Fig 1  KIBEDEA office building
Fig 2  Community queuing for water
Fig 3  Community water supply center
Fig 4  Water distribution centre at Mbagala kuu

Appendix 2a  Questionnaire (Swahili & English)
Appendix 2b  Question to be asked before and after specific modules
Appendix 3  Filled questionnaire sample
Appendix 4  Communication letter
Appendix 5  KIBEDEA constitution & registration
Appendix 7  Project schedule
Appendix 1

Fig 1  KIBDEEA office building
Fig 2  Community queuing for water
Fig 3  Community water supply center
Fig 4  Water distribution centre at Mbagala kuu
Fig 1. Office building for KIBEDEA
Fig 2. Community queueing for water (at private water supply station - Mbagala Kuu.)
Fig 3 Community Water Supply center at Mbagala in absence of service provider
Fig 4. Water Distribution centre at Mbagala Kuu
APPENDIX 2a

Questionnaire (Swahili and English)
DODOSO

WANAJUMUIYA YA KIJICH BEACH
Madhumuni ya Dodosa hili ni kufahamu mahitaji ya mafunzo ya utumiaji wa maji, utunzaji wa visima, na uvunaji maji ya mvua

Jibu maswali yote. Kama nafasi haitoshi, ambatanisha karatasi nyingine

1. Jina lako.................................................................

2. Jinsia: Mme/Mke........................................................

3. Umeachika? NDIYO/HAPANA........................................

4. Mjane/mfaruku................................................................

5. Jina la eneo unalo kaa....................................................

   Mtaa............................................................................

6. Unakaa kwenye nyumba yako mwenyewe?
   NDIITY/HAPANA....................................................
   Kama HAPANA, Je unapanga? NDIYO/HAPANA

.................................................................

Kama hapana je unakaa kwa ndugu? NDIYO/HAPANA............................
Umekaa eneo hilo kwa muda gani?......................................................
7. Nyumba unayo kaa imeezekwa kwa kitu gani (Tiki jibu sahihi)
   i. Bati
   ii. Makuti
   iii. Viga e
   iv. Vinginevyo (elezea)

8. Unakaa na watu wangapi?
   i. Watoto wangapi walioko chini ya miaka 10 ....................
   ii. Watoto wangapi wapo zaidi ya miaka 10 ....................
   iii. Watu wazima wangapi .....................

9. Unatumia maji kiasi gani kwa siku

   Ndoo ngapi ..................Pipa ngapi .....................

10. Unapata maji kutoka wapi? (Tiki)

    i. Visima virefu
    ii. Visima vifupi
    iii. Mto
    iv. Bomba (City water)
    v. Mvua

11. Unachota maji mwenyewe? Ndiyo/Hapana

    Kama NDIYO: Mwaragapi kwa siku .............Wiki .............

    Kama hapana: anaye kuchotea, anakenda mara ngapi kwa siku .............
    .Kwa wiki .............
    Kuna umbali gani .....................
12. Umechimba kisima chako mwyewe? NDIYO/HAPANA

13. Umvuta bomba City water? NDIYO/HAPANA

14. Umewahi kuvuna maji ya mvua? NDIYO/HAPANA

   Kama NDIYO: Kiasi gani (Mita za ujazo)......................

   Kama HAPANA: Unatarajia kufanya hivyo? NDIYO/HAPANA..........?

15. Umewahi kuhudhuria mafunza yoyote kuhusu maji? NDIYO/HAPANA

   Kama NDIYO:

   Ili kuwa lini (Mwaka),?...................................................

   Ili husu nini?.................................................................

   Mfundishaji alikuwa nani?...Jina.................................Taasisi........

16. Umewahi kuhudhuria mafunzo yoyote husu mambo ya jamii?

   NDIYO/HAPANA...............................?

   Kama NDIYO;

   Ili husu mambo gani?....................................................

   ........................................................................

   Kama HAPANA:

   Unahitaji mafunzo gani?....................................................

   ........................................................................

   i. Unahitaji kupata ruhusa ili uhuudhurie mafunzo?

      NDIYO/HAPANA..............................................

   ii. Kama NDIYO:
iii. Unahitaji ruhusa ya nani?

iv. Ni muda gani mzuri kwako kwa ajili ya mafunzo mafupi?
    Siku.........................Saa.........................

v. Kiwango chako cha elimu ni kipi? ( tiki eneo linalo kuhusu)
   i. Chini ya shule ya shule ya msingi
   ii. Shule ya msingi
   iii. Shule ya msing na Chuo/vyuo
   iv. Secondari ( kidato cha nne)
   v. Sekondari na chuo/vyuo
   vi. Elimu ya juu ya sekondari ( kidato cha sita)
   vii. Elimu ya juu ya sekondari na chuo/vyuo
   viii. Chuo kikuu

17. Unafanya kazi gani sasa?

18 Una uzoefu wa muda gani katika fani hiyo ( Miaka)?

19 Kipato chako kwa mwezi ni kipi? ( Tiki) ( kwa Shilingi ya Tanzania)
a. Chini ya 100,000
b. 100,000 – 200,000
c. 200,001 - 300,000
d. 300,001 – 400,000
e. 400,000 – 500,000
f. Zaidi - 500,000

Ahsante kwa ushirikiano wako.
Questionnaire

KIJICH BEACH COMMUNITY

The aim of this exercise is to identify the needs for training regarding tube well maintenance and rainwater harvesting.

Answer all questions. If the pace given will not be enough, you can attach separate sheet.

1. Name

2. Sex: Male/Female

3. Divorced

4. Widow/Widower

5. Location

   Street

6. Do you leave in your own house? …YES/NO

   If NO, Then are renting? YES / NO

   Are dwelling on relative’s house? YES/NO

   For how long you have been there?

7. What is the roof cover of the house in which you are living (Tick the appropriate)
   i. Corrugated iron sheets
   ii. Glass or other leaves
   iii. tiles
iv. Others (specify)

8. What is your family size?
   i. How many children less than 10 years..........................
   ii. How many children above 10 years..........................
   iii. How many adults..........................

9. What is your water consumption per day

   Buckets.......................... Tanks..........................

10. Where do you source your water from?

   i. Deep tube well Wells
   ii. Shallow wells
   iii. River
   iv. City pipe
   v. Rain

11. Do you fetch water on your own from wells? YES/NO

   If YES: How many times per day........... Week...........

   If NO: Who ever fetch water for you how how times goes to wells per day...........
   ............. per week...........

12. Do you fetch water on your own from wells? YES/NO
13. Do you fetch water on your own from city pipe? YES/NO

If YES: How many times per day...........Week........

If NO: Who ever fetch water for you how times goes to wells per day........per week........

14. Do you fetch water on your own from river? YES/NO

If YES: How many times per day...........Week........

If NO: Who ever fetch water for you how times goes to city pipe per day........per week........

15. Do you harvest rainwater? YES/NO

If YES: At what capacity in cubic meter. ................

If NO: Do you have any plan for that? YES/NO................

16. Have you attended any training on water? YES/NO

If YES:
When was that (Year),?.............................................................................................................
what was all about..................................................................................................................

Trainer........................................................................................................................................

16. Have you attended any training regarding community issues? YES/NO

Mention the training institution
.............................................................................................................................................
.............................................................................................................................................
.............................................................................................................................................

If NO, would you like to be trained on community issues?

i. Will you need any permission to attend the training?
YES/NO....................................................

ii. What is your convenient time for training
Day.................................hours

iii. What is your education level? (tick the appropriate))

i. Below primary school education

ii. Primary School education

iii. Primary school and college

iv. Secondary School

v. Secondary school and college

vi. Advanced level of school
vii. Advanced level of school with college

viii. University education

17. What is your current occupation?

18. What is your experience in that career (years)?

19. What is your monthly returns (tick the appropriate (Tshillings))

i. Below 100,000

ii. 100,000 – 200,000

iii. 200,001 – 300,000

iv. 300,001 – 400,000

v. 400,000 – 500,000

vi. Above - 500,000
Thank you for cooperation.
APPENDIX 2b

Questions to be asked before and after specific Modules
QUESTION TO BE ASKED BEFORE AND AFTER SPECIFIC MODULES.

Instructions:
Answer all questions.
Time. 30 minutes

1. A. Define water management, and water scheme management

   1. B. List the importance of water in your life

   1. C. List the disadvantages of misuse of water

2. A. What is a water pump?

   2. B. Name types of water pump

   2. C. Name steps to be followed during pump repair
2. D Mention problems which are related to lack of water facility repairs

3. Why should the community be involved in water management?

4. What is role of private sectors in making water sustainable?

5. A. Define gender

5. B what is gender empowerment?

5. C List the advantages of gender empowerment in relation to community water scheme management

6. A. List down rainwater harvesting methods

6. B. List the advantages of rainwater harvesting
7. A. Define community participation in financing community water scheme.

7. B. List the advantages accountability
APPENDIX 3

Filled questionnaire sample
DODOSO

WANAJUMUIYA YA KIJICH BEACH

Madhumuni ya Dodosa hili ni kufahamu mahitaji ya mafunzo ya utumiaji wa maji, utunzaji wa visima, na uvunaji maji ya mvua

Jibu maswali yote. Kama nafasi haitoshi, ambatanisha karatasi nyingine

1. Jina lako.................................................................

2. Jinsia: Mme/Mke............................................................

3. Umeachika? NDIYO/HAPANA....................................

4. Mjame/mfaruku............................................................

5. Jina la eneo unalo kaa..............................................

Mtaa..............................................................

6. Unakaa kwenyeye nyumba yako mwenyewe?
   NDIITY/HAPANA....................................................
   Kama HAPANA, Je unapanga? NDIYO?HAPANA

Kama hapana je unakaa kwa ndugu? NDIYO/HAPANA..................
Umekaa eneo hilo kwa muda gani?.................................
7. Nyumba unayo kaa imeezekwa kwa kitu gani (Tiki jibu sahihi)
   i. Bati
   ii. Makuti
   iii. Vigae
   iv. Vinginevyo (elezea).................................

8. Unakaa na watu wangapi?
   i. Watoto wapi walioko chini ya mkiaka 10 ..........(1)..............
   ii. Watoto wapi wapo zaidi ya miaka 10 .............(5).............
   iii. Watu wazima wapi.............................(2)..........................

9. Unatumia maji kiasi gani kwa siku

   Ndoo ngapi........20..................Pipa ngapi.........3..................

10. Unapata maji kutoka wapi? (Tiki)

    i. Visima virefu
    ii. Visima vifupi
    iii. Mto
    iv. Bomba (City water)
    v. Mvua

11. Unachota maji mwenyewe? Ndiyo/Hapana

   Kama NDIYO: Marangapi kwa siku ..........Wiki........2....

   Kama hapana: anaye kuchotea, anakenda mara ngapi kwa siku ..........

   .Kwa wiki.........
   Kuna umbali gani..............200 MITA}
12. Umachimba kisima chako mwenye? NDIYO/HAPANA

13. Umevuta bomba City water? NDIYO/HAPANA

14. Umewahi kuvuna maji ya mvua? NDIYO/HAPANA

   Kama NDIYO: Kiasi gani (Mita za ujazo)...

   Kama SIYO: Unatarajia kufanya hivyo? NDIYO/HAPANA

15. Umewahi kuhudhuria mafunza yoyote kuhusu maji? NDIYO/HAPANA

   Kama NDIYO:

   Ilikuwa lini (Mwaka)?

   Ili husu nini?

   Mfundishaji alikuwa nani? Jina

   Taasisi

16. Umewahi kuhudhuria mafunzo yoyote husu mambo ya jamii?

   NDIYO/HAPANA

   Kama NDIYO:

   Ili husu mambo gani?

   Kama HAPANA:

   Unahitaji mafunzo gani?

   i. Unahitaji kupata ruhusa ili uhudhurie mafunzo? NDIYO/HAPANA

   ii. Kama NDIYO:
iii. Unahitaji ruh usa ya nani?

iv. Ni muda gani mzuri kwako kwa ajili ya mafunzo mafupi?
   Siku...[signature]...Saa...[signature]

v. Kiwango chako cha elimu ni kipi? (tiki eneo linalo kuhusu)
   i. Chini ya shule ya shule ya msingi
   ii. Shule ya msingi
   iii. Shule ya msing na Chuo/vyuo
   iv. Secondari (kidato cha nne)
   v. Sekondari na chuo/vyuo
   vi. Elimu ya juu ya sekondari (kidato cha sita)
   vii. Elimu ya juu ya sekondari na chuo/vyuo
   viii. Chuo kikuu

16. Unafanya kazi gani sasa? [Signature]

17. Una uzoefu wa muda gani katika fani hiyo (Miaka)? [Signature]

18. Kipato chako kwa mwezi ni kipi? (Tiki) (kwa Shilingi ya Tanzania)
i. Chini ya 100,000
ii. 100,000 – 200,000
iii. 200,001 - 300,000
iv. 300,001 – 400,000
v. 400,000 – 500,000
vi. Zaidi - 500,000

..........................................................

..........................................................

..........................................................

..........................................................

Ahsante kwa ushirikiano wako.
Appendix 4

Communication letter
The Chairman.
KIBDEEA
P.o.box 41409
Dar es salaam

Attn: Mr. Charles T. Mpangala

**RE: FREE CONSULTANCY DURING MSc COURSE**

Kindly refer to the above heading.
I am a Tanzania male, graduate in BSc mechanical engineering, with seven years experience in engineering, Business and economic related activities. Current I am taking MSc in community economic development at Southern New Hampshire University (USA), in conjunction with Open University of Tanzania.

During the course, one requires the CBO to work with, in order to impart the knowledge obtained to the community, through a free of charge consultancy of the university and student to the community in question. This is expected to be the contribution of the program and the student towards the local community economic development. The course started on 1st September 2003, expected to end on 15th January 2005.

It is my expectation that your good office will accept my request

Thanks in anticipation.
Yours truly,

Primus P.R. Herman
In reply Please quote: 
Ref. No ................................. Date: 10/2/2004

Primus Herman
P.O. BOX 77217
DSM

RE: FREE CONSULTANCY DURING MSc COURSE
The reference is made to your letter dated 1st December 2003 regarding the above subject.
On behalf of the management, I write to inform you that, your request has been accepted.
I would like to thank you in advance for willingness to work with us.
Hope to see you soon

For KIBEDEA
Yours sincerely

Charles T. Mpanga
Chairman

Guiding you to Prosperity and Development
All correspondence should be addressed to the Chairman
Appendix 5

KIBEDEA constitution & registration
CONSTITUTION

KIJICHI BEACH DEVELOPMENT ASSOCIATION

(KIBEDEA)
ARTICLE 1.0: NAME

1.1. The Association shall be known as Kijichi Beach Development Association (KIBEDEA)

1.2. The Secretariat Office shall be based in Dar es Salaam, at Kijichi area.

1.3. The mailing address of the Association shall be:
    Kijichi Beach Development Association,
    P.O. Box 41409,
    Dar es Salaam,
    United Republic of Tanzania.

ARTICLE 2.0: AIMS AND OBJECTIVES

The aims and objective of KIBEDEA shall be:

2.1. To coordinate and Promote voluntary social development of Kijichi area and upcountry.

2.2. To promote and upgrade living standards by improving social services including:
    - Education
    - Water supply
    - Health
    - Roads and
    - Land-use planning.

2.3. To promote development taking into account environmentally sound development.

ARTICLE 3.0: MEMBERSHIP

The membership of KIBEDEA shall be:

Open to all Tanzanians and foreigners who have attained the age of 18 years and above.
ARTICLE 4.0: OBLIGATION OF MEMBERS:

The members shall be:

4.1. Easily available to the Association needs.

4.2. Up to date. Observant and alert on development of the Association.

4.3. Attending meeting and undertake duties assigned by the Association.

4.4. Paying annual fee and other contributions as required.

ARTICLE 5.0: RIGHTS OF MEMBERS.

The members shall be:

5.1. Informed on all activities the Association is undertaking.

5.2. Contributing various ideas, opinions and suggestions to the Association.

5.3. Entitled to vote.

5.4. Entitled to be elected in the Association leadership.

5.5. Entitled to be elected in the Association's leadership provided that it is not exceeding two terms consecutively.

5.6. Participating in various activities performed by the Association.

ARTICLE 6.0: LEADERSHIP.

The Association shall be led by the Executive Committee which comprises of Chairman, Vice Chairman, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer.
and other seven members elected from KIBEDEA members. The term of membership in this Committee is three years.

6.1. **CHAIRMAN:**
- Prepare and chair normal Executive Committee meeting and general Assembly.
- Monitor progress and follow-up on the Association activities.
- Be the main representative and spokesman of the Association
- Accountable for all matters of the Association
- All correspondence addressed to Chairman.
- Initiating normal meetings.
- Secretary of the Board of Trustee.
- Accounting officer of KIBEDEA.

6.2. **VICE-CHAIRMAN:**
The Vice-Chairman shall have the following responsibilities:
- Acting Chairman in the absence of Chairman until decision of the Executive Committee to nominate someone to act
- Assisting Chairman in performing Association's duties
- Performing duties as assigned by the Chairman.

6.3. **SECRETARY:**
The Secretary shall have the following responsibilities:
- Overall coordinator of the Association
- Keep all the Association's reports and records.
- Do all the communication of the Association in consulting with the Chairman
- Deputy Secretary of the Board of Trustee.
- As directed by the Chairman.

6.4. **DEPUTY SECRETARY:**
The Deputy Secretary shall have the following responsibilities:
- Acting Secretary in the absence of Secretary until decision of the Executive Committee to nominate someone to act.
- Assisting Secretary in performing Association's duties.
- Performing duties as assigned by the Secretary.
6.5. **TREASURER:**
The Treasurer shall have the following responsibilities:

- Making follow-ups and monitor financial matter of the Association.

6.5. **DEPUTY TREASURER:**
The Treasurer shall have the following responsibilities:

- Acting Treasurer in the absence of Treasurer until decision of the Executive Committee to nominate someone to act.
- Assisting Treasurer in performing Association’s duties.
- Performing duties as assigned by the Treasurer

**ARTICLE 7.0: ORGANISATION STRUCTURE.**

7.1. **GENERAL ASSEMBLY:**
This shall be:

- Attended by active members only
- Called every six months
- Conducted once half of the members attended.
- Notified thirty days before the meeting.
- Notified ten days before the meeting if the first call was not fruitful
- Conducted in the third call with any attendance if the first two calls were not fruitful

The responsibilities of the General Assembly shall be:

- To approve policy matters of the Association.
- To approve constitutions including its amendments.
- To elect the Executive Committee members.
- To approve the Board of Trustee members
- To approve financial and administrative regulations proposed by the Executive Committee.
- To approve action plans of the Association as proposed by the Executive Committee.
- To approve other pertinent proposals raised by other recognized Committee.
- Final decision maker

7.2. **EXECUTIVE COMMITTEE MEETING:**

This shall be:

- Conducted at least once per month.
- Called by the chairman in normal circumstances.
- Called by half of the members once required.

The responsibilities of the Executive Committee meeting shall be:

- To propose action plans and review developments undertaken and submit to the Board of Trustee for advise.
- To propose necessary adjustment in leadership and membership.
- To make decisions necessary for the progress of the Association.
- To discuss membership.

7.3. **BOARD OF TRUSTEE MEETING:**

This shall be:

- Composed of members promoted by the Executive Committee.
- Conducted at least four times per year.
- Led by the Chairman who shall be the Patron of the Association and be elected by the members of the Board every year.

The responsibilities of the Board of Trustee shall be:

- To advise the Executive Committee and the Association on various issues related to the Association's development.
- To negotiate on all matters that will require trusteeship.
- To take care of all assets and liabilities of the Association.
- To propose procedures and regulations pertaining Association's assets and liabilities.
ARTICLE 8.0: EMERGENCY MEETING

This shall be:
- Dealt with emergency and immediate cases.
- Called by the Chairman or at least a quarter of the members and conducted any time once required.
- Making provisional decision pending the approval of General Assembly.

ARTICLE 9.0: ACTING LEADERSHIP.

\( \textbf{9.1} \) it is not allowed for any leader to appoint the acting leader.

\( \textbf{9.2} \) The acting leader shall be nominated by the respective Committee members.

\( \textbf{9.3} \) In case of absence of a leader without notice the acting leadership shall not exceed ninety days.

ARTICLE 10.0: AMENDMENT OF THE CONSTITUTION

This shall be:
- Proposed by the Executive Committee
- Approved by the General Assembly
- Approved by two thirds of the General Assembly.

ARTICLE 11.0: TERMINATION OF MEMBERSHIP.

\( \textbf{11.1} \) The membership shall terminate when:
- A member resigns
- A member dies
- Confirmed by the General Assembly.

\( \textbf{11.2} \) The membership termination shall be based on:
- Absentee in the meeting for three consecutive meeting without any substantial reason.
- One year dormant membership.

ARTICLE 12.0: FINANCIAL MATTERS:

12.1. The sources of income of the Association shall be:

- Membership fees, grants, loans and voluntary contributions.
- Project or business commissions handled by the Association and any other means decided by the Executive Committee.

12.2. The Financial regulations shall include:

- The Association to seek and obtain the funds equivalent to the defined task.
- The fund to be used only to the intended task.
- Auditing once required
- The donor or a person providing the funds shall be entitled to monitor the progress and check the proper usage of resources.
- Provision for a Financial Committee being responsible for financial management.

ARTICLE 13.0: ASSOCIATIONS ASSETS AND LIABILITIES.

All assets and liabilities of the Association shall be under the Board of Trustee.
<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Edson Majige</td>
<td></td>
</tr>
<tr>
<td>Mr. Sanjo M. Mgeta</td>
<td></td>
</tr>
<tr>
<td>Mr. Anderson S. Charle</td>
<td></td>
</tr>
<tr>
<td>Mr. John Malawandu</td>
<td></td>
</tr>
<tr>
<td>Mr. Julius Ceaser</td>
<td></td>
</tr>
<tr>
<td>Mr. Elam E. Aroko</td>
<td></td>
</tr>
<tr>
<td>Mr. Charles T. Mpangala</td>
<td></td>
</tr>
<tr>
<td>Mr. Sist Mongi</td>
<td></td>
</tr>
<tr>
<td>Mr. Uockel Mufumu</td>
<td></td>
</tr>
<tr>
<td>Mr. Sylvester Rupia</td>
<td></td>
</tr>
<tr>
<td>Mr. Vitus Myovella</td>
<td></td>
</tr>
<tr>
<td>Mr. Edward Makanga</td>
<td></td>
</tr>
<tr>
<td>Mr. Brighton Lugangila</td>
<td></td>
</tr>
<tr>
<td>Mr. Greenson M. Kibona</td>
<td></td>
</tr>
<tr>
<td>Mr. Leslie Lema</td>
<td></td>
</tr>
<tr>
<td>Mrs. Anna Majige</td>
<td></td>
</tr>
<tr>
<td>Ms. Jane Masatu</td>
<td></td>
</tr>
<tr>
<td>Mr. Joseph Byeshulillo</td>
<td></td>
</tr>
<tr>
<td>Ms. Eliamtonga Kaale</td>
<td></td>
</tr>
<tr>
<td>Mrs. C Mongi</td>
<td></td>
</tr>
<tr>
<td>Mr. D. Mgwasa</td>
<td></td>
</tr>
<tr>
<td>Mr. K. Komba</td>
<td></td>
</tr>
<tr>
<td>Mr. E. Msangi</td>
<td></td>
</tr>
<tr>
<td>Mrs. E.P. Msangi</td>
<td></td>
</tr>
<tr>
<td>Mr. Jackson</td>
<td></td>
</tr>
</tbody>
</table>
THE UNITED REPUBLIC OF TANZANIA

The Society's (Application for Registration) Rules, 1954

(Rule 5)

CERTIFICATE OF REGISTRATION SO. NO. 9060

I HEREBY CERTIFY that KIJICH BEach DEVELOPMENT ASSOCIATION (KIJEDEA)

has this day been registered under the Societies Ordinance, 1954.

11th Dated this.......................day of AUGUST.......................19.......

NCHONVU B. S.

Registrar of Societies

MINISTRY OF HOME AFFAIRS

MINISTRY OF HOME AFFAIRS

D.P. Arc

D.P. Rusk

Appendix 7

Project schedule