APPENDICIES

Appendix 1: Introduction letter - correspondence

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Appendix 1

Kitiku ,Sebastian
PO BOX 6370
Dar es Salaam

Charles Kamugisha
Coordinator
CISO   30th December 2003
PO BOX 95413
Dar es Salaam

REFER: FREE TECHNICAL ASSISTANCE TO SUPPORT YOUR ORGANIZATION DEVELOPMENT

Reference made to the above heading

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

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

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

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

So far I understand you have done a very impressive work aims at initiatives by complementing the government efforts on supporting community initiatives by

Appendix 1

REF OSH/GC/01/04

Kiiku Sebastian F.

CED Student

Open University of Tanzania

2004

P.O. BOX 6370

Dar es Salaam

19th January 04

Dear Sir,

REF ACCEPTANCE TO SUPPORT COMMUNITY INITIATIVE ORGANIZATION

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

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

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

Sincerely

Charles Kamugisha

The Coordinator

ensuring the involvement of stakeholders in planning and implementing activities resulting from their priority

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

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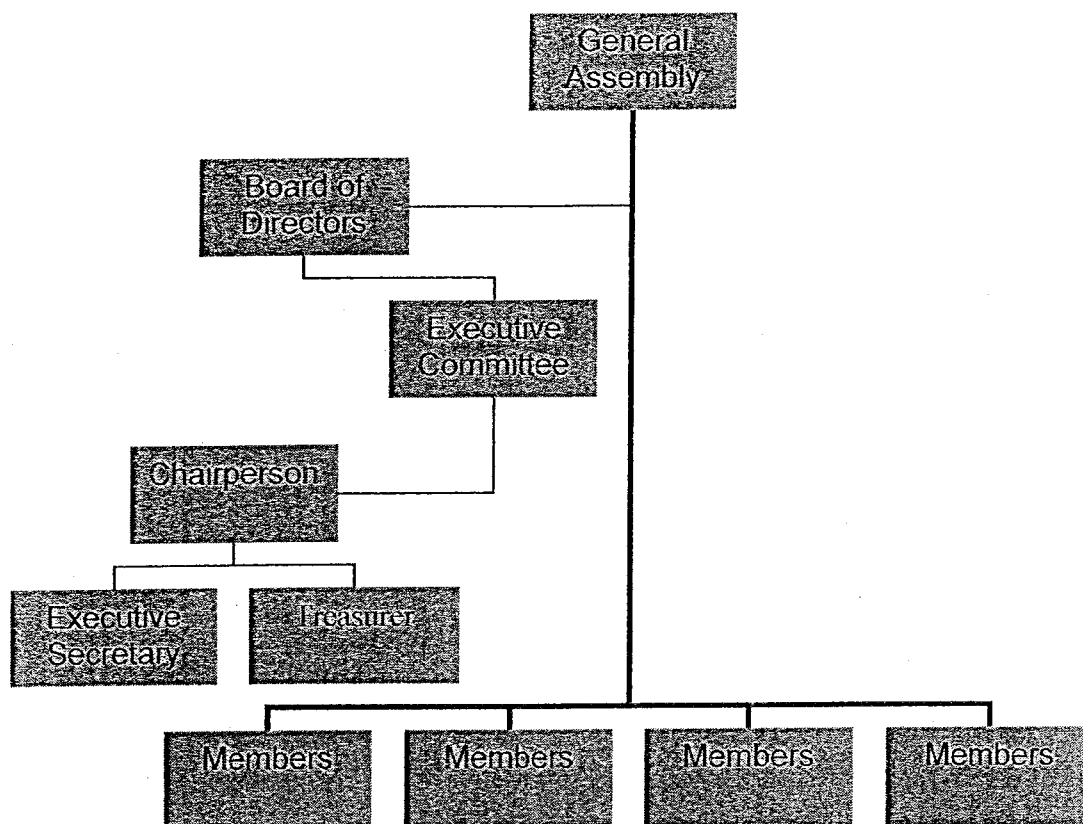
Sincerely,

Sebastian Kitiku
MSC CED Programme Student

Appendix 2

CISO Organization Management chart

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

LOFAT Summary Sheet

NAME OF ORGANISATION: _____

ADDRESS: _____

CONTACT PERSON: _____

	Criteria	Yes / no
1	Motivated by will to assist the poor	
2	Committed to empowering the poor or local communities	
3	Credible leadership	
4	Basic accountability mechanisms in place	
5	Has basic transparency	
6	Is not-for-profit	
7	Is non political	
8	Complies with legal and regulatory requirements	
9	Open to new ideas and approaches	

What are the strengths of the organisation (mention 5 in prioritised order)?

1 _____
2 _____
3 _____
4 _____
5 _____

What are the weaknesses of the organisation (mention 5 in prioritised order)?

1 _____
2 _____
3 _____
4 _____
5 _____

Recommendations based on the above responses:

_____
_____
_____
_____
_____

Overall recommendations:

_____
_____
_____
_____
_____

Signature: _____
Name: _____
Date: _____

The use of LOFAT

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

1. It is motivated by a will to assist the poor and vulnerable as a stated target group.
2. It is committed to empowering the poor or the vulnerable, or to strengthening community based structures that will do so.
3. Credible leadership.
4. Basic accountability.
5. Basic transparency.
6. Not-for-profit.
7. Non political.
8. Comply with all necessary legal and regulatory requirements.
9. Open to new ideas and approaches.

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

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

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

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

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

Street Address: _____

Postal Address: _____

Contact person: _____

Phone: _____

Type of organisation:

   Local NGO ☐   *CSO* ☐   *Other* ☐

  If other, please specify: _____

Composition and structure

- *Who is involved in the organisation?*

- *When and how was the organisation formed?*

- *What is its organisational structure?*

- *What is its governance structure?*

- *Does the organisation have a constitution?*

- *If yes, are members aware of its contents?*

- *Are proper records kept by the organisation?*

- *Who is working for the organisation?*

- *How are staffs recruited?*

Gender

- *Do both women and men participate fully in the organisation? Explain.*

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

Finances

- *What is the financial management capacity of the organisation?*

- *What is the attitude to financial management within the organisation?*

- *Does the organisation hold a list of fixed assets?*

- *What are the organisation's current funding sources?*

- *Who are their previous funders?*

- *Who are their prospective funders?*

External relations

- *How are its relations with local government? Explain*

- *How are its relations with other organisations? Explain.*

- *What is its reputation with other organisations?*

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

Type of organisation: Is it an NGO, Financial Institution, Business Association, Governme
Agency, Federation, Association of CBOs, or an apex body of CBOs? Is it non-profit or fo
profit? Is it a local, national or international organisation? Is it government owned, semi-sta
private sector or civil society sector?

Composition: Who is in the organisation? What are their backgrounds? Can new members join?

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

Organisational structure: Try to get an organ gram of management and governance.

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

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

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

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

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

Target groups: Is the organisation clear about who it is trying to benefit? Is it self-serving or working for others? Is it (actually) working for the poor and marginalized?

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

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

Strategies: Summarise the strategies, if any, that the organisation actually uses or plans to.

Sectoral focus: Has the organisation any particular sectoral focus? Is it consistent with the mission? Has this remained consistent over time? Has it changed to attract funds?

Credible leadership: Is the leadership known in the community? Is it respected? What is the motivation of the leader (s)? Is it commitment to the poor? Is it political, commercial, or family-oriented? This needs to be checked widely within the community.

Accountability: Is the stated governance structure actually functioning? How are board members selected? Does the leadership handpick them? Are they relatives or friends of the leadership or do they represent a range of stakeholders who are committed to the poor?

Transparency: Is getting information difficult? Is the leadership evasive? Is there resistance to you questioning other members / staff? Are other members / staff fully informed about the organisation's operations? Is there a feeling of openness in discussions, meetings, etc?

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

Organisational culture: In evaluating an organisation it is important to balance Concern's ideal of a professional management culture with an acknowledgement of local cultural considerations. Issues of family, kin, tribe, patronage etc. may be features of particular anti-poverty initiatives and organisations. Such initiatives and organisations should be judged by their effectiveness, rather than by their (in)compatibility with preconceived notions of organisational systems. Such circumstances, however, do not diminish the need to reinforce principles of transparency and accountability.

Internal management style: Is there internal democracy and broad participation? Does the leader control everything? Is there a clique (family / friends) that excludes others from decision-making? Is the leader able to justify the management style in cultural terms?

Attitude to gender: Is there effectively equal opportunity for men and women to participate fully in the organisation's operations? Is there an awareness of the concept of gender? Is there real commitment to it or is lip service paid to it? Does the organisation address the needs of poor women as well as those of men?

Staff background: It is useful to know the connections between staff. How are they appointed? Are they family or friends of the leader? Have they appropriate skills and qualifications? Are they committed? What is their motivation for joining?

Recruitment policies: Is there open, competitive recruitment to appoint staff on the basis of their suitability to the job? Or are jobs handed out by the leadership as favours or patronage?

Maintenance of records: Does the organisation keep records? Does it see the need to keep records? How willing is it to allow access to records? (Sign of transparency)

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

Attitude to financial management: Is there a closed and 'forced' attitude towards financial management? Does the organisation keep full financial records? Does it have written financial procedures? Are there control systems in use to ensure accountability and transparency? Or does an individual or clique control the finances, perhaps in a secretive way? How much do members know about the finances? How open is management about the organisation's finances?

Fixed assets: Does the organisation have a list of all its assets? Does it distinguish between private and organisational assets? Are organisational assets used privately?

Current funding sources: Has the organisation local sources of revenue? Has it funds from donors? Is it willing to divulge information about its income? (Sign of transparency)

Previous funders: Has the organisation a track record of securing funds for its work? Suggests credibility. How have past funds been managed? Are records available? It may be worthwhile seeking references from previous donors.

Prospective funders: Has the organisation a fund-raising strategy? Has it identified donors for future funding proposals? Do prospective projects and donors match with the mission of the organisation?

Relations with local Govt.: Are they very close (which suggests that the organisation might be unwilling represent the rights of the poor, in terms of placing demands for better services)? Are they constructive – based on cooperation and coordination? Does the work of the organisation enhance local government service delivery to the target community?

Relations with other organisations: Does it regard other organisations as competitors? Is it engaged in networking? Does it collaborate with others on common issues?

Reputation with other organisations: Check with other organisations what they think of it. Be aware of possible jealousies and 'bad-mouthing'. Look for patters and commonalities in the opinions of those consulted.

Motivation for working with Concern: Is funding for the organisation its primary need from Concern? Is it to access funds for local communities? Is there a real desire to improve practice, raise capacity and to learn in order to improve the quality of what they do?

Source: Concern world wide first assessment tool

APPENDIX 4

COMMUNITY INITIATIVE SUPPORT ORGANIZATIONs' SYNOPSIS REPORT
The Organizational Self Assessment (OSA) with CISO Members.

The need	➤ The workshop was organised to share common understanding on assessing their Organizational development over time.
Wider Objective	➤ To continuously monitor progress of the organization toward the Organizational goal.
Specific Objectives	➤ To build understanding of the workshop participants on the key concepts of Organization Self - Assessment.
	➤ To stimulate the awareness of the participants on the roles and responsibilities of the NGOs' members to assess their organization.
	➤ To set a base for incorporating the lesson learnt into the capacity building action plan.
Participants	➤ 20 participants attended the OSA workshop with CISO included Executive Committee, Management team, Ordinary members and beneficiaries. 6 (30%) of the workshop participants were women. 14 (70%) of the workshop participants were men.
Key areas covered	➤ Strategic vision:

- Organizational vision and values.
- Mission statement.
- Long range goals.
- Target group and constituency.
- Programme development and design

➤ Project design and management
- Problem identification and need assessment.
- Project planing.
- Work planing.
- Implementation.
- Monitoring.
- Evaluation.
- Gender.
- Cost effectiveness.
- Project sustainability.

➤ Management practices.
- Governance and structure.
- Leadership.
- Decision making.
- Organizational culture.
- Information systems and reporting.

➤ Human resources management.
- Human resource planing.
- Staff management.

➤ Administrative management.
- General office systems
- Internal control procedures.

➤ Financial management.
- Accounting.
- Finacial management.

➤ External relations.
- Networking and strategic partnering.
- Advocacy.
- Fund raising and financial sustainability.

Strengths and weaknesses identified during the OSA

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

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

Appendix 5: CAPACITY BUILDING ACTION PLAN FOR CISO 2004

ACTIVITIES BY OUTPUTS	Responsible person	2003 OCT	NOV	DEC	2004 JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	JAN. 05
OUTPUT 1																	
Familiarization and initial assessment is done.																	
ACTIVITIES:																	
1. Initial contact for Familirization with CISO team		■															
2. Initial Organization Assessment.		■	■	■	■	■											
OUTPUT 2.																	
Analysis and discussion of the findings done																	
ACTIVITIES:																	
1. Conducting research										■							
2. Analysis and discussion of findings											■	■	■				
3. Action Plan Development with CISO members											■	■					
OUTPUT 3																	
Technical support and recommendations provided.																	
ACTIVITIES:																	
1. Facilitate training workshop on strategic visioning.										■							
2. Mentoring supporton project design and management practices.											■						
3. .Mentoring support on Human and financial resource management.												■					
4. Mentoring support on administration management.													■				
5. Mentoring support on management practices.													■				
6. Providing support to strengthen external relation.														■			
OUTPUT 4																	
Report compilled and presented.																	
ACTIVITIES:																	
1. Writing draft project report .															■	■	
2. Compiling the final report.																	■
3. Presentation and handover report.																	■

ORGANIZATIONAL MEMBERS QUESTIONAIRES

The Open University of Tanzania and Southern New Hampshire University.

Community Economic Development Program.

Dear Sir/ Madam,

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

I thank you in advance for your cooperation.

Kitiku Sebastian (Researcher)

Respondents

(1) Age ....

(2) Education level ....

(3) Gender ....

(4) Marital status ....

(5) Location ....

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

I.   **Composition and structure**
   - Who is involved in the organization?
     - ➤ Poorest   [   ]
     - ➤ Middle class [   ]
     - ➤ Rich   [   ]

- When and how the organization was formed?
  - Year `[____]`
  - By one person `[____]`
  - By group of people `[____]`

- Is the organizational structure clear to organizational members?
  - Yes `[____]`
  - No `[____]`

- Does the organization have constitution?
  - Yes `[____]`
  - No `[____]`

- Members aware of its contents?
  - Yes `[____]`
  - No `[____]`

- Is the organization registered?
  - Yes `[____]`
  - No `[____]`

II.   **Mission**
- What does the organization actually do?
  - Project implementation `[____]`
  - Capacity Building `[____]`

- How are staffs recruited?

  - Appointed `[____]`

  - Competed `[____]`

III.   **Goals/ Programme**
- Does the organization have clear stated goals?
  - Yes `[____]`
  - No `[____]`

- Who does the organization serve?
  - Poorest `[____]`
  - Middle class `[____]`
  - Rich `[____]`

- What is its reputation in the community?
  - ➤ Bad   ☐
  - ➤ Fair   ☐
  - ➤ Good   ☐

IV. Organization culture

- Does the organization have credible leadership?
  - ➤ Yes   ☐
  - ➤ No   ☐

- Are leaders accountable within the organization?
  - ➤ Yes   ☐
  - ➤ No   ☐

- Is the organization run in transparent manner?
  - ➤ Yes   ☐
  - ➤ No   ☐

- Are proper record kept by the organization?
  - ➤ Yes   ☐
  - ➤ No   ☐

- Who is working for the organization?
  - ➤ Volunteers   ☐
  - ➤ Employees   ☐

- How are staffs recruited?

  - ➤ Appointed   ☐
  - ➤ Competed   ☐

V. Gender

- Do both men and women participate fully in the organization?
  - ➤ Yes   ☐
  - ➤ No   ☐

- Does the organization address the needs of both the women and men?
  - ➤ Yes   ☐
  - ➤ No   ☐

VI. Finance

- What is the financial management capacity of the organization?
  - ➤ Poor   ☐
  - ➤ Fair   ☐
  - ➤ Good   ☐

- What is the attitude to financial management within the organization?

  - ➢ Bad ☐
  - ➢ Fair ☐
  - ➢ Good ☐

- Does the organization hold the list of fixed assets?

  - ➢ Yes ☐
  - ➢ No ☐

- Does the organization have founding sources?
  - ➢ Yes ☐
  - ➢ No ☐

VII. External relations

- How are its relations with the local government?
  - ➢ Poor ☐
  - ➢ Fair ☐
  - ➢ Good ☐

- Why does the organization do what it does?
  - ➢ Address the needs of beneficiaries ☐
  - ➢ Address the needs organizational. members ☐

PROJECT PROPOSAL - HIV/AIDS AND MALARIA CONTROL

CONCERN WORLDWIDE

GRANT APPLICATION FORM

For Official use only
Application No:
Date received:

This form will apply to all Concern partners.

**SECTION 1:
Organisation Information**

1. Registered name of Organisation

COMMUNITY INITIATIVE SUPPORT ORGANISATION (CISO)

2. Registration status & registration number

Registered at Kinondoni District.

3. Name and location of proposed project

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

4. Organisation current address:

Postal Address PO BOX 95143

District & Region   Kinondoni, Dar es Salaam

Street Tandele Kwamgudunge
Phone & Fax 0741-244407

Email cisotanzania1@yahoo.com

5. Language preference (please tick):
English ☐√

1

Swahili ☐

6. Contact person:

Name: Charles Kamugisha

Position: Executive Secretary

Contact time:_ 08:00 AM Telephone(if any):0741 244407

Postal address (If different from above) the same

7. Is your organisation a branch and/or a member affiliated to another organisation? (Tick)

- Yes ☐

- No ☐√

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

SECTION 2
Type of Organisation

1. **Nature of your organisation (Please Tick)**

   NGO   ☐ √

   CBO   ☐

   OTHER (Specify)

   _____

   _____

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

▪ Health	√
▪ Education/Training	√
▪ Environment	√
▪ Micro Finance	
▪ Water & Sanitation	√
▪ Gender	√
▪ Human rights	
▪ Governance	
▪ Agriculture/Marketing	
▪ HIV/AIDS	√
▪ Transport Infrastructure	
▪ Business/Commercial	
▪ Others (specify)	

SECTION 3
Membership & Staff

1. **Does your organisation have members? (Please Tick)**
   - Yes ☐ √

   - No ☐

2. **Number of Current members**

   Total [20]   Male [9]   Female [11]

3. **Membership Meetings: Describe the frequency of meetings per year**

   Management Team meeting.   Monthly.
   General Meeting.   Annually

4. **Does your Organisation have full-time staff? (Tick)**
   - Yes ☐

   - No ☐ √

   If "Yes" how many?

   Total [   ]   Paid [   ]   Unpaid [   ]

5. **What was your organisations total income in the last three years, (including this year) and where did this money come from?**

   Year [2003] Income [50,000] own contributions

   Year [2004] Income [120,000] Sources own contributions

   Year [   ] Income [   ] Sources [   ]

   Year [   ] Income [   ] Sources [   ]

> **SECTION 4**
> **Project Management**

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

Position	Area of responsibility (eg. Supervision, Accounting etc)
Executive Secretary	Field Supervision
Chairperson	Over all Supervision
Treasurer	Accounting

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

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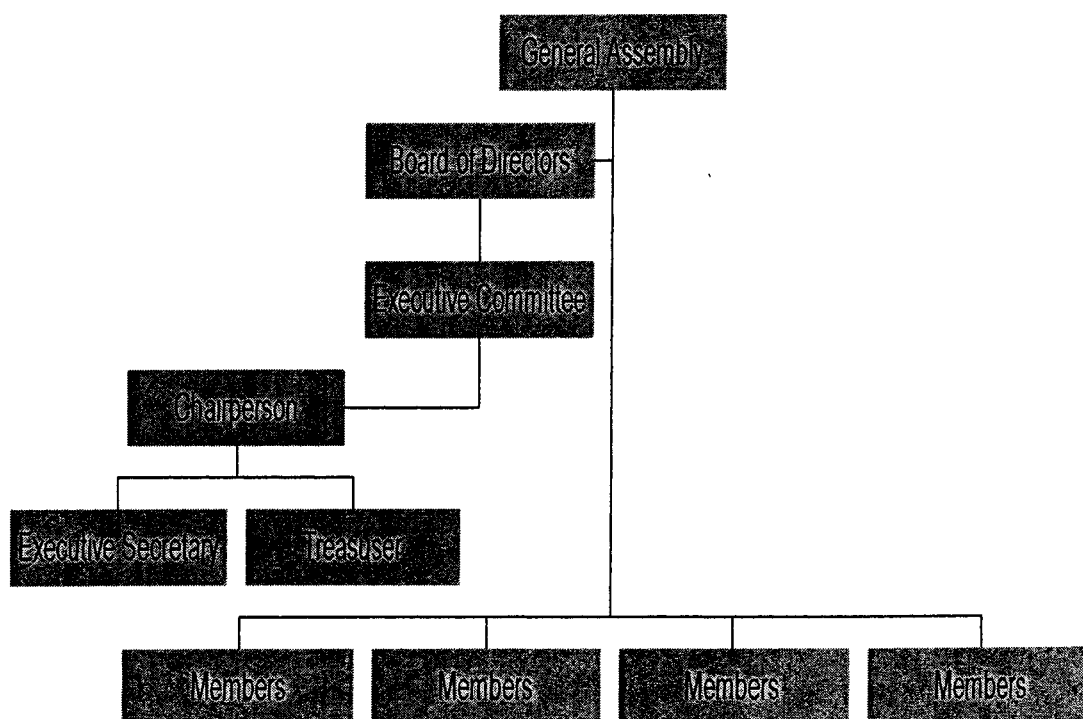
3. What are your plans for the organisational development and capacity building of your own organisation this year?

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

4. How does this project relate to those plans?

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

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

- The CISOs' vision is a society where each individual manages and sustains secured and fulfilled life.

- The mission of CISO is to strive to diversify opportunities for the disadvantaged individuals, their families and communities to access health services, improve environment, water and sanitation; address gender issues and fights HIV/AIDS.

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

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

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

8.What are the objectives of the project?

- To organize training workshops to community leaders on malarial incidence in Tandale Ward;
- To organize sensitisation sessions on HIV/AIDS amongst primary school pupils in Tandale ward

9. What are the expected results outputs?

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

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

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

11. How will you monitor the project progress?

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

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

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

13. Who will be the direct beneficiaries of the project, i.e. those with whom your organisation will work directly? (Please list the target groups)
- Primary schools' community in Tandale ward.

- Community leaders of Tandale ward.
- Community members of Tandale ward.

---

14. How many direct beneficiaries?

Total | 95 | Male | 40 | Female | 55 |

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

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

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

16. How many indirect beneficiaries?

Total | 900 | Male | 300 | Female | 600 |

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

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

incidence of pregnancy among school pupils that shows they still lack knowledge on HIV/AIDS.

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

We don't have previous experience in this project especially in Tandale ward. But we will work closely with all relevant authorities and since some of CISO members have worked with organizations implementing HIV/AIDS programmes (AMREF); will use our experience in implementing this project successfully.

19. How will this project continue in future without Concern financial assistance? How is it sustainable?

The twelve months of the project implementation would have empowered CISO members and Management team to implement a similar project in future without an external technical support. Further to that, the project sustainability is also assured in terms of financial stability. This will be done through:
- Fund raising activities
- Members contributions
- Efforts of the member community. And
- Other donors who wish to support the efforts of the community.

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

Yes ☐ √   No ☐   **If so, when July 2004**

Explain How?

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

> **SECTION 5**
> **Project Funding & Bank**
> **information**

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

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

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

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

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

   Yes ☐   No ☐✓

5. **If no other donors have been approached, why not?**
   CISO is still young to manage big amount of money. For the time being, we have not approached any donor believing that at this initial stage CONCERN will support us in implementing this project and as we grow along is where many other donors will be approached.

6. If "Yes", please provide information of each donor and the budget lines for which you have requested funds:

Donor	Amount requested	Budget Item (s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

None

_____

_____

_____

_____

8. What is the current status of other applications pending?
   None

_____

_____

_____

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

a) Bank name _____

Type of Account _____

Branch name _____

Bank Address _____

Account Name _____Number_____

b) Bank name _____

Type of Account_____

Branch name _____

Bank Address _____

Account Name _____Number_____

10. List of signatories:

Name of Signatories	Position within Organisation
1. Charles Kamugisha	Executive Secretary
2. Zabron Kengera	Chairperson
3. Josephine Majili	Treasurer

11. Number of signatories per transaction _____3_____

APPENDIX I (as part of section 6)

ACTIVITY PLAN AND BUDGET FORM

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

SECTION 7 DECLARATION OF INTENT

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

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

Name: Charles Kamugisha Position: Executive Secretary

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

Signature_____ Date 20 September 2004

APPENDIX 8

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