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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

Appendix 2

(Barua zote zipelekwe kwa Mkurugenzi wa Manispaa Musoma)

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



Ofisi ya Mkurugenzi wa Manispaa,
Halmashauri ya Manispaa Musoma,
S.l.p. 194,
Musoma
Idara ya: M/Jamii

Kumb.yako Na:.....

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

6/10/2005

Mwenyekiti wa Kikundi
UWATU (CBO)
MUSOMA

YAH: NDUGU LAYON FILBERT MSUHA.

Rejea kichwa cha habari hapo juu chahusika.

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

Anachukua Masters ya Sayansi katika Maendeleo ya Kijamii, Kiuchumi. Ameomba kufanya kazi na Shirika la Kijamii ambalo linajihusisha na shughuli za Kiuchumi. Ofisi ya Mkurugenzi wa Manispaa imeteua CBO yenu iweze kusaidiana naye ili aweze kufanikisha mafunzo yake.

Natanguliza shukrani za pekee.

A.M. Kabaka
KNY: MKURUGENZI WA MANISPAA
MUSOMA

Nakala: Manager Kny. MKURUGENZI
NSSF HALMASHAURI YA MANISPAA
S.L.P. 248 MUSOMA
Musoma (Tafadhali mruhusu aweze kushiriki kikamilifu)

Appendix 3

Table 12 Project Implementation plan

	OBJECTIVE	MAJOR PROJECT ACTIVITIES	RESOURCE USED	TIME FRAME	UNMET RESOURCE NEEDS
	To ensure that by December 2006 CBO members are able to establish their own individual poultry projects.	Community Needs <ul style="list-style-type: none"> • 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 entrepreneurship production and marketing skills in poultry keeping.	Capacity building Training CBO members on: <ul style="list-style-type: none"> • Entrepreneurship skills • Poultry production • Marketing skills 	Tshs. 200,000	February 2006	
		Rearing progress <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.

CATEG ORY OF INFOR MATIO N	WHAT TO MONITOR	WHAT RECORD TO KEEP	WHO COLLECT DATA	WHO USES DATA	HOW TO USE INFORMATION	WHAT DECISION CAN BE MADE
1. Work plan Activities	<ul style="list-style-type: none"> • Timing of activities • Availability of resources and personnel 	<ul style="list-style-type: none"> • Monthly work plan • Work Schedule 	<ul style="list-style-type: none"> • CBO members • CED Student 	<ul style="list-style-type: none"> • Project manage • Executive Committee 	<ul style="list-style-type: none"> • Ensure CBO Members doing activities and other resources are available 	<ul style="list-style-type: none"> • Reschedule or ensure implementation done as planned

2. CBO members Meetings	<ul style="list-style-type: none"> Attendance of the CBO members Community needs, views and suggestion during implementation Community attributions 	Meeting Minutes	<ul style="list-style-type: none"> Project manager CED student 	<ul style="list-style-type: none"> Project manage Executive committee 	<ul style="list-style-type: none"> To implement what members have proposed after considering importance of the information 	<ul style="list-style-type: none"> Support their suggestions or reject
3. CBO members Capacity Building	<ul style="list-style-type: none"> Number of planned trainings conducted Type of training Number of participants 	<ul style="list-style-type: none"> Training report Train 	<ul style="list-style-type: none"> Training facilitator Project manager CED student 	<ul style="list-style-type: none"> Project manage Executive committee 	<ul style="list-style-type: none"> Use of the trained CBO members in project implement action 	<ul style="list-style-type: none"> Empower the CBO members to member take their day to day activities
CBO members Assessment	<ul style="list-style-type: none"> Knowledge acid skills before and after training Working performance of the trained CBO members doing daily activities Problems 	<ul style="list-style-type: none"> Number of intervention s before and after training 	<ul style="list-style-type: none"> Project secretary CED student 	<ul style="list-style-type: none"> Project manage Executive committee 	<ul style="list-style-type: none"> To identify the impart of the project and peoples views on the project 	<ul style="list-style-type: none"> Facilitate the CBO members to benefit more from the project.

	encountered in the project implementations					
Diseases	<ul style="list-style-type: none"> • Disease frequently infecting the poultry 	<ul style="list-style-type: none"> • Weekly report 	<ul style="list-style-type: none"> • Project secretary • Veterinary officer 	<ul style="list-style-type: none"> • Project manager • Regional veterinary officer 	<ul style="list-style-type: none"> • Understand the cause of the outbreak 	<ul style="list-style-type: none"> • To find suitable drug or change species
Cost and Expenditure	<ul style="list-style-type: none"> • Budget: Amount of funds vs. expenditure • Actual cost per each activity 	<ul style="list-style-type: none"> • Ledger of expenditures by budget category • Receipt • Bank transactions • Report to donor 	<ul style="list-style-type: none"> • Treasurer 	<ul style="list-style-type: none"> • Project manager • Donor 	<ul style="list-style-type: none"> • Ensure funds are available to execute activities • Ensure compliance with funding regulations 	<ul style="list-style-type: none"> • Authorize expenditure • Make budget and project of revisions • Determine for other funding sources

Products	<ul style="list-style-type: none"> • Stock 	<ul style="list-style-type: none"> • Stock registers • Invoices project secretary 	<ul style="list-style-type: none"> • Project secretary 	<ul style="list-style-type: none"> • Project manager • Donor 	<ul style="list-style-type: none"> • Ensure availability of products ready for sale • Ensure good condition of the product 	<ul style="list-style-type: none"> • Quantity to be produced and sold
Results	<ul style="list-style-type: none"> • Quantity of product produced and sold • Characteristics of CBO members selling the products 	<ul style="list-style-type: none"> • Consumer registers • Project work reports 	<ul style="list-style-type: none"> • Project secretary • Deputy project secretary 	<ul style="list-style-type: none"> • Project manager • Donor 	<ul style="list-style-type: none"> • Ensure objectives are realistic • Assess quantity of products sold 	<ul style="list-style-type: none"> • Receive objectives • Receive project strategy and approach

Appendix 5

Table 14 Evaluation Summaries

Goals	Objective	Performance Indicators	Expected Outcome	Actual Outcome
1.To assess factors hindering local economic development of UWATU poultry project.	1. To ensure that within the period of two months from January 2006 to February 2006 the CBO members Acquire entrepreneurship, production and marketing skills in poultry keeping	Number of CBO members trained	All 27 CBO members to be trained in entrepreneurship and marketing skills	25 CBO members were trained
1. To raise Living stands and of women who are CBO members	2. To ensure that the period for the Period of four months from September 2006 to December 2006 members are able to establish their	Number of CBO members to established their own poultry projects.	All 27 CBO members to establish own individual poultry products	To CBO members have established their own individual poultry projects.

	own individual poultry project			
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. 100 chicken to be sold per week 2. 200 eggs to sold be week	1. An average of 30 chickens are sold per week 2. An average of 80 eggs are sold per week

Appendix 6

MAELEZO KUTOKA KWA WANACHAMA WA UWATU

JINA LA

MWANACHAMA.....

A Taarifa ya jumla:

A. 1 Tarehe ya kujaza.....

B. 2 Jina la kitongoji

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

B. 1 Jinsia yako

a. Mwanaume ()

b. Mwanamke ()

B. 2 Umri wako kwa miaka

1. Chini ya 18 ()

2. 18 – 35 ()

3. 36 – 60 ()

4. zaidi ya 60 ()

B. 3 Hali ya Ndoa

1. Nimeoa/ Sijaolewa ()

2. Mtalaka ()

3. Mjane/ Mgane ()

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

.....

.....

.....

.....

D 6 Wateja wako unawapataje?

1. Wanakuja wenyewe
2. Tunawatafuta

D.7 Je mmeshachukua hatua ya kutangaza biashara yenu?

1. Ndiyo
- 2.Hapana

D. 8 Ni mafanikio gani mmeyapata hadi sasa?

.....

.....

D.9. Mnapata matatizo yoyote katika kuendesha mradi

- 1.Ndiyo
- 2.Hpana

Kama ndiyo yataje

.....

.....

.....

.....

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

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 kinachoendesha 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 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.....

Appendix 9

Gantt chart

NO	ACTIVITIES	MONTHS											
		1	2	3	4	5	6	7	8	9	10	11	12
1	CBO members meeting for assessment of needs												
2	Capacity building training of CBO Members												
3	Purchasing of chicks food and feeding tools												
4	Purchasing of Chicks												
5	Writing proposal												
6	Marketing												
	❖ Promotion of Product												
	❖ Advertisement of the production Radio Victoria and RFA												
	❖ Searching for a market in Mwanza City												
7	Selling of the products												

Appendix 10

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

Appendix 11

Table 15 Budget

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

COMMUNITY NEEDS ASSESSMENT SECTION



Appendix 13

