equal rights to Ethiopians regardless of gender, and social and economic status. Ethiopia also ratified the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) in 1981. Despite these legal protections and enactments, women and girls in Ethiopia continue to face challenges in claiming and securing their land rights. The SLLC provides the opportunity to realise the rights of women, girls, and other marginalised groups. PIA plays an important role in highlights these rights.

4. Safe space must be provided to enable vulnerable groups to express their issues and concerns regarding the SLLC. Landholders must also be informed where and to whom complaints can be filed.

5. As necessary, adjust PIA activities to ensure information reaches women and vulnerable groups in a timely and engaging manner.

6. Work with local administrations to support women and vulnerable groups who face difficulties to participate in the SLLC process. Designing PIA activities is key to ensuring that information reaches women and vulnerable groups and actively engaging them, the community leaders, and land administration experts in the SLLC process.

7. Guardians must be appointed by the court to represent orphans. Justice offices must assign representatives for the elderly and persons with disabilities.

8. Identify structures at the community level and NGOs and mobilize their support to effectively engage women and vulnerable groups in the SLLC process.
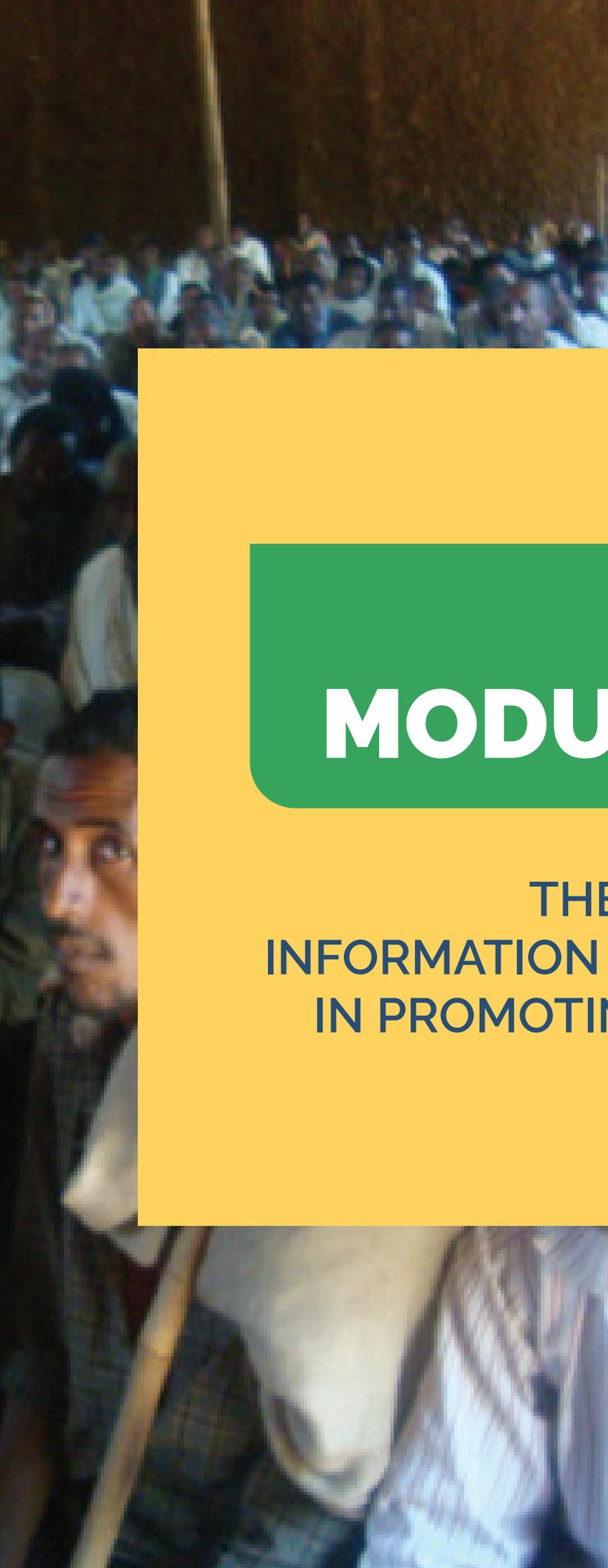
MODULE 8

THE ROLE OF PUBLIC INFORMATION AND AWARENESS IN PROMOTING FORMAL LAND TRANSACTIONS

THE ROLE OF PUBLIC INFORMATION AND AWARENESS IN PROMOTING FORMAL LAND TRANSACTIONS

Land certification using the SLLC process is a game changer for land governance in Ethiopia. The process ensures security of land tenure for rural landholders and actively ascertains these rights for women and vulnerable groups. However, the rights of landholders, especially women and vulnerable groups, may still be compromised, especially when these rights are informally transacted. Land transactions continue to occur mainly in the informal system, based on a culture of trust between stakeholders and through the facilitation of elders using customary practices. Land transactions can be permanent character such as gift or inheritance or a temporary arrangement such as through land rental and share cropping. Many transactions occur between family members: siblings, father and sons/daughters. Others involve landless farmers, women with limited labour availability to cultivate their fields or investors.

There is no established culture for formally transacting land among certified landholders. Customary practices to informally transact land remain strongly engrained while land administration services handling land transactions have been established only recently. Informal land transactions continue to put landholders at the risk of losing their land holding and may create disputes in the future. Drivers for a continuation of informal land transactions include lack of awareness and knowledge among land holders on their land rights and obligations; ignorance on the advantages of formal transaction; low risk perception of informal land transactions; cumbersome bureaucratic processes for formalisation; high opportunity costs mainly as a result of high and frequent travel costs to access land administration offices.

Awareness raising of rural land holders on formal land transaction is essential. PIA activities need to be planned and focus on landholders´ rights and obligations, information on different types of land transactions, advantages of formal registration, and risks of informal transactions. There is need to inform stakeholders on specific procedures and requirements for different types of formal transactions.

Information dissemination on land transactions must be introduced during PIA for SLLC. PIA implementers should integrate dissemination of key messages on land transactions with SLLC information dissemination activities. It is most important to convey key messages on land transactions during certificate distribution. In addition, structured and continuous PIA activities on land transaction must be planned and undertaken to ensure key messages reach the grassroots level especially women and vulnerable groups. This requires a series of capacity building and training activities for PIA implementers, accompanied by the allocation of adequate resources to implement PIA activities. PIA implementers should have adequate knowledge on formal land transactions and their benefits, and on the procedures and requirements of formal land transactions. Detailed information on different types of land transaction and formalisation is provided in Facilitator's Note # 5.

Awareness creation is not a one-off event. It requires repetition and frequency for the campaign to be effective. PIA needs to be undertaken regularly, by incorporating lessons and emerging issues on the ground and revising PIA activities to respond and address these emerging issues related to formalizing transactions.

> Repeat refers to the number of times a single message is repeated within a given period, such as a day, a week, or a month.
>
> Frequency refers to the number of times a message reaches the same audience within a given period, such as a campaign, a season, or a year.

Rural land transactions and formalisation

Land transaction is a transfer of land parcels initiated mainly by the land holder(s) and in some cases by the government. It can be a permanent transfer of landholding rights, temporary restrictions on these land rights (encumbrances), and exchange of parcels between land right holders and an update of personal data without impact on the right on land.

The Rural Land Administration System Guide provides a more detailed guidance on rural land transactions (Guide for Maintenance of Land Records: 2016).

Rural land transaction types

Federal and regional proclamations on land administration and use guarantee access to rural lands for those who intend to engage in agricultural activities. The right to ownership of rural land is vested with the state, citizens hold land through possession rights held as perpetual use rights in the rural sector. Some rural land transactions will include transfer of these rights to another (group of) persons, but some other land transactions will only limit these rights through restrictions/ encumbrances; another group include special cases where changes in spatial configuration of the parcel (land consolidation and boundaries correction) or with corrections (of parcel and/or land right holder data) are recorded. Land transactions can be divided into three categories:-

A Land transactions with transfer of land holding and use rights are Bequeath/Inheritance, Divorce, Gift, Exchange, Expropriation and Reallocation;	**B** Transfer of land holding use rights temporarily where limitation/restriction of land holding use rights applies for certain time. These are encumbrances as rent/lease or servitudes/easements, or land based collateral loans linked to land certifications;	**C** Changes in spatial configuration of a land parcel i.e., land consolidation and boundaries correction or corrections on land parcels and/or land right holder data.

Rural land transactions are aggregated in three categories:

A Rural land transactions with transfer of rights

Rural land transactions in this category are the transfer of land holding and use right of individuals, joint holders or group of people to another person or group of people.

> Secure land rights are vital to promoting land-related investments.

Such land right transfers must occur by formally registering land transactions in the land registry. This involves updating the previous land record with the new information. The original land right holder(s) name must be deleted and replaced by the new right holder(s). In the case of transfer of land rights without parcel sub-division (e.g., inheritance with only one heir), one new land record will be created. In the case of transfer of rights with parcel sub-division (e.g., inheritance with two or more heirs), several new land records will have to be created.

In order to ensure transparency and equity of the land transactions, each transaction is subjected to public display so that anyone who may have a stake on the parcel to be transferred can make his/ her claim. The land transaction process will then be put on hold until the court passes a decision on the case.

Rural land transactions with transfer of land rights include:

I	**Bequeath/Inheritance:** in case of death of the land right holder (or of one of the land right holders), the land right holding is transferred to another person (or group of persons). Different cases can occur depending on whether the deceased land right holder prepared a will or not and if there is one or more heirs (in the latter case, the parcel might have to be sub-divided).
II	**Marriage:** in case an individual (man or woman) having held right on one or more parcels marries another who may or may not also have holding rights on one or more parcels, they will then have joint holding right on each of their parcels.
III	**Divorce:** in case the land right holder's divorce, depending on whether both spouses were holding land rights on the parcel or only one, the parcel might have to be sub-divided.
IV	**Gift: i**n case a land right holder (or group of) gifts its land (or part of) to another person (or group of persons), the parcel might have to be sub-divided.
V	**Exchange:** in case two different land right holders are holding land and are both willing to exchange their land. Reasons for exchange can include reducing the distance from home to the land or regrouping small parcels (land consolidation) for development.
VI	**Expropriation: i**n case of public interest (e.g., irrigation or other infrastructure project), the state can expropriate a land right holder from (part of) the land he or she was allocated. Proper compensation is applied generally in the form of allocation of new land of equal value some place in the same woreda. Expropriation of part of a land holding will require parcel sub-division.
VII	**Reallocation:** a land right holder is not using and protecting his or her land for a number of years (and after warning), the state can take the land right holding back from the one it was allocated to and allocate that land to a landless person. Also, if the community agrees, degraded communal land can be reallocated to landless persons.
VIII	**Special Case:** in principle, the land register should have a complete coverage of land parcels that have been demarcated, adjudicated and registered during the SLLC. However, there can be (special) cases in which a parcel was not registered during SLLC (e.g., in case of a parcel that has been demarcated during SLLC but could not be adjudicated and thus not registered because the land holder was not present during SLLC operations; now, the land holder wants to register his or her rights on the parcel and get a certificate). Therefore, a land transaction procedure is developed to enable (sporadic) land registration for special cases. This special case procedure will not be used in the future when all parcels will have been registered.

B Rural land transactions with limitation/restriction of rights

In this group of land transactions, the perpetual land holding right received by a person (or group of persons) from the state is not transferred to another person (or group of persons), but the right is limited/restricted by means of an encumbrance. An encumbrance is any right or interest that exists in someone other than the right holder of a land and that restricts the transfer of the land. Examples of encumbrances are servitudes, rent/ lease, and other restrictive orders and/or agreements. An encumbrance should be registered in the land register as an annotation in the land record showing the relationship person (land holder) - right (holding) - parcel. When the encumbrance is terminated (e.g., no further need for a right of way) the annotation is removed from the land record.

Rural land transactions without transfer but with limitation of rights include:

I	**Rent (lease):** a land right holder can lease to other farmers or investors land from his or her holding of a size sufficient for the intended use, in a manner that shall not displace him or her and for a period to be determined by the rural land administration and use proclamation/ regulation of the particular regional state.

II | **SLLC linked Loan:** loans in which the land use right over certified land is used as collateral.

III | **Servitude/easement** is the right to enter/pass through the land held by another individual(s). The most common are rights of way (for holders of adjacent landlocked parcels) and rights concerning flowing water/irrigation.

IV | **Other restrictive interests:** any agreement (authorized by law) made by the land right holder concerning his or her land or any court decision that restricts the transfer of the land (e.g., unpaid land tax, pending court decision).

C **Changes in spatial configuration of the parcel, corrections or certificate replacement**

In this group of land transactions, only the spatial configuration and size of the parcel is modified, or the particulars of the land right holder are changed. However, consolidation (merging) of parcels will always be combined with a transfer of rights transaction (transfer of rights before parcels are merged or consolidated whilst boundaries' correction may include transfer of rights because of the transaction. A change of spatial configuration or size of the parcel of land and/or of the particulars of the land right holder should be register in the land register. In case of:

I | **Change in parcel configuration or size:** the land record showing the original relationship person (land holder) - right (holding) - parcel must be deleted and replaced by one (or more) a new one(s) but for only a minor correction (e.g., size).

II | **Change in particulars of the land right holder (e.g., wrongly spelled name):** the land record showing the original relationship person-right-parcel must be corrected.

Rural land transactions concerning changes in spatial configuration of the parcel or with corrections include:

I | **Consolidation (merging) of parcels:** this may be done if it will make the land holding more convenient for development. Parcels to be merged should be held by the same land right holder. This is mostly the case after exchange of parcels.

II | **Boundaries correction:** this can happen if the parcel has been incorrectly demarcated during SLLC or if the boundaries have been changed due to natural phenomena (e.g., derived river); rectification of boundaries will have an influence on the area of the parcel and probably on the boundaries of neighbouring parcels.

III | **Corrections (textual; spatial):** simple correction of the land record may be needed if e.g., the area of the parcel or if some particulars of a person (e.g., name) were incorrectly recorded.

IV | **Replacement of certificate:** re-printing in case of lost or damaged certificate

Rural land transactions must be formally registered in the land register system to make it legal. Land transaction especially right transfer is not considered as legal and binding until the transaction (the change in land right holder) is legally registered in the land administration system (register).

Basic principles for rural land transactions and procedures

Even if each land transaction has its own specificities, they all follow a similar process throughout the different functional environments. Common basic principles and steps involved as well as documentation required for land transactions are provided below.

Steps and procedures for rural land rights transaction and formalisation

A land transaction is initiated at the kebele level with the submission of an application and the presentation of the required documents to the KLAUCs and/or KLAEs (where applicable) by the land right holders. In case of expropriation, the process may be initiated by the relevant public body or local administration.

Applications for land transactions that are required for updating the land registry records are directly submitted to the woreda land administration office through the KLAUC and the KLAEs (in regions where there is KLAE), after the verification of the application and required documents.

Key steps in land rights transaction and the updating process

➔ Submittal of the application form along with the required documents to the KLAUC and KLAE (where applicable: Amhara, Oromia and BG regions);

➔ KLAUC and/or KLAE verify the submittal application on its accuracy and completeness of requested information including the application form before submitting to the woreda land administration office.

➔ Notification (public hearing including public display and claims) at the KLAUC office as needed.

Process land transactions: If there are no claims reported or reported clams are resolved either by the KLAUC/KLAE or through the woreda court/supreme court, the application for land transaction will be submitted to the woreda land administration office to process the application.

Defining the responsibility for transferring the completed application form from the kebele to the woreda and region remains to be decided; regions have their own process in this regard.

Practically, the transfer needs to be undertaken by landholders themselves, or the KLAUC chair, kebele manager, kebele administration or development agents depending on guidance issued by the region.

➔ After payment of fees the woreda land administration officer, who responsible and authorized for the land registrar, updates the land register based on the new information / change made. A new landholding certificate is issued and printed (as needed) with electronic signature and seal/stamp of the land registrar. Hard copies of the land register at woreda and kebele levels are to be updated accordingly.

➔ A copy of the new landholding certificate is given to the land right holder through the KLAUC and/or KLAE (in the case of Amhara region). A copy of the certificate will be kept for archiving at the woreda land administration office.

> Clear and accessible land transaction procedures will encourage landholders to formalise land use rights as well as minimize land-related conflicts.

> Even if each land transaction has its own specificities, they all follow a similar process throughout different functional environments. All transactions have their own application forms which are to be filled in by the applicants themselves (RLAS Manual).

Importance and benefits of formalising land transactions

Formalising land transactions is important for the following reasons:

➔ To update the land information in the land registry and have reliable information on landholdings in a particular area;

➔ To generate reliable information from the land registry system;

➔ To reduce land related disputes mainly occurring as a result of informal transactions;

➔ To protect the land rights of women and other vulnerable groups who are the primary targets and victims of informal land transactions. Informal land transactions are not legally binding and hence cannot be presented as evidence to prove or assert the occurrence of any transaction in front of the law.

➔ To guarantee tenure security of landholders which could encourage landholders to invest in their land and adopt sustainable land management practices.

Land scarcity increases the likelihood of land disputes to occur and could potentially weaken land rights especially among women and vulnerable groups especially in places where access to and control over land among women and men remain unequal.

8.1 Public information and awareness on land transactions

8.1.1 Awareness raising training for the PIA team on land transactions

PIA teams need to be well prepared to create awareness on promoting the formalisation of land transactions. It is essential to equip them with the required knowledge including the rights and obligations of land holders, rules and regulations, procedures, and the importance of formal registration of land transactions. Capacity building activities for PIA implementers are follows:

A **Training of trainers (TOT) on land transactions** is provided to the PIA team (land administration experts) at regional, zone and woreda levels. The ToT focusses on the planning and delivery of awareness raising activities on land transactions and on the formal registration of these transactions for woreda, kebele and sub-kebele stakeholders. The PIA teams at regional and woreda levels are responsible to capacitating PIA teams and KIAs in their respective jurisdiction as well as for following up and monitoring the roll-out of PIA activities on land transactions.

B **Cascade training and awareness raising on land transactions** will be provided to WKIAs by the PIA team at the zone and woreda levels with support from regional PIA team. The composition of WKIAs is explained in Module 4.

C **Awareness raising and training on land transactions** will be conducted for the PIA team and KIAs by the woreda PIA team in collaboration with PIA team at zone and regional levels.

8.1.2. Rolling out PIA activities promoting formal land transactions

a) **Rolling out awareness raising activities at kebele and sub-kebele levels.** These community-wide public awareness activities can be scheduled and conducted during regular kebele and sub-kebele meetings or as separate community meetings /events dedicated to raise awareness on land transactions. The kebele PIA team, including KLAUC, KLAE and the kebele administrator, takes the lead in undertaking the PIA activities with active involvement of kebele KIAs and support from woreda PIA team and WKIAs.

b) **Awareness raising on land transactions targeting women and other vulnerable groups.** This is planned as a follow-up activity immediately after the community-wide awareness raising activities at the kebele and sub-kebele levels. This activity aims to reinforce the PIA activity conducted for the wider community and ensures that key messages reach women and vulnerable groups. This will be delivered in the form of small or focused group awareness raising sessions and/or house-to-house visits, conducted by kebele PIA team and KIAs with support from woreda PIA and KIA representatives. It is recommended that female PIA team and KIA members, such as HEWs and female KLAUCs actively participate in PIA activities targeting women to maximise effectiveness.

Reinforcing and supporting PIA activities

Reinforcement activities are undertaken following the launching of PIA activities at the kebele and sub kebele levels. The purpose is to reinforce key massages on the importance and benefits of formalising land transactions and thereby increase formal land transactions. These activities include:

◪ Preparation of additional printed materials, such as brochures to be placed in woreda and kebele offices, banks, MFIs and other financing institutions, schools, and other venues identified as appropriate. Materials can also be distributed to landholders during land certificates distribution (SLLC).

◪ Preparation of posters to be strategically placed at the kebele, sub-kebele and woreda.

◪ Conducting mass media campaign, especially through radio, for a wider geographical coverage.

◪ Establishing partnership with civil society organizations that provide land literacy training.

PIA activities must ensure access to information for all, especially for women and vulnerable groups, including persons with disabilities. Family members, relatives, kebele administration and KLAUC members can play a crucial role in mobilizing support for individuals with special needs.

8.2 Indicative plan for rolling out PIA activities on land transactions and formalising land transactions

The table below outlines the recommended PIA activity plan on land transitions and promoting formal land transactions.

8.2.1. Training of trainers (ToT) for the PIA team at regional and woreda levels	
Description of the activity	The ToT is designed to equip trainers with foundational knowledge on land transactions, including types of land transactions, landholders' rights and obligations, rules and procedures, processes, and the benefits of formal registration of land transactions. This will enable them to cascade the training to the PIA team at zone, woreda and kebele levels and carry out PIA activities at all levels.
Topics	The topic to be covered in the ToT is covered in Module 8 as well as in the NRLAIS training Guide.

Guiding Principles	1. The PIA team must use language that is simple and easy to understand.
	2. Convey the content and key messages in a practical and relevant manner, allowing landholders to relate to their situation.
	3. Avoid using technical terms (jargon) that may be difficult for the target audience groups to understand.
	4. Give emphasis to protecting the land rights of women, girls, and vulnerable groups.
Prepare for the tasks	1. PIA facilitators must familiarise themselves with Module 8.
	2. Prepare the agenda.
	3. Prepare training handouts and materials to be distributed to the trainees.
	4. Use PowerPoint presentation to facilitate. Exercise care with using too much text in the slides.
	5. Gather and use real case stories to enhance learning, such as case stories that illustrate the importance/benefits of formalising land transactions.
	6. Prepare a list of frequently asked questions and address them during the ToT /awareness raising sessions.

Facilitators	**Outputs**	**PIA Resources**
Federal and regional PIA experts	1. Work plan developed by participants for launching PIA activities, including locations identified for placement of awareness raising materials and the monitoring and support plan for PIA activities.	1. Rural Land Administration System Guide
Duration		2. Key messages on the importance and benefits of formalising land transactions
One day	2. List of frequently asked questions regarding land transactions.	

Table 2   **Recommended ToT plan on land transitions and promoting formal land transactions for the PIA team at regional and woreda levels**

MODULE 8

8.2.2. Awareness raising training for kebele PIA teams and KIAs

Description of the activity	The objective of this activity is to enhance the awareness and knowledge of the kebele PIA team and kebele KIAs on the significance of formal registration of land transactions. The training focusses on topics including types of land transactions, rules and regulations, rights and obligations of landholders, processes and procedure, as well as the on importance and benefits of formalizing land transactions. This training will enable kebele PIA team and KIAs to plan and execute PIA activities.
Topics to be covered	The training primarily focusses on the content presented in Module 8.
Guiding Principles	Trainers (woreda PIA team and KIAs) adhere to the following principles during the awareness raising training for kebele PIA team and KIAs: 1. Use of simple language that easy to understand by landholders. 2. Avoid technical terms or jargons that may be difficult for the participants to understand. 3. Encourage active participation by asking open-ended questions. Avoid a lecture style presentation. Facilitate interaction between trainers and trainees (see Module 6: Facilitators Note # 4: Facilitation and Interpersonal Communication Skills). 4. Refrain from directly reading from the Guide (Module 8) to the participants. Instead, be prepared to internalize the training content. 5. Avoid using PowerPoint presentations. 6. Encourage participants to interact, reflect, ask questions and express their views. 7. Emphasise on protecting the land rights of women, girls and vulnerable groups. 8. Address the needs of persons with disabilities.
Prepare for the tasks	1. Identify a convenient time to undertake awareness raising training 2. Ensure the participation of female KLAUC members and other female leaders in the kebele administration and KIAs. 3. Prepare the agenda. 4. Prepare key messages on the importance and benefits of land transactions. 5. Compile and prepare a list of frequently asked questions on land transactions. 6. Present case stories to enhance learning. For example, use real case stories that illustrate the importance and benefits of formalizing land transactions, especially in protecting the land rights of women, girls and vulnerable groups. 7. Prepare printed handouts to distributed to participants. Keep enough copies for the use by KLAUCs and kebele administration during awareness-raising sessions in the community. 8. Prepare the participants' attendance sheet.

Facilitators	**Duration**	**PIA Resources**
Woreda PIA team members	One day	1. Brochure on land transactions; 2. Printed hand-outs on types of land transactions, key steps to formalise land transactions, key messages on land transactions and frequently asked questions.

Table 3   Recommended plan for awareness raising training for kebele PIA teams and KIAs

8.2.3. Launching PIA activities on land transactions at kebele and sub-kebele levels

Description of the activity	These PIA activities are undertaken to create awareness among landholders especially women and vulnerable groups, on land transactions and formal registration of land transactions. These activities are conducted at kebele and sub-kebele levels immediately following the awareness raising training for the kebele PIA team and KIAs.
Topics to be covered	Use the topics covered during the awareness raising training for the kebele PIA team and KIAs.
Guiding Principles	1. Allow sufficient time to cover all the key topics during the awareness raising sessions at kebele and sub-kebele levels. 2. Engage the kebele KIAs and provide them with the opportunity to speak about one of the topics during the awareness raising sessions. 3. Use language that is simple and easy to understand. 4. Avoid the use of technical terms (jargon) that may be difficult for community members to understand. 5. Facilitate active participation by asking open-ended questions. Avoid a lecture-style approach. Instead facilitate interaction between the PIA team and KIAs and the community participants (See Module 6: Facilitator's Note # 4: Facilitation skills). 6. Refrain from directly reading from the Guide (Module 8) to the participants. Be prepared and internalise the training content. Use concrete examples. 7. Avoid using PowerPoint presentation. 8. Emphasise on the importance of protecting the land rights of women, girls and vulnerable groups. 9. Address the needs of persons with disabilities.
Prepare for the tasks	1. Collaborate with the kebele administration to identify the schedule and location to conduct the awareness raising activity targeting the community/ landholders. 2. Ensure that the schedule and location are convenient for women and vulnerable groups, especially persons with disabilities; 3. Prepare an agenda: use the topics discussed during the awareness raising session for the Kebele PIA team and KIA members; 4. Prepare printed handouts and brochures to be distributed during the awareness raising sessions; 5. Assign facilitators from the kebele PIA team and KIAs such as Development group leaders (1 to 20/30), community leaders, and youth group leaders etc; 6. Announce the upcoming activity/event through social networks (e.g., 1:20/30 group leaders), community gatherings, after church services, mosque services, marketplaces, kebele centre, social gatherings, Idir meetings, local saving and credit associations and house-to -house (Bet Le Bet) visits etc. 7. Prepare case stories to enhance learning, for example real case story that illustrate the importance and benefits of formalising land transactions especially in protecting the land rights of women, girls and vulnerable groups 8. Assign individuals who can assist persons with disabilities during the awareness raising sessions 9. Prepare a participants' attendance sheet.

Facilitators	**Duration**	**PIA Resources**
Kebele PIA team and KIAs especially female leaders/ members Zone and woreda PIA team and KIAs support, monitor, and supervise the PIA activities.	Half-day	1. Brochure on land transactions 2. Printed handouts and other communication materials

Table 4	Recommended plan to launch PIA activities on land transactions at kebele and sub-kebele levels

8.2.4. Conducting PIA activities on land transaction targeting women and vulnerable groups

Description of the activity	The objective of the awareness raising activity is to reach women and vulnerable groups with messages on the importance and benefits of formal land transaction. The activity is held immediately after the awareness raising activities targeting community/landholders at kebele and sub-kebele levels and can be organised as small or focused group discussion sessions.
Topics to be covered	The same topics covered and discussed during the awareness raising sessions targeting community/landholders at the kebele and sub-kebele levels. Facilitators emphasise on protecting the land rights of women's and vulnerable groups through formal land transactions.
Guiding Principles	1. Allow sufficient time to cover all the key topics during focused group meetings with women and vulnerable groups 2. Engage the female members of kebele KIAs and provide them with the opportunity to speak about one of the topics 3. Use language that is simple and easy to understand 4. Avoid the use of technical terms (jargon) that may be difficult for community members to understand. 5. Facilitate active participation by asking open-ended questions. Avoid a lecture-style approach. Instead facilitate interaction between the PIA team and KIAs and the community participants (See Module 6: Facilitator's Note # 4: Facilitation skills). 6. Refrain from directly reading from the Guide (Module 8) to the participants. Be prepared and internalise the training content. Use concrete examples. 7. Avoid using PowerPoint presentation. 8. Emphasise on the importance of protecting the land rights of women, girls and vulnerable groups. 9. Address the needs of persons with disabilities. Also refer to the sub-module on holding small or focused group discussion with women and vulnerable groups during SLLC in this Guide.
Prepare for the tasks	1. Collaborate with the kebele administration to identify the schedule and location for the focused group discussion with women and vulnerable groups 2. Ensure that the schedule and location are convenient for women and vulnerable groups, especially persons with disabilities 3. Prepare an agenda: use the topics discussed during the awareness raising session for the Kebele PIA team and KIA members 4. Prepare printed handouts and brochures to be distributed during the awareness raising sessions 5. Assign facilitators from the kebele PIA team and KIAs such as Development group leaders (1 to20/30), community leaders, and youth group leaders etc; 6. Announce the upcoming activity/event through social networks (e.g., 1:20/30 group leaders), community gatherings, after church services, mosque services, marketplaces, kebele centre, social gatherings, Idir meetings, local saving and credit associations and house-to -house (Bet Le Bet) visits etc. 7. Prepare case stories to enhance learning, for example real case story that illustrate the importance and benefits of formalising land transactions especially in protecting the land rights of women, girls and vulnerable groups 8. Assign individuals who can assist persons with disabilities during the awareness raising sessions 9. Prepare a participants' attendance sheet. sessions; Also refer to the sub-module on holding small or focused group discussion with women and vulnerable groups during SLLC in this Guide.

Facilitators	**Duration**
Kebele PIA team and KIAs especially female leaders/members	Half-day
Zone and woreda PIA team and KIAs support, monitor, and supervise the PIA activities.	**PIA Resources** ◪ Brochure on land transactions ◪ Printed hand-outs and other communication materials

Table 5	Recommended plan to conduct PIA activities on land transaction targeting women and vulnerable groups

8.3 Monitoring and supporting PIA implementation

Regular and periodic monitoring, and support for PIA activities are essential to ensure the effectiveness of PIA interventions and achieve measurable impact. PIA teams, including land administration experts at regional, zonal and woreda levels, must plan and conduct regular monitoring activities to assess the progress PIA activities on land transactions and the formal registration of rural land transactions. Monitoring activities also aim to identify any emerging issues and challenges and address them in collaboration with the PIA team at all levels.

> Coordinate monitoring visits with the kebele administration to include land transaction in the kebele meeting agenda.

Routine monitoring is planned and conducted by the kebele PIA team. This monitoring should ideally take place on a weekly or bi-weekly basis to ensure that activities are carried out as planned and that the community turnout for the PIA events meets expectations. They ensure that PIA activities reach women and vulnerable groups. The PIA team proactively identifies issues and challenges faced by PIA team and KIAs and addresses those that are within their control. Special attention is given to identify cases in which the land rights of women and vulnerable groups are compromised or particularly susceptible to violation and to ensure that appropriate action is taken to protect their rights. The team follows up and ensures that PIA activity data (outputs) are properly recorded: the type and number of delivered PIA sessions is recorded; the names of kebele and sub-kebele and villages PIA activities covered; and the number and composition of participants attending each PIA sessions including the number of women and vulnerable groups reached through the PIA activities. PIA activity data (outputs) are compiled and periodically transferred to the woreda land administration experts (PIA team). The sample social baseline monitoring form provided annexed in this Guide should be used to record participation and track the distribution of communication materials such as brochures/ leaflets.

Regular monitoring of PIA activities on land transactions is conducted by woreda Land administration experts, who are also the PIA team members, and woreda KIAs. These experts can undertake the task as part of the regular routine visits to their assigned kebeles. During these visits, the woreda experts discuss with the kebele PIA team and KIAs to assess the status of PIA activities' implementation and the progress of formal land transactions. The team also conducts spot checks of PIA activities on the ground and assists the PIA team and KIAs in addressing any issues raised by landholders that exceed the capacities of the kebele PIA teams and KIAs. As part the monitoring activities, the team also identifies any emerging issues, challenges, and gaps in rolling out PIA activities on formal land transactions. An action plan is developed in collaboration with the PIA team and KIAs at all levels to address these issues and gaps.

It is efficient to plan and conduct monitoring of the PIA activities during the monthly meetings of kebele and sub-kebele administration. These meetings are held on a pre-agreed schedule and are attended by all residents. This platform provides an opportunity for woreda land administration experts to address frequently asked questions from landholders and other stakeholders.

Quarterly (periodic) monitoring activities by zone and region land administration experts including PIA team members aim to oversee the overall implementation of PIA activities. These monitoring activities involve assessing the overall implementation of PIA activities and progress made in formal registration of land transactions, evaluate the level of engagement and collaboration with key stakeholders, and examine the quality and availability of services related to formal registration of land transactions. The monitoring team also identifies gaps and key challenges faced by PIA teams at the woreda and kebele levels in promoting formal registration of land transactions. Based on the findings from the monitoring activities, the team collaborates with the PIA teams at all levels to develop an action plan to address the identified gaps and challenges.

MODULE 9

REFRESHER TRAINING

There is a high probability that members of the regional PIA team will change during the course of SLLC implementation. Staff rotation at all levels is common practice in the public sector. It is necessary to equip the newly appointed leaders and staff members with the required knowledge on SLLC and PIA activities while also updating the knowledge of the existing PIA team members. It is important to evaluate and create the platform for experience sharing among PIA implementers, compile lessons learned and best practices to redesign or modify the PIA approach.

To prepare the refresher training, a rapid assessment can be conducted to identify knowledge gaps and determine the modules to be given emphasis. The land administration experts/PIA team at regional, zonal and woreda levels should undertake this activity with support from members of PIA team at the federal and regional levels. It is important to revisit this Guide to identify modules that need to be updated as well as the materials/resources that need to be revised. Additionally, gathering other inputs is necessary to prepare and provide comprehensive refresher training. Allocate sufficient time to plan the refresher training.

Land administration experts from the RLAULEO can serve as resource persons for regional level refresher training. The refresher training for PIA implementers can be organized onsite. Online training could also be considered if connectivity is stable and depending on the content of the refresher training.

ESTABLISHING AND MAINTAINING COLLABORATION AMONG PIA TEAMS AT THE REGIONAL, WOREDA AND KEBELE LEVELS

Carrying out PIA and GESI actions throughout each stage of the SLLC process is challenging, considering the limited human and financial resources available in the regional land administration bureaus and land administration offices at the zone, woreda and kebele levels. It is vital to establish strategic partnerships with relevant government sector bureaus and offices particularly those working to protect the rights of women and vulnerable groups. These stakeholders include the justice offices, women and children affairs departments, social affairs departments, and the police. They can be involved early on during the planning stage and play a role in establishing and capacitating the PIA team and KIAs. Doing so will equip the with the necessary knowledge and skills to take part in implementing awareness raising activities on the SLLC and land transactions. It is important to make these stakeholders recognize the mutual benefits that can be achieved through participatory and inclusive SLLC provision. Notably, the LIFT programme effectively engaged the woreda Good Governance Task Force (GGTF) to safeguard the land rights of women and vulnerable groups.

Furthermore, in leveraging horizontal partnerships with key stakeholders, it is important to acknowledge their respective structures/networks at the kebele level, such as Development group's leaders (1 to 20/30 group leaders) and representatives from the women's affairs offices, which can play a significant role in mobilizing the community and supporting PIA activities targeted to women and vulnerable groups. Civil Society Organizations operating in the land sector can provide land and legal literacy training to the PIA teams, KIAs, and communities.

Working in partnership requires effective coordination. At the regional level, coordination can be led by the head of the regional land administration bureau head while the head of the woreda land administration office takes responsibility for coordinating the various sector offices and institutions to ensure effective PIA activities and GESI actions during SLLC implementation. Regular coordination meetings should be held to promote and facilitate dialogue and mutual support among partners.

Building and strengthening the institutional capacity of government offices to support PIA and GESI strategies paves the way for their institutionalisation within government systems and processes. PIA and GESI strategies can be modified and continuously updated to enhance the delivery of government programs related to land.

MODULE 11

MONITORING AND EVALUATION

PIA and SLLC activities are inherently dynamic and involve processes that do not always respond to pre-defined settings and operate within a static framework. Instead, they are adaptive and adjustable based on the specific needs and local conditions. Monitoring, evaluation, compilation of lessons learned, and re-planning are key elements to enhance the effectiveness of PIA implementation as the SLLC progresses. It is imperative to develop a monitoring and evaluation plan and undertake the task at different levels including routine, regular and periodic /quarterly monitoring activities, discussed in the monitoring section of Module 9.

The following key actions must be considered in planning and undertaking monitoring of PIA activities:

◪ Conduct social baseline assessment and use the data to inform and adjust PIA and GESI strategies and activities.

◪ Use social baseline data to monitor and track women and vulnerable groups with landholding rights throughout the SLLC process. Ensure their participation in PIA sessions and SLLC. Report numbers while analysing trends. It is essential to assess these numbers before the completion of the SLLC, as it provides valuable insights on potential outcomes and impacts on women and vulnerable groups.

> Social baselining is part of monitoring to keep track of women and vulnerable groups as they go through the SLLC process as well as when they undertake or benefit from land transactions.

◪ Analyse NRLAIS data pertaining land transactions to gain insight into the trends, such as the types of landholders involved, the nature of land transactions, and land recipients. This analysis will offer clear indications of the ongoing benefits of SLLC in securing the land rights of women and vulnerable groups in land transactions. The analysis of land transactions data can be conducted collaboratively by regional and woreda land experts. Establish a minimum threshold for women and vulnerable groups as recipients of land transactions.

◪ Facilitate, plan and conduct multi-stakeholder monitoring visits to the implementation sites, involving relevant experts from key stakeholders (partner bureaus and offices). This collaboration aims to enhance the provision of SLLC and implementation of PIA activities. This will also promote the institutionalisation of PIA and GESI actions within the rural land administration system.

◪ Facilitate opportunities and platforms for experience sharing and learning, particularly among those directly involved in the field, such as survey staff, KLAUCs, and KLAEs. Knowledge and experience sharing can be held prior to the completion of SLLC work in the kebele.

◪ Compile and share best practices and lessons learned with land experts and decision-makers at all levels. Applying innovative approaches and incorporating lessons can enhance the overall SLLC process.

◪ Address concerns and issues specific to women and vulnerable groups.

Monitoring team

Monitoring activities are organized as a joint activity by regional, zonal, woreda land administration experts, KLAUCs and KLAEs (where available).

MODULE 12

DISPUTE RESOLUTION

MODULE 12

DISPUTE RESOLUTION

Approaches to address land disputes during SLLC are region specific. Each region has developed its own guidance on dispute resolution mechanisms, often involving customary community leaders, elders and representatives from relevant government offices, such as staff from the land administration office. An example of such a dispute resolution practice from Oromia is documented in Facilitators Note #5.

This module offers an overview of the different types of land disputes and provides guidance on dispute resolution using a "Do No Harm" approach. It also includes information on the application of the 20-minute negotiation/mediation rule during the SLLC. It is important for surveyors, KLAUCs, and especially landholders to be well-informed about this process so that landholders or claimants can come prepared with relevant documentation.

12.1 Dispute resolution and "Do No Harm" approach

The Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries, and Forests in the Context of National Food Security (VGGT) highlight key principles to ensure that dispute resolution processes do no harm and prioritize the protection of rights, particularly for vulnerable groups, including women and men.

> Excerpts from the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries, and Forests in the Context of National Food Security (FAO: 2022) on dispute resolution guidelines for governments:
>
> ◘ Ensure accessibility to all, women and men, in terms of location, language and procedures (para. 21.1);
>
> ◘ Strengthen and develop alternative dispute resolution tribunals and ensure that customary institutions provide for fair, reliable, accessible and non-discriminatory ways of promptly resolving disputes (para. 21.3);
>
> ◘ Prevent corruption in dispute resolution processes (para. 21.5)
>
> ◘ Provide legal assistance to vulnerable and marginalized persons to ensure safe access for all to justice without discrimination (para. 21.69).
>
> *Source: FAO. 2022. Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security. First revision. Rome. https://doi.org/10.4060/i2801e*

Most land related disputes may be resolved with the involvement of family, friends or neighbours. In the event that the concerned parties are unable to reach an agreement and resolve the dispute through informal means, the parties may seek the assistance of customary actors, such as elders, to mediate. Alternatively, one party or both parties may choose to pursue a formal and legal process by taking the case to the kebele administration, the woreda land administration office or to the court. It is crucial to take disputes seriously and manage them to prevent undesired escalation that could lead to wider conflict. Special attention is given to respecting and protecting the rights of women and vulnerable groups in the process of managing land-related disputes. This involves ensuring that they are aware of their rights and that these rights are upheld, and that they have access to legal services when needed.

Most common land disputes

Land related disputes are common and can occur at the different stages of land certification. The most common include:

a) **Border disputes:** between individual land holders whose parcels are adjacent to each other and where either landholder attempts to encroach upon the land of the other. Additionally, communal land use can also lead to border disputes when individual landholder(s) either intentionally or unintentionally intrude upon communal land.

b) **Dispute in dividing Inheritance share:** This can occur between [1] siblings (brothers and sisters), [2] father and son/daughters (less common), and [3] widows (with and without children) and their in-laws. .

c) **Illegal occupation:** This occurs when an individual asserts ownership/holding and use rights over a particular land parcel, typically due to their cultivation of the land or the presence of permanent crops or structures like a house built on the land in question.

d) **Dispute related to land transactions:** This includes various situations such as undocumented land gifts, which occur without formal registration of the land right transfer. It also encompasses illegal sale of land and disagreement arising from informal and oral land rental transactions with no signed agreements. Such types of disputes often involve female-headed households and other vulnerable groups who are mostly involved in land rental transactions and are often in a weak position to defend their land use rights.

12.2 20-Minute rule to handle land disputes during SLLC

If counterclaims are made on a portion of a land parcel during the demarcation and adjudication process, the KLAUC and any available witnesses on-site make an effort to resolve it within a 20-minute timeframe. They can review and verify evidence and documents whenever possible. If the KLAUC, claimant(s), and counterclaimant(s), and witnesses reach an agreement within the 20-minutes timeframe, the details of all claimants will be recorded in the Field Data Recorder (FDR). It is important to ensure that the position of the counterclaimant is heard, especially for those who may face social or physical obstacles in fully expressing themselves and their interests in public. For instance, if the counterclaimant has a disability or has not reached legal age, the KLAUC should create a safe space where they can speak separately, with the presence of a Community Care Coalition Committee member or village elder. The role of the KLAUC should be limited to facilitating discussion and providing advice to the disputing parties to reach to a compromise or an agreement. The KLAUCs should never pass any judgement to resolve the dispute.

If the KLAUC is unable to resolve a dispute between rival claimants within the 20-minute time period, the FDR will record detailed information about all claimants and the reasons for dispute, using a dispute form after a thorough review of documents presented as evidence and interviews with witnesses and/or neighbours.

A dispute receipt should be provided to all claimants after recording the dispute on a dispute form. An objection receipt, filled out by a member of the KLAUC, should be issued to each claimant of the parcel.

Source: SLLC Manual Version 3.1. Page: 10-3, September 2018. Land Investment for Transformation. Ethiopia

An example of dispute resolution process from Oromia Region

Disputes resolution processes vary across different regions. The example provided below outlines a dispute resolution process from the Oromia region. This process typically begins by engaging customary actors or elders and may escalate to involve formal administrative offices and potentially result in litigation before a court of law. A brief description of the process is provided in the following box.

Land related dispute resolution process from Oromia Region

In Oromia, the land proclamation (Article 16) and land regulations (Article 18) outline the dispute settlement processes, although the concepts of arbitration and mediation are sometimes intertwined.

➜ First application shall be submitted to the local Kebele Administration. The parties shall elect two arbitrary elders each. Chairpersons of arbitration elders are elected by the parties or by the arbitral elders. If the parties fail to select arbiters or a chairperson within a specified timeframe, the local kebele administrator will appoint them. The Kebele Administration will instruct the arbitrary elders to produce the arbitration result within 15 days. The outcome of the arbitration shall be registered at the Kebele Administration, and both parties will receive a copy with an official seal.

➜ If a party is dissatisfied with the result of arbitration, they have the right to file a case at the woreda court within 30 days of when the arbitration result being registered by the Kebele Administration. The lawsuit must include the arbitration result as an attachment. The woreda court should not accept the lawsuit if the arbitration result is not included.

➜ If a party remains dissatisfied with the decision given by the woreda court, they have the right to appeal to the high court.

➜ If the high court alters the decision rendered by the woreda court, the dis-satisfied party may further appeal to the Supreme Court.

➜ The decision given by the Supreme Court shall be the final.

Notwithstanding the above provision, the parties shall have the right to resolve their cases in any mutually agreed upon form, regardless of the above provisions.
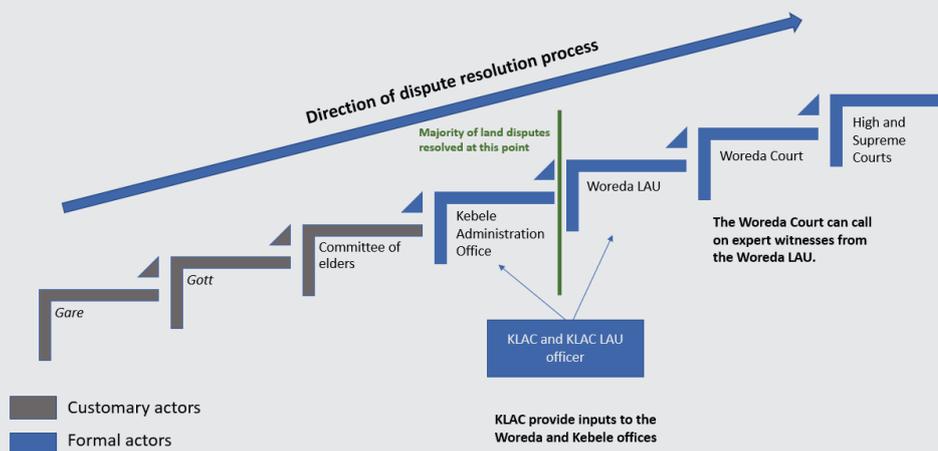
Source: Assefa Addisu and Elise Russell. (2018). Assessment of Land Dispute Resolution Systems in Ethiopia in the Context of Second Level Land Certification and an Improved Rural Land Administration System, Land Investment for Transformation (LIFT) Programme.

ADDITIONAL RESOURCES

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ANNEXES

ANNEX: BASELINE DATA COLLECTION FORMATS

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ANNEX: BASELINE DATA COLLECTION FORMATS

II. መለጃቻቸውን ያጡ ህዝናት የመሬት ባለይዞታዎች ዝርዝር (ዕድሜያቸው ከ 18 ዓመት በታች የሆኑ ብቻ)

ተ.ቁ	ህዝናት ባለይዞታዎች ሙሉ ስም	ያታ	የማገዛ ስም	ጾታ	የማሳ ብዛት	ምርመራ
1						
2						
3						
4						
5						
6						

III. ኦካል ጉዳተኛ የመሬት ባለይዞታዎች ዝርዝር

ተ.ቁ	የኦካል ጉተኛውም ሙሉ ስም	ያታ	የኦካል ጉዳቱ ዓይነት	ጾታ	የማሳ ብዛት	ምርመራ
1						
2						
3						
4						
5						
6						

IV. አቅም ደካማ የመሬት ባይዞታዎች ዝርዝር (በዕድሜ መግፋት/እርጅና ምክንያት በመሬት ልኬቱ ላይ መሳተፍ የማይችሉት ብቻ)

ተ.ቁ	የአቅም ደካማ ባለይዞታውም ሙሉ ስም	ያታ	የተወካይ ሙሉ ስም	ጾታ	የማሳ ብዛት	ምርመራ
1						
2						
3						
4						
5						
6						

ANNEXES

ANNEX: BASELINE DATA COLLECTION FORMATS

V. ከአንድ በላይ ጋቦች መስጠ የሚገኛሩ ሌት የመሬት ባለይዛታቻ ዝርዝር

ተ.ቁ	የባል መሰ ስም	የሚስቶች ብዛት		የሚስቶች መሰ ስም	የጋቦኝ ዓይነ	ጎጥ	የማሳ ብዛት	ምርመራ (ከስስት በላይ ሚስቶች ካሉ አዚሁ ስር ይዘፉ)
1		5	1.1					
			1.2					
			1.3					
2			2.1					
			2.2					
			2.3					
3			3.1					
			3.2					
			3.3					
4			4.1					
			4.2					
			4.3					
5			5.1					
			5.2					
			5.3					
6			6.1					
			6.2					
			6.3					
7			7.1					
			7.2					
			7.3					
8			8.1					
			8.2					
			8.3					
9			9.1					
			9.2					
			9.3					

VI: ሴቶች ልይ ይ ደ̣ጋ የሚኙ አካላት ዝርዝር (በሚከያ ተሰዕ ወይም ሞራ ጣስቶም ለቀ ስራ ውጥርርና ጥራሟ በት በሙሀኖ እና በመሰ ያክንያቶች ሊገብ በቀሰ የሚያገኝን ብ፟)

ተ.ቁ	መሰ ስም	ጎታ	የተወለደ ስም	ጎጥ	የማሳ ብዛት	ምርመራ
1						
2						
3						
4						
5						
6						

VII: ልይ ይ ደ̣ጋ የሚገት የመሬት ባለይዛታቻ መሰረታዊ መነሻ መረጃ ጣጠ̣ቀለ ቶኖ

፦	ጠሰሰ	መኳባ የሚያደና ብዛት	መኳባ የማ ብዛት	አግባር		ከአንድ በላይ ጋቦች ወስጠ የሚኙ ባለይዛቶች		መህፄመ̣ የወ ሃሰት		አላ ጉኸነኛ		አትም ይሰን		ተተሰአ̣ ከበሰ ስቦኖት		ሴቶች		ደምር	
				የሚኝ ታ ብዛት	ጦማ ብዛት	የሚኝ ታ ብዛት	የሚስተ ብዛት	ጦማ ብዛት	ከስካ ብዛት	ጦማ ብዛት	በሰላ ጉኸነኛ ብዛት	ጦማ ብዛት	የማ ይኝ ብዛት	ጦማ ብዛት	የማ ይኝ ብዛት	ጦማ ብዛት	የሚኝ ታ ብዛት	ጦማ ብዛት	የሚኝ ታ ብዛት	ጦማ ብዛት
1																			
2																			
3																			
4																			
5																			
ጠቅሰላ ደምር																			

Public Information and Awareness
and Gender Equality and Social
Inclusion

GUIDE

For Second Level Land
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