Appendices

1. Letter of Introduction
2. Letter of acceptance
3. Project Implementation plan
4. Information for Monitoring
5. Evaluation Summaries
6. Questions to UWATU members
7. Questions to Stakeholders
8. Questionnaires for Monitoring
9. Gantt Chart
10. Job Description
11. Budget
12. C.N.A Picture
13. Musoma Urban District Map
Appendix 1

P.O. Box 248
MUSOMA
04.10.2005

MUNICIPAL DIRECTOR
P.O. Box 194
MUSOMA

Dear Sir,

RE: REQUEST TO WORK WITH ONE OF YOUR CBOs FOR 18 MONTHS

The above captioned subject refers.

I am a student of the Southern New Hampshire University; I would like to kindly ask for acceptance to work with one your Community Basic Organizations located within the Musoma Municipality for a period of 18 months.

Thank you,

Yours truly,

F. M. LAYON
(Barua zote zipielekwe kwa Mkurugenzi wa Manispaa Musoma)

Simu: 028-2622208/2622550
Fax: 028-2620550
E-mail: musomalc@yahoo.com

Kumb. yako Na............................

Kumb. yetu Na: S.20/5/II/75

Mwenyekiti wa Kikundi
UWATU (CBO)
MUSOMA

YAH: NDUGU LAYON, FILBERT MSUHA.

Rejea kichwa cha habari hapo juu chahasika.

Ndugu Rayon F. Msuha ni mtumishi NSSF Mara, na ni Mwanafunzi kutoka Chuo cha New Hampshire University ambacho kinashirikiana na Chuo Kikuu Huria Tanzania.


Natanguliza shukrani za pekee.

A.M. Kabaka

KNY: MKURUGENZI WA MANISPAA
MUSOMA

Nakala: Manager
NSSF
S.L.P. 248
Musoma (Tafadhali mruhusu aweze kushiriki kikamiliifu)

1. Uliti mwenyekiti wa Mwanafunzi Rutagya thika ndiye Kny. MKURUGENZI WA MANISPAA MUSOMA
### Table 12 Project Implementation plan

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>MAJOR PROJECT ACTIVITIES</th>
<th>RESOURCE USED</th>
<th>TIME FRAME</th>
<th>UNMET RESOURCE NEEDS</th>
</tr>
</thead>
</table>
| To ensure that by December 2006 CBO members are able to establish their own individual poultry projects. | Community Needs  
• CBO members meeting  
• Needs assessment  
• Ranking of problems | SHS.40,000 | December, 2006 |  |
| To ensure that by February 06 the CBO members shall have acquired entrepreneur ship production and marketing skills in poultry keeping. | Capacity building Training CBO members on:  
• Entrepreneurship skills  
• Poultry production  
• Marketing skills | Tshs. 200,000 | February 2006 |  |
|  | Rearing progress  
• Daily activities of taking care of the poultry | Tshs. 1,000,000 | March 2006 to December 2006 | Tshs. 2,000,000 |
| To ensure that by December 2006 the CBO accesses to reliable and sustainable market for poultry products produced. | Marketing  
• Advertising of products  
• Product promotion  
• Searching market elsewhere  
• Relationship marketing | Tshs. 200,000 | July 2006 to December 2006 |  |
### Table 13: Information for monitoring project operations.

<table>
<thead>
<tr>
<th>CATEGORY OF INFORMATION</th>
<th>WHAT TO MONITOR</th>
<th>WHAT RECORD TO KEEP</th>
<th>WHO COLLECT DATA</th>
<th>WHO USES DATA</th>
<th>HOW TO USE INFORMATION</th>
<th>WHAT DECISION CAN BE MADE</th>
</tr>
</thead>
</table>
| 1. Work plan Activities | • Timing of activities  
                          • Availability of resources and personnel | • Monthly work plan  
                          • Work Schedule | • CBO members  
                          • CED Student | • Project manager  
                          • Executive Committee | • Ensure CBO Members doing activities and other resources are available | • Reschedule or ensure implementation done as planned |
<table>
<thead>
<tr>
<th>2. CBO members Meetings</th>
<th>3. CBO members Capacity Building</th>
<th>4. CBO members Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Minutes</strong></td>
<td><strong>Training report</strong></td>
<td><strong>Number of interventions</strong></td>
</tr>
<tr>
<td>• Attendance of the CBO members</td>
<td>• Training facilitator</td>
<td>• Knowledge acid skills before and after training</td>
</tr>
<tr>
<td>• Community needs, views and suggestions during implementation</td>
<td>• Project manager</td>
<td>• Working performance of the trained CBO members doing daily activities</td>
</tr>
<tr>
<td>• Community attributions</td>
<td>• CED student</td>
<td>• Problems</td>
</tr>
<tr>
<td><strong>Meeting Minutes</strong></td>
<td><strong>Training report</strong></td>
<td><strong>Number of interventions</strong></td>
</tr>
<tr>
<td>• Attendence of the CBO members</td>
<td>• Project manager</td>
<td>• Knowledge acid skills before and after training</td>
</tr>
<tr>
<td>• Community needs, views and suggestions during implementation</td>
<td>• Executive committee</td>
<td>• Working performance of the trained CBO members doing daily activities</td>
</tr>
<tr>
<td>• Community attributions</td>
<td>• CED student</td>
<td>• Problems</td>
</tr>
<tr>
<td><strong>To implement</strong></td>
<td><strong>Executive committee</strong></td>
<td><strong>To identify the impart of the project and peoples views on the project</strong></td>
</tr>
<tr>
<td>• To implement what members have proposed after considering importance of the information</td>
<td></td>
<td><strong>Facilitate the CBO members to benefit more from the project.</strong></td>
</tr>
<tr>
<td><strong>Support their suggestions or reject</strong></td>
<td></td>
<td><strong>Empower the CBO members to member take their day to day activities</strong></td>
</tr>
<tr>
<td>Diseases</td>
<td>• Disease frequently infecting the poultry</td>
<td>• Weekly report</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Cost and Expenditure</td>
<td>• Budget: Amont of funds vs. expenditure  • Actual cost per each activity</td>
<td>• Ledger of expenditures by budget category • Receipt • Bank transactions • Report to donor</td>
</tr>
<tr>
<td>Products</td>
<td>Products</td>
<td>Products</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>• Stock stock</td>
<td>• Stock stock</td>
<td>• Project secretary</td>
</tr>
<tr>
<td>• Invoices stock</td>
<td>• Stock stock</td>
<td>• Project secretary</td>
</tr>
<tr>
<td>• Project secretary</td>
<td>• Project secretary</td>
<td>• Project secretary</td>
</tr>
<tr>
<td>• Project secretary</td>
<td>• Donor</td>
<td>• Ensure good condition of the product</td>
</tr>
<tr>
<td>• Project manager</td>
<td>• Donor</td>
<td>• Assess quantity of products sold</td>
</tr>
<tr>
<td>• Donor</td>
<td>• Donor</td>
<td>• Receive objectives</td>
</tr>
<tr>
<td>• Ensure good condition of the product</td>
<td>• Ensure objectives are realistic</td>
<td>• Receive project strategy and approach</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Results</th>
<th>Results</th>
<th>Results</th>
<th>Results</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Quantity of product produced and sold</td>
<td>• Consumer registers</td>
<td>• Project secretary</td>
<td>• Project manager</td>
<td>• Donor</td>
<td>• Receive objectives</td>
</tr>
<tr>
<td>• Characteristics of CBO members selling the products</td>
<td>• Consumer registers</td>
<td>• Deputy project secretary</td>
<td>• Donor</td>
<td>• Receive objectives</td>
<td></td>
</tr>
<tr>
<td>• Project work reports</td>
<td>• Project secretary</td>
<td>• Deputy project secretary</td>
<td>• Donor</td>
<td>• Receive project strategy and approach</td>
<td></td>
</tr>
</tbody>
</table>
Table 14 Evaluation Summaries

<table>
<thead>
<tr>
<th>Goals</th>
<th>Objective</th>
<th>Performance Indicators</th>
<th>Expected Outcome</th>
<th>Actual Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To assess factors hindering local economic development of UWATU poultry project.</td>
<td>1. To ensure that factors within the period of two months from January 2006 to February 2006 the CBO members</td>
<td>Number of CBO members trained</td>
<td>All 27 CBO members to be trained in entrepreneurship and marketing skills</td>
<td>25 CBO members were trained</td>
</tr>
<tr>
<td>1. To raise Living stands and of women who are CBO members</td>
<td>2. To ensure that the period for the Period of four months from September 2006 to December 2006 members are able to establish their</td>
<td>Number of CBO members to established their own poultry projects.</td>
<td>All 27 CBO members to establish own individual poultry products</td>
<td>To CBO members have established their own individual poultry projects.</td>
</tr>
</tbody>
</table>
| 2. Access to reliable and sustainable market for poultry products | 3. To ensure that the CBO’s project for the period of six months from July to December 2006 accesses to reliable and sustainable market for their poultry products produced | Quantity of poultry product sold | 1. An average of 30 chickens are sold per week  
2. An average of 80 eggs are sold per week |
|---|---|---|---|
| own individual poultry project | 1. 100 chicken to be sold per week  
2. 200 eggs to be sold per week | 103 |
## Appendix 6

### MAELEZO KUTOKA KWA WANACHAMA WA UWATU

#### JINA LA

**MWANACHAMA** .................................................................

#### A. Taarifa ya jumla:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 1</td>
<td>Tarehe ya kujaza ...........................................</td>
</tr>
<tr>
<td>B. 2</td>
<td>Jina la kitongoji .........................................</td>
</tr>
</tbody>
</table>

#### B. Taarifa ya mtoa maelezo (weka vema kwenye mojawapo)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B. 1</td>
<td><strong>Jinsia yako</strong></td>
</tr>
<tr>
<td></td>
<td>a. Mwanaume ( )</td>
</tr>
<tr>
<td></td>
<td>b. Mwanamke ( )</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B. 2</td>
<td><strong>Umri wako kwa miaka</strong></td>
</tr>
<tr>
<td></td>
<td>1. Chini ya 18 ( )</td>
</tr>
<tr>
<td></td>
<td>2. 18 – 35 ( )</td>
</tr>
<tr>
<td></td>
<td>3. 36 – 60 ( )</td>
</tr>
<tr>
<td></td>
<td>4. zaidi ya 60 ( )</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B. 3</td>
<td><strong>Hali ya Ndoa</strong></td>
</tr>
<tr>
<td></td>
<td>1. Nimeoa/ Sijaolewa ( )</td>
</tr>
<tr>
<td></td>
<td>2. Mtalaka ( )</td>
</tr>
<tr>
<td></td>
<td>3. Mjane/ Mgane ( )</td>
</tr>
</tbody>
</table>
B. 4 Elimu
1. Sijaenda shule (  )
2. Elimu ya msingi (  )
3. Elimu ya Sekondari (  )
4. Elimu ya watu wazima (  )

B. 5 Kiongozi wa Familia
1. Mwanaume (  )
2. Mwanamke (  )
3. Namna nyingine toa maelezo (  )

C. CHANZO CHA MAPATO FAMILIA

C1. Kazi yako kubwa
1. Kilimo (  )
2. Ufugaji (  )
3. Uvuvi (  )
4. Biashara (  )

C2. Kipato chako cha mwezi kabla ya mradi wa kuku
1. Ndogo Zaidi ya Tshs. 20,000
2. Tshs. 21,000 - 40,000
3. Tshs. 41 - 60,000
4. Zaidi ya Tshs. 60,000
C 1 MRADI WA KUKU

Mradi wa kuku ulianza lini?

Mazao yatolewayo na mradi ni:

D1

1. Mayai
2. Kuku
3. Kuku na Mayai

D2. Kama ni kuku ni aina gani wanazalishwa na mradi?

1. Wa kisasa
2. Wa kienyeji
3. Namba moja na tatu

D3. Wateja wenu ni nani?

1. Hoteli
2. Migahawa
3. Wapika Chipsi
4. Watu binafsi
5. Wote hapo juu
6. Tofauti, toa maelezo

D4. Wateja wenu wanapendelea aina gani ya mazao ya mradi

1. Kuku na mayi ya kisasa
2. Kuku na mayai ya kienyeji
D5. Kwa nini wanapendelea aina ulioichagua

D6. Wateja wako unawapataje?
   1. Wanakuja wenyewe
   2. Tunawatafuta

D7. Je mmeshachukua hatua ya kutangaza biashara yenu?
   1. Ndiyo
   2. Hapana

D8. Ni mafanikio gani mmeyapata hadi sasa?

D9. Mnapata matatizo yoyote katika kuendesha mradi
   1. Ndiyo
   2. Hapana

Kama ndiyo yataje

107
D.10: Unafikiri ni njia gani zitumike kutatua matatizo haya?

D.11. Mna maarifa ya kutosha na ujuzi wa kufuga kuku?
   1. Ndiyo
   3. Hapana

D.12. Unafahamu miradi mingine kama ya kwenu hapa mjini Musoma
   1. Ndiyo
   2. Hapana

D.13. Mradi una zalisha kiasi gani cha
   1. Kuku
   2. Mayai
   3. Kwa kipindi cha kila wiki sita
Appendix 7

MAELEZO KUTOKA KWA WADAU

JINA LA MDAU

A  Taarifa ya jumla
   A1. Tarehe ya kujaza
   A2. Jina la mtaa

B. Taarifa ya mjazaji
   B1. Jinsia yako
      1. Mwanaume
      2. Mwanamke
   B2. Umri wako kwa miaka
      1. Chini ya 18
      2. 18 – 35
      3. 36 – 60
      4. zaidi ya 60
   B3. Hali ya Ndoa
      1. Nimeoa/ Sijaolewa
      2. Mtalaka
      3. Mjane/ Mgane
B4     Elimu
1. Sijaenda shule     (  )
2. Elimu ya msingi    (  )
3. Elimu ya Sekondari  (  )
4. Elimu ya watu wazima (  )

B5     Kiongozi wa Familia
1. Mwanaume           (  )
2. Mwanamke           (  )

C1     Je unawafahamu watu au kikundi kinachoenesha mradi wafugaji kuku?
       1. Ndiyo
       2. Hapana

C2.    Kama ndiyo taja majina yao

C3.    Wanafuga aina gani ya kuku
       1. Wa Kisasa
       2. Wa Kienyeji

C4.    Wewe unapendelea aina gani ya mazao ya kuku?
       1. Kienyeji
       2. Kisasa

Kwa nini
Appendix 8

QUESTIONARE FOR MONITORING (MIS)

1. Name of CBO members collecting the information
   ........................................................................................................

2. Month and week in which gathering of information is done
   month........................................... week.........................................................

3. (i) Number of eggs collected per week.................................................
   (ii) Number of eggs destroyed per week..............................................
   (iii) Number of eggs sold per week.........................................................
       Tshs..............................
   (iv) Number of chicks / broilers / layers died per week.........................
   (v) Number of chicks sold Tshs. .................................................. Per week.

4. (i) Number of bags of layer marsh used per week..............................
   (ii) Tshs.................................................................
(iii) Number of bags of broiler marsh used per week

Tshs..............................

(iv) Cost of treating chicks / chickens per week shs.....................

5. Name of Supervisor.................................................................

   ii Signature .................................................................

   Date.................................................................
<table>
<thead>
<tr>
<th>NO</th>
<th>ACTIVITIES</th>
<th>MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>1</td>
<td>CBO members meeting for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>assessment of needs</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Capacity building training of CBO Members</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Purchasing of chicks food and feeding tools</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Purchasing of Chicks</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Writing proposal</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✶ Promotion of Product</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✶ Advertisement of the production Radio Victoria and RFA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✶ Searching for a market in Mwanza City</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Selling of the products</td>
<td></td>
</tr>
</tbody>
</table>
Job Descriptions:

1. **Project Manager**
   **Responsibilities:**
   - Overall supervise of the project activities
   - Ensuring that products are produced a higher standard acceptable by the competitive market
   - Decision making on various administrative issues
   - Forms a linkage between the Executive committee and the management of the project
   - Report to the EC

2. **Project secretary**
   **Responsibilities:**
   - Coordination of daily project activities
   - Attending all correspondences
   - Any other duty assigned to him by project manager
   - Reports to the PM

3. **Treasurer**
   **Responsibilities:**
   - Proper keeping of all project accounting books
   - To effect any payment attending all matters pertaining to finance
   - Reports to the PM

4. **CED Student:**
   - Adviser to the Executive committee on various issues pertaining to the project Management
To assist the project Manager in the project administration and management

To advise the treasurer on proper methods of keeping and maintaining financial records e.g. Journals, ledgers and preparation of financial statements.

Report to the project manager

5. **Deputy Secretary:**
   Supervision of daily project activities performed by CBO MEMBERS.
   To assist the Ps in various administration issues
   Report to the PS

6. **CBO members**
   Responsibilities
   Perform daily project activities

7. **Watchmen**
   Responsibilities:
   Concern with project security issues
### Table 15 Budget

<table>
<thead>
<tr>
<th>S/N</th>
<th>ACTIVITIES</th>
<th>ESTIMATED COST</th>
<th>Members contribution</th>
<th>Deficit</th>
<th>Funded by donor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tshs</td>
<td>Tshs.</td>
<td>Tshs.</td>
<td>Tshs.</td>
</tr>
<tr>
<td>1.</td>
<td>Capacity building:</td>
<td>200,000</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
</tr>
<tr>
<td></td>
<td>Training of CBO members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Purchasing of chicks</td>
<td>3,950,000</td>
<td>1,950,000</td>
<td>2,000,000</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Direct cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office supplies</td>
<td>50,000</td>
<td>50,000</td>
<td></td>
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<tr>
<td></td>
<td>Telephone</td>
<td>20,000</td>
<td>20,000</td>
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<td></td>
<td>Utilities</td>
<td>50,000</td>
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<tr>
<td></td>
<td>Postage</td>
<td>6,000</td>
<td>6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Purchasing of chicks food</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Marketing:</td>
<td>100,000</td>
<td>100,000</td>
<td></td>
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<tr>
<td></td>
<td>Promotion of products</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Advertisement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Total</td>
<td>5,376,000</td>
<td>3,276,000</td>
<td>2,000,00</td>
<td>100,000</td>
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</table>
COMMUNITY NEEDS ASSESSMENT SECTION