

Sample Course Curriculum – Facilitators’ Guide - For Internal Use Only

Landscape Climate Smart Agriculture (LCSA) Training of Trainers (TOT) Course

June 21-25, 2021

White Sands Hotel, Dar es Saalam, Tanzania

Background

In March and April 2019 USDA-FAS and USAID co-sponsored the delivery of 2, week- long Landscape Climate Smart Agriculture (LCSA) pilot courses, one each in Morogoro and Zanzibar, to train some 60 sub-national policy makers in planning climate smart agriculture initiatives from an integrated landscape perspective. The pilot courses were designed and delivered by a training team from IITA-Tanzania, EcoAgriculture Partners, Cornell University, UC-Davis and USDA. About a year later, USDA-FAS sponsored a 2-day reflection workshop where IITA and EcoAgriculture-Cornell queried some 30 of the participants about what they had gained from the courses, and what they thought was missing from the training.

Using information from the LCSA pilot training reflection workshop and the training team’s experience with the pilot training, a team has designed a Train the Trainers (TOT) course, to expand the number of Tanzanian officials whose programs can benefit from the training. The LCSA-TOT course will bring together some 30 officials (a number kept low due to COVID restrictions) who will become Master Trainers (MTs) in LCSA planning. MTs in LCSA are expected to go on and deliver similar courses to others, thus expanding the impact of the LCSA approach to agriculture and natural resources management throughout Tanzania.

The LCSA TOT course training team is comprised of Frederick Baijukya and Catherine Njuguna from IITA, John Recha representing EcoAgriculture Partners and CCAFS, and Louise Buck representing EcoAgriculture Partners and Cornell University. Devis Mwakanyamal and Raymond Francis from IITA will also engage with the team.



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Target audience

The course will enable sub-national professionals in agriculture, natural resources, local government and extension education sectors to deliver training courses on the practice of planning climate smart agriculture initiatives at landscape scale. Course participants are selected to represent multiple sectors that need to collaborate in the planning and facilitation of training courses that will multiply the number of professionals who are prepared to lead landscape climate smart agriculture (LCSA) planning and training across Tanzania.

Goal:

A cadre of sub-national policy makers and extension educators in Tanzania will become Master Trainers (MTs) able to prepare and deliver training courses on the practice of planning climate smart landscapes and motivated to plan and facilitate such courses.

Training Objectives:

1. Reinforce knowledge about principles and practices of CSA on a landscape-scale, ILM, and the actionable relationships between them
2. Develop skills in the use of strategic L-CSA planning and policy concepts and tools that enable the design and implementation of landscape CSA initiatives and be prepared to instruct others on the development and utilization of these tools and enabling factors
3. Appreciate the value of L-CSA action plans and be prepared to assist others in the development of locally appropriate L-CSA action plans
4. Become knowledgeable about L-CSA principles and practices from a trainer's perspective and be prepared to carry out extension and training mandates through appropriate L-CSA workshops within regions and districts

Training overview

The 4.5 day course is designed to equip participants with knowledge, skills and values that will enable them to plan and facilitate a training course on landscape CSA planning. The training is structured around 8 main modules that include several topics within each. Reference landscape profiles and other knowledge resources will provide real-world examples of the concepts and processes in practice.

Training Modules

- 1) Introduction to Landscape CSA as an approach to Integrated Agriculture and Climate Change Planning
- 2) Facilitation Skill Building
- 3) Building a Collaborative Plan and Planning Process for your Landscape or Jurisdiction
- 4) Linking Climate Knowledge and Information with CSA Decisions and Planning
- 5) Markets and marketing in CSA landscapes
- 6) Building an enabling environment for CSA
- 7) Adaptation Planning and Implementation
- 8) Monitoring, evaluation and learning in CSA landscapes

Pre-course day:

Arrival at Venue

- Identify who is responsible for planning and set up activities and where to meet

Activities at Venue

- Room set-up: flip chart easels (2), flip chart stand-ups, lots of colored cards, post-its, markers, pens
- Decide who signs certificates
- Review participant profiles
- Provide blank profile forms at Registration (next day) for participants to fill who have not yet done so
- Chat informally with trainees, promote ease and comfort; let them know the training team will be asking them to co-lead some sessions and looks forward to drawing on their excellent experience.

Other questions to clarify

1. Date all documents and forms
2. Program Begins at 10am on the Monday – the pre-program activity very similar if not the same as the pilot course
3. Opening sessions/activities same as pilot courses, refer to reports on Morogoro and Zanzibar LCSA pilot courses; specific speakers will change, name them in the program once known.
4. In 4.5 days we plan to cover all lessons in Modules 1, 2 (on days 1 and 2) and 3, 4 and 7 in subsequent days. Depending on how much time available, we will do *at least* one lesson in Module 5, 6 and 8 to ensure basic familiarity with the content.

Day 1: June 21, 2021

Session Number	TIME	TOPIC	OBJECTIVE	ACTIVITY	LEAD FACILITATOR	RESOURCES	NOTES
1	10:00am	Registration	Provide participants with course materials, ensure they feel welcome	IITA hosts registration desk, hands out name tags and folders	Catherine,	registration desk, template for signing in, course packets	
2	10:30am	Official opening	Participants feel welcome, officials feel part of the program	Welcome Speeches by Freddy and officials from President's office	Freddy		
4.	11:30pm	Introduction to program	Participants familiar with aim and overall content of program, and style of training	Few orientation slides	Louise	ppt.. intro to program and participants	slides for session 4-5 combined, find in Program Delivery, Introduction, focus on purpose of course and trainee's roles-make sure participants are aware of all content in the course, not only what is taught in these 4.5 days. Courses can be concentrated, or can be taught over an extended period of time in chunks; trainees are learning how to deliver this course
5	11:45pm	Participant introductions	Participants familiar with something "memorable" about each person's involvement with CSA and related activity	Ice-breaker gets participants energized and comfortable with one another	John	last slide in ppt above	
6	12:15pm	Group photo	Capture image of participants and officials while all present	Photo outside venue	IITA staff photographer	camera, photographer good at arranging the people	

7	12:30pm	Lunch	participants and officials refresh and mingle	Venue sets up lunch in advance so ready when we break	Catherine or her designate communicate with venue		
8	1:30pm	Lesson 1.1: Climate Change and Climate-Smart Agriculture	Participants gain an understanding of L-CSA key terms and concepts as well as understand the linkages between climate change and agriculture	Lecture with ppt- 1 hour	John lecture, team facilitate group activity	Lesson 1.1 Slide Deck	
9	2:30pm	Activity: Introduce landscape snapshots	Participants will share their 5-slide overview of their landscapes with the group	group activity: 1 hour min		See guidance on producing snapshots	
10	3:30pm	Lesson 1.2: What is Landscape Climate Smart Agriculture?	Participants understand the concept of ILM and the connections between ILM and CSA	Lecture with ppt-1 hour	Freddy lecture, team facilitate activity	Lesson 1.2 Slide Deck	
11	4:30pm	Activity: L-CSA in your jurisdiction	Participants will apply concepts learned in lesson 1.2 and discuss how collaborative management of landscapes can be used to sustainably increase agricultural productivity, improve livelihoods, build resilience and reduce GHGs	group activity: 30 minutes		Poster paper, markers for group activity	

12	5:00pm	Module 1 Reflection and Review		15 minutes	John and Freddy		
13	5:15pm	Daily reflection	Participants evaluate the experience of the day	Facilitate discussion, use evaluation forms	Devis leads, John supports	Daily Evaluation Form	

NOTES

Day 2: June 22, 2021

Session	TIME	TOPIC	OBJECTIVE	ACTIVITY	FACILITATOR	RESOURCES	
1	8:30 am	Check-in and overview	To recap Day 1 and provide an overview of Day 2		John and selected trainee		
2	9:00 am	Lesson 2.1 Training of Trainers (ToT) Overview	Participants will understand the role of an L-CSA master trainer and appreciate the ToT method	Lecture with ppt – 1 hour	John and Catherine	Lesson 2.1 Slide Deck Handout 2.1.1 Verbal tools	
3	10:00 am	Activity: Group to consider which one to choose	TBA	group activity: ground rules/ conducting a needs assessment/ planning a curriculum (look into moving to 2.3)- 1 hour 15 minutes	Team		Need to consider which activit(ies) to include—currently 3 in slide deck
	11:15	Health Break					
4	11:45 am	Lesson 2.2: Leadership and Team Building	Participants will understand various leadership styles, become familiar with group dynamics and the role of being a leader in diverse groups, and will appreciate the importance of team cohesion	Lecture with ppt- 45 minutes;	Louise and John	Lesson 2.2 Slide Deck Poster paper markers	
5	12:30pm	Activity: Designing a Leadership team	Participants will identify	group activity: designing a	Catherine and John		Need to revisit activity to tailor to this particular training group

			characteristics and competencies of individuals they would like to have in a leadership team	leadership team: 45 minutes (consider improving activity for this training)			
6	1:15pm	Lunch					
7	2:15pm	Lesson 2.3: Facilitating Collaborative Learning	Participants will become knowledgeable about skills and tools used in collaborative learning and develop skills in workshop design and lesson planning	Lesson 2.3 Lecture- 45 minutes	Freddy and selected trainee	Lesson 2.3 Slide Deck Handout 2.3.1 Social learning Handout 2.3.2 Workshop planning template	
8	3:00pm	Activity: Insert an LCSA training activity into existing capacity building program		group activity- 45 minutes			
	3:45pm	Health break					
9	4:15pm	Lesson 2.4: Facilitating Gender Equity and Social Inclusion	Participants will become familiar with key concepts related to gender and gender equity in LCSA, recognize the importance of integrating stakeholders from multiple backgrounds into CSA planning, and appreciate ways that facilitation can	Lesson 2.4 Lecture- 1 hour	Catherine and selected trainee	Lesson 2.4 Slide Deck Handout 2.4.1: Gender-responsive strategies Handout 2.4.2 Handout 2.4.x: Gender disaggregated tasks	

			help improve gender equity				
10	5:15pm	Activity: Roleplay in L-CSA Planning	Participants will be split into groups of 7 and each will be assigned a role in the roleplay. The goal of this activity is to gain a better understanding of different stakeholder's perspectives in an MSP	group activity: roleplay- 45 minutes		Handout 2.4.3: Roleplay activity handout	
11	6:00pm	Module 2 Reflection and Review		15 minutes	Selected pair of trainees, support by team.		
12	6:15	Daily reflection		15 minutes	Francis with selected trainee		

Day 3: June 23, 2021

Session	TIME	TOPIC	OBJECTIVE	ACTIVITY	FACILITATOR	RESOURCES	NOTES
1	8:30 am	Check-in and overview	To recap Day 2 and provide an overview of Day 3		Freddy and selected trainee		
2	9:00	Lesson 3.1: Introduction to the Landscape Planning Cycle	Participants will understand the main components of the L-CSA planning process- serves as an overview to content in Module 3	Lesson 3.1 Lecture: 30 min	Louise	Lesson 3.1 Slide Deck	
3	9:30	Q&A on Collaborative CSA Landscape Planning	Allow participants to gain a better understanding of L-CSA planning	Address points and corresponding questions to content in slide 9 of deck 3.1- 15 minutes	Louise and John	Lesson 3.1 Slide Deck	
4	9:45	Activity: compare the L-CSA planning cycle with current planning processes	Understand benefits of the landscape collaborative planning process	group activity: 30 minutes	Freddy and John	poster paper and markers	break participants into groups of 3-4
5	10:15	Lesson 3.2: Building Multi-Stakeholder Partnerships	Familiarize participants with factors to consider in initiating a CSA landscape partnership, tools to aid in building a	Lesson 3.2 Lecture: 45 minutes	Louise	Lesson 3.2 Slide Deck	

			landscape CSA multi-stakeholder coalition, and introduce participants to the stakeholder identification and mapping process				
6	11:00	Activity: Identifying MSPs in your district	Participants will use what was learned in the lecture for lesson 3.2 and identify elements of a landscape multi-stakeholder partnership (MSP) in the selected wards in their district	group activity: 30 minutes	Catherine and Freddy	Handout 3.2.1	break participants into groups by district
	11:30	health break					
7	12:00	Lesson 3.3: Developing a shared understanding of your landscape	Participants will become familiar with the purpose and components of a collaborative CSA landscape assessment and understand the importance of shared understanding in L-CSA planning	Lesson 3.3 Lecture: 45 minutes	John	Lesson 3.3 Slide Deck	
		Activity: Taking a spatially oriented approach to assessing your landscape		15 minutes	John and selected trainee		
	1pm	Lunch					

8	2pm	Lesson 3.4: Visioning an Ideal CSA Landscape	Participants will understand the concept and practice of landscape visioning	Lesson 3.4 Lecture: 30 minutes	Louise	Lesson 3.4 Slide Deck	
9	2:30	Activity: Picturing your landscape	Participants will apply the landscape vision planning process to a landscape/region that they are local to/familiar with	group activity: 30 minutes	Catherine and selected trainee	poster paper and markers	Advise participants to get back into their groups of 3-4 based on their district
10	3:00	Lesson 3.5: Initiating an Action Plan	Participants become familiar with landscape action planning	Lesson 3.5 Lecture: 30 minutes	Catherine with John/Segere	Lesson 3.5 Slide Deck Handout 3.5.1- Action planning examples	Walk through example in slide deck with corresponding handout
11	3:30	Activity: L-CSA Action Planning	Participants will become familiar with the Landscape CSA action planning worksheet and process by developing an action plan for their own landscape	Group activity: 45 minutes	Catherine with John/Segere	Handout 3.5.2- L-CSA Practices Handout 3.5.3 Phase 3- Design Interventions	Advise participants to get back into their groups of 3-4 based on their district
	4:15	Health Break					
12	4:45	Lesson 3.6: Implementing Landscape Action Plan	Participants will understand how to effectively execute the implementation phase of CSA landscape planning	Lesson 3.6 Lecture: 30 minutes	Freddy	Lesson 3.6 Slide Deck	

13	5:15	Activity: L-CSA Communications Planning	Participants will apply knowledge gained during lesson 3.6 to design and gain experience developing a communications plan around a landscape partnership	Group activity: 45 minutes	Freddy with selected trainee	Handout 3.6.1-Communications Plan	Advise participants to get back into their groups of 3-4 based on their district
14	6:00	Wrap up and reflection			Devis and selected trainee		

Day 4: June 24, 2021

Session	TIME	TOPIC	OBJECTIVE	ACTIVITY	FACILITATOR		RESOURCES	NOTES
1	8:30 am	Check-in and overview	To recap Day 3 and provide an overview of Day 4		John with Trainee			
2	9:00	Lesson 3.7: Introduction to Monitoring, Evaluation and Learning for L-CSA	Participants will become familiar with roles of monitoring, evaluation and learning in landscape planning, as well as appreciate that monitoring, evaluation and learning work together to improve outcomes in climate smart landscapes	Lesson 3.7 Lecture: 15 minutes	John		Lesson 3.7 Slide Deck	
3	9:15	Thought activity	Understand how one might implement monitoring and	Partner activity: 15 minutes	John and selected trainee			Instruct participants to break off into pairs

			evaluation strategies					
4	9:30	Group activity	Participants will examine experience with multi-sector M&E, or MEL	Group activity: 15 minutes	John and Segere			Instruct participants to reform groups with individuals from their district
5	9:45	Module 3 Reflection and review		15 minutes	Francis			
6	10:00	Lesson 4.1: Climate effects on ecosystems and agriculture	Participants will understand the difference between weather and climate, and how climate change is determined; as well as recognize the ways climate impacts agricultural productivity and sustainability, including ecosystem services	Lecture 4.1: 30 minutes	Catherine		Lesson 4.1 Slide Deck	
6	10:30	Group activity: become familiar with reference landscape profiles		Group activity: 30 minutes	Catherine and selected trainee			
7	11:00	Lesson 4.2: Climate information in the CSA planning cycle	Participants will understand the role of agrometeorological information in	Lecture 4.2: 45 minutes	Freddy		Lesson 4.2 Deck	

			agricultural planning and recognize the different types of climate information that are available to CSA decision-makers					
	11:45	health break						
8	12:15	Group activity: use of agrometeorological information and advisories before the rainy season	Participants will identify meaningful agrometeorological information to establish proper cropping practices	Group activity: 15 minutes	Freddy and John			
9	12:30	Group activity: exploring sources of climate information		Group activity: 15 minutes	Freddy and John		chart paper and markers	
	12:45	Module 4 Reflection and Review		15 minutes	Devis			
10	1:00	Lesson 5.1: Markets and Marketing in CSA Landscapes	Participants will understand the key concepts related to markets/marketing with L-CSA as well as understand	Lecture 5.1: 30 minutes	Louise		Lesson 5.1 Slide Deck	make sure that facilitator introduces rest of lessons in module 5- even though they will not be fully covered in this course, create a slide with lesson names.

			market challenges and possible solutions in the context of Tanzania.					
11	1:30	Module 5 Reflection and Review		15 minutes	Francis			
12	1:45	LUNCH						
13	2:45	Lesson 6.1: Characteristics of a strong enabling environment	Participants will understand policy requirements for strong L-CSA planning and implementation, recognize needs for government support in L-CSA, and become familiar with examples of strong national policy for L-CSA	Lecture 6.1: 30 minutes	Catherine		Lesson 6.1 Slide Deck	make sure that facilitator introduces rest of lessons in module 6 by name, even though no time to go through them in this course, create a slide with lesson names.
14	3:15	Activity: Reference landscapes and enabling environments	Participants will discuss characteristics of each enabling environment for each of the reference landscapes that would be required for LCSA to be	Activity: 30 minutes	Catherine and selected trainee		chart paper markers	break into groups of 4-5 and assign each group a reference landscape to work with

			successful in that context					
	3:45	Module 6 Reflection and Review		15 minutes	Devis			
15	4:00	Lesson 7.1: Approaches to adaptation and CSA	Participants will become familiar with concepts integral to adaptation planning, comprehend CSA approaches to adaptation planning, and recognize potential adaptation co-benefits	Lesson 7.1 Lecture: 30 Minutes	John		Lesson 7.1 Slide Deck	
16		Activity: Q and A??		allot 10 minutes	John and selected trainee			
	4:30p m	Health break						
17	5:00p m	Lesson 7.2: Introduction to the hierarchy of CSA adaptation planning	Participants will be able to differentiate socioeconomic and biophysical considerations in adaptation planning and will become familiar with the hierarchy of CSA	Lesson 7.2 Lecture: 30 minutes	Freddy		Lesson 7.2 Slide Deck	

			adaptation planning					
18	5:30 pm	Group activity: applying the hierarchy of adaptation planning		30 minutes	Freddy and selected trainee			
19	6:00	Daily reflection		15 minutes	Francis			

Day 5: June 25, 2021

Session	TIME	TOPIC	OBJECTIVE	ACTIVITY	FACILITATOR	RESOURCES	NOTES
1	8:30am	Check-in and overview	Recap of previous day, overview of day		Catherine		
2	9:00 am	Lesson 7.3: Moving from farm to landscape scale CSA practices		Lesson 7.3 Lecture: 30 minutes	Louise	Lesson 7.3 Slide Deck	
3	9:30 am	Activity: LCSA Practice Selection		Group activity: 30 minutes	Catherine and selected trainee	chart paper and markers	
	10:00	Module 7 Reflection and Review		15 minutes	Devis		
4	10:15 am	Lesson 8.1: Choosing and Measuring Indicators	Participants will become familiar with criteria for choosing L-CSA indicators, appreciate value of qualitative and quantitative indicators, and gain experience choosing measurable indicators of L-CSA	Lesson 8.1 Lecture: 45 minutes	Catherine	Lesson 8.1 Slide Deck	
5	11:00am	Group Activity: Climate smart practice monitoring		Group activity: 45 minutes	Catherine and selected trainee	worksheets/handouts?	
	11:45	Health break					

6	12:15	Lesson 8.2: Evaluating and learning from indicators	Participants will gain insight into the use of indicators to evaluate and learn about the development of your climate-smart landscape and gain experience with useful landscape evaluation and learning tools	Lesson 8.2 Lecture: 30 minutes	John	Lesson 8.2 slide deck	
	12:45	Module 8 Reflection and Review		15 minutes	Francis		
7	1:00	Post-test and reflection		1 hour	Raymond, John		
8	2:00	Certificates and farewell		30 minutes	Freddy, Catherine and team		