APPENDICIES

Appendix 1: Introduction letter - correspondence

Appendix 2: CISO organ gram

Appendix 3: Organizational Self Assessment report one

Appendix 4: Organizational Self Assessment report two

Appendix 5: Capacity Building Action Plan for CISO 2004

Appendix 6: Organizational assessment-questionnaires

Appendix 7: Project proposal on HIV/AIDS and Malaria control

Appendix 8: Bibliography
REFER: FREE TECHNICAL ASSISTANCE TO SUPPORT YOUR ORGANIZATION DEVELOPMENT

Reference made to the above heading

I am kindly requesting to allow me to join your organization to provide a free technical assistance on capacity building on organization development.

Currently, I am a student undertaking Masters degree in Community Economic Development (CED Programme offered by Open University of Tanzania in collaboration with Hampshire University of USA. Further to that, I am a CONCERN WORLDWIDE employee based here in Dar es Salaam a Project Officer at the civil society support Programme for Kinondoni and Temeke districts. Being with CONCERN for 4 years I am specifically concerned with the capacity building of the civil society organizations like yours

Based on that I would like to ensure you that, I have adequate experience on capacity building for organization development with the following skills:

- Project identification, planning, implementation, monitoring and evaluation skills;
- Training and facilitation skills
- NGO leadership skills
- Conflict management and resolution skills
- Fund raising skills
- Community Mobilization skills
- Managing pressure, time management and decision making skills
- Logical framework analysis skills
- Financial and progress report skills
- Budgeting skills

So far I understand you have done a very impressive work aims at complementing the government efforts on supporting community initiatives by
Community Initiatives Support Organization (CISO)

P. O BOX 95143
Tandale Uzuri, Makanya Road
Dar es Salaam

Phone: +255-0713464907
Fax: +255-22-2114582
Email: cisotanzania@yahoo.com

REF OSH/GC/01/04
Kijiku Sebastian F.
CED Student
Open University of Tanzania
2004
P. O. BOX 6370
Dar es Salaam

Dear Sir,

REF ACCEPTANCE TO SUPPORT COMMUNITY INITIATIVE ORGANIZATION

Reference is made to your letter dated 30th December 2003 regarding offering consultation services to our organization.

We are pleased to inform you that our governing board went through your letter and accept your request to support capacity development of our organization. Good enough your background and experience shows that you have enough skills that can be very useful to our emerging organization. Furthermore we were looking for an OD expert to assist in shaping our organization so that we can deliver quality services to our clients.

We take this opportunity to welcome you and we will offer all necessary support so that we can take advantage of this opportunity to improve our work.

Could you please kindly make an appointment so as to when we should settle down and agree on future plan.

Sincerely,

Charles Kamugisha
The Coordinator
ensuring the involvement of stakeholders in planning and implementing activities resulting from their priority.

For further clarification, I am ready to open up discussion on matters at your convenient time as may be directed by you. For further information I will be available through tel 2771831, 0741 225610 and E-mail: sebak@hotmail.com.

If I am accepted to jointly work with your organization, I will use my best of my knowledge and skills to promote and strengthen organization development for betterment of your organization and the community at large.

Sincerely,

Sebastian Kitiku
MSC CED Programme Student
Appendix 2

CISO Organization Management chart

Source: Interview with CISO leaders and organizational constitution, December, 2003.
Appendix 3

LOFAT Summary Sheet

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes / no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivated by will to assist the poor</td>
<td></td>
</tr>
<tr>
<td>Committed to empowering the poor or local communities</td>
<td></td>
</tr>
<tr>
<td>Credible leadership</td>
<td></td>
</tr>
<tr>
<td>Basic accountability mechanisms in place</td>
<td></td>
</tr>
<tr>
<td>Has basic transparency</td>
<td></td>
</tr>
<tr>
<td>Is not-for-profit</td>
<td></td>
</tr>
<tr>
<td>Is non political</td>
<td></td>
</tr>
<tr>
<td>Complies with legal and regulatory requirements</td>
<td></td>
</tr>
<tr>
<td>Open to new ideas and approaches</td>
<td></td>
</tr>
</tbody>
</table>

What are the strengths of the organisation (mention 5 in prioritised order)?
1  
2  
3  
4  
5  

What are the weaknesses of the organisation (mention 5 in prioritised order)?
1  
2  
3  
4  
5  

Recommendations based on the above responses:

Overall recommendations:

Signature: ________________________________
Name: __________________________________
Date: _________________________________
Appendix 3

The use of LOFAT

The criteria by which potentiality of the organisations are to be evaluated are:

1. It is motivated by a will to assist the poor and vulnerable as a stated target group.
2. It is committed to empowering the poor or the vulnerable, or to strengthening community based structures that will do so.
3. Credible leadership.
4. Basic accountability.
5. Basic transparency.
7. Non political.
8. Comply with all necessary legal and regulatory requirements.
9. Open to new ideas and approaches.

In order to judge the capacity of the organisation it has to meet these basic standards, this tool may be used. It is not meant as a questionnaire to be filled in with representatives of the organisation under review. Rather, the questions are meant as a guide to a facilitator in undertaking a wide-ranging evaluation of the organisation. They suggest the type of issues that should be scrutinised and the type of information that should be gathered.

In undertaking the assessment, it is necessary to focus on the real or prevailing situation, as opposed to what the organisation says it is, or even believes it to be. It is very important therefore to verify as much information as possible. The following actions are recommended:

- Visit the organisation’s office and its projects, so as to get a true picture of their status.
- Try to meet as many staff members, board members and officers of the organisation as possible - don’t allow leaders to monopolise the assessment process. Remember - evaluate the organisation, not individuals within it.
- Ask to see key documents, such as constitution, operating procedures, annual reports and financial reports. The degree of willingness or ability to provide such documents may be instructive.
- Scrutinise all available documentation.
- Get the views of as many external stakeholders as possible - in the community, in local govt., etc.

The criteria detailed above, and the activities suggested above, are designed to identify organisations that one needs for organizational capacity building.

At the end of the form, further detailed issues are suggested for consideration, re. the questions.

Name of organisation: ________________________________

Street Address: ________________________________
Postal Address: ________________________________
Contact person: ________________________________
Phone: ________________________________

Type of organisation:
• Local NGO □  CBO □  Other □
If other, please specify: ________________________________

Composition and structure
• Who is involved in the organisation?
• When and how was the organisation formed?
• What is its organisational structure?
• What is its governance structure?
• Does the organisation have a constitution?
• If yes, are members aware of its contents?
• Are proper records kept by the organisation?

• Who is working for the organisation?

• How are staffs recruited?

Gender
• Do both women and men participate fully in the organisation? Explain.

• Does the organisation address the needs of both women and men? Explain.

Finances
• What is the financial management capacity of the organisation?

• What is the attitude to financial management within the organisation?

• Does the organisation hold a list of fixed assets?

• What are the organisation's current funding sources?

• Who are their previous funders?

• Who are their prospective funders?

External relations
• How are its relations with local government? Explain

• How are its relations with other organisations? Explain.

• What is its reputation with other organisations?

• What is its motivation for wishing to work with external facilitator?

Type of organisation: Is it an NGO, Financial Institution, Business Association, Government Agency, Federation, Association of CBOs, or an apex body of CBOs? Is it non-profit or for profit? Is it a local, national or international organisation? Is it government owned, semi-private sector or civil society sector?
Composition: Who is in the organisation? What are their backgrounds? Can new members join?

Organisational structure: Formation: When was the organisation founded? By whom? Why?

Governance structure: Get a clear idea of how the governance works, who is on the board, whether it actually meets and, if so, how often. Is the board independent of the leader?

Constitution: Does the organisation have a written constitution? Does the current structure of the organisation reflect adherence to the constitution? Are ordinary members aware of the provisions of the constitution?

Registration: Is the organisation registered with the government? If so, with which department was it registered, when and as what? If it has not registered, is it planning to?

Mission: Who does the organisation serve? In what way does it serve them? Why those particular services?

Goals: Does the organisation have clearly articulated goals? Have these changed over time? Are the goals consistent with the mission?

Target groups: Is the organisation clear about who it is trying to benefit? Is it self-serving or working for others? Is it representing the poor?

Achievements to date: Summarise the projects or activities the organisation has actually carried out to date. Try to see any evaluation reports that may exist.

Ongoing activities: Summarise what the organisation is actually doing at the moment.

Financial management capacity: Does the organisation keep proper books of accounts? Can it account for all money received and spent?

Reputation in the community: Try to get the views of local people in the target area about the organisation. Is it known? What has it done? How has it involved local people? Who has it benefited?

Motivation for working with Concern: Is there a real desire to improve practice, raise capacity and to learn in order to improve the quality of what they do?

Source: Concern world wide first assessment tool
COMMUNITY INITIATIVE SUPPORT ORGANIZATIONS' SYNOPSIS REPORT

The Organizational Self Assessment (OSA) with CISO Members.

The need
➢ The workshop was organised to share common understanding on assessing their Organizational development over time.

Wider Objective
➢ To continuously monitor progress of the organization toward the Organizational goal.

Specific Objectives
➢ To build understanding of the workshop participants on the key concepts of Organization Self-Assessment.
➢ To stimulate the awareness of the participants on the roles and responsibilities of the NGOs' members to assess their organization.
➢ To set a base for incorporating the lesson learnt into the capacity building action plan.

Participants
➢ 20 participants attended the OSA workshop with CISO included Executive Committee, Management team, Ordinary members and beneficiaries. 6 (30%) of the workshop participants were women. 14 (70%) of the workshop participants were men.

Key areas covered
➢ Strategic vision:
  • Organizational vision and values.
  • Mission statement.
  • Long range goals.
  • Target group and constituency.
  • Programme development and design
➢ Project design and management
  • Problem identification and need assessment.
  • Project planning.
  • Work planning.
  • Implementation.
  • Monitoring.
  • Evaluation.
  • Gender.
  • Cost effectiveness.
  • Project sustainability.
➢ Management practices.
  • Governance and structure.
  • Leadership.
  • Decision making.
  • Organizational culture.
  • Information systems and reporting.
➢ Human resources management.
  • Human resource planning.
  • Staff management.
➢ Administrative management.
  • General office systems
  • Internal control procedures.
➢ Financial management.
  • Accounting.
  • Financial management.
➢ External relations.
  • Networking and strategic partnering.
  • Advocacy.
  • Fund raising and financial sustainability.
Strengths and weaknesses identified during the OSA

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Strengths</th>
<th>Weakness.</th>
</tr>
</thead>
</table>
| (a) Strategic vision                           | ➢ Organizations have a clear vision and mission statement, which are reviewed periodically.  
 ➢ Organization has general long-range goals, normally set by leaders with little input from other members of organization.  
 ➢ Activities of the organization are clearly designed to address the identified needs of the target group. | ➢ Beneficiaries are not involved in project design and development.                              |
| (b) Project design and management.             | ➢ Projects need assessment and planning is based on a few informal contacts with potential beneficiaries.  
 ➢ Beneficiaries are involved/participate in project implementation  
 ➢ Project monitoring system is done by management and reporting.  
 ➢ The management team largely does evaluation of project. | ➢ No formal monitoring system to collect information & indicators set.  
 ➢ No clearly strategies set to ensure project sustainability.                                                    |
| (C) Management practices                       | ➢ Organization is registered at the district level, with by-laws and the governing board.  
 ➢ Organization structure is clearly defined to show responsibility of each line and its relationship.  
 ➢ Leaders value participatory decision-making and delegation of authority and responsibility.  
 ➢ Projects and management practices reflect gender issues. | ➢ Executive committee is not active.  
 ➢ Reports are written but not timely.                                                                                           |
| (d) Human resources management.                | ➢ Staffs employed have necessary skills to effectively perform their job.  
 ➢ Staffs demonstrate an active interest in developing their skills.  
 ➢ Supervisors provide advice & support to their subordinates to improve performance. | ➢ No formal job descriptions, but jobs are correctly implemented.  
 ➢ Procurement procedures are not clearly stipulated.                                                                 |


equipment is the responsibility of all members.

| (e) Administrative management. | ➢ Books of Accounts are correct recorded with its supporting documents and reported.  
➢ Cash is bundled at Bank with small cash box. | ➢ Some improvement is needed on financial procedures and systems. |
| (f) Financial management. | ➢ Cooperate with the Government and NGOs working in the region area of operation and value sharing knowledge.  
➢ Organization able to determine technical needs and find external assistance.  
➢ Demonstrated ability to fundraising. | ➢ Largely depend on external fund raising (donors).  
➢ Very little has been demonstrated on lobbying & Advocacy. |
## Appendix 5: CAPACITY BUILDING ACTION PLAN FOR CISO 2004

<table>
<thead>
<tr>
<th>ACTIVITIES BY OUTPUTS</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Responsible person</td>
<td>OCT</td>
</tr>
<tr>
<td><strong>OUTPUT 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Familiarization and initial assessment is done.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACTIVITIES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Initial contact for Familiarization with CISO team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Initial Organization Assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OUTPUT 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis and discussion of the findings done</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACTIVITIES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Conducting research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Analysis and discussion of findings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Action Plan Development with CISO members</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OUTPUT 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical support and recommendations provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACTIVITIES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Facilitate training workshop on strategic visioning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mentoring support on project design and management practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mentoring support on Human and financial resource management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Mentoring support on administration management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Mentoring support on management practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Providing support to strengthen external relation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OUTPUT 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report compiled and presented.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACTIVITIES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Writing draft project report.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Compiling the final report.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Presentation and handover report.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear Sir/Madam,

I am a student at the Open University of Tanzania. I am carrying out this research to find out the Local organization capacity gaps in Tanzania. Please answer the following questions as honestly as possible. There is no need to disclose your name. All information given will be treated with highest confidentiality and used only for the purpose of this study.

I thank you in advance for your cooperation.

Kitiku Sebastian (Researcher)

Respondents

(1) Age ..........................

(2) Education level ..........................

(3) Gender ..........................

(4) Marital status ..........................

(5) Location ..................................

Assessment Question (Questionnaires) designed for the Board members, Executive Committee Members and the ordinary members of the organization:

I. Composition and structure
   • Who is involved in the organization?
     ➢ Poorest  
     ➢ Middle class  
     ➢ Rich  

• When and how the organization was formed?
  ➢ Year
  ➢ By one person
  ➢ By group of people

• Is the organizational structure clear to organizational members?
  ➢ Yes
  ➢ No

• Does the organization have constitution?
  ➢ Yes
  ➢ No

• Members aware of its contents?
  ➢ Yes
  ➢ No

• Is the organization registered?
  ➢ Yes
  ➢ No

II. Mission
• What does the organization actually do?
  ➢ Project implementation
  ➢ Capacity Building

• How are staffs recruited?
  ➢ Appointed
  ➢ Competed

III. Goals/Programme
• Does the organization have clear stated goals?
  ➢ Yes
  ➢ No

• Who does the organization serve?
  ➢ Poorest
  ➢ Middle class
  ➢ Rich
- What is its reputation in the community?
  - Bad
  - Fair
  - Good

IV. **Organization culture**
- Does the organization have credible leadership?
  - Yes
  - No
- Are leaders accountable within the organization?
  - Yes
  - No
- Is the organization run in transparent manner?
  - Yes
  - No
- Are proper record kept by the organization?
  - Yes
  - No
- Who is working for the organization?
  - Volunteers
  - Employees
- How are staffs recruited?
  - Appointed
  - Competed

V. **Gender**
- Do both men and women participate fully in the organization?
  - Yes
  - No
- Does the organization address the needs of both the women and men?
  - Yes
  - No

VI. **Finance**
- What is the financial management capacity of the organization?
  - Poor
  - Fair
  - Good
• What is the attitude to financial management within the organization?
  ➢ Bad □
  ➢ Fair □
  ➢ Good □

• Does the organization hold the list of fixed assets?
  ➢ Yes □
  ➢ No □

• Does the organization have founding sources?
  ➢ Yes □
  ➢ No □

VII. External relations

• How are its relations with the local government?
  ➢ Poor □
  ➢ Fair □
  ➢ Good □

• Why does the organization do what it does?
  ➢ Address the needs of beneficiaries □
  ➢ Address the needs organizational, members □
Appendix 7

PROJECT PROPOSAL - HIV/AIDS AND MALARIA CONTROL

CONCERN WORLDWIDE

GRANT APPLICATION FORM

For Official use only

Application No: 
Date received: 

This form will apply to all Concern partners.

SECTION 1: Organisation Information

1. Registered name of Organisation

COMMUNITY INITIATIVE SUPPORT ORGANISATION (CISO)

2. Registration status & registration number

Registered at Kinondoni District.

3. Name and location of proposed project

Fighting Malaria and HIV/AIDS among the community of Tandale uzuri ward, Kinondoni District.

4. Organisation current address:

Postal Address PO BOX 95143
District & Region  Kinondoni, Dar es Salaam
Street Tandale Kwamgudunge
Phone & Fax  0741-244407
Email cisotanzania1@yahoo.com

5. Language preference (please tick):

English √
Appendix vii – PROJECT PROPOSAL - HIV/AIDS AND MALARIA CONTROL

Swahili □

6. Contact person:
   Name: Charles Kamugisha
   Position: Executive Secretary
   Contact time: 08:00 AM Telephone(if any): 0741 244407
   Postal address (If different from above) the same

7. Is your organisation a branch and/or a member affiliated to another organisation? (Tick)
   • Yes □
   • No □

   If “yes”, please give the name(s) of the larger organisation

□
SECTION 2
Type of Organisation

1. Nature of your organisation (Please Tick)

   NGO  □√
   CBO  □

   OTHER (Specify)

2. Focus of your work (you may tick more than one box)

   - Health
   - Education/Training
   - Environment
   - Micro Finance
   - Water & Sanitation
   - Gender
   - Human rights
   - Governance
   - Agriculture/Marketing
   - HIV/AIDS
   - Transport Infrastructure
   - Business/Commercial
   - Others (specify)
SECTION 3
Membership & Staff

1. Does your organisation have members? (Please Tick)
   - Yes □ √
   - No □

2. Number of Current members
   Total 20  Male 9  Female 11

3. Membership Meetings: Describe the frequency of meetings per year
   Management Team meeting. Monthly.
   General Meeting. Annually

4. Does your Organisation have full-time staff? (Tick)
   - Yes □
   - No □ √

   If “Yes” how many?
   Total □ □ Paid □ □ Unpaid □ □

5. What was your organisation’s total income in the last three years, (including this year) and where did this money come from?
   Year 2003 Income 50,000 sources own contributions
   Year 2004 Income 120,000 sources own contributions
   Year □ Income □ sources □
   Year □ Income □ sources □
SECTION 4
Project Management

1. Who will be involved in the day-to-day management team of this project/Grant?

<table>
<thead>
<tr>
<th>Position</th>
<th>Area of responsibility (eg. Supervision, Accounting etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Secretary</td>
<td>Field Supervision</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Over all Supervision</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

2. What is the structure of your Organisation and how do positions relate to each other? (Please draw an organisation chart that shows the members and the management people in your organisation and how they work with each other.)

CISO ORGANIZATION CHART
3. What are your plans for the organisational development and capacity building of your own organisation this year?

To increase the capacity of the organization members by attending various OD training workshop organized by various NGOs and also increase partnership with other experienced International Organisation through information sharing.

4. How does this project relate to those plans?

Fighting malaria and HIV/AIDS need organizational members with adequate skills and knowledge to effectively tackle these problems. Therefore improving the capacity of Programme implementers through OD is seen as an important step in addressing these interventions squarely.

5. What is the vision and mission of your organisation?

- The CISOs' vision is a society where each individual manages and sustains secured and fulfilled life.
- The mission of CISO is to strive to diversify opportunities for the disadvantaged individuals, their families and communities to access health services, improve environment, water and sanitation; address gender issues and fights HIV/AIDS.

6. How does this project relate to the organisation’s vision and mission?

Project to be implemented is focusing to fight malaria and HIV/AIDS in Tandale ward Kinondoni District. Malaria is part of the health problem which is ranked as a priority problem among the community especially children and pregnant women in the area. More over, HIV/AIDS is also a big problem in the areas, which needs quick attention. By fighting these two problems, the project will be focusing to address the organization mission and eventually vision.

7. What are the purpose / goal of the project?

- To fight malarial and HIV/AIDS incidences through sensitisation and raise awareness among the community of Tandale Ward.

8. What are the objectives of the project?

- To organize training workshops to community leaders on malarial incidence in Tandale Ward;
- To organize sensitisation sessions on HIV/AIDS amongst primary school pupils in Tandale ward.
9. What are the expected results outputs?

- Community leaders of Tandal ward are skilled and knowledgeable on malarial incidence
- Community action plan is prepared to reduce malarial incidence in the area.
- Primary schools representatives identified and receive training on HIV/AIDS prevention.
- Improved prevention knowledge of HIV/AIDS to school pupils

10. What are the clear, measurable indicators that will demonstrate that you have achieved these results?

- At least 35 community leaders have adequate skills on prevention and fighting malarial.
- Community action plan is in place and practiced.
- At least 30 Primary schools representatives received training on HIV/AIDS prevention.
- Feedback plan is set to feedback skills and knowledge gained to their fallow pupils.

11. How will you monitor the project progress?

CISO management Team developed special monitoring forms to be used to track the project progress. Through the monthly meeting, feedback of the work done will be provided and also provide an opportunity to see if the planned activities are implemented accordingly. The project progress will be monitored through the project period.

12. Describe the activities that will be done in order to achieve each result (output).

- The training needs assessment will be conducted for both training of school pupils and community leaders.
- Conduct training workshop to community leaders of Tandale ward.
- Organize study visit to places implemented similar project to learn.
- Conduct training workshop to primary school pupils in Tandale ward.

13. Who will be the direct beneficiaries of the project, i.e. those with whom your organisation will work directly? (Please list the target groups)

- Primary schools’ community in Tandale ward.
14. How many direct beneficiaries?

<table>
<thead>
<tr>
<th>Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>40</td>
<td>55</td>
</tr>
</tbody>
</table>

Please explain how you arrived at these numbers:
- 25 Community leaders.
- 10 Community members.
- School pupils in class 5-7 through training workshop 60 students in total (_40 female and 20 male pupils_)

15. Who will be the indirect beneficiaries of the project, i.e. those with whom your organisation will not work with directly, but whom you plan to have an impact?

- Primary school teachers,
- All pupils of class 5-7
- Faith leaders.
- Community at large

16. How many indirect beneficiaries?

<table>
<thead>
<tr>
<th>Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>300</td>
<td>600</td>
</tr>
</tbody>
</table>

Please explain how you arrived at these numbers:
- We expected to undertake training on HIV/AIDS to 4 primary schools each to be represented by 8 pupils and feedback to approximately 100 students, therefore 400 pupils will benefit on this training with approximate of 250 female 150 male.
- Community leaders are representing 5 streets, which will provide feedback to at least 100 people in each street to give the total of 500 people with approximate of 350 female and 150 male.

17. Explain the project background and the rationale with emphasis on how you know that this project is needed.

- The preliminary survey done by CISO team in collaboration with the local community shows that, there is high incidence of malarial cases in this area due to poor environmental sanitation and low income of people to purchase the mosquito treated bed nets. Following the survey, the local leaders requested CISO to join their hand to find solution of this felt need of the community.
- Primary school teachers who are also members of CISO requested the organization to find the possibility to sensitise school pupils on HIV/AIDS since there is high
incidence of pregnancy among school pupils that shows they still lack knowledge on HIV/AIDS.

18. Do you have previous experience in this project or project (s)? If so what lessons have you learnt from your prior experience?

We don't have previous experience in this project especially in Tandale ward. But we will work closely with all relevant authorities and since some of CISO members have worked with organizations implementing HIV/AIDS programmes (AMREF); will use our experience in implementing this project successfully.
19. How will this project continue in future without Concern financial assistance? How is it sustainable?

The twelve months of the project implementation would have empowered CISO members and Management team to implement a similar project in future without an external technical support. Further to that, the project sustainability is also assured in terms of financial stability. This will be done through:

- Fund raising activities
- Members contributions
- Efforts of the member community. And
- Other donors who wish to support the efforts of the community.

20. Have you informed the relevant district government authority about this project?

Yes □ √    No □    If so, when July 2004

Explain How?

CISO was introduced at all-relevant Local government authorities stating from the Street level, ward, Divisional and at the District level and given go ahead with its initiative to support the community of Tandale ward.
SECTION 5
Project Funding & Bank information

1. What is the total budget for this project? 3,000,000.00

2. How much funding are you requesting from Concern? How will you use it? Please provide a detailed budget and activity plan for funds needed for each activity. (See appendix I for activity plan & Budget.)

3. How will your organisation contribute? Please mention your sources of income

We will contribute human labour (volunteering), our time and some office equipments in this project

4. Have any other donors been approached with this project?

Yes □ No □

5. If no other donors have been approached, why not?
CISO is still young to manage big amount of money. For the time being, we have not approached any donor believing that at this initial stage CONCERN will support us in implementing this project and as we grow along is where many other donors will be approached.
6. If “Yes”, please provide information of each donor and the budget lines for which you have requested funds:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Amount requested</th>
<th>Budget Item (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Which donor has agreed to contribute and by how much? Please explain

None

8. What is the current status of other applications pending?

None

9. Bank details: List all Bank Accounts and their type

a) Bank name 
Type of Account 
Branch name 
Bank Address 
Account Name ____________________________ Number ____________________________

b) Bank name 
Type of Account 
Branch name 
Bank Address 
Account Name ____________________________ Number ____________________________
10. List of signatories:
Name of Signatories | Position within Organisation
--- | ---
1. Charles Kamugisha | Executive Secretary
2. Zabron Kengera | Chairperson
3. Josephine Majili | Treasurer

11. Number of signatories per transaction _______3_________
### ACTIVITY PLAN AND BUDGET FORM

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>IMPLEMENTATION PERIOD (FROM/TO – STATE MONTH AND YEAR)</th>
<th>BUDGET</th>
<th>AMOUNT FROM OTHER DONORS</th>
<th>AMOUNT FROM YOUR ORGANISATION</th>
<th>REQUESTED FROM CONCERN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct basic needs assessment in Tandale ward</td>
<td>October 2004</td>
<td>510,000.00</td>
<td>0.00</td>
<td>100,000.00</td>
<td>510,000.00</td>
</tr>
<tr>
<td>Supply of treated mosquito bed nets to 50 vulnerable families in Tandale</td>
<td>November 2004</td>
<td>350,000.00</td>
<td>0.00</td>
<td>75,000.00</td>
<td>350,000.00</td>
</tr>
<tr>
<td>Purchase of 5 sewing machines for Income generating activates for youth</td>
<td>October</td>
<td>615,000.00</td>
<td>0.00</td>
<td></td>
<td>615,000.00</td>
</tr>
<tr>
<td>Conduct sensitisation and awareness creation of HIV/AIDS in 4 schools</td>
<td>November</td>
<td>640,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>640,000.00</td>
</tr>
<tr>
<td>and print some I.C materials including refreshments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct staff costs, Programme staff, office utilities</td>
<td>Oct-December 2004</td>
<td>885,000.00</td>
<td>0.00</td>
<td>600,000.00</td>
<td>885,000.00</td>
</tr>
<tr>
<td><strong>Grand total</strong></td>
<td></td>
<td></td>
<td></td>
<td>795,000.00</td>
<td>3,000,000.00</td>
</tr>
</tbody>
</table>
SECTION 7
DECLARATION OF INTENT

This declaration of intent must be read and signed by one of the managers of your project as referred to in section 5. It must not be the same person as the main contact in your organisation as referred to in section 1 of this application.

I confirm on behalf of Community Initiative Support Organisation (CISO) (name of organisation) that I am authorised by the governing body to sign this declaration and that to the best of my knowledge all answers to the questions on this form are accurate. If this application is successful, this organisation will use the grant only for the purpose specified in this application, and will comply with other terms and conditions attached to this grant as stipulated by Concern. I confirm that the organisation has the power to accept the grant subject to conditions and to repay the grant if the conditions attached to it are not met.

Name: Charles Kamugisha Position: Executive Secretary

Post address PO BOX 95243 Dar es Salaam Location Tandale
Phone (If any)_0741244407 Email (If any) kamugisha2002@yahoo.com

Signature ___________________________ Date 20 September 2004
APPENDIX 8

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