

**MID-TERM REPORT**  
**ONDANGWA-LEMPÄÄLÄ-KEETMANSHOOP-KANGASALA**  
**Partnership for Local Democracy & Development and Social Innovation (PLDDSI)**  
( <http://www.lempo.fi/namibia> )

- Reporting period: 10.5.2007-31.10.2007
- Date the co-operation project was initiated: 10 May 2007
- Funds granted for the reporting year: Lempäälä Euro 94.350,  
Kangasala Euro 94.350  
TOTAL: Euro 188.700,-
- Funds used during the reporting period: Lempäälä Euro 71.725,75  
Kangasala Euro 15.553;40  
Ondangwa Euro 1.276,30  
Keetmanshoop Euro 2.701,70  
TOTAL: 91.257;15
- Funds carried over from the previous year: 0 Euro

## 1. Contact information

### Lempäälä municipality

Box 36  
FIN-37501 Lempäälä  
Tel +358 3 3744111  
Fax +358 3 3744216

### Kangasala municipality

Box 50  
FIN-36201 Kangasala  
Tel +358 3 3777111  
Fax +358 3 3777250

#### **Timo Palander, Development director**

Box 36  
FIN-37501 Lempäälä  
Tel +358 40 5589883  
Fax +358 3 3744283  
[timo.palander@lempaala.fi](mailto:timo.palander@lempaala.fi)

#### **Erkki Ottela, Developm. manager**

Box 50  
FIN-36201 Kangasala  
Tel. +358 50 5509082  
Fax +358 3 3777250  
[erkki.ottela@kangasala.fi](mailto:erkki.ottela@kangasala.fi)

### Ondangwa Town Council

P.B. 2032 Ondangwa  
Namibia  
Tel. +264 65 240101  
Fax +264 65 240453

### Keetmanshoop Town Council

P.B. 2125 Keetmanshoop  
Namibia  
Tel. +264 63 221211  
Fax. +264 63 223818

#### **Mr. Martin Elago, CEO**

P.B. 2032 Ondangwa  
Namibia  
Tel. +264 65 240101  
Fax +264 65 240453  
[ondagtc@iafrica.com.na](mailto:ondagtc@iafrica.com.na)

#### **Mr. Jerry Shangadi, CEO**

P.B. 2125 Keetmanshoop  
Namibia  
Tel. +264 63 221211  
Fax. +264 63 223818  
[shangadi@africaonline.com.na](mailto:shangadi@africaonline.com.na)

## 2. Activities and results (See Logical Framework report attached)

### 2.1. PROJECT ADMINISTRATION

Agreement between the partners has been prepared and signed (see **agreement attached**)

Project structures and procedures have been established as planned (see attached **Procedures of project administration 8.6.2007**)

Communication established, web-site launched, Fixed line - Internet connections in the Namibian Town Councils under preparation, quotations exist

### 2.2. DEMOCRACY

Planning workshop in Finland 5.11.-11.11.2007 with LFA-approach (programme attached)

Support for financial planning in Town Councils negotiated with the Ministry.

### 2.3. LOCAL ECONOMIC DEVELOPMENT

Team members:

- Timo Palander, Kari Tolonen, Lempäälä municipality
- Erkki Ottela, Kangasala municipality
- Jari Jokilampi, Regional Association of Entrepreneurs / Jobs & Society
- Counterparts in Namibia:
  - Keetmanshoop / Jerry Shangadi, CEO
  - Ondangwa / Paulus Ndjodhi, CEO and Ismael Namgongo, Head of LED

Results:

- Facts of present national SME-support services in Namibia has been collected
- Facts of local economic development policies in Namibia has been collected
- Building contact network with potential institutional SME-support partners has started
- Best practices of existing municipal LED-operations has been studied
- Next steps of the LED-process has been agreed upon with Keetmanshoop and Ondangwa
  - Final outcome of the further process is concluded in the attached Terms of Reference of the Survey on Capacity and Needs of SME's in Ondangwa and Keetmanshoop, to be implemented in cooperation with Polytechnic of Namibia and Tampere Polytechnic University of Applied Sciences (APPENDIX)
- Partnership between Polytechnics in Namibia and Tampere was initiated
- Programme for study visit of ARC and ALAN representatives to Tampere 16.-17.8.2007 was drafted
- Quotations for Ondangwa and Keetmanshoop Internet connections were negotiated

Reference material collected i.a.:

- Towards A White Paper On Local, Regional Economic Development, Position Paper 2006
- SME Development and Impact Assessment Research Report 2005
- Walvis Bay LED Strategy
- Brochures and leaflets of UTN, IMLT, JCC, City of Windhoek, MTI

## 2.4. WATER SERVICES

Team members:

- Dr. Pekka Pietilä / Tampere University of Technology
- MD Antti Kytövaara / Kangasala Water Ltd
- Lasse Sampakoski / Lempäälä municipality; water management engineer
- Counterparts in Namibia:
  - Keetmanshoop/ Mr. Patrick Hamann, Head of Technical services
  - Ondangwa/ Mr. Nauyoma Kandjimbi, Manager Technical Department

**See LFA: Water network distribution management, sub-heading: Up-dating maps**

One of the main tasks of water team in PLDDSI project is to find ways and means to reduce water wastage in both Namibian partner municipalities. A prerequisite for proper water distribution network management is a reliable and up-to-date map of the network. Maps available in both of these municipalities were old and not complete.

The mapping task was carried out by a group of four civil engineering students, two students from the Polytechnic of Namibia and two students from Tampere University of Technology. The plan of water distribution network was drawn on the town layout plan using AutoCAD, so that altering and up-dating the information will be fluent also in the future. Water network plan shows the pipelines, valves, fire-hydrants plus pipe materials and diameters as reliably as they are available.

The bulk of the work was finished by 31.10.2007. Almost complete maps were produced and printed. Copies of these draft maps were given to the municipalities of Ondangwa and Keetmanshoop. The two Namibian students will continue the work until 7.12.2007 to add missing details and check so far unclear details.

In particular in Ondangwa several valves are buried so deep that they cannot be located even with a metal detector. After the mapping task is finalised, a recommendation will be made to the municipality to dig up certain critical points in the water distribution system to unearth possible hidden valves, or in case valves are missing, to install new valves.

**See LFA: Water network distribution management, sub-heading: Financial management**

Some basic financial data related to water services in Ondangwa and Keetmanshoop has been compiled. The two Namibian students will still collect during November and December more detailed information on expenses and incomes as well as volumes of water bought from Namwater and customer water meter readings.

When additional information will be available, financial management of the water services can be analysed and recommendations made.

## 2.5. WASTE MANAGEMENT & ENVIRONMENTAL HEALTH

Team members:

- Kaija Kuivasniemi, Lempäälä municipality, Environmental secretary
- Anna-Maija Hallikas, Kangasala municipality, Environmental inspector
- Kirsi Sario, Provincial Veterinary Officer
- (The team will be supported by Timo Palander)
- Counterparts in Namibia:
  - Keetmanshoop/ Mr. S.F.Coetzee, Head of Health division and Senior Inspector
  - Ondangwa/ Ms. Ligola Konstantin, Health Inspector

### **General information of waste management**

The state of Namibia and its democracy are young and many societal duties are still being developed. Surface area measured Namibia is a huge country. There is plenty of ethnical and economical variety, and organizing societal functions is challenging. The liability for organizing and developing these functions is partly unclear for the time being. Decentralizing the decision-making to municipalities has been active for a few years now. Anyhow, the municipalities still have to verify their yearly budget in the Ministry for Internal Affairs.

The biggest part of the population lives in North-Namibia. The capital city, Windhoek, is located in the middle of the country and is the largest individual municipality. The cities in the southern part of Namibia are situated in rather compact groups in the middle of the desert.

Preparing the health and environmental protection legislation has been active for years. Responsibility and co-operation between the Ministries in developing the legislation is not clear. Because there is no legislation, liabilities between the state and the municipalities have not been divided unambiguously.

Namibia is struggling with AIDS and that affects functions in the whole society. The sickness also has an effect on the amount of people in working age and the capacity of work. Poverty is another significant factor in organizing functions. For example, not building a fence around landfill sites was generally justified by the fact, that materials used in fences would be fetched and used in other purposes soon after building.

The municipalities are responsible for waste management. This action is financed by collecting refuse collection charges. They are commonly included in water fees – the bill is more certainly paid because water is a commodity essential to everyone. The bills for companies and households are equally big.

Waste in Namibia is mainly domestic waste, mine waste, bio waste and problem waste. Waste water that derives from different functions forms its own entity. The most significant types of *domestic waste* are plastic, glass, metal and paper. In addition, *garden and construction waste* occur.

*Bio waste* is produced only a little by households; food waste from households and restaurants is usually fed to domestic animals, mostly pigs. It can not be placed on landfill sites because people would pick it up to their nutrition. When it is not possible to feed food waste to domestic animals, it has to be buried.

Waste originating from mining and hospitals are beyond this report. Risk waste from hospitals were, according to discussions that were held, burned in incineration plants around the country,

The environment was clearly littered especially in and around population centres, but plastic bags and broken glass were detected on uninhabited areas also. Plastic bags are widely used. The wind spreads

plastic bags and paper in to the surroundings. There is no functioning recycling of glass and a notable part of glass waste seems to lie broken in the environment.

Waste is generally burned in landfill sites. The burning takes place in waste piles being mainly smouldering that causes a lot of smoke. The burning is defended by decreasing littering and waste amount. Smoke gases cause unquestionably inconvenience to people working on landfill sites.

During our visit we cleared up the treatment of waste water and the deriving, storing, collecting and transporting of waste in two Namibian municipalities, Ondangwa and Keetmanshoop. Furthermore we visited three slaughterhouses and several other landfill sites, a hospital waste incineration plant and waste water ponds. We also met representatives of different Ministries and local administration. Because the municipalities, their inhabitants and environments are very different to each other, the waste management of both of the co-operating municipalities will be next handled separately.

## **1. ONDANGWA**

### **Waste management**

Household waste is collected in 100 litre coverless waste containers, which are emptied once a week. Populated area is nowadays divided in two sections, in future in three sections. In practice this division is basically based on the wealth of the inhabitants. On poorer areas not every household has its own waste container. Collecting waste is provided by two private companies and the municipality itself. The equipment used in collecting waste is humble, in practice the collecting is done with a truck and the waste flies with the wind to the terrain.

In municipal organization the responsibility for carrying out and supervising the waste management belongs to a health inspector, who has temporary and permanent personnel (3 permanent, 11 temporary). According to the health inspector, there has been some awareness raising (public meetings, schools).

The waste is taken to a fenced landfill site, which is located right next to inhabitation. People were collecting for example glass from the material transported to the landfill site. A private company takes sorting glass to be handled in South-Africa. It is presumed that during the rainy season it floods on the landfill site and leaking water spreads uncontrollably to the environment.

On populated area there are some common waste containers and large yellow containers for collecting garbage, a kind of waste collection points mainly for collecting garden and construction waste. Large containers need tractors to be emptied. There have been problems in collecting garden and construction waste because of the insufficiency and breaking down of the vehicles. Waste components in question have been for example buried in the ground and used in different constructions.

German consults have solved waste management in Ondangwa in the 1990's. In the report (appendix 1) it is noticed that one part of the actions has come true but another part is yet to come true.

### **Waste water management**

The municipality is constructing new waste water ponds. The old ponds will be closed when the new one is introduced. Pond system is based on sedimentation and oxidation. During the dry season a large

amount of water evaporates and the water does not move from one pond to the others. The quality of seeping water has not been observed.

Sometimes used motor oil is spread on waste water ponds to prevent mosquitoes from reproducing in water. Mosquitoes spread malaria on the area.

## **2. KEETMANSHOOP**

Depending on the part of the municipality, domestic waste is collected in either 100 litre plastic bags that are collected twice a week or in 240 litre “Willybins” emptied once a week. There are two refuse trucks that empty the containers and take the garbage to a landfill site in Keetmanshoop. Nowadays the landfill site is situated close to inhabitation. It is meant to be closed and a new landfill site to be opened. There is a preliminary plan for founding the new landfill site and its environmental impact assessment is being worked out at present.

The slaughterhouse landfill is located on the slaughterhouse area about 20 kilometres outside the town. The waste is placed and burned in a long, deep hole. In burning, car tyres are used for increasing the heat, diesel oil as fuel. Carcasses and full intestines burn poorly, therefore there was plenty of unburned animal waste on the landfill site.

We also visited a hospital waste incineration plant which operates next to a coal power plant. Hospital waste is burned with the help of diesel. The temperature in the oven rises up to about 800 °C. There were still some unburned cans in the oven.

### **Development suggestions**

The problems in waste management were surprisingly familiar. Littering, getting littered and the “free travellers” of the waste management system employ supervisors also in Namibia.

1. Gathering and profiting of the good procedures that already exist  
In different municipalities instructions and leaflets for waste management have been prepared. There are good procedures in order. These should be gathered and adjust to every municipality.

#### Collecting waste

2. Covering refusal trucks so that the waste doesn't spread in to the environment during transportation.  
For example using nets around the sides of the trucks.
3. Collecting waste in common bins especially on poorer areas.  
Getting also the poorest part of the population to use waste management.
4. Decreasing littering on public areas.  
Campaigns for cleaning up and cleaning up patrols that consist of inhabitants to be employed.

## Final disposal

5. Quitting the burning of waste on landfill sites.  
For example covering waste.
6. Developing recycling on landfill sites.  
Protecting the employees and counselling the right ways to work.
7. Controlled managing of the leaking water originating on landfill sites.  
For example in Ondangwa leading the water to waste water oxidation ponds nearby.

## Counselling

8. Increasing the awareness of the inhabitants for example to decreasing littering and possibly recycling guidance.  
Using procedures that already exist: public meetings, local radio channels, sending announcements with bills, newsletters, schools.  
Preparing material to be used in schools.
9. The need for waste management regulations.  
For example a regulation pattern to the municipalities.

## Supplementary report needs

This part – “the whole picture of recycling in Namibia” – could be carried out for example as a collaboration project between Finnish and Namibian students during 2008.

- α Waste components and their volumes suitable for recycling.
- α Recycling possibilities – can the recyclable waste components be profited of in Namibia instead of being transported to South-Africa?
- α Recycling economicality

### **3. Problems and revisions needed**

- Final implementation of the SME-survey is delayed because of the academic annual calendar of the Polytechnic of Namibia. The survey will be finally agreed and organised in December 2007 and the conclusions will be made by the end of February 2008. Terms of Reference exist.
- Implementation of support for financial planning in Town Councils is delayed based on negotiations with the Ministry. Cooperation with the Ministry will lay basis for utilising Ondangwa and Keetmanshoop as pilots and the model then may be used in the other municipalities in Namibia.
- Final implementation of the fixed Internet-connections in Ondangwa and Keetmanshoop is delayed based on technical problems. Quotations and plans exist, based partly on piloting the Namibian nation-wide model in our partner-municipalities.
- NOTE: All the project expenditure 10.5.2007-31.10.2007 has not been recorded or even invoiced yet!

#### **Certification of the report:**

Place and date: Lempäälä, 7. November 2007

LEMPÄÄLÄ MUNICIPALITY

KANGASALA MUNICIPALITY

ONDANGWA MUNICIPALITY

KEETMANSHOOP MUNICIPALITY

#### **APPENDICES**

Logical Framework Matrix, in which the local governments have indicated the activities and results achieved during the reporting period.

**Keetmanshoop – Ondangwa – Kangasala – Lempäälä**  
**“Partnership for Local Democracy, Development & Social Innovation (PLDDSI)”**  
**MID-TERM REPORT 31.10.2007 IN LOGICAL FRAMEWORK FORMAT**

**PROJECT ADMINISTRATION AND COORDINATION**

ACTIVITY	RESULTS	INDICATORS	VERIFICATION
<b>Establishing the procedures and organization</b>			
<ul style="list-style-type: none"> <li>The project structures have been established in order to ensure smooth and effective project implementation and achievement of the overall objectives of the partnership</li> </ul>			
Appoint & familiarize staff	Counterparts are nominated and know objectives & procedures	Activities have started and are in schedule	Organisation chart in reference to action plan exist
Establish financial procedures	Book-keeping is integrated in partners financial system and advance transferred	Book-keeping exist. Bank accounts exist	Periodical financial reports received Bank balance statements.
Report systems ready	Mid-term report prepared	Existence of the report	Documents in hard copy and in Internet project web-site
Establish communication	Web-site planned and implemented. Ond / Keet fixed lines agreed and under preparation	Smoothness of interaction.	Send e-mail Check web-site.
Analyse/review results	Only mid-term phase 2008		report
Promote south-south & north-north cooperation within project planning and implementation	Interaction between Ondangwa-Keetmanshoop actors and Lempäälä-Kangasala actors established	Mutual exchange of experience	Reports and conclusions

**DEMOCRACY**

<b>Innovating the final forms of the process</b>			
<ul style="list-style-type: none"> <li>Innovative and appropriate methods for promoting participatory democracy in Ondangwa and Keetmanshoop are under planning</li> </ul>			
Planning workshop in Finland organized 8.-9.11.2007	Final forms of the main workshop in Namibia are planned	Workshop report & plan for the main conference exist	The documents
<b>Implementing the innovative outcomes of North-South exchange of experience within Local Democracy</b>			
<ul style="list-style-type: none"> <li>The quality of governance and relations within the local authority organisations will be improved in Ondangwa and Keetmanshoop</li> <li>Local capacity for strategic &amp; operational planning and anticipation of future challenges, will be improved in Ondangwa and Keetmanshoop</li> </ul>			
Main innovative workshop in Namibia	2008 plan	Final action plan for implementation	The document
Implementation of promoting the local democracy	2008-2009	The plan and follow-up	Activity report and evaluation
Support; training and mentoring for financial planning in Keetmanshoop/Ondangwa	Draft Terms of Reference prepared and negotiated with the Ministry	T.o.R	

## LOCAL ECONOMIC DEVELOPMENT (LED)

ACTIVITY	RESULTS	INDICATORS	VERIFICATION	
<b>LED-planning</b>				
<ul style="list-style-type: none"> <li>Capacity &amp; Cooperation of local actors in participatory planning of LED, will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Review of existing LED strategies	Existing strategies are studied	Field trip report	Old Strategy documents	
Analysis of the local economy is planned and partners for implementation negotiated	Terms of Reference for SME-survey and negotiations with Polytechnics of Namibia and Tampere as well as local Chambers	Quality of the T.-o.R.	Document	
<b>Organising LED-function as a role of local authority</b>				
<ul style="list-style-type: none"> <li>Capacity &amp; Cooperation of local actors in coordination / implementation of LED, will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Organising the LED-function in Local Authority	2008			
Strengthening local business organisation	2008			
Promoting interaction between actors of LED locally	2008-2009			
<b>SME-support</b>				
<ul style="list-style-type: none"> <li>Capacity for promoting business linkages will be improved in Ondangwa and Keetmanshoop</li> <li>Capacity for supporting / facilitating the start up business promotion will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Analyse present forms of SME-support and its potential	Material collected and various national actors have been consulted	Existence of material	Documents	
Planning start up business service	2008			
Piloting / stabilizing start up business support	2008-2009			
Planning / piloting business linkage support	2008-2009			
<b>Promoting local entrepreneurship</b>				
<ul style="list-style-type: none"> <li>Feasibility of entrepreneurship education will be studied</li> </ul>				
Feasibility study of entrepreneurial education	2008			

## WATER SERVICES

<b>Water network distribution management</b>				
<ul style="list-style-type: none"> <li>Capacity for management will be improved</li> </ul>				
Up-dating maps	Up-dated maps of water distribution networks have been produced in AutoCAD	Maps of water distribution networks both in Keetmanshoop and Ondangwa	Maps have been printed and are available also in digital form	

ACTIVITY	RESULTS	INDICATORS	VERIFICATION	
Financial management	Some basic financial data compiled , to be finalized 2007-2008			
Water services management	Present daily management systems, both technical and financial are studied			
<b>Water leakage and water waste minimization</b>				
<ul style="list-style-type: none"> <li>Capacity for leakage and waste minimization of water will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Initial estimate & reduction	2008			
Night-flow measurement	2008			
Leak detection and repair	2008			
Investment planning	2008			
<b>Stormwater management</b>				
<ul style="list-style-type: none"> <li>Capacity for planning how to reduce the damage caused by storm water flooding will be increased in Ondangwa and Keetmanshoop</li> </ul>				
Collection of basic information	2008			
Present situation	2008			
Planning	2008			
Improvements and investment	2008			

## WASTE MANAGEMENT & ENVIRONMENTAL HEALTH

ACTIVITY	RESULTS	INDICATORS	VERIFICATION	
<b>Situation analysis</b>				
<ul style="list-style-type: none"> <li>Information of the impacts of environmental and hygienic conditions of local waste management systems will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Assessment of the present systems and impacts of present situation / systems are made <ul style="list-style-type: none"> <li>Regulations, legislation, policies</li> <li>Present management systems</li> <li>Present dumping sites</li> </ul>	Basic information on the environmental and hygienic impacts of the present situation exists. Facts of the rainy season still need to be collected 2008	Report information	Report document	.
<b>Capacity for policy implementation</b>				
<ul style="list-style-type: none"> <li>Capacity for implementing proper waste management policies will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Existing waste management policy material is collected; <ul style="list-style-type: none"> <li>Regulations, by-laws, study tours</li> <li>Waste management; collection systems etc</li> <li>Recycling &amp; awareness of citizens</li> <li>Dumping sites</li> </ul>	Regulations are collected and studied. Recycling systems are studied Basic dumping site evaluation made and eg geographical locations analysed. Facts of the rainy season still need to be collected 2008	Existence of the report	The report documents.	
<b>Solid waste management planning</b>				
<ul style="list-style-type: none"> <li>Capacity for solid waste management planning will be improved in Ondangwa and Keetmanshoop</li> </ul>				
Planning solid waste management future	2008-2009			