

APPENDIX I

EXAMPLE ON HOW TO ANALYZA QUESTIONNAIRES RESPONSES IN EVALUATION

The purpose of this is to give facilitator the opportunity to evaluate yesterday's work

REPORTING FORMAT individual face reporting in class (15 min)

b) reporting starts at.....

Complete the following;

- 55

FEED – BACK ON TODAY’S SESSIONS

Tell us how you assess the usefulness of today’s sessions by filling a one circle.

1) SESSION No

☐☐☐☐☐

ABOUT

Very useful Quite useful Useful Less useful Useless

REASONS FOR MY ASSESSMENT

2) SESSION No

☐☐☐☐☐

ABOUT

Very useful Quite useful Useful Less useful Useless

REASONS FOR MY ASSESSMENT

3) SESSION No

☐☐☐☐☐

ABOUT

Very useful Quite useful Useful Less useful Useless

REASONS FOR MY ASSESSMENT

56

END -TRAINING EVALUATION QUESTIONNAIRE

Now that the one/two weeks of our training is over , we would like to spend a few minutes thinking about learning experiences, your comments and feedback could make the training even richer. So please spare a few minutes and fill in this short form.

Training Name: _____
Date: _____

End – Training Feedback

So far I’m finding this training to be (*circle your response*)

Interesting	1	2	3	4	5	Uninteresting
Too fast	1	2	3	4	5	Too slow
Too easy	1	2	3	4	5	Too difficult
Relevant	1	2	3	4	5	Irrelevant
Organized	1	2	3	4	5	Disorganized
Relaxed	1	2	3	4	5	Tense

Please provide a brief comment for improving this training in the coming session.

APPENDIX IV

QUESTIONNAIRE FOR GROUP MEMBERS

1. Age.....
2. Sex.....
3. Marital status.....
4. How many children do you have?.....
5. Level of education
Primary school (Standard reached)

Adult education (Stage)

High Learning / Course
6. When did you joint in this Association?
7. Where did the idea of initiating this Association come from?
8. What is your role in Association?
9. What reasons made you to join in the Association?
10. How do you participation in planning and implementation of the Association?
11. Have you attended any seminar / training conducted for development of the Association?
12. Where did you get your skills relating to the activities?
13. Did the Association receive technical assistance or advice from the Government or extension workers such as Community Development Officers, Municipal council etc?
14. How is your activities managed?
15. How your Association gets money for running activities?
16. Where is your money kept?
17. Has there any loss of money? Yes or No
18. If yes what measures were taken to get money back?
19. What is the benefit of the Association?
20. What is your suggestions and recommendations as far as the success and problems of the Association are concerned?

QUESTIONNAIRE FOR GROUP LEADER

1. Name.....
2. Age.....
3. Sex.....
4. Marital status.....
5. Level of education.....
6. Occupation.....
7. Number of members.....
8. Activities / Projects carried by the Association
 - (a).....
 - (b).....
 - (c).....
9. Experience in Leadership.....(Months / Years)
10. When was the Association formed?.....
11. Sources of capital (Where appropriate)
 - (a) Assistance / Grant.....
 - (b) Contribution of Members.....
 - (c) Loan.....
12. If the capital originated outside of the Association mention the source (Donor)
13. The group initiated by how members?
14. Who plan this Association?

15. How did the Association members participate in planning and implementing of activities?
16. Are there any outsiders who were involved in planning such as Extension Workers?
17. Where office does the Association take place?
18. Who own the place of the Association?
19. Where do you sell your products?
20. How do you benefit from the income generated?
21. What skill (s) do you have in accordance to the activities you have
22. Training offered concerning the activities
 - (a) Where
 - (b) What kind of training (subject / title of course)
 - (c) Duration
23. When do you have a member meeting?
24. Are there any problems faced on this activity?
25. What measures do you take to overcome these problems?
 - (i)
 - (ii)
 - (iii)
26. What is the future plan of the Association on the activities?
27. Do you think you need more skills or knowledge to run your activities? If Yes what type of knowledge / skill?
28. As group member and leader what are your suggestions, opinions as far as the success and problems of the Association are concerned?

TRAINING ACTION OF PLAN FROM SEPTEMBER 2005 – AUGUST 2006
APPENDIX V

S/N	ACTIVITY	ACTORS	COST '000'	TIME FRAME SEPTEMBER 2005 – AUGUST 2006											
				S	O	N	D	J	F	M	A	M	J	J	A
1.	Prepare training need assessment	CBO Leaders, CED Participant	50												
2.	Prepare budget for CBO training	-do-	-												
3.	Submit budget to various stakeholder	-do-	-												
4.	Identify training facilitators	-do-	-												
5.	Identify the problems or opportunity - Describe the training needs in detail - Identify the target group for training	CED Participant, Training facilitators & CBO Leader	-												
6.	Prepare objectives for the training	-do-	-												
7.	State the training will achieve - state the general & sub objectives - prepare time frame work - training material will use	CED Participant, Training facilitators													
8.	Carry out training sessions - prepare venue - participants invite - prepare topics	CED Participant, CBO Members & Training facilitators	2,500												
9.	Preparation of training report	CED Participant, training facilitators	50												
10.	Monitoring & Evaluation of training	CED participant, Facilitators & CBO Members	100												

UTADA CBO Plan of Action
APPENDIX VI

S/No.	STAGE	PROCESS	ACTUAL DAY	DURATION	ACTOR	EXPECTED OUTPUT
1.	Initial contact	1.1 Visit to Ward office	11 th September 03	One day	CDO, WEO & CED Student	-Initial contact and acceptance letter from CBO Members received. -Project assignment selected
		1.2 Official visit to organization	19 th September 03	One day	CBO Chairperson, CBO Secretary & CED Student	
		1.3 Written communication to CBO	20 th September 03	One day	CED Student	
		1.4 Receiving acceptance letter from CBO	23 rd September 03	One day	CBO Chairperson & CED Student	
		1.5 Project selection	6 th October 03	One day	Council Committee, CED Student, CBO Chairperson & CBO Secretary	
2.	Background information	2.1 Meeting with CBO Leaders 2.2 Gathering information on CBO documents i.e. CBO constitution & profiles	9 th December 03	One day	CBO Chairperson & CED Student	Summary of all relevant aspects of CBO management with detailed of project activities.

S/No.	STAGE	PROCESS	ACTUAL DAY	DURATION	ACTOR	EXPECTED OUTPUT
3.	Information on CBO	3.1 Preliminary surveys and assessment	11 th December 03	One day	22 CBO Members & CED Student	Physical sites visited to see CBO activities.
		3.2 Meeting with CBO Members discuss on project activities.	21 st December 03 4 th January 04	One day One day	26 CBO Members & CED Student 13 CBO Members & CED Student	
4.	Further collection of information	4.1 Re-writing the questionnaire	6 th – 9 th January 04	Four days	CED Student	Questionnaires prepared and designed
		4.2 Pilot test	11 th January 04	One day	CBO Members & CED Student	Questionnaires tested.
		4.3 Re-submission of first report	16 th January 04	One day	CED Office	Report submitted
5.	Questionnaire and further information	5.1 Meeting research supervisor discussed research activities	28 th January 04	One day	Mr. Shungu OUT & CED Student	Received agreement from supervisor
		5.2 Interview CBO Members	15, 22 & 29 th February 04	Three days	CED Student & CBO Members	Members interviewed
		5.3 Participatory meeting on problems identification	14, 21 & 28 th March 04	Three days	CED Students & CBO Members	Problem needs identified.
		5.4 Interview process continued for other stakeholders i.e.local leaders, poor age groups, Ward officers and Municipal waste and disposal officers	22 – 28 th May 04	Six days	CED Student & Stakeholders	Key informant interviewed and focus group discussed in potential project area.

S/No.	STAGE	PROCESS	ACTUAL DAY	DURATION	ACTOR	EXPECTED OUTPUT
6.	Questionnaire administration and report writing	6.1 Organizing and analysing data	15 – 18 th June 04	Four days	CED Student	Data collected and analysed
		6.2 Writing second progress report and submitted to supervisor	21 – 26 th June 04	Five days	CED Student & Research supervisor	Report on the work progress and findings of study
		6.3 Meeting with CBO Members reported on survey result and agreed needs identification	17 – 18 th July 04	Two days	CED Student & CBO Members	Problem needs set up
		6.4 Preparation of third report	August 04	Three weeks	CED Student	Final report
		6.5 Preparation of presentation format	5 – 7 th January 05	Three days	CED Student	Power point format
		6.6 Panel presentation	11 th January 05	One day	CED Students, CED panel representatives	Report on data collected and project assignment
		6.7 Submission of draft report	February 05	One month	CED Student & Supervisor / Instructor	Course report

CBO MEMBERS INTERVIEWED IN THIS STUDY**TABLE 1**

S/No	NAME	AGE	SEX	MARITAL STATUS	NO. OF CHILDREN	EDUCATION LEVEL	YEAR OF JOINING	POSITION
1.	Leocadia Mkude	54	Female	Marriage	8	Primary School	Since established	Member
2.	Ally Ntukane	47	Male	Marriage	3	Primary School	2002	Member
3.	Saada Sadiki	35	Female	Marriage	4	Primary School	7/3/2002	Member
4.	Issa Ally	37	Male	Widow	5	Primary School	1993	Member
5.	Felista Mtui	30	Female	Widow woman	1	Primary School	2000	Member
6.	Kuruthum Kasim	48	Female	Marriage	3	Adult Education	1992	Member
7.	Zainab Mohamed	45	Female	Marriage	2	Adult Education	1992	Member
8.	Pili Salehe	50	Female	Marriage	1	Adult Education	2002	Member
9.	Fatuma Ally	35	Female	Unmarriage	3	Primary School	I have forgotten	Member
10.	Violent B. Mkude	18	Female	Unmarriage	1	Primary School	2003	Member
11.	Maneno Abdallah	70	Male	Marriage	2	Adult Education	1992	Member
12.	Khamis Juma	44	Male	Marriage	4	Primary School	1998	Member
13.	John Mambo	26	Male	Marriage	3	Primary School	1999	Member
14.	Salome Shagali	36	Female	Marriage	2	Secondary School	1995	Member
15.	Sabina Bernard	28	Female	Marriage	1	Primary School	2000	Member
16.	Ally Mohamed	31	Male	Marriage	3	Primary School	1995	Member
17.	Abrahaman Ally	55	Male	Marriage	5	Primary School	2000	Vice Chairperson
18.	Benedict Mkude	63	Male	Marriage	8	College	1992	Chairperson
19.	Cecilia Boniface	28	Female	Marriage	1	Secondary School	2001	Secretary
20.	Mariamam Abdallah	41	Female	Marriage	6	Primary School	1998	Chairperson of committee

Source: Study conducted UTADA CBO

Ms. Ngonyani Zainab,
The Open University of Tanzania,
P.O BOX 23409,
DAR ES SALAAM
23rd September 2003

TO;
Mr. Benedict Mkude,
Chairman of UTADA,
P.O BOX 40261
DAR ES SALAAM.

Dear Sir,

**RE: APPLICATION FOR PARTICIPATION ON
COMMUNITY BASED ORGANISATION
ACTIVITIES**

Refer above heading.

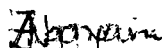
The Open University of Tanzania with partnership of Southern New Hampshire University – U.S.A, conducting 18 Months Programme on Master Science in Community Economic Development.

I'm one of participant in this course and Community development officer in Municipal Council, the main objective of programme is to work closely and learning together with Community Based Organization members in day to day on decision making, planning, execution and monitoring project activities including mobilizing external/internal resources from different stakeholders. All activities will be free technical assistance.

I have honor to apply for participating in Community Based Organization activities in your esteemed organization to reach the development goals.

Thanks in Advance,

Yours faithfully,


Ngonyani Zainab
Student Participant MSc CED

Ngonyani Zainab A.,
Chuo Kikuu Huria-Tanzania,
S.L.P. 23409,
DAR ES SALAAM.

23/09/2003

Kumb. No. OUT/CED/PROJECT 1

Benedict Mkude,
Mwenyekiti UTADA,
S. L. P. 40261,
DAR ES SALAAM.

**YAH: MAOMBI YA KUSHIRIKI KAZI KATIKA JUMUIYA YA
WANANCHI ENEO LENU.**

Rejea kichwa cha habari hapo juu.

Chuo Kikuu Huria cha Tanzania kwa kushirikiana na Chuo cha Southern New Hampshery Marekani kinaendesha programu ya mafunzo ya miezi 18 ya shahada ya uzamili ya maendeleo ya Uchumi wa Jamii. Nikiwa mmoja wa washiriki katika kozi hii na Afisa Maendeleo ya jamii Manispaa kitengo cha ushirikishwaji jamii katika miradi ya maendeleo, moja ya majukumu ya program hii ni kushirikiana na Jumuiya za wananchi na kujifunza pamoja nao katika kuamua, kupanga, kutekeleza na kufuatilia miradi waliojipangia ikiwa pamoja na uhamasishaji wa rasilimali za nje na ndani kwa wadau mbalimbali. Nitashiriki kazi zote bila malipo.

Napenda kutuma maombi ya kushiriki pamoja kazi za jumuiya yenu ili kuleta ufanisi na kufikia malengo mliyojipangia.

Natanguliza shukrani,

Wako katika ujenzi wa taifa,


Zainab Ngonyani
MWANAFUNZI MSHIRIKI MSc CED

UTADA

CHAMA CHA UKUSANYAJI NA USAMBAZAJI TAKAREJEA DAMPO

Simu: 255 22 2842141

S.L.P. 40261,
Dar es Salaam, Tanzania

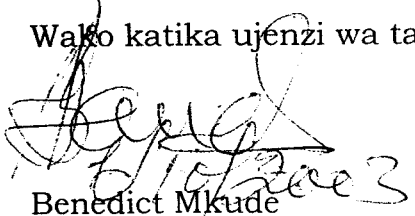
Ndugu , Zainab Ngonyani,
Chuo Kikuu Huria – Tanzania,
S.L.P 23409
DAR ES SALAAM
6/10/2003

**YAH: KUKUBALIWA KUSHIRIKI KAZI ZA
JUMUIA YA UTADA**

Rejea somo hilo hapo juu.

Barua yako ya tarehe 23/09/2003 yenye kumb. Na. out/ced/project 1 kama ilivyojieleza, tunapenda kukufahamisha kuwa kikao cha pamoja cha uongozi kimeyakubali maombi yako na kwa niaba ya wanajumuia ya **UTADA** tunapenda kukufahamisha kuwa tutashirikiana nawe kwa kipindi chote cha mafunzo yako kwa kusaidiana, kubadilishana uzoefu na kutekeleza miradi iliyokusudiwa kwa lengo la kuleta maendeleo.

Wako katika ujenzi wa taifa,


Benedict Mkude

Mwenyekiti **UTADA**