

Appendices

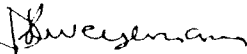
LETTER OF INTRODUCTION

Domina Rweyemamu
P.o.box 72173
Dar es salaam
25/11/2003

Chairman
Elshadai Orphan home
P.o.box 75219
Dar es salaam

Re PROVISION OF FREE TECHNICAL SUPPORT TO YOUR
ORGANISATION

Please refer to the above-mentioned subject, I am a student undertaking a masters program of science in community economic Development which is offered by the Southern New Hampshire University (SNHU) jointly with Open University of Tanzania. As a part of my course, I am supposed to provide free consultancy technical service to a local non governmental organization at least 17 months from December 2003, in order to enhancing organization capacity to provide better and improved services to the community. Kindly, I request to support your organization in any area you want my assistance
Yours truly


D. Rweyemamu
Student (Msc. CED)

RESPONSE FROM THE ORGANIZATION

Elshadai orphans home

S.L P 75219
Dar es salaam

25/12/2003

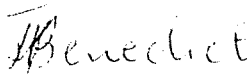
Domina Rweyemamu
S.LP 72173
DAR ES SALAAM

Yah USHAURI WA KITAALAM KATIKA KITUO CHETU

Tunashukuru barua yako uliyo tuandikia ya tarehe 25/11/2003. Kamati ya kikundi imekubali ombi lako la kutupatia ushauri wa kitaalam. Tunahitaji ushauri malimbali ilituweze kuboresha zaidi kikundi na kufanya kazi kwa ufanisi. Pia tuna kuomba ufike kwenye kikao kitakacho fanyika tarehe 6/1/2004 saa 11 jioni, ambapo tuta jadili mambo mbalimbali. Vilevile tuta angalia maeneo ambayo utaanza kutupa ushauri na jinsi tutakavyo shirikiana katika kazi hii.

Tunatarajia ushirikiano zaidi kutoka kwako.

Wako mtiifu

J. Benedict 
MWENYEKITI

WORK PLAN

Developing of a Project Proposal for the Orphanage of the El-Shadai Orphans Home: Sept. 2003 - March 2005

ACTIVITY	2003				2004												2005			REMARKS
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
1. Initial contact and submission of introductory letter		█	█	█																Done
2. Meeting with EOH to identify a project and visit the site					█	█														Done
3. Visits to similar projects in Dar es Salaam							█	█												Done
4. Discussion with EOH to finalize data collection arrangements									█	█										Done
5. Writing a draft proposal and questionnaire										█	█									Done
6. Questionnaire piloting											█	█								Done
7. Collecting data and holding interviews												█	█							Done
8. Processing and analysis of data														█	█					Done
9. Writing of first draft report															█	█				Done
10. Presentation of draft report to EOH																█	█			Done
11. Incorporation of comments and producing final report																	█	█		Done
12. Presentation to the Panel																		█	█	Done
13. Submission of Final Report Paper																			█	Done

ORGANIZATION'S BACKGROUND INFORMATION

1.0 Introduction

The El-Shadai Orphans Home (EOH) is a Community - Based Organization (CBO). EOH was established on the 1st September 2003. The organization is situated in Kibangu, Ubungu ward, in the suburbs of Dar es Salaam, in Kinondoni Municipality. The organization is managed by a team of four women who have a commitment to help, serve and support suffering orphans and other vulnerable children.

EOH contact and general information is as follows:

- Name of Organisation: Elshadai Orphans Home;
- Physical address: Kibangu – Ubungo, Dar es Salaam;
- Postal address: P. O. Box 75219,
Dar es Salaam, Tanzania;
- Telephone: 022 - 24513344/ 0741- 486675
- Contact Persons: Mrs. Justina Benedict/Mrs. Flora Nicas

The leadership of El-Shadai Orphans Home is as follows:

	TITLE	NAME	PROFESSION
1.	Chairperson	Mrs. Justina Benedict	Teacher
2.	Deputy Chairperson	Mrs. Geofrida Mwaiteleke	Teacher
3.	Secretary	Mrs. N. Kakwaya	Teacher
4.	Treasurer	Mrs. Flora Nicas	Nurse

2.0 The organization's Vision

The vision of El-Shadai Orphans Home is to build a society which loves and accepts orphans and vulnerable children so as to attain healing of their emotional wounds, build their confidence, and create space and opportunities to facilitate the development of their talents so that they can live in dignity, respect and managing their own lives independently.

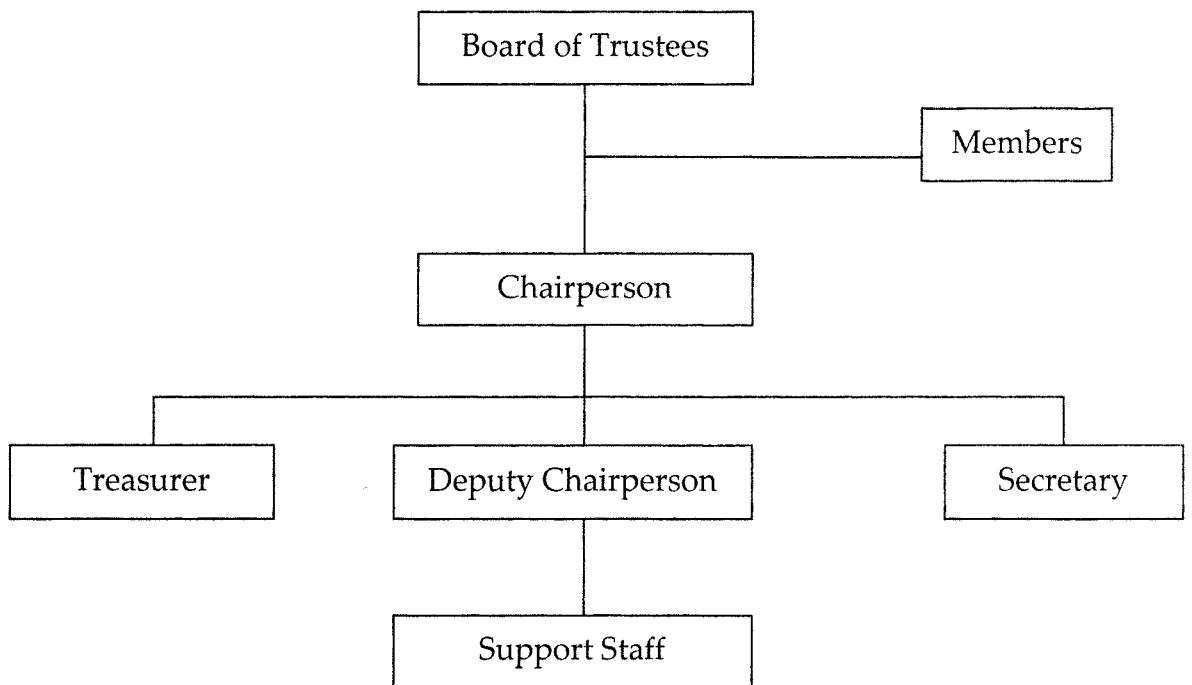
3.0 Mission of the El-Shadai Orphans Home

The mission of EOH is to ensure that adequate care and support is provided to both orphans and vulnerable children, abandoned by parents and families;

and assisting such children to be educated and trained so as to be successful and contribute to the development of the society.

4.0 Organization structure

The organization structure of the El-Shadai Orphans Home is as shown in the figure below.



5.0 Objectives of the Organization

The overriding objective of El-Shadai Orphans Home is to support orphans and vulnerable children to live a normal life like other children in the country. The overriding objective is supported by the following three specific objectives:

- (iv) To assist the orphans and vulnerable children acquire basic education by supporting them attend nursery and primary schools;
- (v) To undertake fund raising and implement economic projects so as to ensure sustainable support to the orphans and vulnerable children;
- (vi) To provide care to the orphans and vulnerable children who do not have parents or guardians to look after them.

6.0 Organization's Programs and Activities

The organization's three programs and activities under each program are as presented below:

(ii) Counselling and Care Support (CCS) Program

- (d) Providing counselling so as to continue stabilizing children, psychologically and socially;
- (e) Caring and looking after orphans and vulnerable children and ensuring that they physically secure;

- (f) Minding and feeding children with balanced diet so as to promote their growth and ensure that children's cognitive, spiritual, mental and intellectual are well developed.

(ii) Economic and Fund Raising (EFR) Program

- Organizing charity walks and other fund raising activities;
- Operating income generating activities, such as shops, secretarial services, like photocopying, etc.

(iii) Education and Training Support (ETS) Program

- (g) Training of nursery school teachers and other interested individuals in appropriate approaches to handling and care for the orphans and vulnerable children;
- (h) Promoting the use of indigenous knowledge in designing teaching aids so as to make education more affordable;
- (i) Promoting learning environments for orphans and vulnerable children through dialogue and discussion with nursery and primary school leadership and teachers;

- (j) Sensitising various stakeholders on the special needs of the orphans and vulnerable children.

SURVEY QUESTIONNAIRE**1. IDENTIFICATION**

Region: _____

District: _____

Ward: _____

Village: _____

Sub Village: _____

Name of Village Chairperson: _____

Name of Sub Village Chairperson: _____

Name of Interviewee: _____

Sex of Interviewee: (a) Male _____ (b) Female _____

Designation of Interviewee: _____

Interview started at: _____ Interview ended at: _____

Date interview was conducted: _____

Name of Interviewer: _____

Signature of Interviewer: _____ Date: _____

2. Services for Children in Difficult Circumstances in the Village	
<p>1.</p> <p>1</p> <p>2</p>	<p>Are there children in this village facing difficulties and hence are in need of assistance?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Yes No</p>
<p>2.</p> <p>1</p> <p>2</p> <p>3</p>	<p>If there are children in this village facing difficulties and in need of assistance, what are their categories in relation to difficulties that they face?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Orphaned Children Children whose parents are extremely poor Others (mention) </p>
<p>3.</p> <p>1</p> <p>2</p> <p>3</p>	<p>If there are orphaned children in this village, what is the number of such children?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Not more than 10 Between 10 and 50 More than 50</p>
<p>4.</p> <p>1</p> <p>2</p>	<p>If there are orphaned children in this village, are there any arrangements or programme to support or provide care to such children?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Yes No</p>

<p>5.</p> <p>1</p> <p>2</p> <p>3</p>	<p>If there is a programme or an arrangement to support or provide care to such children what type of programme or arrangement is in place?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Village programme</p> <p>Individual family/household arrangement</p> <p>Other programme/arrangements (mention)</p> <p>.....</p>
<p>3. Centre for Orphaned Children</p>	
<p>1.</p> <p>1</p> <p>2</p>	<p>If there is no centre for orphans, would you like such centre to be established in this village?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Yes</p> <p>No</p>
<p>2.</p> <p>1</p> <p>2</p>	<p>If the centre is to be established in this village, would you like services to be limited to children from within or you prefer that it should as well serve other children who are not from this village?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Orphaned children from this village only</p> <p>.....</p> <p>Orphaned children from this village as well as those from outside</p> <p>.....</p>
<p>3.</p> <p>1</p> <p>2</p>	<p>Would you like children to get services during the day and go back to their homes in the evening or sleep at the centre?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Children should sleep at the centre</p> <p>Children should go back to their homes in the evening</p> <p>.....</p>

<p>4.</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p>	<p>Which services would you like to be provided to children at the centre?</p> <p><i>Encircle response given by Interviewee. Several services can be chosen</i></p> <p>Preparing meals and feeding children</p> <p>Providing medical care to children.....</p> <p>Providing playing and recreation facilities to children.....</p> <p>.....</p> <p>Providing education</p> <p>Providing clothes to children</p> <p>Providing care to children....</p> <p>Providing accommodation to children.....</p> <p>Other services (mention)</p> <p>.....</p>
<p>5.</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>	<p>If the centre for orphans was to be established in the village, what could be the potential sources of contributions to establish and run it?</p> <p><i>Encircle response given by Interviewee. Several services can be chosen</i></p> <p>Village Council</p> <p>All villagers</p> <p>Care givers and relatives of orphans</p> <p>Government and Local Government Authority</p> <p>.....</p> <p>Donors</p> <p>Other (mention)</p>
<p>6.</p> <p>1</p> <p>2</p>	<p>If the centre for orphans was to be established in the village, are you personally ready to contribute for the centre?</p> <p><i>Encircle response given by Interviewee</i></p> <p>Yes</p> <p>No</p>

7.	<p>If you are ready to contribute for the centre, which type of contribution would you like to give?</p> <p><i>Encircle response given by Interviewee</i></p> <p>1 Building materials</p> <p>2 Labour for construction work</p> <p>3 Money....</p> <p>4 Food for children.....</p> <p>5 Clothes for children</p> <p>6 Other types of contribution (mention)</p>
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LAYOUT OF THE PROPOSED ORPHANAGE

