Appendix 1: Questionnaire for farmers

SOUTHERN NEW HAMPSHIRE UNIVERSITY
AND
OPEN UNIVERSITY OF TANZANIA.

FACULTY OF SOCIAL SCIENCE

TITLE: PARTICIPATORY EVALUATION OF HEIFER INTRUST PROJECT IN MBINGA DIOCESE: A CASE STUDY OF FARMERS GROUPS IN MBINGA AND TINGI DEANERIES IN MBINGA DIOCESE, RUVUMA REGION.

The purpose of this questionnaire is to examine the extent to which the HIP to farmers has contributed to the improvement of farmer’s livelihoods. We are asking co-operation in this exercise by agreeing to be interviewed. We assure you that the information you give us will be treated with strict confidentiality.

GENERARAL INFORMATION

Diocese..................Deanery..................Parish........................................

Village................................. Serial
Number...................................

Date of interview...................... .....
Respondent Number....................... .

Respondent status.

a. Participants (  )
b. Non participants (  )

A: SOCIO – DERMOGRAPHIC INFORMATION.

What is your age in years?

a. 18 Years (  )
b. 18 – 27 (  )
c. 28 – 37 (  )
d. 38 – 47 (  )
e. 48 – 59 (  )
f. > 60 (  )
Sex
a. Female ( )
b. Male ( )

Marital status:
a. Married
   Monogamous ( )
   Polygamous ( )
b. Single ( )
c. Divorced ( )
d. Widowed ( )
e. Separated ( )

What is your level of education?
a. No formal education ( )
b. Adult education ( )
c. Primary education ( )
d. Secondary education ( )
e. Post Secondary education ( )
f. Others (Please specify)...............................

What is the size of your household (Number).

<table>
<thead>
<tr>
<th>Item</th>
<th>Children</th>
<th>Youth</th>
<th>Adult</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How many of you participate in day-to-day activities? (Number)..............

Head of the household
a. Father ( )
b. Mother ( )
c. Aunt ( )
d. Uncle ( )
e. Sister ( )
f. Brother ( )
B: PRODUCTION SECTION

LIVESTOCK:
Number, type, reason for keeping and ownership of livestock owned

<table>
<thead>
<tr>
<th>No</th>
<th>Type of livestock</th>
<th>Number</th>
<th>Reason for keeping</th>
<th>Ownership</th>
</tr>
</thead>
</table>

**Key:**
- a. Cash ( )
- b. Food ( )
- c. Both ( )
- d. Others(specify)..............................

What is the system of feeding your animals?
- a. Stall fed ( )
- b. Grazed ( )
- c. Tethering ( )
- d. Others (specify)..............................

If stall fed
- a. What type of feed stuffs are you feeding? (Mention)
- b. From each area, do you get feed?
- b. Acreage set aside for pasture and fodder.........(Acres)

If grazed and tethered, where is grazed done?
- a. Communal land ( )
- b. Own farm ( )
- c. Both ( )

If own farm acreage set for grazing........(Acres)

If grazed on communal land, do you encounter any problems?
- a. Yes ( )
- b. No ( )

14. If yes, specify
15. What measures do you take to overcome the above mentioned problems?
16. What problems are you facing in livestock production?
17. What measures do you take to overcome the above mentioned problems?
18. What are the major crops grown by the respondents?

<table>
<thead>
<tr>
<th>No</th>
<th>Crop grown</th>
<th>Acreage</th>
<th>Purpose**</th>
<th>Ownership</th>
</tr>
</thead>
</table>

**Key:**
- a. Cash ( )
- b. Food ( )
- c. Both ( )


19. Which type of farming practices do you use in your farm?
   a. Monoculture
   b. Mixed cropping
   c. Inter cropping
   d. Others (Please specify)

20. What problems are you facing in agricultural production?
21. How do you overcome them?

C: ECONOMIC STATUS OF THE RESPONDENTS

22. What is the major source of your income for your family?
   a. Farming activities
   b. Non farming activities
   c. Both (a & b)

23. What are the farming activities that contribute to your income?
   a. Animal husbandry
   b. Crop husbandry
   c. Both (a & b)
   d. Others (please specify)

24. What are the non-farm activities, which contribute to your income? (Mention)

25. What is your household average yearly income?(TShs)
   a. From crop husbandry
      (i) less than 100,000
      (ii) 100,000 - 300,000
      (iii) Above 300,000
   b. From livestock husbandry
      (iv) less than 100,000
      (v) 100,000 - 300,000
      (vi) Above 300,000
   c. From non farming activities
      (vii) less than 100,000
      (viii) 100,000 - 300,000
      (ix) above 300,000

26. What assets do you own?
   a. Bicycle
   b. Motor Bike
   c. Milling Machine
   d. Coffee motorized/ hand pulpery
   e. Spray pump
   f. Others (Please specify)

27. Type of house
   a. Burnt bricks with corrugated iron sheet roofing, plastered wall and cement floor
   b. Bricks with thatched roofing, with cement floor and plastered walls
   c. Bricks with thatched roofing and mud floor
D: COMMUNITY AWARENESS ABOUT THE PROJECT.

28. For how long have you been living in this village?
   a. since I was born ( )
   b. For the past ten or more years ( )
   c. For the past five to nine years ( )
   d. From the past one to four years ( )
   e. Less than one year ( )

29. Are you aware of any project that is going on in your village?
   a. Yes ( )
   b. No ( )

30. If Yes, mention the projects

31. What are the sources of funding of this project.

<table>
<thead>
<tr>
<th>NO</th>
<th>Project</th>
<th>Source of funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GVT</td>
</tr>
</tbody>
</table>

32. Do you remember the year when the HIP took place?
   a. Yes ( )
   b. No ( )

33. If Yes, mention the year..........................

34. Do you know whether other people in the village are aware of HIP and the year it started?
   a. Yes ( )
   b. No ( )

35. If Yes, how did the idea actually come about?

36. If NO, from whom did you get the idea? (Mention Please)

E: GENERAL INFORMATION ON HIP AND TRAINING

37. Do you own land?
   a. Yes ( )
   b. No ( )

38. If the answer is yes in item 37 above, what is the total size of your farm? (Hactres at home stead)
   a. < 0.2 ( )
   b. 0.3 – 0.5 ( )
   c. 0.6 – 0.9 ( )
   d. 1.0 – 1.5 ( )
   e. > 1.5 ( )

39. How did you acquire the land?
   a. Inherited ( )
   b. hired ( )
   c. Bought ( )
   d. From husband ( )
   e. Borrowed ( )
   f. Others (please specify)..............................................
40. Did you receive any type of training?
   a. Yes (  )
   b. No (  )

41. If answer is no in item above, whom influenced you to practice HIP activities?...(Mention)

42. If answered Yes, what kind of training did you receive?
   1. Livestock husbandry (  )
   2. Crop husbandry (  )
   3. Environmental management (  )
   4. Organic farming (  )
   5. Healthy (  )
   6. Others (specify please).................................................................

43. Did your training incorporate HIP components?
   a. YES (  )
   b. NO (  )

43. If YES, (a) What topics were discussed in the training.
   (b) What have you learned from HIP?

44. How do you rate HIP training and practices in terms of knowledge and skills offered to you
   a. Highly useful (  )
   b. Useful (  )
   c. Fairly (  )
   d. Not useful (  )

45. Have you implemented knowledge and skills attained from HIP?
   a. YES (  )
   b. NO (  )

46. If yes to what size of your farm..........(acres)

47. How often does the extension officer visit you?
   a. Daily (  )
   b. Once a week (  )
   c. Once in a month (  )
   d. Once in three months (  )
   e. None (  )

48. Is the advice provided by the extension officer on HIP practices adequate or inadequate?
   a. Adequate (  )
   b. Inadequate (  )
   c. Undecided (  )

49. Which HIP practices have you accepted?

<table>
<thead>
<tr>
<th>PRACTICE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Plating multipurpose trees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Planting fodder on conservation structures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Planting hedge row</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Plating trees for fuel wood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Planting pastures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Compost making and use</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
50. How did you learn about these practices?
   a. From the project staff ( )
   b. From my neighbor ( )
   c. From the extension staff ( )
   d. From formal and non formal meetings
   e. Others (specify)………………………………………………

51. Of the HIP practices that you have accepted, which one do you intend to continue with and why?

<table>
<thead>
<tr>
<th>Practice</th>
<th>Reason – Why</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

51. Do you still need more training on HIP practices?
   a. YES ( )
   b. NO ( )

52. If the answer is Yes, which areas would you like to receive more training?

F: HIP STRATEGIES AND ACTIVITIES

53. How were you selected to be a target group in the HIP (Explain)

54. What can you comment on the procedure used to select farmers?
   a. quite fair ( )
   b. Unfair ( )
   c. Others (specify)………………………………………………

55. What are the reasons for your comment above?

56. What support did you get from HIP?

<table>
<thead>
<tr>
<th>SUPPORT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Pasture seeds</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>b. Dairy goat</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>c. Incalf heifer</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>d. Tree seeds</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>e. Tree seedlings</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>f. Training</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>g. Drugs</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>h. Extension services</td>
<td>......</td>
<td>......</td>
</tr>
<tr>
<td>i. Others (specify)</td>
<td>......</td>
<td>......</td>
</tr>
</tbody>
</table>

57. Have you been able to pay back the support?
   a. full support ( )
   b. Part of support ( )
   c. None ( )

58. How do you see this condition of support?
   a. Reasonable ( )
   b. Too easy ( )
   c. Too tough ( )
59. Are you satisfied with the support given by HIP?
   a. Very satisfied (   )
   b. Satisfied (   )
   c. Not satisfied (   )
60. If not satisfied, Why?
61. What are your general views on the HIP strategies and activities?
62. What was/are the level of involvement on the following HIP activities?

<table>
<thead>
<tr>
<th>Activities</th>
<th>level of involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Decision-making</td>
<td>1 2 3 **</td>
</tr>
<tr>
<td>b. Planning village project activities</td>
<td>...... ...... ......</td>
</tr>
<tr>
<td>c. Monitoring and evaluating project</td>
<td>...... ...... ......</td>
</tr>
<tr>
<td>d. Others (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

** 1 = Directly involved
2 = Indirectly involved
3 = Not involved
63. What problems do you encounter when involved/participating in the HIP?
64. Do you want to continue with the activities and practices initiated by the HIP?
   A. Yes (   )
   B. No (   )
65. Give the reasons for your answer in question 64 above.
66. Are you satisfied with HIP performances?
   a. Very satisfied (   )
   b. Satisfied (   )
   c. Not satisfied (   )
67. What are the obvious changes being brought to you by HIP in your household?(Mention)
68. To whom does this HIP belong in relation to its activities?..............................
69. What are your opinions on the sustainability of this project after completing your contract?
   a. It is likely to be sustainable (   )
   b. It is likely to be non-sustainable (   )
70. If NOT, Why?
71. If YES, what are the reasons?
72. Who owns what as far as Heifer In Trust Project is concerned

<table>
<thead>
<tr>
<th>No</th>
<th>ITEM</th>
<th>FEMALE</th>
<th>MALE</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Coffee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Maize</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Beans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dairy cow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Indigenous cattle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Milk and its by products</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Cash from milk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Manure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Others (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

73. Who does what as far as heifer in trust project is concerned

<table>
<thead>
<tr>
<th>No</th>
<th>ITEM</th>
<th>FEMALE</th>
<th>MALE</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction of stables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Feeding dairy animals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cutting grasses and fodder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Provision of water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cleaning stables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Milking the animal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Milk Processing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Selling milk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Decision, on the use of money obtained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Others (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you.
Appendix 2: Questionnaire for key informants, extension officers and village leaders

SOUTHERN NEW HAMPSHIRE UNIVERSITY
AND
OPEN UNIVERSITY OF TANZANIA.

FACULTY OF SOCIAL SCIENCE

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The purpose of this questionnaire is to examine the extent to which the HIP to farmers has contributed to the improvement of farmer’s livelihoods. We are asking cooperation in this exercise by agreeing to be interviewed. We assure you that the information you give us will be treated with strict confidentiality.

Diocese..........................Deanery.............Parish..............................

Village....................Serial Number............Respondent status.....................

Date of interview.........................

1. Sex of respondents.
   a. Male ( )
   b. Female ( )

2. Age of respondents
   a. 20 – 29 ( )
   b. 30 – 39 ( )
   c. 40 – 49 ( )
   d. 50 – 59 ( )
   e. > 60 ( )

3. Level of education you attained ( )
   a. No formal education at all ( )
   b. Adult education ( )
   c. Secondary education ( )
   d. Post secondary education ( )
   e. Others specify.................................................................
4. How long have you been working in this Village/Parish/ Diocese/ District?
   a. Less than three years (  )
   b. 3 – 5 years (  )
   c. 6 – 10 years (  )
   d. Above 10 years (  )

5. What are your duties? (Explain)

6. Were farmers involved in the HIP activities?
   a. Yes (  )
   b. No (  )

7. What can you comment on the procedure of the selection of the villages and farmers. Comment on the support given to farmers.

8. Have the poor farmers been able to pay the support?
   a. Yes (  )
   b. No (  )

9. What do you consider obstacles towards effective repayment of the support given to farmers?

10. Are farmers satisfied with the support and services given by the HIP?
    a. Very satisfied (  )
    b. Satisfied (  )
    c. Not satisfied (  )

11. If not satisfied, why?

12. To what extent have the supported poor farmers improved their livelihood?
    a. Improvement (  )
    b. Slightly improvement (  )
    c. No improvement (  )

13. Will you please indicate any noticeable differences the supported and non-supported poor rural farmer’s in terms of their improvement.

14. Indicate the level of your involvement in the HIP activities
    a. Highly significant (  )
    b. Significantly (  )
    c. Not significant (  )

<table>
<thead>
<tr>
<th>NO.</th>
<th>ACTIVITIES</th>
<th>LEVEL OF INVOLVEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Decision making</td>
<td>a</td>
</tr>
<tr>
<td>2</td>
<td>Project issues</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Training/workshops/</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Field visits/study tours</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Others (specify)</td>
<td></td>
</tr>
</tbody>
</table>

15. What are your general views on the HIP strategies and activities?

16. Are you satisfied with HIP performances?
    a. Very satisfied (  )
    b. Satisfied (  )
    c. Not satisfied (  )

17. From your previous experiences, how do you rate your Village/Parish/ Diocese/District now after HIP being introduced and before?
    a. There is change (  )
    b. No change (  )
18. What impacts have been brought about by HIP in your Village/Parish/Diocese/District?
19. What are specific problems that farmers have come across in implementing HIP?
20. How do you rate HIP training and skills offered to farmers?
   a. Highly useful (  )
   b. Useful (  )
   c. Fairly (  )
   d. Not useful (  )
21. What are the importance and benefits of HIP to participants and community in particular?
22. Is there any obvious changes in households associated with HIP?
   a. Yes (  )
   b. No (  )
23. If yes, mention them.

Thank you.
Appendix 3: Time schedule for research activities

<table>
<thead>
<tr>
<th>No</th>
<th>Year</th>
<th>Activity description /Time (Month)</th>
<th>Time frame September 2003 to February 2005</th>
<th>Responsible</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Initial contacts, agreements and selection of villages</td>
<td>2003: S</td>
<td>Researcher CED students Mr. Chinyuka; Diocese director Fr. A Ndimbo and Mtandala J.</td>
<td>Implemented accordingly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2004: SNJDMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2005: SSONNDJFM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Visiting selected villages, meeting with village leaders, extension workers and project group leaders</td>
<td>2003: S</td>
<td>Mr. Chinyuka H.C; Village extension officers Burma: Mr Mtuga O. Tukuzi: Mr. Turuku G. Mateka: Mr. Ngahy M Kilimani: Mhekela: Mr. Mbunda S</td>
<td>Informal visit has been done. Appointment made for formal meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2004: SNJDMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2005: SSONNDJFM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Participatory planning meeting with project members in selected villages: Kilimani, Mhekela, Burma, Tukuzi and Mateka</td>
<td>2003: S</td>
<td>Mr. Chinyuka H.C; Village extension officers Burma: Mr Mtuga O. Tukuzi: Mr. Turuku G. Mateka: Mr. Ngahy M Kilimani: Mhekela: Mr. Mbunda S</td>
<td>Formal participatory planning meeting conducted in all five selected vilages</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2004: SNJDMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2005: SSONNDJFM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Proposal writing, questionnaire, checklist, Budget and work plan preparation and approval</td>
<td>2003: S</td>
<td>Mr. Chinyuka H.C; Fr. Ndimbo a diocese director and Mr. Mhina G. (DALDO) and supervisor of CED student</td>
<td>Proposal, work plan and budget prepared, tabled for discussion. Changes incorporated and implementation continues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2004: SNJDMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2005: SSONNDJFM</td>
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<td></td>
<td>Pre testing of survey instruments pilot testing of questionnaire, checklist and training of interviewers in Lipumba and Kitanda villages</td>
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<td>5</td>
<td>Researcher Mr. Chinyuka and 4 village extension officers named above in section 3 Training conducted and pre testing was done as planned in two selected villages. Before administration of research tools, discussed to have a common understanding</td>
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<td>Data collection</td>
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<td>7</td>
<td>Data processing, analysis and discussion of results</td>
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<td>8</td>
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<td>Submission and presentation</td>
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<td>11</td>
<td>Monthly/Quarterly progressive report</td>
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Researcher Mr. Chinyuka and 4 village extension officers named above in section 3 Training conducted and pre testing was done as planned in two selected villages. Before administration of research tools, discussed to have a common understanding.

All agreements and preparation have been done. Waiting for implementation on June.

Data analysed with the assistance from Mr Mwajombe using SPSS programme.

First draft report submitted to supervisor.

Report submitte, comment incorperated, ready for presentation.

Presented on 10th January 2005. Comment to be incorperated.

Progressive reports I & II submitted and marked.
## Appendix 4: Cost Analysis of Activities (Budget)

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<th>No</th>
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<th>Source of funding</th>
<th>Total Activity cost</th>
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<td>Unit</td>
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<td>1.</td>
<td>Initial contacts, agreements and selection of villages</td>
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<td>2.</td>
<td>Visiting selected villages, meeting with village leaders, Extension workers and project village group leaders</td>
<td>Fuel</td>
<td>Litres</td>
<td>850</td>
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<td>Lunch</td>
<td>Plates</td>
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<td>3.</td>
<td>Participatory planning meeting with project members in selected village Kilimani, Mhekela, Burma Tukuzi and Mateka</td>
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<td>Litres</td>
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<td>4.</td>
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<td>Pilot testing of questionnaire, checklist and training of interviewers in Lipumba and Kitanda villages (Pretest of survey instrument)</td>
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Appendix 5: Informal Visit to Selected Villages

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<th>CONTACT</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td>19/12/2003</td>
<td>MATEKA</td>
<td>Village chairman, Mr. Benedict, Christa Ndunguru and Odwina Komba</td>
<td>- Informally introduced to village leaders and Project participants.</td>
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</table>
| 20/12/2003 | BURMA   | Extension officer Mr. O. Mtuga visited H/Hs of Mama Betty, John Hyera and Mr. Oddo. Group member of HIP. | - The idea of Evaluating HIP was also introduced and discussed.  
- Agreed to be discussed on their group meeting.  
- We agreed to have a meeting with the Government Leaders and group members.  
- Condition: Information should reach them 4 days before.  
- According to them, they have to contribute because they have now experienced the issues. |
| 23/12/2003 | KILIMANI| Visited a household of Mr. Komba, Mama Nzunduka and Mzee Serikali. The founder members of the project. |                                                                                                                                              |
| 29/12/2003 | TUKUZI  | Only Extension Officer Mr. Turuka due to heavy rain                     |                                                                                                                                              |
| 30/12/2003 | MEHEKELA| Mr. Mbunda Extension Officer, Mzee Hyera, Mama Ndimbo and chairman Regnard Ndunguru |                                                                                                                                              |
### Appendix 6: Formal Visit to Selected Villages

<table>
<thead>
<tr>
<th>Date</th>
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<th>Activity</th>
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<tr>
<td>6/5/2004</td>
<td>Lupumba</td>
<td>Chinyuka as researcher, Hoops Kamanga - VEO, Project and Non-participants. Village leaders Interviewers VEO from 5 selected villages - Kilimani Mhekela, Tukuzi, Mateka and Burma</td>
<td>Pre-testing of research tools, Training of interviewers</td>
<td>Training for interviewers was conducted in Mbinga town for 1 day on 05/05/2004 and field work was conducted for 2 days in Lipumba and Kitanda villages where pre-testing of research tools was done.</td>
</tr>
<tr>
<td>7/5/2004</td>
<td>Kitanda</td>
<td>Chinyuka as researcher, Ester Lulemi - VEO, Project and Non-participants village leaders and Interviewers VEO from 5 selected villages - Kilimani Mhekela, Tukuzi, Mateka and Burma</td>
<td>Group interview guided by prepared questions</td>
<td>Attendance was good 9 participants attended out 12 (6 male and 3 female in Lipumba) and 4 out of 5 all males in Kitanda village.</td>
</tr>
<tr>
<td>2/4/2004</td>
<td>Mateka</td>
<td>Researcher Chinyuka, VEO Ngahy Maganga, Project participants, Village leaders and farmers</td>
<td>Participatory planning meeting with project members in selected villages Collection of information through community participation</td>
<td>Participatory planning meeting with project participants of one day in each 5 villages was conducted. Attendance was good and gender was also observed.</td>
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<td>8/4/2004</td>
<td>Tukuzi</td>
<td>Researcher Chinyuka, VEO Turuka G. and farmers (project group members)</td>
<td>Visiting three farmers in each village before meeting for observation and having basic information Group interviews guided by prepared questions</td>
<td>Observation was done through visiting 3 farmers in each village and basic information was collected and recorded for further discussion while group interview was also done to have common understanding ideas on project.</td>
</tr>
<tr>
<td>23/4/2004</td>
<td>Kilimani</td>
<td>Researcher Chinyuka H. VEO Mbunda S and project group members</td>
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<td>28/4/2004</td>
<td>Mhekela</td>
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<td>30/4/2004</td>
<td>Burma</td>
<td>Researcher Chinyuka H. VEO, Mtuga O, Project group member</td>
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Appendix 7: Calendar of food crops as prepared by farmers in study area

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<th>JAN</th>
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Source: Surveyed Data 2004
Appendix 8: Calendar of main cash crop - coffee- as prepared by farmers

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Source: Farmers in Burma village: 20/12/2003
Appendix 9: Collection of information and community participation

During participatory planning meeting there was a planned visit to three nearby project members who have a brief on their progress on the project. Later discussion were followed and guided by the following questions.

1. What do we understand about the word evaluation?
   (What is evaluation?)
2. Is there any need to have that evaluation in any project? If yes why?
3. For our case what are we going to evaluate? What does it belong to?
4. What indicators/criteria are we going to use in evaluating our project (HIP)?
5. Who is/ are responsible for evaluation of the Heifer in trusted project?

Principally, basics and appropriate ideas from participatory planning meetings and focused group discussion were incorporated accordingly. The questions itemized above are looking at what the word evaluation means, why people do it, and what they expect to learn from it. According to group discussion, to them evaluation means simply to assess the value of something, it means to assess the value of what they are doing; many of them are already monitoring their own work and may have taken part in evaluating it in a systematic way. When asked them why they evaluate their project, different members of group gave different answers. These (below) are some of the answers to the questions.
To help us see where we are coming from; where we are; where we are going and if we need to make any change (Sustainability of the project)

To see what had been achieved (calf, milk use of manure and new members etc)

To help us to plan for the future

To collect more information on production and productivity.

To see if all the effort has been effective

To compare the project (HIP) with others like it, (Other villages with the same project)

To be able to improve our monitoring methods

Why there is need to evaluate our project (HIP)?

To be able to share our experiences

To measure progress

To see where our strengths and weakness lie

To criticize our own work

To see whether the project is cost effective (costs on feeds, drugs, chemicals and construction of stables).

Source: Farmers in Lipumba and Kitanda villages 2004

Figure 2: Why evaluating our project (HIP)?
From the answers given by group members to the question "why evaluating our project (HIP)! Ten key reasons emerged. These were to do with achievements (see what has been achieved). Measuring progress (in accordance with the objectives of the project). Improving monitoring (for better management of the project). Identifying strengths and weakness (to strengthen the project). Seeing if effort was effective what difference has the project made). Cost benefit (where the costs are reasonable). Collecting information (to plan and manage project activities better). Sharing experience (to prevent others making similar mistakes if it is an ongoing project, or to encourage them use similar methods). Improving effectiveness (to have more impact). Allowing for better planning (More in line with the need of people, especially at community level) 

Some of these key reasons are easy to understand; some are more difficult. Working with those at community level and helping them to participate in evaluation, researcher used their own words and meanings that are even more simple and clear. From the above answers, given by the group members it is clear that evaluation has been carried out mainly as a way of looking at project activities, human resources, material resources, information, facts and figures in order to: Monitor progress and effectiveness, consider costs and efficiency, show where changes were needed, and help to plan more effectively for the future.

**What evaluation can do?**

People usually expect a lot from evaluation. Sometimes it provides clear indications of project successes and achievements. Sometimes it provides a great deal of useful information for decision making and planning. However, it is often the case that too much is expected of evaluation. It seems almost as if the evaluation is expected to ask every possible question and to be able to provide every possible answer. The questions that an evaluation asks and the answers that it can be expected to provide must be very carefully chosen. It is better to remember that, an evaluation is not a medicine to cure all ills (Feurstein, 1986).

**Who can evaluate?**

Until fairly recently it was thought that only experts could carry out evaluation. Undoubtedly there are still many evaluations that are better carried out by specially trained evaluators. However, the monitoring and evaluation of large or small-scale community based development projects involve community level participation of some kind or
another. For our case, a wide range of people involved in the evaluation of HIP include farmers (participants/projects member), Non participants, village leaders, Government officials, and diocese leaders. Hence participatory type of evaluation. The importance of using the above named category of people come due to the fact that: They know the project too well, are part of the power and authority structure, they are familiar with and understands the project, and they can interpret personal behavior and attitudes, so poses no threat of anxiety or disruption. Final recommendations may appear less threatening, finally increase people's confidence in their own abilities and farmers may be motivated by hopes of personal gains.

**Participating in evaluation**

We need to look more closely at what is meant by participating or taking a part in evaluation. This can take many different forms. For example, people participate in surveys by answering questions. However, they may have taken little or no part in the decision to carry out the survey or in deciding what questions to ask. What they are actually doing is co-operating rather than participating. Their role is mostly a passive one. In this case people take part in the decision to evaluate and in selecting the aims and methods of the evaluation. They participate in carrying out the evaluation and analyzing its results through group discussion. They also take part in feedback of the results, and in putting into practice changes recommended.

**Who is evaluation for?**

Before an evaluation begins, it was essential to know what different expectation people have. But sometimes it is difficulty to find a good solution where there are many different needs and expectations. The particular situation and realities of a project determine what can be done about this problem. What is important is to make sure that the different needs and expectations of those at community level are not neglected. The evaluation objectives, methods, and results were closely related to their needs, realities, problems and expectations.

**When should it be done?**

Besides regular monitoring, which is built into an on going project, there is a need for evaluation at a regular intervals which prevent the pilling up of information and also to obtain a clearer picture of project progress and impact. For some project a two to three year gap between evaluations is recommended. For HIP this has been implemented for 12 years without evaluation. However, the decision about when to evaluate will depend in
each case, on many factors affecting a particular project; for examples: has the project got short or long-term objectives? What about the climate and seasons? What about people, time resources etc.

Where should it be done, and why?
HIP evaluation was done where project is implemented, I mean, at the vicinity of the project; because participants and other community members know exactly the objectives, and strategies and the problems facing them during implementation. The process of evaluation is circular, like a wheel. All the parts fit together so that the wheel can move along smoothly. If one part of the wheel is missing, it is no longer useful. Participants need to be involved in all parts of the evaluation process. If they leave out one part it is likely to break the wheel.

Source: Therese, 1986

Figure 3: Evaluation is like a wheel turning. Don’t let the wheel be broken.
How long will it take?
Some evaluations have taken only a few days, while others have taken many months; some have taken years. The length of time that an evaluation is likely to take will depend on many factors, some of which are listed as follows: The length of time the project has been in operation; the number of people who can devote time to evaluation and the amount of time they can devote; the preparation and testing of evaluation materials and the material resources like paper, typing, photocopying transport and fuel. For the case of Heifer Intrust Project (HIP) one-month can surface June 2004, agreed during participatory planning meeting.

How much will it cost?
The cost of an evaluation depends on many factors, some of which are: The amount of money that is available for the evaluation and its sources; the objectives and scope of the evaluation; the material resources involved and others depending on the particular project. In HIP cost sharing from the stakeholders is the basis, whereby the host organization Mbinga diocese and other stakeholders contribution including farmers themselves. The financial cost of an evaluation is only one of its costs. Evaluation was also be coasted in terms of the amount of effort and labour put in by the people involved. Therefore Evaluation cost a lot more than money.

Who does it belong to?
Evaluation really belongs to all participants, including those who pay for it (In many ways, such as with their time, effort or money) and those who implement,
Appendix 10: The overview of the community based organization

General information

Name of organization: Mbinga Diocese
Physical Address: Songea Mbamba-bay Road ("Jimboni")
Postal Address: P.O. Box 94 Mbinga; Tanzania
Contact Person: Fr. Andrea Ndimbo; Director
Tel. No. 025/2640068

Type of Organization: Mbinga Diocese is a community based Organization, under the umbrella of CARITAS Tanzania.

Table 19: Organization leadership

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop</td>
<td>Fr. Emanuel Mapunda</td>
<td>Priest</td>
</tr>
<tr>
<td>Director</td>
<td>Fr. Andrea Ndimbo</td>
<td>Priest</td>
</tr>
<tr>
<td>Head of departments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td>St. Taji Mvula</td>
<td>Nun</td>
</tr>
<tr>
<td>Livestock</td>
<td>Jumanne Mtandala</td>
<td>Dip. Diary Husbandry</td>
</tr>
<tr>
<td>Agriculture/Organic Farming</td>
<td>Michael Mlyuka</td>
<td>BSC. Agric. Educ. &amp; Ext.</td>
</tr>
<tr>
<td>Environment</td>
<td>David Hyera</td>
<td>Cert. Forestry</td>
</tr>
<tr>
<td>Water supply</td>
<td>James Kida</td>
<td>Technician</td>
</tr>
<tr>
<td>Social Affairs &amp; Relief</td>
<td>Under Director.</td>
<td></td>
</tr>
</tbody>
</table>

Vision Statement:
A World which reflects the Reign of God, a World of Justice, Peace and Solidarity.

Mission statement:
Evangelization and to facilitate participatory community development and relief work by empowering people in respective of race, ethnicity, sex or age.

Main objectives:
To look for practical ways of addressing the need of human person created in the image of God following the commandment of our Lord Jesus Christ (Jn 13: 34).
To inspire, stimulate, harmonize and support all activities aimed at ameliorating living conditions of people.
Roles and tasks of Mbinga diocese in community development

- Shaping and directing the attitude of the church towards the poor and development.
- To assist in the training of people to participate in social development Programmes.
- Secure and provide assistance in the form of natural or man-made disasters.
- Coordinate advisory or technical information between various parishes implementing programmes in Mbinga Diocese.
- Study and evaluate social development projects formulated by the parishes for the purpose of funding.
- Coordinate appeals for emergency aid and distribution of the same to the needy victims.

Mbinga Diocese has steadily adhered to the following criteria in supporting projects.
- Projects must be community based – groups of people rather than individual.
- Projects must involve the beneficiaries themselves in all stages. Expertise should only be the tool for them to work with.
- Beneficiaries should contribute at least 25% of the project cost.
- The Bishop is the project legal holder, must give written approval to the project.

Mbinga Diocese aligns its project development plan to the country’s National Policy and priorities. Thus projects from the sector of agriculture receive the highest priority attention.
followed by the sector of education, water, health, Social Welfare, especially those addressing problems of Women (Conscientise Women groups and help them engage in productive ventures to raise the quality of life for themselves and their families) and finally small scale industries.

Programs

Sustainable agriculture, Livestock development, Water supply, Women and development. Environmental management and conservation, Relief and social affairs (Information, Communication and Education, Health)

Activities taken under

1. Sustainable agriculture (organic farming)
   - To promote use of improved indigenous knowledge in crop and livestock production
   - Use of local/traditional medicine in livestock and crop production
   - Practicing agroforestry (Planting trees, fruits and keeping livestock).
   - Measuring and construction of contour bunds
2. Livestock development
   - Provision of in calf heifer of dairy cow
   - Training
     i. Pasture establishment and management.
     ii. Animal husbandry and management
     iii. Construction of improved animal stables
3. Water supply
   - Supply of water services and provision of hydro Mills
4. Women in development
   - Empowerment of women economic groups through
     i. training (home craft centres)
     ii. provision of soft loans whenever possible
     iii. management of SACCOS
5. Relief and social welfare
   - Provision of moral and material support to the needy
6. Education: kindergarten, primary and secondary schools, VETA
Appendix 11: Mtandao ni kitu gani?

Mada iliyotolewa kwa viongozi wa vikundi vya wakulima Kata ya Utiri – Mbinga
2004

1.0 Utangulizi

Warsha hii imeandaliwa kukidhi sababu zifuatazo:

- Kuwawezesha wanasemina kubadilishana mawazo na kuelimishana juu ya uzoefu wao katika, shughuli za uendeshaji, uongozi na matatizo ya vikundi vya Wakulima vya Nje na ndani ya kata ya Utiri wilayani Mbinga.
- Kubuni mfumo sahihi ambao unaweza kutumika katika kuanzisha mtandao wa vikundi vya wakulima.

Walioandaa warsha hii wameniomba nizungumzie dhumuni la pili ambalo limetajwa hapo juu. Hususan, nizungumzie faida za mtandao wa vikundi vya wakulima, masharti na kanuni ambazo ni lazima zizingatiwe kufanikisha uendeshaji bora wa mtandao wa vikundi vya wakulima.

Mtandao ni nini?

Kabla sijazungumzia faida za mtandao ni sharti tuelewe mtandao ni kitu gani. Kimsingi, tunaweza kusema kwamba mtandao ni mkusanyiko wa vikundi vy a watu au mashirika ambayo yameunganishwa kwa sababu au dhamira moja.

Mfano wa chini kabisa wa mtandao ni vikundi vya wakulima kwenyewe ngazi ya Kijiji. Huu ni mfano wa mtandao wa wakulima binafsi. Kwa kawaida mitandao ya aina hii siyo mikubwa kwa sababu inawezekana katika kijiji kimoja kuwa na vikundi vinne au zaidi. Hivi vikundi vya wakulima vinaweza kuanua kukutana mara kwa mara kubadilishana mawazo na uzoefu wa kila kikundi katika shughuli za kila vikundi vinaweza kutumika katika mtandao wa vikundi vya wakulima.

Inawezekana kuwawezesha mtandao ambao utajumuisha vikundi zaidi ya kumi vya wakulima ambavyo vimewakilishwa kwenyewe warsha hii. Huu utakuwa ni mtandao wa kikata, wa vikundi vya wakulima kata ya Utiri. Tanzania kuna mitandao mikubwa ambayo inashughulika na mambo mbalimbali ya kimaendeleo. Kwa mfano, mtandao wa vikundi
vya wakulima Tanzania (MVIWATA) ni kati ya mtandao mikubwa hapa nchini ambao unashughulika na kilimo.

1.2 Sifa za Mtandao:

- Wanachama (ambao wameweza kuwa vikundi vya wakulima) wanashiriki kwa hiari.
- Wanachama wanashiriki kubuni na kuendeshा shughuli au miradi ambayo katika ubinafsi wao hawawezi kuifanya wao wenyewe.
- Uhuru wa wanachama au washiriki katika mtandao unaohusika unalindwa na haungiliwi.
- Wanachama wote ambao wanaunda mtandao ni sawa.
- Muundo wa mtandao hauna urasimu kama unavyoonekana katika mashirika/vyańa.

Ili mtandao uendeshe shughuli zake kwa ufanisi ni sharti wanachama wote washiriki kikamilifu na wajisikie kwadhati kwamba shughuli za mtandao ni za kwao. Pia wawe tayari kuchangia mawazo, kutumia muda wao na kuweka nguvu zao katika shughuli za mtandao pamoja na kutoa fedha, lakini hili hili sio la msingi sana.

Kama wanachama katika vikundi vya wakulima kwenye kijiji hawahudhurii mikutano basi mtandao huo umekufa. Hata hivyo kwa kiasi fulani, mtandao wa watu binafsi, kiasi fulani, mathalani wakulima vijijini, unaweza kuwa na muundo ambao hauna urasimu. Unaweza kubadilika ulingana na mahitaji ya wanachama kwa kadri ya shughuli zao zilivyo kuliko mtandao mkubwa.

Katika mtandao wa watu binafsi, kanuni na sheria ndogo zinazohusu wanachama, michango, ushirikishwaji na uchaguzi wa wawakilishi au viongozi zinatosha kuendesha shughuli zake. Lakini katika mtandao mkubwa, sheria na kanuni nyingi inabidhi zitengenezwe. Rasimu maalumu itatayarishwa ili kulinda uhuru wa wanachama na usawa katika kufanya maaazimio yanayohusu mtandao.
1.3 Sababu za kuanzisha mtandao

➢ Wanachama wataweza kutumia muda na nguvu zao ikiwa wataona faida na umuhimu wa kuwepo kwa mtandao kwa mfano:


➢ Katika kikundi uwezekano wa sauti yake kusikika na kueleweka vizuri ni finyu. Katika ujumla unaunda mtandao, shida za vikundi vya wakulima zanaweza kufanuliwa vizuri. Hoja nzuri itajengwa ili viongozi wa serikali katika ngazi zinazohusika walipe kipaumbele.

➢ Kwa upande mwingine inawekekana katika kikundi kuwa muda na nguvu nyingi zinatumika kutatua matatizo. Mtandao unakupatia nafasi ya kupata mawazo mapya na fursa ya kujifunza kutoka kwa wanachama wengine.

➢ Mitandao pia inaweza kuwapa wanachama wake nafasi za mafunzo ambazo mtu binafsí au chama kimoja hakiwezi kumudu kutekeleza.

Kama faida, zinazotokana na kuwepo kwa mtandao zinaridhisha, watu wanaweza kuanzisha mtandao wao. Hata hivyo uzoefu unaonyesha kwamba siyo mtandao yote inayopata mafanikio na ufani si bora katika shughuli zinazohusu wanachama wake.
2.0 Masharti na kanuni zinazopaswa kuzingatiwa katika uanzishaji wa mtandao.

2.1 Madhumuni ya Mtandao:
Ni kwamba katika kila mtandao ni lazima wanachama wafanue bayana madhumuni ya mtandao ambayo lazima yaeleweke vizuri na wanachama. Hali hii itasababisha kila mwanachama au mwakilishi wa Kikundi cho chote ambacho kimeshiriki katika kuunda mtandao aonyeshe kuwajibika katika uendeshaji wake. Hii itawezkana tu pale amapo madhumuni ya mtandao yametokana na mahitaji halisi ya wanachama wake, vinginevyo mtandao unaweza kusambaratika.

Baada ya kuchambua kwa kina madhumuni, mipango ya mtandao inaweza kubuniwa pamoja na taratibu za uendeshaji wa mtandao. Itabidi uzingatie misingi ya kidemokrasia ambamo wanachama wote ni sawa, baada ya kutekeleza mambo haya, muundo wa mtandao unaweza kujadiliwa na nafasi ya sekretarieti kama itabidi iwapo ifafanuliwe wazi. 

Inashauriwa kuwepo na ufafanuzi kamili juu ya nani anayemiliki mtandao ili kuepusha sekretarieti kuteka nyara mtandao badala ya kusababisha kutafuta shughuli zinazoendeshwa na mtandao.

2.2 Uundaji


Kukutana kwa wanachama hata kwa wiki moja kunatosha kujenga uhusiano mzuri ambao utasababisha kuaminiana. Watu binafsi wanaweza kupata fursa ya kubadilishana mawazo na mbinu zinazohusu shughuli zao. Mambo haya yanatokea kama wasubumisha na shida zao za kila siku.

Warsha kama hii inawapa fursa washiriki ya kupanga mikakati ambayo wasingeweza kubuni kama wangekuwa kwenye sehemu zao za kazi. Itabidi vile vile ratiba ya kufanyika mikutano ya mara kwa mara itengenezwe hasa ukililia maanani matatizo ya mawasiliano ambayo wanachama wengi wanayakabili.
2.3 Sifa za wanachama
Lazima wanachama wawe na uzoefu wa kutosha ambao utatumika katika majadiliano lazima wanachama wa mitandao wachangie mawazo. Ili kufanikisha azima hili, lazima mikakati ya kupima ufanisi wa shughuli za mtandao itafutwe.

2.4 Mifano ya Mitandao
Ikiwezekana wanachama wa mitandao waige mbinu zinazotumika mahali pengine kufanikisha madhumuni ya uanzishaji wa mtandao. Ningeomba washiriki wa warsha hii waangalie kwa makini hali halisi inayowakabili. Katika kuchunguza hali halisi, inabidi tujifunze kutokana na uzoefu wa washiriki kwenye warsha hii.

Kwa mfano huko Morogoro, wamekuwa wakijishughulisha na uundaji wa mitandao ya vikundi vya wakulima katika kata kwa zaidi ya miaka mitano. Tunaweza kujifunza matatizo ya kiutendaji kutoka kwao na vikundi ambavyo vinafanya shughuli za aina hii ndani na nje ya wilaya yetu. Tunaweza kuwasiliana na vikundi ambavyo vinajishughulisha na kushirikiana na mtandao wa vikundi vya wakulima Tanzania(MVIWATA); huu ni mtandao wa wakulima Tanzania shughuli zake kama mtandao umesajiliwa kisheria na una historia ya muda mrefu hapa nchini.

3.0 Vitu gani vinahitajika kama tunataka kuunda mtandao wa vikundi vya wakulima?
Maelezo yaliyotangulia yalikuwa yanazungumzia juu ya mitandao kwa ujumla. Kwa vile kuna aina nyingi za mitandao, ni vizuri kuelekeza mawazo kwenye halisi halisi tunayokabiliana nayo.
Hapa kuna wawakilishi zaidi ya kumi wa vikundi vya wakulima. Kamati ya maandalizi ya warsha hii, imetupa jukumu la kuchunguza kama tuko tayari kuunda mtandao wa vikundi vya wakulima. Hatutaunda mtandao wa watu binafsi. Hivyo, mtandao huu utakuwa wa vikundi. Wanachama waanzilishi wa mtandao huu watatengeneza kamati ya kuandaa katiba.
Awali ya yote, ni lazima tujiulize kama kuna haja ya kuanzisha mtandao:

- Nani watakuwa wanachama wake na ni nani watamiliki mtandao huu?
- Warsha hii imeandaliwa na Idara ya Kilimo na Mifugo (W) Mbinga ambao wametuwezesha kukutana hapa Kitanda watakuwa na majukumu gani katika mtandao tunaotaka kuanzisha?
- Je, shughuli za mtandao kama vile sekretarieti ya kuratibu zitafanywa na nani kabla mtandao haujajiimarsha?
- Je, Idara ya Kilimo na Mifugo (W) watakubali kwajibika kwa wanachama wa mtandao? Vinginevyo, kama Idara ya Kilimo na Mifugo (W) hawatakubali kushika wajibu huu: nani atafanya shughuli hizi?

Vikundi vilivyowakilishwa hapa bado vinategemea misaada kutoka kwa wafadhili au miradi. Hivy o inabidi tutazame majukumu ya taasisi au miradi hii. Inabidi tufafanue wazi uhalali wa washiriki katika uundaji wa mtandao.

- Je, wamehudhuria kama wawakilishi wa mradi, ambao bado unawapa msaada au wamehudhuria warsha hii kama wawakilishi wa vyama vya wakulima?
- Kama ni wawakilishi wa wakulima, Je, wamepewa kibali cha kuhudhuria warsha hii na wanchama wa vikundi vyao?
- Wanachama wengine wa vikundi hivyo, wanajua tunazungumzia nin i kwenye warsha hii?

Maoni yangu juu ya mtandao:
Maswali mengi yameshaulizwa na huenda wanawarsha tayari wamenza kuchanganyikiwa. Nadhani ni wajibu wangu kutoa ufafanuzi kwa baadhi ya maswali.
Uzoefu nilionao kuhusu uundaji wa mtandao unaonyesha kwamba suala zima linahitaji mawazo ya watu wengi. Siyo kitu ambacho kinaweza kuundwa kwa muda mfuli au siku moja.

Kwa mtandao wa kikata, nguvu na mwelekeo wa wanachama ndio wenye kuleta ufanisi wake. Nionavyo binafsi, vikundi vilivyowakilishwa hapa siyo vyote vyenye nguvu na muundo wa kiutendaji ambao unaruhusu uanzishaji wa mtandao wa aina hii. Ningependekeza washiriki kwengine warsha hii kama wanayo nia ya kuunda mtandao, wawaombe wataalam kutoka Jimboni, Kilimo na Mifugo kuchukua jukumu la kusimamia na kuratibu mtandao. Vikundi ambavyo vinaunda mtandao huu viendelee kuunda vikundi
imara na endelevu na mtandao midogo midogo kwenyewe maeneo yao(vijiji vyao), na kujadili mawazo ambayo yatatolewa kwenyewe warsha hii pindi warudipo kwenyewe vijiji vyao. Ikiwezekana wanasemina wafanye mipango inayotolewa kwenye warsha hi lipo warudipo kwenye vijiji vyao. Ikiwezekana wanasemina wafanye mpango ambayo yatatolewa kwenye warsha hi lipo warudipo kwenye vijiji vyao. Tutakuwa tumezoeana na kuaminiana kiasi cha kujua kwamba sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza. Tutabashili uwezekano wa kuunda mtandao utakaoonekana na mahitaji ya kila mwanachama.

Baada ya yote haya kufanywa, ndipo tunaweza kukubaliana kutumia utakaoonekana na mahitaji ya kuunda mtandao. Tutakuwa tumezoeana na kuaminiana kiasi cha kujua kwamba sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza sote tunaweza. Tutabashili uwezekano wa kuunda mtandao utakaoonekana na mahitaji ya kila mwanachama.

Ningependa nizungumzie juu ya madhumuni ambayo yatakuwa uti wa mgongo wa mtandao. Vikundi vinavyohudhuria warsha hii viko katika hatua za kimuundo na uetekelezaji tofauti. Lakini sote tunaweza kujipa jukumu la kuunda mtandao wa vikundi vya wakulima ngazi ya kata. Wanawarsha wamekuja hapa kwa nia ya kujifunza kutoka kwa wenzao, na kutafuta mbinu ambazo wanaweza kutumia kwa ajili ya kupata misaada ya madhumuni yanayofanana. Tutabashili uwezekano wa kuunda mtandao utakaoonekana na mahitaji ya kila mwanachama.

Ningependa nizungumzie juu ya madhumuni ambayo yatakuwa uti wa mgongo wa mtandao. Vikundi vinavyohudhuria warsha hii viko katika hatua za kimuundo na uetekelezaji tofauti. Lakini sote tunaweza kujipa jukumu la kuunda mtandao wa vikundi vya wakulima ngazi ya kata. Wanawarsha wamekuja hapa kwa nia ya kujifunza kutoka kwa wenzao, na kutafuta mbinu ambazo wanaweza kutumia kwa ajili ya kupata misaada ya kielimu, kifedha kama vile mikopo na masoko kwa mazao yenu. Nia hii inaweza kuwa sahihi lakini hili peke yake siyo jukumu la warsha hii. Pia, tunaweza kutumia nafasi hii katika kufikira uundaji wa chombo wa chakula kuwa kutatupa nguvu na sauti ya kutuwezesha kudai vitu hivyo katika vijiji na Baraza la Maendeleo la Kata, ambavyo katika ubinafsi wetu hatuwezi.

Ninafikiri kwamba tunaweza mara kwa mara juu ya suala hili pamoja na kutembeleana kwa madhumuni ya kuanzisha mtandao wa kata.

Ninafikiri kwamba tunaweza mara kwa mara juu ya suala hili pamoja na kutembeleana kwa madhumuni ya kuanzisha mtandao wa kata.

Pia njia ya kuwashawishi wakulima wengine kwenye vikundi vyenu, ni kutoa maelezo kuhusu faida zitokanazo na kujiunga na mtandao. Kila kikundi cha wawakilishi kinaweza kukaa na kujiunga mbinu ambazo hatimamia kujiunga na mtandao pindi watakaporudi makwao.
4.0 Baada ya kuzungumza mengi juu ya mtandao, sasa naomba nizungumzie shughuli ambazo mtandao unaweza kufanya

- Njia bora ambayo tunaweza kuitumia kujifunza ni uzoefu wa baadhi ya vikundi, mashirika, miradi iliyowakilishwa kwenye warsha hii. Je, tayari tumefahamiana kiasi cha kutambua kwamba kikundi fulani au mradi fulani unaweza kutusaidia kitu fulani au mbinu ya aina fulani?
- Kama hatuna uhakika na yote haya ni njia gani tunaweza kutumia kutidha haja hii ya kuanzisha mtandao?

Tunaweza kutumia mbinu kama vile kutembeleana, kusoma majarida ambayo yanaeleza shughuli za wenzetu, kubadilishana vijitabu vya mafunzo, kutengeneza mbinu ya pamoja, kutoa gazeti la kila mwezi ambalo linahusu shughuli za vikundi au miradi ambayo inahusu wakulima kama afanyavyo huyu mtaalam wa maliasili kutoka Japani (volunteer) hapa katani/wilayani. Ni njia ipi kati ya zilizotajwa hapo juu ambayo tunadhani itakidhi mahitaji yetu?


5.0 Mwisho

Naona ni vyema tukakumbushana semi mbili ambazo zitatujegea hamasa na kututia nguvu katika maandalizi yetu ya kuunda mitandao ya vikundi vya wakulima katika maeneo yetu. "Mtaji wa maskini ni nguvu yake mwenyewe na mkombozi wa wakulima ni mwenyewe na siyo vinginevyo".

Asanteni
Imetayarishwa na:

Chinyuka Harrison Christopher
OFISI YA KILIMO / MIFUGO WILAYA
MBINGA
Appendix 12: Constitution of MVIU Network

Katiba ya Mtandao wa Vikundi Kata ya Utiri

Utangulizi:

1. Jina mtandao:
Mtandao wa Vikundi Utiri (MVIU)

2. Anuani:
Box 36 - Mbinga

3. Eneo la mtandao:
Kata ya Utiri

4. Malengo ya mtandao:

   (i)    Kubadilishana ujuzi/uzoefu juu ya mambo mbalimbali katia ya vikundi vilivyounda mtandao.
   (ii)   Kutatua matatizo mbalimbali ndani ya mtandao.
   (iii)  Kukpata elimu mbalimbali toka kwa wataalam.
   (iv)   Kuwakilisha maoni, mafanikio na matatizo kuanzia ngazi ya kijiji hadi ngazi ya taifa,
   (v)    Kuelimisha jamii juu ya uanzishaji wa vikundi vyenye uhai.
   (vi)   Kusaidia kuwafanya viongozi wa serikalina wawatambu e wakulima na kuwafanya wawe na sauti katika maamuzi yanayowahuswa wao.

5. Shughuli za mtandao:
   (i)    Kutembelea vikundi/wanachama ili kutoa msukumo wa kutatua matatizo yao,
   (ii)   Kuwakutanisha wakulima na viongozi wa ngazi za juu,
   (iii)  Kutafuta masoko,
   (iv)   Kutafuta wataalamu wa kutoa elimu kwa wakulima walioko ndani ya mtandao,
   (v)    Kuelimisha jamii juu ya uanzishaji wa vikukndi vyenye uhai,
   (vi)   Kufuatili na kutekelezaji taratibu za kujiunga na mtandao wa taifa (mviwata).

6. Uanachama:
Mwanachama ni kikundi chochote chenyu uhai kilichoko ndani ya kata ya utiri kilichoamua kujiunga na mtandao ambacho kitakubali kufuata utaratibu au katiba ya mtandao.

7. Utaratibu wa kujiunga:
Kikundi kitaandika maombi na uongozi utapokea maombi ya waombaji na kuwa nyanya uchambuzi na kutoa mapendekezo ya kukubali au kukataa na kuwasilisha mbele ya mkutano mkuu ili kuidhinishwa.
8. Haki na mujibu wa mwanachama:
- kuhudhuria mkutano na kutoa mawazo yake,
- kuchagua au kuchaguliwa kuwa kiongozi,
- Kujua mapato na matumizi ya mtandao,
- Kutumia/kupata huduma zitolewazo na mtandao,
- Kujiuzul u anachama,
- Kuomba ukaguzi/uchunguzi ufanyike,
- Kufahamu maendeleo ya mtandao,
- Kushiriki katika shughuli zote za mtandao,
- Kulipa hisa na michango mbalimbali,
- Kutetea na kulinda maslahi ya mtandao,
- Kulipa madeni yake yote,
- Kufuata katiba ya mtandao.

9. Ukomo wa mwanachama:
- Kujiuzulu,
- Kufukuzwa.

10. Uongozi wa mtandao:
- Mwenyekiti na makamu,
- Katibu na makamu,
- Mtunza hazina,
- Wajumbe watatu.

11. Utaratibu wa kuwapata viongozi:
- Watapendekezwa na kuchaguliwa na wanamtandao wenyewe,
- Uchaguzi utakuwa wa demokrasia.

12. Muda wa uongozi:
Uongozi utakuwa madarakani kwa muda wa miaka mitatu na uchaguzi utafanyika tena. Lakini kiongozi anaweza kuchaguliwa tena ikiwa ataonekana anafaa katika kipindi cha uongozi wake uliopita. Akishaongoza kwa mihula mivuli hatatakiwa kuchaguliwatena.

13. Kazi za viongozi:
A: Halmashauri:
Kuongoza mtandao, kubuni miradi, kutoa dira, na mwelekeo wa mtandao, kutatuta migogoro, kushauriana na wanachama kukhusu maswala mbalimbali na kuhakikisha shughuli za mtandao zinatukelezwa kulingana na mpango ili kufikia malengo ya mtandao.

B: Mwenyekiti wa mtandao:
- Kusimamia shughuli zote za mtandao,
- Ndiye msemaji mkuu,
- Kuendeshwa mikutano yote ya mtandao,
- Kutia saini kwenye nyaraka mbalimbali,
- Kwa kushirikiana na katibu kuitisha mikutano,
- Kusuluhisha migogoro,
- Kuweka malengo, sera na taratibu mbalimbali za mtandao kwa kushirikiana na wañachama.

C: Katibu wa mtandao:
- Kuanda utaratibu wa kazi za kila siku za mtandao,
- Kuanda taarifa ya utekelezaji na kuwasilisha mbele ya mkutano wa halimashauri na mkutano mkuu,
- Kuweka saini katika mikataba na nyaraka mbalimbali,
- Kuandika kumbukumbu zote za mkutano na kutunza kumbukumbu hizo,
- Kuitishwa mikutano yote ya mtandao,
- Kufuutilizia utekelezaji wa shughuli zote za mtandao na kuona kama zinakwenda sambamba na mipango.

D: Mweka hazina:
- Kupokea fedha, kutunza na kufanya malipo mbalimbali ya mtandao,
- Kuandika kumbukumbu zote za fedha za mtandao,
- Kudhibiti mapato na matumizi ya mtandao,
- Kuandaa taarifa ya fedha na kuwasilisha mbele ya halimashauri na katika mkutano mkuu,
- Ndiye mishauri mkuu wa maswala yote ya fedha,
- Kuandaa bajeti ya mtandao,
- Kuweka saini kwenye mtandao na nyaraka nyingine za mtandao,
- Kubuni vyanzo mbalimbali vyavyo upatikanaji wa mapato

14. Aina na utaratibu wa uendeshaji mikutano:
   1. Mkutano mkuu wa kawaida utafanyika mara 4 kwa mwaka,
   2. Mkutano mkuu wa mwaka utafanyika mara 1 kwa mwaka,
   3. Mkutano mkuu usio wa kawaida utafanyika mara ishara dharula,

15. Vyanz o vya fedha:
   - Viingilio,
   - Michango mbalimbali,
   - Miradi itakayobuniwa na wanamtandao,
   - Ufadhili.

16. A. Kiingilio:
   - Mwanachama atatakiwa kutoa kiingilio cha shs.2,000/= (elfu mbili tu) na kitatolewa mara moja tu.

B. Hisa:
   mwanachama atatakiwa kutoa hisa ya shs.5,000/= kwa ajili ya kuendeshe shughuli za mtandao.
17. **Matumizi ya fedha:**
   Matumizi ya fedha za mtandao zifuate bajeti iliyowekwa dharula ikitokea kamati ikae na kuamua.

18. **Hatua za kinidhamu:**
   **A: mwanachama:**
   - mwanachama ambae hatafuata katiba atatakiwa kulipa adhabu ya shs.1,000/= (elfu moja u) kwa kosa moja.

   **B: kiongozi:**
   kiongozi ambae hatafuata katiba atatakiwa kulipa adhabu ya shs.1,500/= (elfu moja na mia tano) kwa kosa moja.

19. **Ukomo wa mtandao:**
   - mtandao utavunjika kwa makubaliano ya wanachama kwa asilimia thananini na tano (85%).
Appendix 13: Application Letters to SUA and MVIWATA requesting Capacity Building to MVIU

MTANDAO WA VIKUNDI,
KATA YA UTIRI (MVIU),
S.L.P. 36,
MBINGA.

10/06/2005

KITUO CHA MAENDELEO ENDELEVU
VIJIJINI CHA SUA (SCSRD),
S.L.P. 3035,
MOROGORO.

K.K.
OFISI YA IDARA YA KILIMO/MIFUGO (W),
S.L.P. 36,
MBINGA.

YAH: KUJENGWAA UWEZO KATIKA MTANDAO WA VIKUNDI VYA WAKULIMA – KATA YA UTIRI

Sambamba na somo la utangulizi, wanamtandao Kata ya Utiri tunaomba kujengewa uwezo wa kuendesha shughuli zetu za mtandao kwa kutupa mwongozo na mafunzo.

Mtandao huo uliundwa mnamo tarehe 17/03/2005 kama inavyoonyesha kwenye muhtasari wa uundaji mtandao ulioambatanishwa na barua hii.

Tunaomba kuwezeshwa na kujengewa uwezo katika masuala ya Akiba na Mikopo (SACCOS). Uongozi na usimamizi katika mtandao na jinsi ya kujenga uwezo wa kiuchumi vikundi vya msingi.

Mwisho tunategemea mafanikio mema,

G. A. Mbungu
KATIBU WA MTANDAO
MVIU
OFISI YA MVIWATA,  
TANZANIA.

K.K.

OFISI YA IDARA YA KILIMO/MIFUGO (W),  
S.L.P. 36,  
MBINGA.

YAH: KUJENGWEWA UWEZO KATIKA MTANDAO WA VIKUNDI VYA WAKULIMA – KATA YA UTIRI

Sambamba na somo la utangulizi, wanamtandao Kata ya Utiri tunaomba kujengewe uwezo wa kuendesha shughuli zetu za mtandao kwa kutupa mwongozo na mafunzo.

Mtandao huo uliundwa mnamo tarehe 17/03/2005 kama inavyoonyesha kwenye muhtasar wa uundajia mtandao ulioambatanishwa na barua hii.

Tunaomba kuwezeshwa na kujengewe uwezo katika masuala ya Akiba na Mikopo (SACCOS). Uongozi na usimamizi katika mtandao na jinsi ya kujenga uwezo wa kiuchumi vikundi vya msingi.

Mwisho tunategemea mafanikio mema,

G. A. Mbungu
KATIBU WA MTANDAO
MVIU
Appendix 14: Map of Tanzania showing location of Mbinga town
Appendix 15: Participatory Planning Meeting on Networking

MTANDAO WA VIKUNDI,
KATA YA UTIRI,
MBINGA

17/03/2005

MUHTASARI WA MKUTANO WA KUUNDA MTANDAO WA VIKUNDI KATA YA UTIRI ULIOFANYIKA KATIKA KIIJI CHA KITANDA – TAREHE 17/3/2005

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<td>KIIJI CHA UTIRI</td>
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KUFAHAMIANA
Mwezeshaji wa mkutano (Afisa Ugani) Kata ya Utiri awali ya yote aliwataka wajumbe wa
mkutano kufahamiana kwa kila mjumbe kutaja jina lake, kazi yake na mahala anakotoka
(Kikundi na Kijiji). Kila mjumbe alijieleza kwa nafasi yake. Kisha ulichaguliwa uongozi
wa muda.

MALENGO YA MKUTANO
Mwezeshaji huyo (Afisa Ugani) alieleza kuwa malengo makuu ya mkutano huo ni kufanya
majadiliano juu ya kuunda mtandao wa vikundi ndani ya Kata ya Utiri ambao utapelekeea
kuwa na mafanikio makubwa juu ya utatuzi wa kero za wakulima.

Kwa pamoja walijaribu kuangalia faida ambazo watazipata wakulima kutokana na
mtandao huu kama kuwa na sauti kubwa, kutambulika n.k. kisha wajumbe walikubalia
kuunda mtandao.

UUNDAJI WA MTANDAO
Kulifanyika uundaji wa mtandao wa vikundi 18 ambavyo vilituma wawakilishi (viongozi
wa vikundi). Vikundi hivyo ni Tazama, Kimmta, Faida, Jitegemee, Mshikamano (Mtama),
ufugaji, kujinusuru, kiumwe, Azimio, Tupalana, Motomoto, Mwamko, Juhudi,
Ngondumbwitu, Vumilia, Jifunze, Familia, Mshikamano (Lupilo).

Katika mkutano huo walipoanga utaratibu wa kuwapata viongozi wa mtandao.
Walikubaliana viongozi watoke katika vijiji tofauti na sio katika kijiji kimoja. Walijadili
kuwa na Mwenyekiti na Makamu, Katibu na Makamu, Mhasibu na wajumbe Watatu.
Jumla kuwa na kamati ya watu Nane. Kisha uchaguzi ulifanyika.

SAFU YA VIONGOZI WA MTANDAO

| Mwenyekiti     | - | Eleterius Ndomba (Utiri) |
| M/Mwenyekiti   | - | Averina Ndunguru (Mtama) |
| Katibu         | - | Gislar A. Mbungu (Mtama) |
| Katibu Msaidizi| - | Izack Turuka (Lupilo)    |
| Mhasibu        | - | Teresia Luoga (Kitanda)  |
| Wajumbe         | - | Oswald Komba (Mtama)     |
|                |   | Sabinus Nchimbi (Lupilo) |
|                |   | Canisius Mbunda (Kitanda) |
MALENGO YA MTANDAO
Baada ya kuunda mtandao washiriki waliweka malengo yafuatayo:-

1. Kubadilishan ujuzi/uzoefu juu ya mambo mbalimbali kati ya vikundi vilivyounda mtandao,
2. Kutatua matatizo mbalimbali ndani ya mtandao,
3. Kupata Elim toka kwa wataalamu mbalimbali,
4. Kuvakilisha maoni, mafanikio na matatizo kuanzia ngazi ya kijiji hadi ngazi ya Taifa,
5. Kuelimishia jamii juu ya uanzishaji wa vikundi vyenyewe uhai.

-Pia majadiliano yaliifanyika juu ya kupata jina la Mtandao na kukubaliana kuwa jina liwe “MVIU” kwa maana ya MTANDAO WA VIKUNDI UTIRI lakini mabadiliko ya jina yanaweza yakafanyika kwa wakati ujao kama kutakuwa na ulazima.

-Walijadili kuwa na kiingilio na hisa makubaliano yaliikuwa kiingilio cha uanachama ni shilingi 2,000/= (Elf u mbili tu) kwa kila kikundi na kiwe kimeshatelewawa ifikapo tarahe 30/3/2005 ili ziweze kutumika kwa shughuli za mtandao ikiwa ni pamoja na kuijiunga na mtandao wa Taifa (MVIWATA). Kuhusu hisa ilijadiliwa kuwa utaratibu ufanyikie wakati wa kikao kijacho ambapo pia Katiba ya mtandao itaundwa.

Baada ya makubaliano hayo wajumbe waliutaka uongozi kutuma muhtasari ngazi ya (W) ili kupata ushauri au utaalam juu ya kuendesha shughuli za mtandao.

HITIMISHO
Mkutano ulihitimishwa na Mwenyekiti aliyechaguliwa kwa kuwataka wajumbe kuwa tayari kutekeleza yalel yatakayojitokeza ndani ya mtandao huo.

E. S.M. Ndomba
MWENYEKITI

G. A, Mbungu
KATIBU