



THE REPUBLIC OF UGANDA

MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES  
(MAAIF)

# Guidelines for Production, Procurement and Distribution of Tea Seedlings in Uganda

February, 2017



## Foreword

Tea is one of the priority cash crop commodities in the Agricultural Sector Strategy and Investment Plan (ASSP of 2015/16-2019/20). It is a perennial beverage crop introduced in Uganda by the British in early 1900 and developed by the private sector.

The tea industry has been growing in area coverage and operations from central where it was first introduced to other regions such as Toro, Bunyoro and Ankole to address the expanded export demand for processed tea on the international market. In 1970, Uganda exported 23,000MT of processed tea. Tea was the country's third foreign exchange earner after coffee and cotton. Tea exports declined to only 500MT in 1981 due to political upheavals during the period 1971 to 1985. From 1986-1990 and thereafter, the tea industry has experienced accelerated growth arising from the NRM Government instituted measures to revamp the tea sector in the institutional, legal and policy areas. This growth is reflected in increased production from 36,474MT in 2003 of made tea to 66,000MT in 2015, contributing to US Dollars 89.95 million from export of 58,000 MT.

Tea is an important crop commodity to Uganda. Close to 80,000 farming households are involved in tea production and it supports over 150,000 skilled and unskilled workers. Approximately, 1,000,000 people directly derive their livelihood from tea growing.

The area under active tea production was estimated to be 41,152 hectares in 2015 producing 66,000 MT of made tea. Tea estates produce 54% of the tea while the small holder tea growers contribute 46% of the total acreage. The land suitable for tea production in Uganda is estimated to be 200,000 hectares. Traditional tea growing districts are: Mukono, Buikwe, Mubende, Mityana, Masaka in the central region, Kyenjojo, Kibale, Hoima and Kabarole in the western region, Bushenyi, Buhweju, Kanungu and Kabale in south western Uganda. Recently, tea growing has expanded to new Districts like Kabale, Kisoro, Rubanda, Rukungiri, Sheema, Nebbi, Zombo, Isingiro, Ntungamo, Mitooma, Rubirizi, Kamwenge and Mbarara.

The potential to increase tea production is enormous in both the old and new districts. The major constraint has been inadequate coordination among the implementing institutions of the tea development project coupled with poor quality planting materials.

Expansion of tea activities in Uganda in the past six (6) years was stimulated by His Excellency the President's Poverty Eradication campaigns in 2010. His Excellency made several pledges to avail tea plantlets to Kayonza tea factory, Kanungu and Kyenjojo local Governments, Kinkiizi, Kabale and Alur Chiefdom Community of Nebbi and Zombo Districts that could cover about 14,100 hectares of new tea plantations. Consequently, MAAIF developed a Tea Industry Expansion Strategy (2011-2015), targeting both the old and new tea producing districts of Central, Western, South Western and North Western Uganda. The goal of the strategy was to "expand tea production, processing and marketing within the old and new districts growing tea, through provision of quality tea plantlets, advisory and value addition services".

The strategy targeted providing about 84 million tea seedlings within five years from FY2011/12-2015/16, in the tea growing districts in fulfillment of His Excellency the President's pledges.

Government mobilization of communities to grow tea was responded to positively especially in South Western Districts of Kabale, Kisoro and Kanungu in Kigezi and also in greater Ankole sub-region. This has commendably resulted in huge production of plantlets by nursery operators. However, this happened against a back drop of absorption plans, control, guidance and adherence to procurement procedures which have led to overgrowth of the plantlets in the nurseries awaiting delivery. This has also caused delays in processing and effecting payments to nursery operators and seedling suppliers under delegated procurement in the Districts of Kabale, Kanungu, Kisoro and Rukungiri.

These tea seedling guidelines are therefore developed to address the current and future challenges in tea seedling production to ensure a successful government poverty eradication intervention and a vibrant tea industry in Uganda.

The guidelines are aimed at streamlining the production, procurement and distribution of the tea seedlings to improve the performance of the tea industry in the country.

These guidelines will address the available tea seedling stocks in Kigezi and greater Ankole sub-regions, guide the future tea nursery activities in all tea growing regions of Uganda such as procurement and distribution of tea seedlings under Government strategic interventions. If fully implemented, these guidelines will help to match the demand with supply of tea seedlings and available financial resources, streamline tea nursery operations in the country which in turn will minimize losses to tea farmers and nursery operators, improve quality of tea seedlings and enable Government realize value for money.

I wish to appeal to all tea stakeholders to internalize and fully participate in the dissemination and implementation of these guidelines.

For God and My Country.



**Vincent Bamulangaki Ssempijja**

Hon. MP and Minister, Agriculture Animal Industry and Fisheries.

# Table of Contents

Foreword.....	i
ACRONYMS.....	v
<b>1.0 Background .....</b>	<b>1</b>
1.1 History of Tea Industry in Uganda.....	1
1.2 Importance of Tea in Uganda.....	3
1.3 Tea Expansion Initiatives in Uganda.....	3
1.4 The sector targets for tea industry in the medium term (2015/16-2019/20) .....	4
1.5 Achievements.....	5
1.6 Challenges to Tea Industry Expansion.....	5
1.6.1 General Challenges of Tea Industry in Uganda.....	5
1.6.2 Specific challenges of the Tea Industry in Uganda .....	6
1.7 Problem.....	6
1.8 Purpose of the Tea Seedling Guidelines.....	7
1.9 Objectives of Tea Seedling Guidelines.....	7
1.10 Justification of Tea Seedlings Guidelines.....	7
<b>2.0 Proposed Interventions .....</b>	<b>8</b>
2.1 Existing tea seedlings Stocks.....	8
2.2 Tea Mother Gardens and Nursery Operations in the country.....	9
2.3 Identification and preparation of beneficiary farmers.....	10
2.4 Procurement of tea seedlings under Government Strategic Interventions .....	11
2.5 Distribution of Tea Seedlings under Government Strategic Interventions.....	12
<b>3.0 Establishment and Management of Tea Gardens .....</b>	<b>13</b>
<b>4.0 Implementation of the Guidelines .....</b>	<b>13</b>
<b>5.0 Monitoring and Evaluation .....</b>	<b>14</b>
<b>6.0 Financing of the Guidelines .....</b>	<b>14</b>

## **ANNEXES**

ANNEX 1: Sample of MoU between DLGs and Tea Farmers .....	15
ANNEX 2: Tea Seedlings Distribution Sheet .....	18
ANNEX 3: Format for Pre-Loading Report of Tea Seedlings .....	19
ANNEX 4: Format for Delivery Verification Report of Tea Seedlings .....	20
ANNEX 5: Methodology for Verification of Tea Seedlings .....	21
ANNEX 6: Tea Processing Factories in Uganda .....	24
ANNEX 7: Tool for Selecting Tea Nurseries and Mother Gardens.....	25

## ACRONYMS

AEL	-	Agricultural Enterprises Limited
ASSP	-	Agricultural Sector Strategic Plan
CAOs	-	Chief Administrative Officers
DAES	-	Directorate of Agricultural Extension Services
DAOs	-	District Agriculture Officers
DCR	-	Directorate of Crop Resources
DLGs	-	District Local Governments
DSIP	-	Development Strategic & Investment Plan
FY	-	Financial Year
HON.	-	Honorable
MAAIF	-	Ministry of Agriculture, Animal Industry and Fisheries
MoFPED	-	Ministry of Finance, Planning & Economic Development
MoLG	-	Ministry of Local Government
MoU	-	Memorandum of Understanding
MP	-	Member of Parliament
MT	-	Metric Tonnes
NAADS	-	National Agricultural Advisory Services
OWC	-	Operation Wealth Creation
PPDA	-	Public Procurement and Disposal of Assets
UTA	-	Uganda Tea Authority
UTA	-	Uganda Tea Association
UTGC	-	Uganda Tea Growers Cooperation



## 1.0 Background

### 1.1 History of Tea Industry in Uganda

Tea is a perennial beverage, as well as cash crop. Tea was introduced in Uganda in 1900 by the British Government. The planting materials were brought from Assam India. The Europeans and Asians were the first to grow tea in Central region. By 1914, tea growing reached Toro, Bunyoro and Ankole regions. The first tea exports were made to the United Kingdom in 1945.

The increased demand for processed tea on the export market opened opportunities for the African small holder farmers to grow tea on out-grower contract arrangements in the late 1950's and early 1960's. By 1955, the Agricultural Enterprises Limited (AEL), a private company owned by the Uganda Development Cooperation (UDC) was formed to develop 6 tea estates and 6 factories namely; Bugambe in Hoima, Muzizi in Kibale, Mwenge in Kyenjojo, Kiko in Kabarole, Ankole in Bushenyi and Salama in Mukono.

As more African small holder farmers joined tea growing, a parastatal body called the Uganda Tea Growers Cooperation (UTGC) was established in 1966 with a mandate to encourage associations of tea growers to form cooperative societies which would acquire processing factories. The first smallholder tea factories established by UTGC in 1969 were Igara (Bushenyi), Kayonza (Kanungu), Mabale (Kyenjojo) and Mpanga (Kabarole). Other factory sites in Mityana, Buhweju and Kyenjojo were not complete by then.

In the 1970's tea was Uganda's third foreign exchange earner after coffee and cotton. The country exported 23,000 MT in 1970. However, from 1971 to 1985, the political upheavals that resulted in the expulsion of Asians negatively impacted the tea industry and only 500 MT of tea were exported in 1981. From 1986-1990 and thereafter, the Economic Recovery Programme under the current Government, instituted measures to revamp the tea sector. For example, with support from the European Union, the Emergency tea Rehabilitation Programme was implemented and this largely renovated the tea factories and overgrown tea gardens. This was followed by the Small-holder Tea Development Programme implemented between the periods 1990-1995.

By 1994, privatization and liberalization policies led to change of ownership of AEL factories to James Finley (U) Ltd currently owned by Mcloed Russel (U) Ltd, while Igara, Kayonza, Mabale and Mpanga tea factories were sold to smallholder Tea growers. More private tea investors joined the subsector, namely; Rwenzori Commodities Ltd, Toro and Mityana Tea Company (TAMTECO). Currently there are 30 operating tea factories in Uganda, all privately owned (Annex 6). From 1995, a management agency-Agro Industrial Management Agency (AGRIMAG) was put in place to run the smallholder factories on behalf of the out grower farmers. Mpanga and Mabale opted to manage their factories while Kayonza and Igara agreed to form a management agency-Uganda Tea Development Limited (UTDAL) to oversee the running of the processing facilities and marketing of the made tea.

In 2001/2, tea was prioritized by Government as one of the strategic agricultural commodities. Hence a Support to UTGC tea Seedlings (AG-02) Project was funded for five years. A tea unit at MAAIF-Entebbe was established to coordinate the tea project. The intervention was later re-named Tea-Cocoa Seedling Project in 2004 during the project rationalization exercise by Ministry of Finance Planning and Economic Development (MFPED). Subsequently in 2003, NARO rehabilitated and re-established Rwebitaba Tea Research Station to resume tea research and produce tea clones.

The country experienced increased production from 36,474MT in 2003 of made tea to 66,000MT in 2015 mainly by private sector as a result of liberalization and privatization policies.

The legal instruments governing the operation of the Tea industry were the UTGC Act (1966) and the Uganda Tea Authority (UTA) Decree of 1974. In 2006, the UTGC and UTA Acts were repealed by an Act of Parliament and assets of UTGC disposed. Currently, the tea investors and growers in Uganda are organized under the Uganda Tea Association (UTA).

Whereas the tea industry is private sector driven, MAAIF provides the coordination and policy guidance on all matters pertaining to the development of the tea industry.

## 1.2 Importance of Tea in Uganda

Tea is the third agricultural foreign exchange earner after coffee and fish. In 2015, it contributed US Dollars 89.95 million from export of 58,000 MT. Close to 80,000 farming households are involved in tea production and it supports over 150,000 skilled and unskilled workers. Approximately, 1,000,000 people directly derive their livelihood from tea growing. The area under tea production is estimated to be 41,152 hectares in 2015 producing 66,000 MT of made tea. Tea estates produce 54% of the tea while the small holder tea growers contribute 46% of the total acreage. (Source: MAAIF Policy Statement , 2016)

The land suitable for tea production in Uganda is estimated to be 200,000 hectares. Land under active tea production is estimated to be 41,152 hectares. Traditional tea growing districts are: Mukono, Buikwe, Mubende, Mityana, Masaka in the central region, Kyenjojo, Kibale/Kagadi, Hoima and Kabarole in the mid-western region, Bushenyi, Buhweju and Kanungu in South Western region. Recently, tea growing has expanded to new Districts like Kabale, Rubanda, Rukungiri, Ntungamo, Isingiro, Mitooma, Sheema, Rubirizi, Kisoro, Nebbi, Zombo and Mbarara.

The potential to increase tea production is enormous in both the old and new districts. Generally the tea sub-sector operates below capacity with majority of the factories utilizing about 60% of their potential. In all tea growing areas new factories are coming up and out growers need more tea plantlets.

## 1.3 Tea Expansion initiatives in Uganda

Tea expansion initiative in the new areas of Kigezi, Ankole and West Nile regions was triggered by His Excellency the President's Poverty Eradication campaigns in 2008. During these campaigns, His Excellency the President, made several pledges to avail tea plantlets to Kayonza tea factory, Kinkiizi development company in Kanungu, Kyenjojo, Kisoro and Kabale local Governments., The other was the Alur Chiefdom Community of Nebbi and Zombo Districts. The total pledge would cover about 14,100 hectares of new tea plantations.

In order to fulfill his pledges on tea, His Excellency the President directed the Hon. Minister of Agriculture, Animal Industry and Fisheries to act. Consequently, a Tea Industry Expansion Strategy (2011-2015) was developed by the Department of Crop Production of MAAIF. The areas targeted were the old tea producing districts of Mukono/Buikwe, Mubende, Mityana, Masaka, Kyenjojo, Hoima, Kabarole, Bushenyi, Buhweju and Kanungu and the new tea growing areas in the districts of Kabale, Kisoro, Nebbi, Zombo, Isingiro, Ntungamo, Mitooma, Rubirizi, Sheema and Rwampara in Mbarara.

The immediate objective and target **was to provide about 84 million tea seedlings within five years from FY 2011/12-2015/16, in the tea growing districts in fulfillment of His Excellency the President's pledges.**

The tea expansion strategy was implemented to a larger extent. Tea seedlings were delivered to Kigezi sub-region and tea factory construction initiated in Kabale and Kisoro. Introduction of tea growing in Nebbi and Zombo was also initiated. Over the years, implementation of the strategy has been modified in various planning circles (DSIP 2010/2011-2014/2015 and ASSP 2015/2016-2019/2020). The implementation of the strategy, specifically seedlings procurement and distribution, has been done through NAADS Secretariat.

#### **1.4 The sector targets for tea industry in the medium term (2015/16-2019/20).**

Within the ASSP, MAAIF targets to produce 112,000 MT of tea by 2020 valued at US \$ 155 million through;

- a. Improved tea research and extension service delivery,
- b. Promoting Tea Farmer Associations and Credit Cooperatives,
- c. Expanding the area under tea and gap filling in existing tea plantations,
- d. Establishment of at least 25 single line tea factories in Kisoro, Kabale, Kanungu, Zombo and Mityana.

Expansion of area under tea and gap filling, is to be implemented through planting of 340 million plantlets by 2020. This target means that Government plans to provide 68 million tea seedlings per year over a period of 5 years (2015/2016-2019/20). Currently the source of the plantlets for nurseries is diverse including privately owned and largely uncertified mother gardens and the only government Mother garden at Rwebitaba. This situation does not guarantee the expected quality of planting materials.

## 1.5 Achievements

The tea industry is growing steadily with the number of tea seedlings planted increasing above the planned sector targets. For example, in FY 2016/17 NAADS/OWC procured and distributed 110 million tea seedlings over and above the sector annual target of 35 million seedlings per year.

Available records indicate that, to date, the three districts of Kanungu, Kisoro and Kabale have cumulatively been supported with up to 80.7 million, 77.6 million and 58.0 million tea seedlings, respectively. The promotion of tea growing in the three Districts has been achieved through arrangements that has involved NAADS Secretariat, District Local Governments, private nursery operators and Lead Agencies. The Lead Agencies (Kinkizi Development Company Ltd, Kayonza Growers Tea Factory Ltd, and Kigezi Highland Tea Co. Ltd) signed memorandum of understanding (MOU) between the District local governments of Kanungu and Kabale Districts while a similar arrangement involved a an MoU between NAADS and Kigezi Highland Tea Ltd.

## 1.6 Challenges to Tea Industry Expansion

Whereas the focus of these guidelines is to address challenges of tea production expansion through planting in new areas, there are other general challenges to the sub-sector that need to be addressed as outlined below.

### 1.6.1 General Challenges of Tea Industry in Uganda

The tea sector is faced with many challenges which among others include:

- Inadequate supply of high yielding tea clones and quality plantlets for establishment of new plantations or replacement of the old tea trees.
- Unaffordable and inaccessible agro-inputs such as fertilizers and herbicides.
- Inadequate delivery of tea extension/advisory services.
- Lack of comprehensive policy that address the tea value chain development.
- Poor road networks and infrastructure in remote areas where tea is grown.
- The auction market at Mombasa is monopolistic and makes it difficult to guarantee profits.
- Low local markets; only 3% of made tea is consumed on the domestic market.
- Power shortages that affects processors.
- Fluctuating international market prices for made tea and locally for green leaf prices
- Heavily indebted small holder farmer owned tea factories

## 1.6.2 Specific challenges of the Tea Industry in Uganda

- In some Districts, there has been inconsistency with national procurement procedures, difficulties to verify supplied quantities, difficulties to clear accumulated tea supplied backlogs leading to delayed payment of money to tea seedlings suppliers.
- Inadequate involvement of farmers in planning, planting and management of the tea gardens.
- Unplanned production of tea seedlings that does not match with farmers' demands, farmer preparedness, available financial resources, and agro-ecological suitability of enterprise.
- Unclear roles and responsibilities of various actors in farmer mobilization, nursery verification and tea seedling distribution.
- Poor management of distribution and delivery processes.
- Poor quality planting materials.

## 1.7 Problem

In an effort to implement the tea expansion initiatives, farmers were mobilized by Government to take on tea growing. Consequently, several nurseries were established to supply tea seedlings. However, the enhanced nursery operations were not adequately guided to match the existing capacity in terms of demand by farmers and available financial resources. For instance, in Kisoro District the available number of seedlings were estimated to be 43,917,746 by August, 2016. Yet, the available financial resources could only procure 10 million. In Kabale, the available number of seedlings was estimated to be 51 million while the resources available could only procure 9 million, leaving a balance of 42 million. The overall estimated tea seedlings in nurseries in August, 2016 were 258,327,355 and yet the available resources could procure only 110,000,000 leaving a balance of 148,327,355 tea seedlings un-catered for.

The response of nursery operators to raise the Tea seedlings is commendable. However, lack of planning to absorb the raised Tea seedlings has led to accumulation and overgrowth of seedlings in nurseries; to the discontentment of nursery operators and other stakeholders. The challenges of Tea nursery operators were exacerbated by inadequately guided, uncontrolled, non-certified and non-contracted nursery operations.

Furthermore, because of lack of a clear green leaf marketing strategy especially

in new districts where tea is being promoted, the farmers who have planted tea seedlings are stuck with the green leaf which they cannot easily market because of lack of tea factories within the vicinity. This has demoralized farmers, resulted into over grown tea seedlings and abandoned tea gardens which is likely to lead to wastage of funds spent on procuring the planted tea seedlings.

It is therefore prudent that guidelines are developed to address the current and future challenges in tea seedling production to ensure a successful government poverty eradication intervention and a vibrant tea industry in Uganda.

## **1.8 Purpose of the Tea Seedling Guidelines**

To streamline the production, procurement, distribution of tea seedlings and establishment of the tea gardens to improve the performance of the tea industry in Uganda.

## **1.9 Objectives of Tea Seedling Guidelines**

- i. To address the available tea seedling stocks in nurseries across the country.
- ii. To guide the tea mother gardens and other nursery operations in all tea growing regions of Uganda.
- iii. Outline measures for procurement of tea seedlings under Government strategic interventions.
- iv. Outline measures for distribution of Government procured tea seedlings.
- v. To guide establishment of newly planted gardens
- vi. To guide monitoring and evaluation of the programme at all levels

## **1.10 Justification of Tea Seedlings Guidelines**

The raising of tea seedlings has been going on albeit under inadequate guidance, regulation, control, information and supervision. This has resulted into enormous seedling production with quality and absorption concerns.

These guidelines will help to match demand with the supply for tea seedlings and available financial resources. They will also streamline future tea nursery operations in the country. Implementation of these guidelines will eventually minimize losses to the tea nursery operators, improve quality of tea seedlings and enable Government to realize value for money.

## 2.0 PROPOSED INTERVENTIONS

Realizing a number of challenges facing the tea sub-sector in Uganda especially in Kigezi, Ankole and West Nile regions, there is an urgent need for clear guidelines on production, procurement, distribution, early plantation establishment as well as quality assurance of tea seedlings. These guidelines will address the following critical areas in the tea sub-sector.

### 2.1 Existing tea seedlings Stocks

These guidelines are for tea seedlings that were in nurseries between August 2016 when nurseries were verified and December 2016 when the Honorable Minister of Agriculture Animal Industry and Fisheries issued a general circular to districts on guidelines for production, procurement and distribution of tea seedlings.

- 2.1.1 MAAIF and NAADS in collaboration with the respective District Local Governments shall urgently establish the existing tea seedlings stocks with nursery operators using a standard verification form (Annex 5).
- 2.1.2 Nursery operators shall carry out root pruning of tea seedlings to minimize mortality in gardens. Acceptable seedlings for root pruning shall not be more than 24 months old.
- 2.1.3 All tea seedlings due for pre-planting verification shall not be under shade as proof of being in the final stages of hardening.
- 2.1.4 The nursery operators shall cut back the shoots of the overgrown tea seedlings in the nurseries to bring them back to a height of 15–20cm as they wait to supply.
- 2.1.5 The District Local Governments and tea farmers association under the guidance of MAAIF and NAADS, shall urgently establish the demand (readily available land and willing farmers to plant tea) for tea seedlings in the current and next planting seasons.
- 2.1.6 Basing on established available tea demand from DLGs; MAAIF in collaboration with NAADS and MoFPED will solicit the funds to procure the tea seedlings.
- 2.1.7 The existing tea seedlings stock shall be procured by the respective procurement entities following the PPDA guidelines.



- 2.1.8 To minimize transport costs and stressed tea seedlings to the extent possible, tea seedlings will be procured from the respective beneficiary districts.
- 2.1.9 In cases where there are excess tea seedlings than demanded by the farmers in that district, the excess tea seedlings shall be procured for farmers in other seedling deficient districts preferably within the same sub-region without compromising the quality of the seedlings.
- 2.1.10 The beneficiary DLGs shall organize pre-distribution meetings with the earmarked suppliers and farmer representatives to harmonize on delivery and distribution arrangements.
- 2.1.11 The existing stock shall be largely used for gap filling to fully establish the existing gardens for consolidation and concentration.
- 2.1.12 Tea seedlings shall be transported and delivered to nearest access point to beneficiary farmers.
- 2.1.13 MAAIF/NAADS and DLGs shall advise the nursery operators to momentarily suspend the establishment of new nurseries until the existing stock is handled and future demand established.
- 2.1.14 Given that tea seedlings require a minimum of two months of rains for proper establishment, farmers shall prepare their gardens (clear bush and dig holes) at least two weeks before receiving seedlings.
- 2.1.15 MAAIF, NAADS and DLGS shall carry out verification of tea seedlings within nurseries before supplies for quality assurance.

## **2.2 Tea Mother Gardens and Nursery Operations in the country.**

- 2.2.1 MAAIF shall carry out suitability assessments for introduction of tea in an area before investment decisions are made.
- 2.2.2 The DLGs shall under the guidance of MAAIF, map out suitable tea growing areas where locally based nurseries will be established.
- 2.2.3 MAAIF shall put in place mechanisms for identification, registration, and certification of tea nurseries and nursery operations.
- 2.2.4 MAAIF and DLGs shall register and regulate all tea nursery operators in the districts.

- 2.2.5 MAAIF, NAADS, DLGs shall orient and train nursery operators on tea nursery management.
- 2.2.6 The nursery operators will establish the tea nurseries under technical guidance of the DAOs. The source of the planting materials (clones and bushes) must be from certified mother gardens and the nursery operators must show proof.
- 2.2.7 MAAIF shall carry out registration and coding of all tea mother gardens in the country for ease of traceability.
- 2.2.8 MAAIF/NARO in collaboration with UTA shall identify suitable tea clones for multiplication.
- 2.2.9 MAAIF shall regularly backstop the DAOs in conducting routine inspections and supervision of mother gardens and nurseries.
- 2.2.10 All tea planting materials shall be subjected to a joint pre-delivery verification by a technical team from MAAIF, NAADS, OWC, DLGs, UTA, a representative of tea nursery operators, farmers and other key stakeholders/actors in tea value chain.
- 2.2.11 MAAIF in collaboration with other relevant agencies (public or private), shall build technical and institutional capacity of agricultural extension service providers and farmer associations in all tea growing areas to enable them effectively handle all aspects of the tea value chain.
- 2.2.12 MAAIF shall ensure that DLGs are adequately guided and facilitated to deliver tea extension services.
- 2.2.13 Each DLG shall designate a Tea Subject Matter Specialist who shall be retooled by MAAIF.
- 2.2.14 Each DLG shall establish farmer owned demonstration gardens in new areas where tea is being promoted under the guidance of MAAIF.
- 2.2.15 MAAIF/NAADs shall guide respective DLGs to regulate tea nursery establishment, procurement and payments.

## **2.3 Identification and preparation of beneficiary farmers**

- 2.3.0 The DLGs , OWC together with farmer associations and farmer management committes, will mobilise, sensitise and assess farmers' willingness and readiness to grow tea.

- 2.3.1 DLGs, Parish chiefs , tea farmer associations and farmer management committees, shall identify and register all farmers interested in growing tea based on guidelines developed by MAAIF.
- 2.3.2 Prospective beneficiary farmers shall be qualified as ready when they have already prepared the garden and dug holes
- 2.3.3 When registering farmers, the Districts shall map out areas of concentration to avoid scattering of farmers. This will ease establishment of processing facilities and/or ease collection of green leaf from tea farmers.
- 2.3.4 GPS points of selected beneficiary farmer gardens shall be recorded for ease of traceability and garden area estimation.
- 2.3.5 Selected farmers shall sign MoUs with DLGs before receiving the seedlings to ensure compliance with requirements (Annex 1).

## **2.4 Procurement of tea seedlings under Government Strategic Interventions.**

- 2.4.1 The NAADS secretariat shall establish a data base of all certified and prequalified tea nursery operators at the secretariat and also in the participating DLGs.
- 2.4.2 The tea seedlings shall be procured by the respective procurement entities following the PPDA guidelines.
- 2.4.3 All prequalified tea nursery operators shall be contracted preferably under framework arrangement by the respective procurement entities (NAADS Secretariat and the respective District Local Governments).
- 2.4.4 Procurement of all tea seedlings will be operationalized by issuance of call off orders either by NAADS Secretariat or by the participating DLGs.
- 2.4.5 Tea seedlings shall be delivered to the nearest farmer access points as agreed during pre-supply meetings under the supervision of respective DLGs officials.
- 2.4.6 All tea seedling suppliers shall be issued with documents acknowledging receipt of supplies.

## **2.5.0 Distribution of Tea Seedlings under Government Strategic Interventions.**

- 2.5.1 The distribution of tea seedlings shall be guided by agro-ecological suitability report by MAAIF, annual and medium tea intervention plans by Central and Local Governments, and also the indicative tea budget allocations to the districts from NAADS Secretariat.
- 2.5.2 An allocation schedule shall be communicated to DLGs by NAADS Secretariat before delivery of seedlings to allow ample time for mobilization of beneficiaries.
- 2.5.3 DLGs shall provide an estimate of tea planting materials for gap filling and expansion to NAADS and MAAIF for effective planning.
- 2.5.4 A delivery schedule as agreed upon in the district harmonization meeting with all stakeholders (NBO, Farmer Representatives, DLG officials) shall be communicated to sub-counties who will in turn communicate to the specific parishes.
- 2.5.5 The District Agricultural Officer shall constitute a team of technical staff (Tea SMS, Sub-county extension officers, and UTA technical staff) to carry out pre-loading inspection of the seedlings and issue a report (Annex 3).
- 2.5.6 The procured tea seedlings shall be delivered to designated destinations in parishes as will be determined by the district and sub-county officials.
- 2.5.7 The delivery of the materials to the recipients shall be verified by the respective DAOs or their technical representatives and shall be witnessed by: District Stores Officer/or their representative at the delivery point, District Internal Auditor/or their representative at the delivery point, the Sub-county Chief, OWC and a Tea Farmer's Representative, all of whom will endorse a delivery verification report (Annex 4) in reference to the pre-loading inspection report.
- 2.5.8 The distribution of the delivered seedlings shall be carried out immediately and all beneficiaries shall sign on the distribution list (Annex 2).
- 2.5.9 Tea seedlings shall be given to only ready farmers who meet conditions in 2.3.2 above.

## **3.0 ESTABLISHMENT AND MANAGEMENT OF TEA GARDENS**

- 3.1.1 Tea seedling planting, gap filling and subsequent agronomic practices shall be guided by DLGs, Sub County extension staff, and existing factories extension staff, with technical backstopping and guidance of MAAIF.
- 3.1.2 The beneficiary farmers shall take full responsibility of proper management of gardens with supervision of DLGs, OWC, Farmer leaders, farmer management committees, factories extension staff and sub-county extension workers.
- 3.1.3 The DLGs shall provide a status report of tea seedlings used in gap filling and expansion.

## **4.0 IMPLEMENTATION OF THE GUIDELINES**

MAAIF will coordinate implementation of these guidelines in collaboration with NAADS Secretariat and the participating DLGs.

To operationalize these guidelines, a special committee with representation from MAAIF (Directorates of Crop Resources and Agricultural Extension Services), NAADS Secretariat/OWC , DLGs, Nursery Operators and farmers shall be constituted. The committee will develop a detailed costed action plan to implement the guidelines.

## 5.0 MONITORING AND EVALUATION

Monitoring and evaluation of the guidelines shall be participatory.

- 5.1 The national monitoring team will be required to periodically (after every six months) travel to selected Tea growing Districts to assess implementation of the guidelines.
- 5.2 The DLG monitoring team will on a quarterly basis visit the tea growing parishes to assess the implementation of the guidelines.
- 5.3 The tea growing sub county monitoring team will on a quarterly basis visit farmers gardens to assess the level of establishment and management of tea gardens.
- 5.4 A multi-disciplinary team involving MAAIF, OPM, MFPED, MoLG, NAADS, OWC Secretariat, leaders of Tea nursery operators, Representatives of Uganda Tea Association and Farmer Representatives shall convene once a year to review the progress and update these guidelines.

## 6.0 FINANCING OF THE GUIDELINES

MOFPED and MAAIF shall annually identify and allocate additional funds to implement these Guidelines. The funds shall be used for: printing, raising awareness, dissemination/distribution, extension activities, inspections, field assessment, review meetings and reporting.

# ANNEX 1: SAMPLE OF MoU BETWEEN DLGs AND TEA FARMERS

## MEMORANDUM OF UNDERSTANDING BETWEEN

.....SUB-COUNTY..... DISTRICT LOCAL GOVERNMENT AND  
TEA FARMER FOR TEA SEEDLINGS UNDER OPERATION WEALTH CREATION  
(OWC)

---

This MEMORANDUM OF UNDERSTANDING (hereinafter referred to as 'MOU')  
is made this ..... day of ..... 20.....

Farmer name ..... of  
..... village ..... parish  
..... Sub County, Telephone.....  
(Hereinafter referred to as the 'Farmer ')

### OBJECTIVES OF THE MOU

- i. To ensure that all tea seedlings received by the beneficiary farmer are properly managed to increase production and productivity of tea and eventually increase household incomes.
- ii. To clearly spell out the roles and responsibilities of the beneficiary farmer and the supporting sub-county /lower local government

### ARTICLE 1: GENERAL RESPONSIBILITIES OF THE BENEFICIARY FARMER

The farmer shall:

- i. Establish and manage a tea plantation gardens by ensuring that all received plantlets are planted in time, in well prepared and managed garden to achieve high survival rate of at least 80%.
- ii. Ensure that the tea seedlings are planted in holes measuring 45cm deep and 30 cm wide at right spacing of either (4 x 2.5ft ) giving 4586 plants /acre , or (4ft x 2ft) giving 5624 plants/acre.

- iii. Ensure that the field is gap filled to maintain an optimum plant population
- iv. Facilitate other farmers learning through practical demonstration of good agronomic practices in both production and productivity.
- v. Keep a good record of all the operations during tea plantation establishment and management and share this information with other tea farmers
- vi. Provide land and full labour required for the tea garden establishment and management.
- vii. Maintain a high degree of agronomic and phyto-sanitary standards for the tea plantation.
- viii. Attend training sessions as agreed with and arranged by the Sub-county/ District extension officers/UTA.

## **ARTICLE 2: RESPONSIBILITIES OF THE LOWER LOCAL GOVERNMENTS**

The Role of Sub county/ Division and Town council shall:

- i. Identify, screen, select beneficiaries of tea seedlings and forward the names to the district team for consideration.
- ii. Sensitize farmers/communities about the benefits of tea growing to arouse interest
- iii. Ascertain the quantity of tea seedlings required by each selected farmer
- iv. On receipt of tea seedlings ascertain that the right quantity and quality has been received and distributed to farmers
- v. Keep a record of the beneficiary farmers quantities received and provide status report to the district.
- vi. Assign and facilitate Agricultural Extension Officer to provide technical guidance to tea farmers.
- vii. Monitor and supervise the tea farming activities within the lower local government on a regular basis.
- viii. Ensure timely review and response to reports submitted by the farmers.



### ARTICLE: 3: TOTAL NUMBER OF SEEDLINGS

The total quantity seedlings which the farmer has received is .....

IN WITNESS WHEREOF: The authorized representatives of the parties have signed the Memorandum of Understanding on the Date first above written.

Farmer name and signature.....

Parish chief name and signature: .....

In the presence of  
For the Sub-county  
NAME: .....  
SIGNATURE: .....  
Sub-county chief  
Stamp.....

For the Technical Services  
NAME: .....  
SIGNATURE: .....  
AGRICULTURE EXT. WORKER/UTA extension Worker  
Stamp.....

For OWC  
Name.....  
Signature.....  
Constituency OWC.....

**Note:** Any farmer taking 5000 tea seedlings and above must sign this MOU and interpretation be done by parish chief, SAS or Agricultural /UTA extension Worker in local language before signing.

# ANNEX 2: TEA SEEDLINGS DISTRIBUTION SHEET



THE REPUBLIC OF UGANDA

Ministry of Agriculture, Animal Industry and Fisheries

DISTRICT ..... SUB-COUNTY ..... DATE .....

S/N	NAME OF BENEFICIARY	VILLAGE/PARISH	PHONE CONTACT	NATIONAL ID NO.	QUANTITY	SIGNATURE

EXTENSION WORKER/PARISH CHIEF .....  
 CONSTITUENCY OWC COORDINATOR .....  
 SUB COUNTY CHIEF SIGNATURE ..... DATE & STAMP .....

## **ANNEX 3: FORMAT FOR PRE-LOADING VERIFICATION REPORT OF TEA SEEDLINGS**

Name of supplier.....

Location of nursery (Village, Parish, Sub-county, District) .....

Date and time of inspection.....

Destination of Materials.....

Vehicle Registration Number.....

Driver's Name and Signature.....

### **Detailed remarks**

Varieties .....

Estimated quantity of Seedlings .....

Condition of seedlings.....

(The verifying officer should be in position to clearly describe the seedlings including the size of potting materials, weather mature or not, well hardened or not, disease and pest infestation etc.)

Recommendation/Verdict.....

(The verifying officer should make decision to accept or reject the materials or recommend remedial actions before releasing the materials to the intended destination)

Name of verifying officer.....

Designation.....

Signature.....

Date and stamp.....

**ANNEX 4:**  
**FORMAT FOR DELIVERY VERIFICATION REPORT OF TEA SEEDLINGS**

Delivery point (District, sub-county, parish, other) .....

Name of the supplier.....

Address.....

Date.....

Items Received.....

Quantity received.....

**Detailed remarks**

Source of materials.....

Varieties .....

Condition of seedlings.....

(The verifying officer should be in position to clearly describe the seedlings including the size of potting materials, weather mature or not, well hardened or not, disease and pest infestation etc.)

Recommendation/Verdict.....

(The verifying officer should make decision to accept or reject the materials, or sort out and accept good ones only)

**Name of verifying officer**

Designation.....

Signature..... Date and stamp.....

## **ANNEX 5: METHODOLOGY FOR VERIFICATION OF TEA SEEDLINGS IN NURSERIES**

### **ARTICLE 1: DEFINITIONS**

- Pot - A polythene sleeve with soil in which a tea seedling grows.
- Cage - A structure into which pots are stacked and managed, normally not more than 1 meter wide.
- Shed - The big structure accommodating cages.
- Nursery - A collection of sheds in the same locality, separated by less than 1 kilometer gap(s).

### **ARTICLE 2: METHODOLOGY FOR ESTIMATING THE NUMBER OF TEA SEEDLINGS**

It is practically impossible for a verification team to count the number of tea seedlings one by one. This methodology is intended to create a basis on which tea seedlings shall be estimated.

In case the verification report is under question by any stakeholder, the same methodology shall be employed for cross-examination.

A form (indicated hereunder) shall be completed for each nursery site.

#### **ARTICLE 2.1: DOCUMENTATION OF NURSERY LOCATION AND LAY-OUT**

1. Nursery sheds shall be coded (numbered 1, 2, 3 ...) and respective dimensions recorded (length & width) in meters to calculate ultimate shed square meters.
2. At least one GPS coordinate shall be recorded for one point on the nursery.
3. For each shed, dimensions for a cage shall be recorded.
4. Where a shed has cages of different sizes, the number of cages with corresponding sizes shall be recorded.
5. The total number of cages in each shed shall be recorded.

**ARTICLE 2.2: ESTIMATION OF TEA SEEDLINGS IN CAGES**

The average number of pots with surviving tea seedlings meeting planting requirements specifications in one meter length of a standard size cage shall be counted and multiplied by the length of the cage to estimate the total number of seedlings in the cage.

The number of seedlings estimated per cage shall be multiplied by the total number of cages to estimate seedlings in the entire shed.

The size of one pot shall be recorded; - Length and width for an empty pot laid flat.

**ARTICLE 2.3: FORMAT FOR INDIVIDUAL TEA NURSERY VERIFICATION RECORD**

The minimum guidelines below are intended to locate the nursery and document estimation of the total number of seedlings. They do not stop inclusion of other information.

1. Main Information
  - a. Nursery Operator's Name
  - b. Location of the Nursery – Village, Parish, Sub-County, District.
  - c. GPS coordinate for one point
  - d. Size of individual pots
  - e. Total Number of seedlings

<b>District</b>		<b>Notes</b>
Name of Nursery Operator		
Phone Contact		
Location of Nursery	Sub-county	
	Parish	
	Village	
	GPS Points	
Source of clones		Operator should show proof of source ( MAAIF certified mother garden) in form of receipt or any other acceptable documentation
<b>Type of clones</b>		
Size of polypots		Preferred is 4"x 7"
Height of clones (cms)		Preferred 25 to 40 cms
Age of clones		Preferred 12 to 15 months but in any case not more than 24 months
<b>Health status of clones</b>		
Hardening status of clones		Open shade of at least 3 weeks Full light exposure required)
No of seedlings ready for planting this season		as per estimation tool

**Annex 6: Tea Processing Factories in Uganda**

<b>Name of Company, owning the factory</b>	<b>Tea Estate/Factory operating</b>	<b>Location District</b>
Macleod Russel (U) Ltd	Kiko Tea Estae Factory Mwenge Tea Estate Factory Mizizi Tea E\$state Factory Bugambe Tea Estate Factory Ankole Tea Estate Factory	Kabalore Kyenjojo Kibale Hoima Bushenyi
Rwenzori Commodities Ltd.	Buzirasagama Tea Estate Factory Hima Tea Estate Factory Munobwa Estate Tea Factory Kigumba Tea Estate Factory	Kabalore Kyenjojo Kyenjojo Kyenjojo
Toro and Mityana Tea Company (Tamteco)	Toro Kahuna Tea Esate factory Kiamara Tea Estate Factory Mityana Tea Estate Factory	Kabalore Kabalore Mityana
Uganda Tea Corporation	Kasaku/Luwala Tea Estate Factory	Buikwe
Mpanga Tea growers F.	Mpanga Growers Tea factory	Kabalore
Mabale Tea Growers F.	Mabale Growers Tea Factory	Kyenjojo
Kayonza Tea Growers F.	Kayonza Growers Tea Factory	Kanungu
Igara Tea Growers	Igara Growers Tea Factory Buhweju Tea Factory	Bushenyi Buhweju
Dayalbhai Madanji Inv. Co. Ltd	Kakonde Tea Estate Factory	Mityana
Madhvani Group of Cos.	Mwera/Nakigalala Tea Estate Fact.	Mityana/wakiso
Kijura Tea Co Ltd	Kijura Tea Estae Factory	Kabalore
Kinkizi Development Co. Ltd.	Kigezi Highland Tea Factory Bwindi Tea Factory	Kanungu
Namayiba Tea Estate Ltd	Namayiba Tea Esate Factory	Mukono
Nyambya Tea Co.	Nyambya Tea Factory	Kyenjojo
Rusekere G.T.F	Rusekere Tea Factory	Kabalore
Eagle Investments Ltd	Moniko Tea Factory	Buikwe
Kyamuhunga Tea Co	Kyamuhunga Tea Factory	Bushenyi
Swazi Highland Tea Company Ltd	Swazi Highland Tea Factory	Bushenyi Kyamuhunga P
Global Village Tea company Ltd	Global Tea Factory	Bushenyi Kyamuhunga Kabango Parish

Source: UTA



## Annex 7:

### Tool for Selecting Tea Nurseries and Mother Gardens

This tool will be used to identify and select both individual and community mother gardens for supplying clones to nursery operators. All mother gardens shall be certified by MAAIF. The following criteria will be used:

#### **A: Mother Garden for Community Use**

1. Shall be a farmer, tea factory or estate and resident in the District; well established and active in tea growing ..... (25 marks)
2. Willingness and ability to establish and/or expand the garden with the recommended tea clones..... (10 marks)
3. Operator should have ability to devote at least 5 acres of land to establishing a mother garden which will be expected to produce at least 1,500,000 cuttings per year ..... (20 marks)
4. Willingness to sell quality clones to other NBOs within the district - 15 marks
5. Shall bear at least 3 well labeled different clones from the recommended list - 20 marks
6. The site should be easily accessed by potential NBOs within the district (10 marks).

**N.B. Pass mark shall be at 70% where no 1 and 3 will be either full or zero marks**

#### **B: Mother Garden for Individual Use**

1. Shall be a well established and active tea farmer, resident in the District - 25 marks
2. Willingness and ability to establish and/or expand the garden with the recommended tea clones (15 marks)
3. Ability to devote at least 1/2 acres expected to produce at least 75,000 cuttings per year - 20 marks )
4. The mother garden shall be located at not more than 1km away from the prospective nursery bed site ..... (25 marks)
5. Shall bear at least 3 well labelled different clones from the recommended list -15 marks)

**N.B Passmark shall be at 70% where no 1 and 3 will be either full or zero marks**

**Notes;**

- 1) Mother gardens for community use are intended to serve as sources for cuttings for use by prospective nursery operators/farmers in establishing nursery beds.  
Operators of community mother gardens shall give Material Issuance Vouchers (MIV) to all NBOs/farmers getting cuttings from them as proof of source and traceability  
In turn the NBOs will be expected to present the Material Issuance Vouchers to the different verification teams
- 2) Mother Garden for individual use are intended to serve as sources for cuttings for use by Individual NBOs/farmers who shall not be allowed to sell or even give cuttings to other NBOs /farmers.
- 3) Where the mother garden is located outside the District, the NBOs will be allowed to get materials from the neighbouring districts upon joint clearance by DPO, DAO and OWC
- 4) Each plant is expected to produce 10 whips of about 1m and each whip gives 3 cuttings per season. In a year the field can be harvested twice and an acre is estimated to have at 5000 plants.
- 5) Each MGO shall have a set of headed business documents (Issue vouchers, Delivery notes, Invoices and Receipts )
- 6) Shall be registered and certified by MAAIF
- 7) At least one Central GPS Location of the mother garden will be taken

**CRITERIA FOR SELECTING NURSERY OPERATORS**

- 1) Must be located and a resident of the tea growing district - 25 marks
- 2) Must be a tea farmer - 20 marks
- 3) Must have access to a permanent source of water within a radius of not more than 300 metres-15 marks
- 4) Should preferably have a two years' experience in nursery operations - 10 marks
- 5) Must be having a mother garden of his/her own or accessibility to a nearby source - 20 marks
- 6) Must be located in an easy to access site - 10 marks

**N.B Pass mark shall be at 70% where no 1 and 2 will be either full or zero marks**



