

APPENDICES

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Appendix I

CED NEWSLETTER

MAILING LIST

S. No.	NAME	ADDRESS	NO. OF COPIES
1	Southern New Hampshire University	2500 North River Road, Manchester NH 03106 USA	
2	CED Office		150
3	Supervisor(s)		20
4	Alumni	Class of 2003 & 2005	136
5	District Executive Directors	All districts in Tanzania	135
6	Tanzania Library Services Board		21
7	University of Dar es Salaam	Box 35091, Dar es Salaam	2
8	Sokoine University of Agriculture	Box 3151, Morogoro	2
9	UCLAS	Box 35176, Dar es Salaam	2
10	Mzumbe Univeristy	Box 1, Mzumbe	2
11	Muhimbili University College of Health Sciences	Box 65001, Dar es Salaam	2
12	Institute of Finance Management	Box 3918, Dar es Salaam	2
13	St. Augustine University	Box 307, Mwanza	2
14	Tumaini Univeristy	Box 200, Iringa	2
15	CDTI - Tengeru	Box 1006, Tengeru	2
16	Dar es Salaam Institute of Technology	Box 2958, Dar es Salaam	2
17	College of Business Education	Box 1968, Dar es Salaam	2
18	Moshi University College of Business Studies	Box 474, Moshi	2
19	Agency for the Development of Educational Management (ADEM)	Box 71, Bagamoyo	2
20	Kilimanjaro Christian Medical Centre	Box 3010, Moshi	2
21	Tanzania School of Journalism	Box 4067, Dar es Salaam	2

22	President's Office	Box 91, Dar es Salaam	2
23	President's Office, Policy & Planning	Box 2483, Dar es Salaam	2
24	President's Office, Management of Public Services	Box 3142, Dar es Salaam	2
25	President's Office, Regional Administration & Local Government		2
26	Vice President's Office	Box 5380, Dar es Salaam	2
27	Prime Minister's Office	Box 3021, Dar es Salaam	2
28	Ministry of Community Development, Gender & Children	Box 3448, Dar es Salaam	2
29	Ministry of Education & Culture		2
30	Ministry of Labour & Youth Development		2
31	Ministry of Science, Technology & Higher Education	Box 2645, Dar es Salaam	2
32	Tanzania Social Action Fund	Box 9381/9120 Dar es Salaam	2
33	East Africa Community		2
34	Cooperative & Rural Development Bank (CRDB)	Box 268, Dar es Salaam	2
35	Dar es Salaam Community Bank (DCB)	Box 19798, Dar es Salaam	2
36	Community Bank, Mwanga	Box 333, Moshi	2
37	Nyerere Foundation	Box 71000, Dar es Salaam	2
38	Parliament Offices		2
39	Institute of Rural Development Planning	Box 138, Dodoma	2
40	Arusha Regional Centre		2
41	Coast Regional Centre		2
42	Dar es Salaam Regional Centre		2
43	Dodoma Regional Centre		2
44	Iringa Regional Centre		2
45	Kagera Regional Centre		2
46	Kigoma Regional Centre		2
47	Kilimanjaro Regional Centre		2
48	Lindi Regional Centre		2
49	Mara Regional Centre		2
50	Manyara Regional Centre		2
51	Mbeya Regional Centre		2

52	Morogoro Regional Centre	2
53	Mtwara Regional Centre	2
54	Mwanza Regional Centre	2
55	Rukwa Regional Centre	2
56	Ruvuma Regional Centre	2
57	Shinyanga Regional Centre	2
58	Tanzania Gender Networking Program(TGNP)	2
59	Tanzania Media Women Association (TAMWA)	2
60	Research on Poverty Alleviation (REPOA)	2
61	KULEANA	2
62	HAKIELIMU	2
63	ESRF	2
64	Legal & Human Rights Centre	2
65	Equal Opportunities Trust Fund (EOTF)	2
66	PLAN International	2
67	CARE International	2
68	CONCERN Worldwide	2
69	World Vision International	2
70	Aga Khan Education Service	2
71	Tanzania Episcopal Council (TEC)	2
72	BAKWATA	2
73	Local Government Reform Program	2
74	United States Agency for International Development (USAID)	2
75	United Nations Development Program (UNDP)	2
76	United Nations High Commission for Refugees (UNHCR)	2
77	United Nations Information Centre	2
78	UNICEF	2
79	UNPF	2
80	Algeria	2
81	Angola	2
82	Bangladesh	2
83	Belgium	2

84	Burundi	2
85	Canada	2
86	China	2
87	Cuba	2
88	Denmark, Royal Embassy of	2
89	Democratic Republic of Congo	2
90	Egypt, Arab Republic of	2
91	Finland, Royal Embassy of	2
92	France	2
93	Germany	2
94	Great Britain	2
95	Hungary	2
96	India	2
97	Indonesia	2
98	Iran	2
99	Ireland, High Commission of	2
100	Italy	2
101	Japan	2
102	Kenya	2
103	Korea, North	2
104	Korea, South	2
105	Libya	2
106	Malawi	2
107	Mozambique, High Commission of	2
108	Netherlands	2
109	Nigeria	2
110	Royal Norwegian Embassy	2
111	Poland	2
112	Russia	2
113	Rwanda	2
114	Saudi Arabia	2
115	South Africa	2
116	Spain	2
117	Sudan	2
118	Sweden	2

119	Switzerland		2
120	Syria		2
121	Uganda		2
122	United States of America		2
123	Yemen		2
124	Yugoslavia		2
125	Zimbabwe		2
126	Zambia		2

Appendix II

INITIATIVES TO PROMOTE CED PROGRAM IN TANZANIA IMPLEMENTATION PLAN

ID	Task Name	Duration	Start	Finish	Resources	Responsible Person	Dec '05	Jan '06
1	Planning Meeting, developing Bi-laws	2 days	Mon 12/5/05	Tue 12/6/05	Stationneries, Reference books	Editorial Board		
2	Project design	5 days	Fri 12/9/05	Thu 12/15/05	Stationnaries, Reference sources	Editorial Board, Lecturers		
3	Prepare the News Letter draft and send it	11 days	Mon 1/23/06	Mon 2/6/06	Articles,pictures,Funds	Editorial Board, Supervisor		
4	Draft of the Newsletter taken to printer	11 days	Fri 2/10/06	Fri 2/24/06	Funds for printing	Editorial Board		
5	Distribution of the First Issue	6 days	Mon 3/13/06	Mon 3/20/06	Funds for postage and Distributic	Editorial Board,		
6	Collect and analyze data from the question	30 days	Wed 3/1/06	Tue 4/11/06	Funds for data collection	Editorial Board		
7	Reviewing SNHU/ OUT website	24 days	Thu 2/9/06	Tue 4/4/06	Consultancy fee	Editorial Board, Webdesigner		
8	Prepare promotional materials - T-shirts a	5 days	Mon 3/13/06	Fri 3/17/06	Funds	Editorial Board		
9	Outsource the designing of the website	3 days	Wed 4/5/06	Fri 4/7/06	Consultancy fee	Editorial Board		
10	Revise the outsourced website	3 days	Wed 4/26/06	Fri 4/28/06	Website	Editorial Board,Web designer		
11	Project Report write up	120 days	Mon 5/1/06	Fri 10/13/06	Data available	Editorial Board		
12	Organization for the Fund Raising Event	20 days	Wed 12/20/06	Tue 1/16/07	Promotional Materials, Funds	Editorial Board, CED Office		
13	Select the articles, pictures for the 2nd iss	28 days	Thu 2/1/07	Mon 3/12/07	Articles, pictures	Editorial Board		
14	Production of Promotional Materials	7 days	Tue 3/13/07	Wed 3/21/07	Funds,	Editorial Board		
15	Send the draft of the Newsletter to editor,	16 days	Thu 3/22/07	Thu 4/12/07	Draft Newsletter	Editorial Board		
16	Send the draft of the Newsletter to the pri	10 days	Thu 3/29/07	Wed 4/11/07	Funds	Editorial Board		
17	Distribute the 2nd issue	11 days	Thu 4/12/07	Thu 4/26/07	Postege and Distribution funds	Editorial Board		
18	Monitoring & Evaluation	363 days	Mon 12/5/05	Wed 4/25/07	M&E Tools	Editorial Board		

Project: Project_Final
Date: Thu 9/13/07

Task



Milestone



External Tasks

Split



Summary



External Milestone

Progress



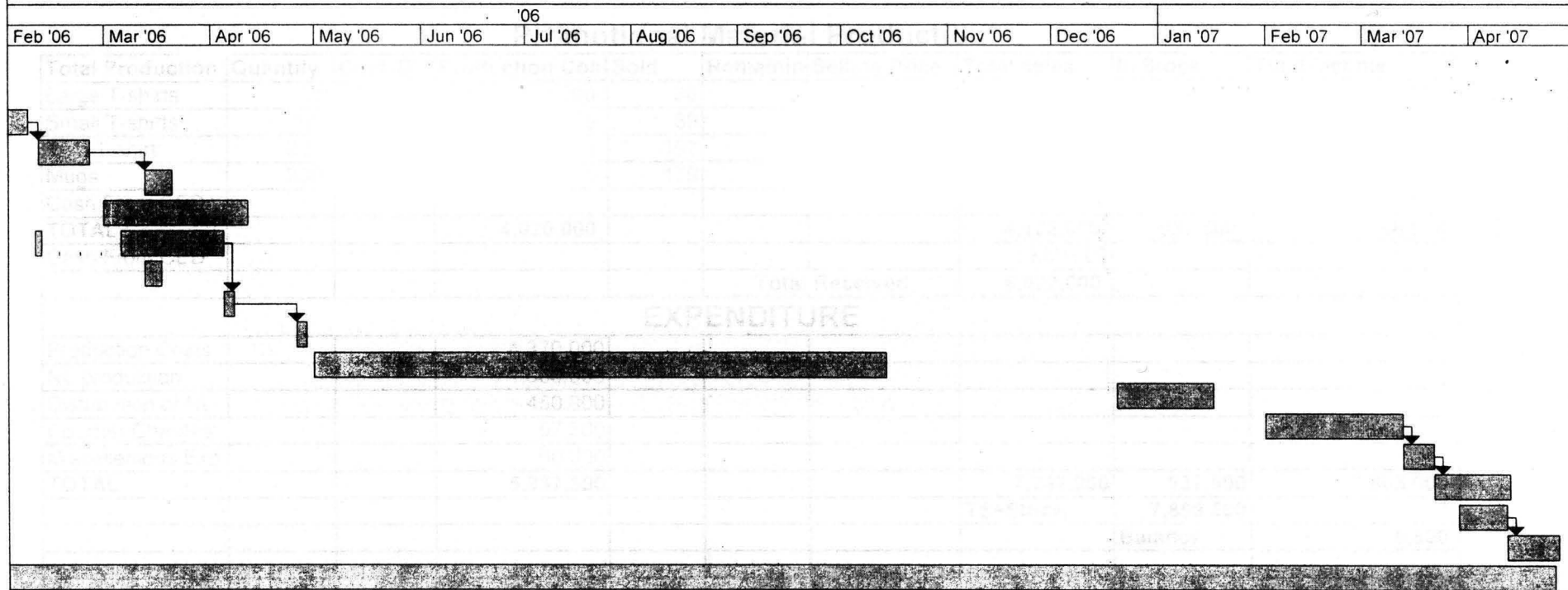
Project Summary



Deadline

Appendix II

INITIATIVES TO PROMOTE CED PROGRAM IN TANZANIA IMPLEMENTATION PLAN



Project: Project_Final
Date: Thu 9/13/07

Task



Milestone

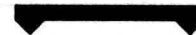


External Tasks

Split

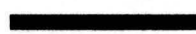


Summary



External Milestone

Progress



Project Summary



Deadline

Promotional Material Production

[illegible]

The project title:

The Assessment of effectiveness of promotional initiatives for CED philosophy in Tanzania

Members

- Hon. Sophia Simba
- Ms. Judith Bihondwa
- Ms. Aurelia Julius Makoye
- Ms. Mary Shao Msuya
- Mr. Dedan Igongo
- Mr. Meshack Pangani
- Mr. Kaijage Novatus Justinian
- Mr. Abdallah Kashindy Hassan

CONTENTS

- Introduction and background information
- Needs assessment
- Research Objectives
- Research questions
- Literature review
- Methodology
- Findings & Recommendation
- Project Implementation
- Monitoring & Evaluation
- Sustainability

Introduction and background information

- Apart from the outreach projects there was a need of having a means of promoting CED through newsletter and other promotional materials.
- To disseminate information about the CED program in and outside Tanzania.
- Other materials include; T-shirts, caps, mugs, bags and organized activities such as dinner, exhibitions, charity walk and rallies.

Needs assessment

- We did Needs assessment through; interviews & secondary data.
- The Assessment was participatory – CED Students were involved.
- The assessment revealed the need to assess the effectiveness of the promotional initiatives.

Statement of the Problem

- Despite initiatives that included production of Newsletter, promotional materials like mugs and T-shirts the effectiveness of these initiative is not known.
- One could hardly tell exactly which promotional material is more effective and efficient.

Stakeholders

- CED third year intake & alumni
- CED/OUT & SNHU
- Higher learning institutions
- The local and international Non Governmental Institutions
- Govt. Mins. Depts. & Agencies

Objectives of the study

- The overall objective is to assess the effectiveness of promotional initiatives in promoting CED Program

Specific objectives of the survey are:

- To assess the effectiveness of
 - Newsletter,
 - Website,
 - T-shirts and Muggs
 - in promoting the CED Program

Research Questions

- Do the CED promotional materials address the CED philosophy?
- How relevant are the CED promotional materials to the stakeholders?
- Are the Promotional materials effective in promoting CED program?

Research Methodology

- Questionnaires (open and closed),
- Key Informant Interviews (KII),
- Focused Group Discussions (FGD),
- Three questionnaires were developed;
 - one for the website, which contained 5 questions,
 - the second was for the Newsletter which had 9 questions and
 - the last one for T-shirts and Mugs with 7 questions.

Research Methodology cont..

- Third year students, alumni, lecturers and supervisors were asked to respond to all questionnaires, while others were requested to only respond to the newsletter and the website questionnaires.
- The closed –ended questions in the form of rating the responses in the range from excellent to poor was used to ask respondents.
- Four FGD were conducted to the third year students, two in Dar es Salaam, one in Arusha and one in Mwanza.
- Some questionnaires were mailed to the OUT regional centers while Telephone interviews were made to different people who preferred to be interviewed.
- KII were conducted to some specific groups of people who were found resourceful.

Survey Method

- Cross sectional - data was collected at a single point in time.
- Deployed both quantitative and qualitative data.
- Descriptive as it sets out to collect, organize and summarize information about the matter being studied.

Sampling

- The total population is about 1000
- Sampling involved different groups;
 - The two former cohorts & The third year intake (140),
 - Embasies (23)
 - DED (62)
 - Higher learning Institutions & the OUT regional centers(27)
 - the local & International NGO's (6)
 - Total Sample 258

Sampling cont..

- Probability sampling was used.
- Stratified random sampling was deployed as all the individual groups that received copies of the promotional materials were subdivided into groups or strata.
- Systematic sampling was used whereby every nth term from a list was selected randomly

Literature review

- The literature review was divided into three parts
- Theoretical
- Empirical and
- Policy review

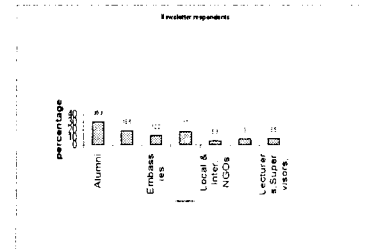
Literature review Cont..

- There evidences of strength and challenges faced while establishing and producing previous issues (Research by the Newsletter Group December 2004)
- Newsletters in the world today continue to be vehicles for information dissemination. The statement is justified by a newsletter known as "The Big6" is used to provide information on problem solving process which was developed by Mike Eisenberg and Bob Berkowitz in January 2005. (Mike etal. April 14, 2005)

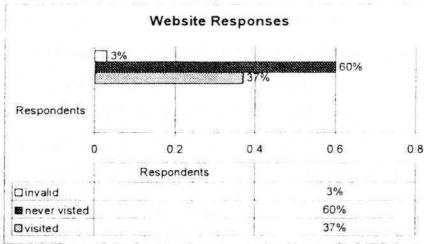
Finding and Recommendation

- More than half of respondents were current CED students 66%
- followed by officers where the newsletter is distributed 28%.
- There were few beneficiaries from former CED students 4.8%
- 25.9% had seen the newsletter, while
- 67.2% had not yet seen the newsletter.
- 6.9% did not respond to this question.

2.2 Respondents to the Newsletter Questionnaire

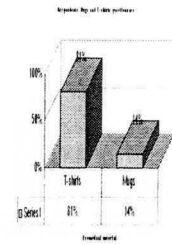


Website responses



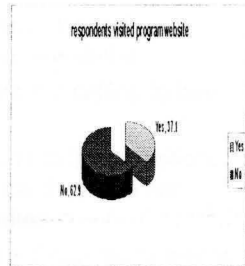
Respondents to mugs and t-shirts

- The data show that more people responded to questions on t-shirt compared to mugs that is 81% and 14% respectively
- Mugs are not the best way of disseminating information compared to T-shirts
- It is more effective to use T-shirts in promotion since it is more visible and it doesn't need one to own it to see the message



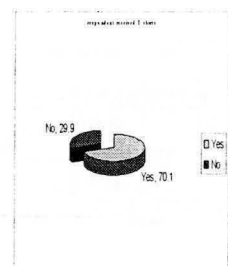
Website

- Respondents show that they are not very much familiar with the program website.
- 37.1 % said to be aware of the web site while 62.9% are not aware
- Still there is a challenge of creating awareness on visiting the program website.
- Information delivered through the website is less accessed.



T-shirts

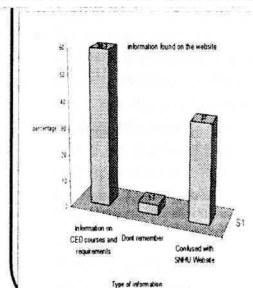
- 70.1 % Of the respondents agreed to have received a T-shirt while
- 29.9% have not accessed.
- This shows that more people received the message on CED through T-shirts.
- Our assumption on the remaining 29.9% is that may be they could not afford the price or not happy with the design and quality.
- Availability could also be among the reasons for access.



Newsletter

- asked how they would rank the content of the newsletter,
- 31.8% of respondents felt that the content is excellent,
- 62.7% said the content is good
- while 5.5 % said it is satisfactory.
- However, 41.5% of the sample did not respond to this question.
- This implies that the newsletter has not yet reached all the intended audience; although the few who responded show that the content is useful.

Website



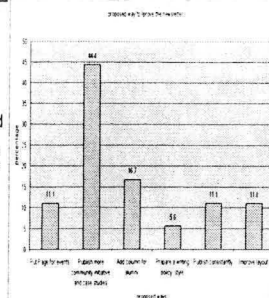
- 58.3% of the respondents show that the website content is good, the data is not very much reliable since more than 50% of the respondents did not respond as per above table.

Newsletter Structure

- When asked for their comments regarding the structure of the newsletter 34.9% of respondents ranked it excellent, 55% said it is good and another 10.1% ranked it satisfactory. Generally we can say that the structure of the newsletter is good

Newsletter improvement

- 109 respondents 70.6% indicated a need to improve a newsletter
 - 29.4% didn't see the need.
- Respondents recommended
- putting a page for events,
 - publish more community initiatives and case studies,
 - add column for alumni,
 - prepare a writing policy
 - publish the newsletter consistently.

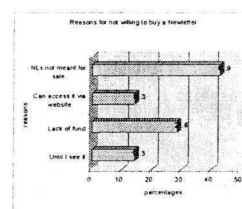


Willingness to Buy

- 88.5% of respondents indicated willingness to buy the newsletter,
- 11.5% said they were not willing to buy it.
- 30.9% did not respond to this question. This might indicate that they had not accessed the newsletter.
- Respondents mean willingness to pay is Tsh 1,250/= per copy

Unwillingness to Buy

- Reasons put forward for their negative response included;
- lack of fund (28.6%).
- The newsletter can be accessed freely via the website no need of buying (14.3%) and
- others said newsletters are meant for promotion and not for sale (42.9%).
- 14.3% said they can not respond until they see the newsletter

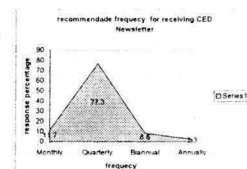


Willingness to receive the NL

- 99.2% of respondents are willing to continue receiving the newsletter,
- This means there is high demand for the newsletter and it is effective means for disseminating the CED philosophy.
- 33.5% did not respond, this indicates that the newsletter distribution strategies need to be improved.

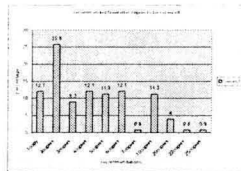
Newsletter Frequency

- When requested to suggest the frequency of the newsletter, 77.3% of respondents preferred to receive the newsletter quarterly. 8.6% of the respondents said they wanted to receive it biannually. 1.7% preferred to receive it monthly while 2.3% wanted it annually.



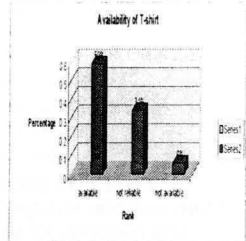
Number of copies

- The respondents were given open ended question on the number of copies they would prefer to receive. The majority of the respondents (25.8%) said they prefer receiving only 2 copies of the newsletter. Those who required more than 5 copies (11.3%) are from the Higher learning institutions.



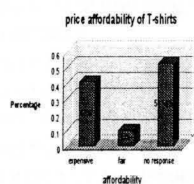
Availability

- 50% said T-shirts were available, 34% said they are not reliable while 6% said they were not available. This tells us of the need to put more efforts in marketing and promoting the promotional materials.



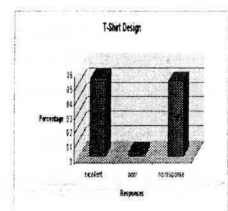
Affordability

- On affordability, 41% of respondents said the T-shirt were expensive, only 10% said T-shirts prices are fair. However 52.5% did not respond to this question.



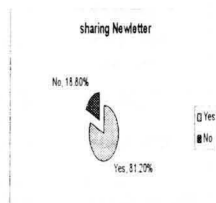
Design

- As regards to the design of the T-shirts 54% said the design is excellent while only 3.6% said the design was poor. Only 41% of the sample population responded to the question. It is worth noting that these responses were before distribution of 2006 promotional materials.



Newsletter Sharing:

- 81.2% said YES, while 18.8% said they have never shared it.
- 71% did not respond to this question.
- 54.6% use the library while
- 20.6% use the reception desk, 19.6% share through workmates and 5.2% through other means. 91% did not respond, this can be associated with the fact that most of the sample population have never received the newsletter.



Summary of Findings:

- The promotional materials have addressed the CED philosophy and the best of all is the newsletter and T-shirts compared to website and mugs
- Newsletter be produced on quarterly basis and if possible in both languages; Kiswahili and English
- Distribution of the newsletter to the beneficiaries is not sufficient
- The contents of the newsletter need to be improved to include; community initiatives and case studies, publish consistently and improve the layout.
- Respondents confused the SNHU website to that of the CED Tanzania website
- The CED Tanzania website was found to have not been visited by most beneficiaries, the content is outdated and the design is not appealing
- During the study it was revealed that most of intended beneficiaries had neither received the newsletter nor the t-shirts and mugs.
- T-shirts and mugs were found to be expensive

4.0 Conclusion

- Promotional materials have a major impact in disseminating CED philosophy.
- The newsletter proved to be the most appropriate way so we recommend using it.
- few had visited the website. This has negatively affected our survey, since the response was very minimal hence limiting our base for generalization.
- other promotional materials such as t-shirts and mugs are less effective and this is associated to high price which resulted from the high quality and design of both the t-shirts and mugs.
- In order to make these materials effective, the market price should be considered.
- The CED program website is very ineffective, the content is outdated, and the design is not attractive.
- deliberate efforts need to be made to revamp website.

Recommendation

- There should be a policy for CED students to contribute newsletter articles and photographs, especially on their projects and be academically rewarded
- The CED Editorial students should concentrate only in developing the newsletter and the website
- The CED website should be a separate entity from the OUT website and this could probably make it easy for updating and redesigning

Recommendation

- There should be a mechanism of updating the alumni list for continual contacts
- The CED newsletter should have a dispatch register book and an accompanying letter for monitoring the distribution of the newsletter
- From our experience and that of first two intakes, we recommend that only two issues of the newsletter should be produced for each intake.

Project Implementation

- **Objectives**
- To raise funds through production of promotional materials by June 2006
- To increase the number of copies 20% by Jan. 2007
- To increase the number of CBOs, NGOs and other institutions receiving newsletter by 25% by
- To improve the program website by designing the existing webpage, By Jan 2007

Implementation Cont.

Sn	Activities	Responsible Pers.	Time Frame
1.	Production of Newsletter (2 issues)	Editorial Board, Supervisor	March 2006, July 2006,
2.	Review the website	Editorial Board, Supervisor	March 2006
3.	Production of Promotional Materials	Editorial Board	March 2006
4.	Monitoring & Evaluation	Editorial Board	March 06 – Jan 07

Monitoring & Evaluation

Objectives Indicators	Achievements	Remarks
• Amount of fund raised (450, 000 Targeted)	250, 000 Raised (Achieved 55.5%)	Will reach the target after sale of remained promotional materials
Promotional Materials produced (200 T-shirts, 100 Mugs)	• 200 T-shirts, • 100 Mugs Produced	Reached the target by 100%
20% increase Newsletter copies 2 issues to be produced	Increased Number of copies by 50% of the Target 1 issue produced-50%	Second issue to be produced by end of January, 2007

Monitoring & Evaluation Cont.

Objectives Indicators	Achievements	Remarks
25% increase of inst. Receiving the Newsletter	120% increase	Reached inst. Beyond the target
Improve the design of the CED website	-	Carried forward to Feb

sustainability

- Enhance fund rising
- Provide space for advertisement in a newsletter
- Support from CED program office
- Partial fulfilment for MSC. CED course

Conclusion

- Promotional materials have played a great role in promoting the CED Philosophy.
- The project will continue with production of these materials.
- The Swahili version of the Newsletter is recommended.

THANK YOU



Appendix V

The Editorial Board
CED Newsletter
Open University of Tanzania
P.O. Box 23409
Dar es Salaam

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RE: THE CED NEWSLETTER

Please find enclosed copies of issue no. 5 of the CED newsletter for information and circulation within your office. The newsletter is published by students taking the MSc in Community Economic Development Course offered by Open University of Tanzania in collaboration with the Southern New Hampshire University of United States of America. It is our hope that you will find the newsletter of interest to you and your colleagues.

We would like to make sure that all institutions and individuals on our distribution list receive the newsletter. We are therefore requesting you to acknowledge the receipt of the newsletter. This can be done by sending us a letter to the above address, through telephone no. 0784858985 or by email: akhassan@esrf.or.tz

In case you need more copies or further clarification please do not hesitate to contact us.

Kind regards,
CED Newsletter
A.K Hassan
For Editorial Board

Appendix VI



Tel: No 255 (0) 744 256660
2666000/2666834/ 26676620
Fax: No 255 (22) 2668947, 2666656, 2602843

NIGERIA HIGH COMMISSION

United Republic of Tanzania
83 Haile Selassie Road
P. O. Box 9214
Dar es Salaam
Tanzania

Ref No: GEN. 1/193/VOL.IX..

Date: 15th August, 2007.....

A.K. Hassan
The Editorial Board
CED Newsletter
Open University of Tanzania
P.O. Box 23409
Dar es Salaam

THE CED NEWSLETTER

I am directed to acknowledge with thanks receipt of your letter dated 31st May, 2007 with the enclosed copies of No.6 issue of the CED newsletter.

2. The High Commission appreciates your gesture and desire to disseminate information considered very useful to people around you and wishes you progress in this regard.


L.O. Udeokoro
For: High Commissioner

THE UNITED REPUBLIC OF TANZANIA

Telegrams: "CABINET" DAR ES SALAAM

Telephone: 2116898, 2116900/6

E-mail: chief@tikulu.go.tz

Fax: 2113425/2117272

In reply please quote:

Ref. No. CAB 332/539/01/50



PRESIDENT'S OFFICE,
THE STATE HOUSE,
P.O. BOX 9120,
DAR ES SALAAM.

9th July, 2007

The Editorial Board,
CED Newsletter,
Open University of
Tanzania,
P. O. Box 23409,
DAR ES SALAAM.

Mr. A.K. Hassan

RE: ACKNOWLEDGEMENT AND APPRECIATION NOTE

The Chief Secretary Mr. P.L. Luhanjo wishes to acknowledge with thanks receipt of your CED Newsletter issue No.6 forwarded to him through your letter dated 31st May 2007 and would like to express his appreciations for sending a copy to this office.

By this letter we relay his acknowledgement note on receipt of the Newsletter.

Thanks for your cooperation.


(John D. Mbwana)
for: CHIEF SECRETARY

**MOSHI UNIVERSITY COLLEGE OF CO-OPERATIVE AND BUSINESS STUDIES
(MUCCoBS)**



P.O. BOX 474
SOKOINE ROAD
MOSHI, TANZANIA
TELEPHONE: (027) 2754401/3
PERSONAL LINE (027) 2751833
FAX: 255-027-2750806/2753857
E-mail moshiuniversity@yahoo.com, dfeho@yahoo.com
Website: <http://www.muccobs.ac.tz>



Your Ref No:

Our Ref No. MUCCoBS/KW/1/27

03/07/07

MUCCoBS/NEC/1/17

The Editorial Board
CED Newsletter
Open University of Tanzania,
P. O Box 23409
DAR ES SALAAM

Dear Sir,

Re: THE CED NEWSLETTER.

We acknowledge, with thanks, receipt of your newsletter we received on 26th June 2007.

The newsletter is one of the most informative news items in the country and through its main heading, "TANZANIA Bye-bye Poverty"; it shows the country can really fight poverty.

We have also put you in our mailing list and we hope to bring our newsletter to you, as soon as it is printed.

With Kind Regards

T. J. Ndee

For: PRINCIPAL

AMBASSADE DE
LA REPUBLIQUE DEMOCRATIQUE DU CONGO
EN REPUBLIQUE UNIE DE TANZANIE

436 RUE MALIK JPANGA, B.P. 975, DAR-ES-SALAAM TEL. +255222152368 FAX +255222153341
EMAIL: drcembatz@yahoo.com

N°. Réf.: 132.13/Al. /239/2007

27/06/2007.-

**The Editorial Board
CED Newsletter
Open University of Tanzania
P.O. Box 23409
DAR-ES-SALAAM.-**

Sirs,

RE : THE CED NEWSLETTER

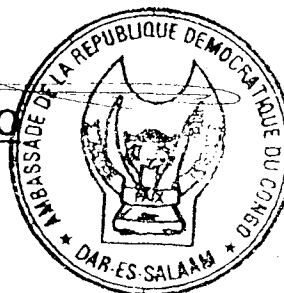
I have the honour to acknowledge receipt of your letter of May 31st, 2007 by which you kindly sent us a copy of issue n° 6 of the CED newsletter.

I take this opportunity to thank you very much for your attention to the Embassy of the Democratic Republic of Congo in Tanzania and I reassure you that the CED Newsletter found great interest among the staff members of this Embassy.

Please accept, Sirs, the assurances of my highest consideration.


JUMA-ALFANI MPANGO

AMBASSADOR



THE MWALIMU NYERERE FOUNDATION

6 SOKOINE DRIVE,
P.O. BOX 71000,
DAR ES SALAAM
Fax No: 255 22 2119216
E-mail: mnt-tanzania@eraha.com

TELEPHONE: 255 22 2118354
255 22 2119216



TANZANIA

MNF/AD/1

22nd June, 2007

A.K. Hassan,
The Editorial Board,
CED Newsletter,
P.O. Box 23409,
DAR ES SALAAM

Dear *Hassan,*

RE: THE CED NEWSLETTER

We thank you very sincerely for sending to us copies of your CED Newsletter. It is an important addition to our library and a useful source of much needed information on CED and its area of operation.

With Best Wishes.

Yours sincerely,

Joseph W. Butiku
JOSEPH W. BUTIKU
EXECUTIVE DIRECTOR

**UNITED REPUBLIC OF TANZANIA
MINISTRY OF COMMUNITY DEVELOPMENT, GENDER AND CHILDREN**

Tel: 2137677/2134842



P.O. Box 3448,
DAR ES SALAAM

In reply please quote:

Ref. No: FB.15/55/01/82

3rd October, 2006

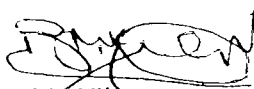
The Editorial Board,
CED Newsletter,
Open University of Tanzania,
P.O. Box 23409,
DAR ES SALAAM.

RE: THE CED NEWSLETTER

I acknowledge receipt of your newsletter on 18th September, 2006.

Thank you very much for considering our Ministry in your distribution plan for this very important and informative Newsletter.

Looking forward for more copies in future.

A handwritten signature in black ink, appearing to read 'B. M. Kilua'.

B. M. Kilua

For: PERMANENT SECRETARY

Ali, Isha Bikan
P.O. Box 227
Chake Chake, Pemba
11-9-2026

A K Hussen
The Editorial Board
CED Newsletter
Open University of Tanzania
P.O. Box 23409
Dar es Salaam

RE THE CED NEWSLETTER

1.0 Please refer the above title.

2.0 This is to acknowledge the receipt of a copy of CED newsletter.

The Pemba OLC centre, also has received the copies.

3.0 This issue No 5 of the CED newsletter is very good and I assume to be of much interest to my colleagues too.

4.0 Thanks for sending us the copies.

I wish you all the best

Yours

ISHA B. ALI

PEMBA REGIONAL CENTRE



**COLLEGE OF BUSINESS EDUCATION
(INCORPORATED BY ACT OF PARLIAMENT)**

Bibi Titi Street P. O. Box 1968 Dar Es Salaam
Tel # 255-022-2150177; Fax 255-022-2150122 E-Mail: principalcbe@cbe.ac.tz

Ref: CBE/MAGW/News/06

28th August 2006.

THE EDITORIAL BOARD
CED NEWSLETTER
OPEN UNIVERSITY OF TANZANIA
**P.O. BOX 23409
DAR ES SALAAM**

Attn: A.K. HASSAN

Dear Sir,

RE: CDE NEWSLETTER

We are pleased to have received your CED Newsletter Volume No. 1 issue 5.

We would like to be receiving the newsletter and therefore we are grateful in knowing that you have included our College in your distribution list.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D. Magwai', is written over a circular stamp or seal.

**D. Magwai
For: Principal**



255 (0) 744 256660
2666000/2666834/ 26676620
255 (22) 2668947, 2666656, 2602843

NIGERIA HIGH COMMISSION
United Republic of Tanzania
83 Haile Selassie Road
P. O. Box 9214
Dar es Salaam
Tanzania

Gen.1/193/vol.ix

21st August 2006

Date:.....

**A. K. Hassan,
c/o The Editorial Board,
CED Newsletter,
Open University of Tanzania
P.O.Box 23409
Dar es Salaam**

COPIES OF ISSUE NO.5 OF CED NEWSLETTER

I am directed to acknowledge with thanks receipt of five copies of your newsletter which you so graciously forwarded to the High Commissioner.

2. The gesture is highly appreciated.

Yours Sincerely,

**Emeka Josakweker
Minister
For High Commissioner**



CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
(ESTABLISHED UNDER THE ACT No. 3 OF 1972)

SHAABAN ROBERT STREET
P. O. BOX 3918
TELEPHONE: 255 22 2112931 - 4;
2117360
FAX: 255 22 2112935
E-MAIL:
principal@africaonline.co.tz
DAR ES SALAAM
TANZANIA

REF. NO. IFM/LIB/0700/Vol. III

15th August, 2006

The Editorial Board,
CED Newsletter,
Open University of Tanzania,
P.O. Box 23409,
DAR ES SALAAM

Attn. Mr. A. K. Hassan

Dear Sir,

RE: CED NEWSLETTER

This is to acknowledge with thanks receipt of four (4) copies of CED Newsletter issued No. 5 sent to our library.

We thank you for your continued cooperation.

Yours sincerely,

S. R. Mushi,
For **PRINCIPAL**

To: akhassan@esrf.or.tz
Subject: CED newsletter
From: Ramsey_Lyimo@wvi.org

Dear Hassan
Thanks for the newsletter, kindly send more copies as most of colleagues i work with are interested to read.
Very Kind Regards

Ramsey Lyimo
National Coordinator - EU HIV/AIDS Project
World Vision Tanzania
P.O.Box 6070
Arusha, Tanzania.
Phone : +255 27 250 8850 / 4479
Fax : +255 27 250 8248
Mobile: +255 787 636011

DomainKey-Signature: a=rsa-sha1; q=dns; c=noaws;
s=s1024; d=yahoo.com;
h=Message-ID:Received:Date:From:Subject:To:MIME-Version:Content-Type:Content-
Transfer-Encoding;

b=uZ74grfWZwWoEvT0yVqlP0Pzta+OJ8yPnRFJwBQ4M20Od9uXfBDbyLpVKTxhI5
e72aMnLHiV7qAWwf7ByRQsaz2hwKhp8jB4UetnsVNw22B0XvhCYohTYF8lehcwH
Kau5kZ79JCwoQouZaColzj6WK8nz1iZ0vQBitYI+WeVWg= ;

Date: Sun, 24 Sep 2006 20:17:07 +0100 (BST)

From: Teresia Ole Mako <trolemao@yahoo.com>

Subject: ced newsletter

To: akhassan@esrf.or.tz

X-ESRF-MailScanner-Information: Please contact the ISP for more information

X-ESRF-MailScanner: Found to be clean

X-ESRF-MailScanner-From: trolemao@yahoo.com

X-Keywords:

greetings hassan

I acknowledge the receipt of ced newsletter but please make changes in my address as I
no longer work with Tanzania National parks. I work with the College of African
Wildlife Management-Mweka as a Lecturer in Community Conservation and Tourism.

My new address is;

Teresia Olemako
CAWM - Mweka
P.o Box 3031,
Moshi Tanzania

I want to contribute to the newsletter when is the deadline to bring articles?

thanks

best regards

Teresia Olemako

All new Yahoo! Mail "The new Interface is stunning in its simplicity and ease of use." -
PC Magazine

From: "Librarian, HakiElimu" <pub@hakielimu.org>
To: <akhassan@esrf.or.tz>
Subject: Acknowledgement
Date: Tue, 29 Aug 2006 09:07:36 +0300
Organization: HakiElimu
X-Mailer: Microsoft Outlook, Build 10.0.2627
Importance: Normal
X-ESRF-MailScanner-Information: Please contact the ISP for more information
X-ESRF-MailScanner: Found to be clean
X-ESRF-MailScanner-From: pub@hakielimu.org
X-IMAPbase: 1125265364 17040 \$MDNSent
X-Keywords:

Ref: CED/1212/290806/am

Dear Mr. Hassan

We acknowledge with thanks receipt of copies of issue no. 5 of the CED Newsletter. We also congratulate you for the good job you have done in producing this informative and attractive newsletter.

Is it possible to get back issues, i.e. issue no. 1-4? We shall be grateful to receive them for our library.

Thank you.

Agnes Mangweha
Librarian
HakiElimu
739 mathuradas Road
PO Box 79401
Dar es Salaam, Tanzania
Tel: 255 22 2151852/ 3
Fax: 255 22 2152449
Email: info@hakielimu.or
Website: www.hakielimu.org

Date: Wed, 23 Aug 2006 15:21:44 +0200
From: "Chloe.ROUX" <Chloe.ROUX@diplomatie.gouv.fr>
X-Sender: "Chloe.ROUX" <Chloe.ROUX%diplomatie.gouv.fr@DAR01EX0001>
X-Mailer: Mozilla 4.5 [fr]C-CCK-MCD (WinNT; I)
X-Accept-Language: fr
To: akhassan@esrf.or.tz
Subject: CED newsletter
X-ESRF-MailScanner-Information: Please contact the ISP for more information
X-ESRF-MailScanner: Found to be clean
X-ESRF-MailScanner-From: chloe.roux@diplomatie.gouv.fr
X-MIME-Autoconverted: from quoted-printable to 8bit by esrf.esrf.or.tz id
k7NCRJxp006679
X-Keywords:

Dear Sir,

As requested, I hereby acknowledge the receipt of the CED newsletter at the Embassy of France in Tanzania. We have been very much impressed by the quality of your articulated, dealing with various development issues in a documented and rigorous way.

Kindly receive all our encouragements in the continuation of your activities,
Chloé Roux

Chloé ROUX
ATTACHEE DE COOPERATION
Ambassade de France en Tanzanie
Tel : (255-22) 266 60 21
Fax : (255-22) 266 65 76
Courriel : chloe.roux@diplomatie

Subject: CED NEWSLETTER
Date: Wed, 16 Aug 2006 13:12:43 +0300
X-MS-Has-Attach:
X-MS-TNEF-Correlator:
Thread-Topic: CED NEWSLETTER
Thread-Index: AcbBHING+LESbjT6RDSPL1sxJt7Ocw==
From: "Veronica Fubile" <verfub@um.dk>
To: <akhassan@esrf.or.tz>
X-OriginalArrivalTime: 16 Aug 2006 10:12:50.0618 (UTC)
FILETIME=[87AD89A0:01C6C11C]
X-ESRF-MailScanner-Information: Please contact the ISP for more information
X-ESRF-MailScanner: Found to be clean
X-ESRF-MailScanner-MCPCheck: MCP, MCP-Checker (MCP timed out)
X-ESRF-MailScanner-From: verfub@um.dk
X-MIME-Autoconverted: from quoted-printable to 8bit by esrf.esrf.or.tz id
k7GAEESx027430
X-Keywords:

Dear Hassan,

We acknowledge with thanks receipt of the newsletter. The newsletter will be circulated to all staff members and in case there is a request of more copies I will get in touch with you.

Thank you again and wish you all the best.

Best Regards,

Veronica Fubile
Secretary to the Ambassador
Royal Danish Embassy
P.O. Box 9171
Dar es Salaam
Tel: 2113887-91
Fax: 2116433

Appendix VII

CED NEWSLETTER GROUP

BY LAWS

All members have to be committed and dedicated to the project from the beginning to the end, and all must observe and adhere to the following:

1. Attendance to all meetings as scheduled and on time
2. All members must keep their calendar of activities and adhere to it
3. Failure to attend to the meetings without concrete reason, is due for a 5,000/= penalty
4. Late arrival or absenteeism in any meeting must be reported to the chairperson or group member one to two hours before commencement of the meeting
5. Any member, who neither will nor deliver any two assignments without reasonable reason, will be dismissed from the group totally.
6. Every member is responsible to respond to the emails sent. Failure to that, will cause a penalty of 2000/= per message sent.

Appendix VIII

QUESTIONNAIRE FOR THE NEWSLETTER

(For CED Third Intake Students, Alumni, CBOs & All who have received the newsletter)

Name of the Organization-----

1. Have you ever received the CED program newsletter?

Yes ☐

No ☐

2. How would you rank the content?

a. Excellent

b. Good

c. Satisfactory

d. Poor

3. Have you shared the newsletter with you workmates?

Yes ☐

No ☐

If yes, How? (Through)

a. Workmate

b. Library

c. Reception desk

d. Other (Please explain)-----

4. What comments do you have regarding the newsletter's;

Structure (arrangement, relations and organization of the contents and pictures)

a. Excellent

b. Good

c. Satisfactory

d. Poor

5. Contents (articles and pictures published in the issue)

a. Excellent

- b. Good
- c. Satisfactory
- d. Po

6. Did the newsletter help you in any way to understand the CED philosophy?

Yes ☐

No ☐

7. a. Do you think the newsletter needs to be improved?

Yes ☐

No ☐

7. b. How? -----

8. Are you willing to buy a copy of the newsletter?

Yes ☐

No ☐

If yes, how much are you willing to pay?

a. 1000/=

b. 1500/=

c. 2000/=

d. 2500/=

If no, why? -----

9. Would you like to continue receiving the newsletter?

Yes ☐

No ☐

If yes, how frequently;

a. Monthly

b. Quarterly

c. Biannual

d. Annually

If no, why? -----

10. How many copies of the newsletter would you like to receive?

QUESTIONNAIRE FOR THE T-SHIRTS AND MUGS
(For CED students, Alumni and CED Administrators)

1. Have you ever received a T-shirt / mug?

Yes ☐

No ☐

2. How would you rate these materials?

(i) T-shirt

- a. Excellent
- b. Good
- c. Satisfactory
- d. Poor

(ii) Mug

- a. Excellent
- b. Good
- c. Satisfactory
- d. Poor

3. How would you rate the T-Shirts regarding;

a. Availability

b. Affordability

c. Design

d. Quality

4. How would you rate the mugs regarding;

a. Availability

b. Affordability

c. Design

d. Quality

5. What other promotional materials do you think could be useful for this purpose?

6. Where the materials available to you when you needed them?

Yes ☐

No ☐

7. Are you willing to continue buying these promotional materials?

Yes ☐

No ☐

QUESTIONNAIRES

QUESTIONNAIRES FOR THE WEBSITE

(For CED Third Intake Students, CED Alumni and CED Administrators)

1 Have you ever visited the CED program website (www.openuniversity.ac.tz/ced/index.html)?

Yes

No

1. Did you find the information you were looking for?

Yes

No

2. If yes, which information?

3. What is your opinion regarding the www.openuniversity.ac.tz/ced/index.html) ?

(a) Contents (information on the CED philosophy and program schedule, topics, fees, application procedures and entry qualification)

- (i) Excellent
- (ii) Good
- (iii) Satisfactory
- (iv) Poor

(b) Structure (arrangement, relations and organization of the contents and pictures)

- (i) Excellent
- (ii) Good
- (iii) Satisfactory
- (iv) Poor

4. What do you think needs to be done to improve our desire for disseminating the CED program via the website?

Please mention:

The information layout/structure of the website needs improvement. It has to be eye-catching. Make use of improved graphical presentations.

THE OPEN UNIVERSITY OF TANZANIA
COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM
P.O. BOX 106169
DAR ES SALAAM

PAYMENT VOUCHER

BARCLAYS BANK, ACCOUNT NO. 400 6060

VOUCHER NO. 174.2007 PAID BY CHEQUE NO: 100747
DATE: September 06, 2007

NAME AND ADDRESS OF PAYEE
CENTRAL PRINTING WORKS LTD P.O. BOX 2240 DAR ES SALAAM

PARTICULARS	ACC. CODE	ALLOCATED AMOUNT	
		T.SHS.	CTS
Being payment for VAT (erroneously omitted from invoice attached). See invoice no: 5416 of June 1, 2007 attached	13	447,000	00
	TOTAL:	447,000	00

TOTAL AMOUNT IN WORDS: Tshs. Four hundred and forty seven thousand only.

FINANCIAL YEAR: 2007

Prepared by: *Rukia Masasi*

Checked by

Authorized by *Rfm*

Received by *A. K. M. Hussen*

Date *Sep 6, 2007*

Date *10/09/2007*



Central Printing Works Limited

P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

Receipt

No. 7317

Date: 10/9/2007

Received from CED PROGRAM

the sum of Shillings FOUR HUNDRED FORTY-SEVEN THOUSAND ONLY.

being payment of INV N° 5416

Cash

With thanks

Cheque N°/100747

Shs. 447000

Central Printing Works Limited

VAT Reg. No.: 10-000043-G

TIN No.: 100-100-770



Central Printing Works Limited

104, Mikocheni Light Industrial Area, Mwenge

P.O.Box 2240, Dar es Salaam, Tanzania

Tel/Fax: (022) 2701278, 2772798, E-mail: centralprintingworks@bol.co.tz

TAX INVOICE

No. 5416

THE CED

VAT REG. NO.: 10-000043-G

THE OPEN UNIVERSITY OF TANZANIA

TIN: 100-100-770

P.O. BOX 23409 D'SALAAM.

DATE: 1-6-2007

NO:

TIN NO:

DESCRIPTION

QUANTITY

UNIT PRICE
(T.SHS.)

TOTAL
(T.SHS.)

THE CED NEWS LETTER

A4 SIZE X 24 PAGES

1000

2235=

2,235,000=

Full Colour Printing.

CPS

UB TOTAL

2,235,000=

AT 20%

447,000=

OTAL

2,682,000=

ess Advance Paid

—

MOUNT DUE

2,682,000=

No.: 52657

Order No.:



Central Printing Works Limited

P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

Receipt

No. 6781

Date: 12/9/06

Received from CED PROGRAM
the sum of Shillings NINE HUNDRED TWENTY THOUSAND
ONLY

being payment of INV NO 4876

Cash

With thanks

Cheque N/ 100 473

Shs. 920,000=

Central Printing Works Limited

VAT Reg. No.: 10-000043-G

TIN No.: 100-100-770



Central Printing Works Limited

P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

Receipt

No. 7274

Date: 1/8/2007

Received from COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
the sum of Shillings TWO MILLION TWO HUNDRED
THIRTY FIVE THOUSAND ONLY

being payment of INV NO 5116

Cash

With thanks

Cheque N/ 100 706

Shs. 2,235,000=

Central Printing Works Limited

VAT Reg. No.: 10-000043-G

TIN No.: 100-100-770

THE OPEN UNIVERSITY OF TANZANIA
COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM
P.O. BOX 106169
DAR ES SALAAM

PAYMENT VOUCHER

BARCLAYS BANK, ACCOUNT NO. 400 6060

VOUCHER NO. 133.2007 PAID BY CHEQUE NO: 100706
DATE: July 31, 2007

NAME AND ADDRESS OF PAYEE
CENTRAL PRINTING WORKS LTD P.O. BOX 2240 DAR ES SALAAM

PARTICULARS	ACC. CODE	ALLOCATED AMOUNT	
		T.SHS.	CTS
Being payment for printing of CED Newsletter Issue #6, as per tax-invoice no: 5416 of June 1, 2007. (plus 20% VAT added)	13	2,235,000	00
	TOTAL:	2,235,000	00

TOTAL AMOUNT IN WORDS: Tshs. Two million two hundred and thirty five thousand only.

FINANCIAL YEAR: 2007

Prepared by: *Rukia Masasi*.....

Checked by

Authorized by *M. ASJIBODOU*.....

Received by *[Signature]*.....

Date *JULY 31, 2007*.....

Date *11/8/2007*.....

67-20-01



Date 31/07/2007

BARCLAYS BANK TANZANIA LIMITED
Dar es Salaam Branch P.O. Box 5137, Dar es Salaam

31 CENTRAL PRINTING WORKS LTD Or Order

billings Two million two hundred thirty
five thousand Only

TZS 2,235,000/=

COMMUNITY ECONOMIC DEVELOPMENT PROGRAMME

Richard H. H. H.
Authorised Signatories

CHEQUE No.

SORT CODE

ACCOUNT No.

PLEASE DO NOT WRITE BELOW THIS LINE



PROFORMA INVOICE

No. 307

Date 31/4/06

M MEDIA PARTNERS LTD

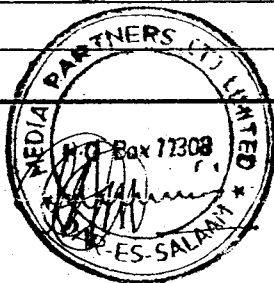
P.O. Box 71500 DSM TEL 0744-018940

Dr. to:

CED PROGRAM.

OUT/SM#4.

Qty.	Particulars	@	sh	ct
200	Polo T-shirt (Embroidery)	9500	1900.000	-
100	Small T-shirt (Lectures)	4000	400.000	-
2300.000				
			2300.000	-
TOTAL			2300.000	-



**THE OPEN UNIVERSITY OF TANZANIA
COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM
P.O. BOX 23409
DAR ES SALAAM**

PAYMENT VOUCHER

BARCLAYS BANK, ACCOUNT NO. 400 6060

VOUCHER NO. 173.2006.....PAID BY CHEQUE NO: 100403

DATE: May 11, 2006

NAME AND ADDRESS OF PAYEE
MEDIA PARTNERS (T) LTD P.O. BOX 71599 DAR ES SALAAM

PARTICULARS	ACC. CODE	ALLOCATED AMOUNT	
		T.SHS.	CTS
Being cost of printing T-shirts as follows: - Polo t-shirts, 200 pcs @ 9500 each ...1,900,000:00 - Small t-shirts, 100 pcs @4000 each.... 400,000:00 <div style="text-align: right;">Total 2,300,000:00</div>	304	2, 300, 000	00
The items are part of the work done for the project class and funds are to be reimbursed to the program after sales.		/	
	TOTAL:	2, 300, 000	00

TOTAL AMOUNT IN WORDS: T.SHS. Two million three hundred thousand only

FINANCIAL YEAR: 2006

Prepared by: Rukia Masasi.....

Checked by

Authorized by: Michael Asijibovu

Received by: [Signature]

Date: May 12, 2006

Date: 16/05/2006



Central Printing Works Limited

104, Mikocheni Light Industrial Area, Mwenge

P.O.Box 2240, Dar es Salaam, Tanzania

Tel/Fax: (022) 2701278, 2772798, E-mail: centralprintingworks@bol.co.tz

TAX INVOICE

No. 5416

THE CED

VAT REG. NO.: 10-000043-G

THE OPEN UNIVERSITY OF TANZANIA

P.O. BOX 23409 D'SALAM.

TIN NO. 100-100-770

DATE: 1-6-2007

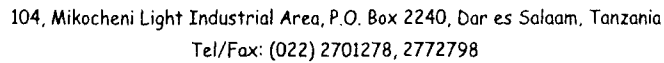
REG. NO:

TIN NO:

DESCRIPTION	QUANTITY	UNIT PRICE (T.SHS.)	TOTAL (T.SHS.)
THE CED NEWS LETTER A4 SIZE X 24 PAGES Full Colour PRINTING.	1000 CPS	2,235	2,235,000 ²
<div>Handwritten note: 1st 2,682,000²</div>			
SUB TOTAL			2,235,000 ²
VAT 20%			447,000 ²
TOTAL			2,682,000 ²
Less Advance Paid			—
AMOUNT DUE			2,682,000 ²

Very Note No.: 52657

al Purchase Order No.:



A/c No.

ONE COPY TO BE RETAINED BY THE CUSTOMER

The Magic Touch (T)



001653

No

DATE: 22/05/05

[illegible]

Name Philemon Sign [Signature] Date 22/5/06

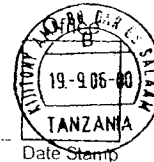
For Quality Graphics Design and Printing

Local Purchase Order No.:

VAT NO.: 10-000043-G TIN NO. 100-100-770

TANZANIA POSTS CORPORATION
COUNTER IMPREST (Examination - Transfer - Renewal)

(Strike out heading not required)



Name CEB

Duty / Stock No. _____

Amount Shs. 194000

Date Stamp _____

(BLOCK LETTERS)

CASH ON HAND		POSTAGE ETC		PRIVATE BOX / BAG LOCKS		
Shs.	Cts.	Shs.	Cts.	Shs.	Cts.	
Notes Shs. 10,000		Brought forward		Locks 5000		Imprest examined and cash and stock found as shown in the summary.
" 5,000		STAMP BOOK Shs. 174				(Signature) _____
" 1,000		STAMP BOOK Shs. 3,600				TRANSFER
" 500		POST CARD ORD " 100				Imprest examined and cash and stock found as shown in the summary on transfer to me.
" 200		" PICTURE " 100				(Signature) _____
		" PICTURE " 200				
Silver Shs. 200		" PICTURE " 350				
" 100		RTD POST CARD " 500		Cash on hand		
" 50		REGISTERED ENV. "G" 150		Postage, etc.		Name (BLOCK LETTERS) _____
" 20		"H" 200		Locks.		
" 10		"K" 300				Renewal
" 05		SPECIAL SIZE " 350				Cash herewith for Stock Described on this form:
TOTAL Shs.		AUTHORITY CARD " 2000				Cash received
POSTAGE STAMPS		AEROGRAMMES ORD " 50				Amount
Shs. 150		" PICTURE " 100				Initials
Shs. 200		REPLY COUPONS. " 710				Date
Shs. 250		STAMP FOLDER " 100				Time
Shs. 300		PHILATELIC ALBUM 2 " 1000				
Shs. 350		PHILATELIC INSERT " 100				
Shs. 380		PHILATELIC CARDS " 100		Cash paid in for renewal		CASH OVER Shs. _____ Cts. _____
Shs. 400		PHILATELIC ALBUM " 2500		TOTAL Shs.		P 242 Prepared (Initials) _____
Shs. 450		FIRST DAY COVER (FDC) 50				Misc. Receipt No. _____
Shs. 500		SOUVENIR SHEETS				CASH SHORT Shs. _____
Shs. 550		SPECIAL ALBUM				Made good in Cash (Initials) _____
Shs. 600		SEASONAL GREETING CARDS				Voucher Prepared (Initials) _____
Shs. 650		BOX DIRECTORY				P 241 Prepared (Initials) _____
Shs. 700		LIST OF POST OFFICES				* Regard encashed Reply Coupons as cash and make an appropriate entry in cash on hand table except when cash is paid in for renewals in which cash the coupon should be transferred as part of the cash paid in.
Shs. 750		POG VOL I				To be complete only in the case of sales to stamp vendors
Shs. 800		POG VOL II				Name of Voucher _____
Shs. 900		POG VOL II				Value of postage stamps supplied Shs. _____
Shs. 1000						Amount of commissions allowed _____
Shs. 1500						percent of above _____ Shs. _____
Grand forward TOTAL		TOTAL				(See Accounting Instruction)

(Strike out heading not required)



Duty / Stock No

Amount Shs

LETTERS)

POSTAGE ETC				PRIVATE BOX / BAG LOCKS			
	Cts.	Shs.	Cts.		Shs.	Cts.	
Brought forward				Locks 5000			
STAMP BOOK	Shs.	174					
STAMP BOOK	Shs.	3,600					
POST CARD ORD	"	100					
PICTURE	"	100					
PICTURE	"	200					
PICTURE	"	350					
RTD POST CARD	"	500		Cash on hand			
REGISTERED ENV. "G"		150		Postage, etc.			
"H"		200		Locks			
"K"		300					
SPECIAL SIZE	"	350					
AUTHORITY CARD	"	2000					
AEROGRAMMES ORD	"	50					
PICTURE	"	100					
REPLY COUPONS	"	710					
STAMP FOLDER	"	100					
PHILATELIC ALBUM 2	"	1000					
PHILATELIC INSERT	"	100		Cash paid in for renewal			
PHILATELIC CARDS	"	100		TOTAL Shs.			
PHILATELIC ALBUM	"	2500					
FIRST DAY COVER (FDC) 50							
SOUVENIR SHEETS							
SPECIAL ALBUM							
SEASONAL GREETING CARDS							
BOX DIRECTORY							
LIST OF POST OFFICES							
POG VOL I							
POG VOL II							
POG VOL II							
TOTAL							

Imprest examined and cash and stock found as shown in the summary.

(Signature) _____

TRANSFER

Imprest examined and cash and stock found as shown in the summary on transfer to me.

(Signature) _____

Name (BLOCK LETTERS) _____

Renewal

Cash herewith for Stock Described on this form.

Cash received	Amount	Initials	Date	Time

CASH OVER Shs. _____ Cts. _____

P 242 Prepared (Initials) _____

Misc. Receipt No. _____

CASH SHORE Shs. _____

Made good in Cash (Initials) _____

Voucher Prepared (Initials) _____

P 241 Prepared (Initials) _____

* Regard encashed Reply Coupons as cash and make an appropriate entry in cash on hand table except when cash is paid in for renewals in which case the coupon should be transferred as part of the cash paid in

To be complete only in the case of sales to stamp vendors.

Name of Voucher _____

Value of postage stamps supplied Shs. _____

Amount of commissions allowed _____

percent of above _____ Shs. _____

(See Accounting Instruction)

(Strike out heading not required)

Duty / Stock No.

Amount Shs.

Office

Office
 KILITOWA 23.06.07-00
 TANZANIA Date Stamp

(LETTERS)

POSTAGE ETC			PRIVATE BOX/BAG LOCKS												
Shs.	Cts.		Shs.	Cts.											
Brought forward			Locks 3,000												
STAMP BOOK	Shs. 174														
STAMP BOOK	Shs. 3,000														
POST CARD ORD	" 100														
" PICTURE	" 100														
" PICTURE	" 200														
RTD POST CARDS	" 500														
REGISTERED ENV. "G"	" 100														
"H"	" 150														
"K"	" 250														
AUTHORITY CARD		" 1,000													
AEROGRAMMES ORD		" 30													
" SEASONAL		" 00													
REPLY COUPONS		" 710													
STAMP FOLDER		" 100													
PHILATELIC ALBUM 2		" 700													
PHILATELIC INSERT		" 100													
PHILATELIC CARDS		" 100													
FIRST DAY COVER (FDC) 50															
SOUVENIR SHEETS															
SPECIAL ALBUM															
SEASONAL GREETING CARDS															
BOX DIRECTORY															
LIST OF POST OFFICES															
POG VOL I															
POG VOL II															
PHILATELIC ALBUM		2500													
TOTAL															
			SUMMARY												
			Cash on hand												
			Postage, etc.												
			Locks												
			Cash paid in for renewal												
			TOTAL Shs.												
<p>Imprest examined and cash and stock found as shown in the summary.</p> <p>(Signature) _____</p> <p>TRANSFER</p> <p>Imprest examined and cash and stock found as shown in the summary on transfer to me.</p> <p>(Signature) _____</p> <p>Name (BLOCK LETTERS) _____</p> <p>Renewal</p> <p>Cash herewith for Stock Described on this form.</p> <table border="1"> <thead> <tr> <th>Cash received</th> <th>Amount</th> <th>Initials</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td></td> <td>0000</td> <td>FR</td> <td>23/10/7</td> <td></td> </tr> </tbody> </table> <p>Stock Received and checked</p> <p>CASH OVER Shs. _____ Cts. _____</p> <p>P 242 Prepared (Initials) _____</p> <p>Misc. Receipt No. _____</p> <p>CASH SHORT Shs. _____</p> <p>Made good in Cash (Initials) _____</p> <p>Voucher Prepared (Initials) _____</p> <p>P 241 Prepared (Initials) _____</p> <p>* Regard encashed Reply Coupons as cash and make an appropriate entry in cash on Hand table except when cash is paid in for renewals in which case the coupon should be transferred as part of the cashpaid in.</p> <p>To be completed only in the case of sales to stamp vendors.</p> <p>Name of Voucher _____</p> <p>Value of postage stamps supplied Shs. _____</p> <p>Amount of commission allowed _____</p> <p>percent of above _____ Shs. _____</p> <p>(See Accounting Instruction)</p>						Cash received	Amount	Initials	Date	Time		0000	FR	23/10/7	
Cash received	Amount	Initials	Date	Time											
	0000	FR	23/10/7												

P. O. Box.....

Phone:

No.

MR. BITOTA PHOTO STUDIO
M/S Box 4848
D'SAL AAM

Date 23/7/26

Bought from:

QED

Qty	Particulars	Shs.	Cts
4	PICHA 5X7 (9)	4000	
E&O.E	TOTAL	4000	

MR. BIGOTA PHOTO STUDIO
1000 10th Ave
NEW YORK 17, N.Y.

14/806

№ 147838

Date _____

M/s

Bought of: P.O. Box

VAT No. TIN No.

MASUMIN PRINTWAYS & STATIONERY LTD.

P.O. Box 20073, Tel: 36344/117090, Dar es Salaam, TANZANIA

VAT No. 10 - 005424

TIN No. 100 - 185 - 660

VAT No. 10 - 005421		VAT No. 100
Qty.	Particulars	Shs.
	<i>Cash</i>	<i>2000</i>
E & O.E		



Central Printing Works Limited

P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

No. 6723

Receipt

Date: 2-8-2006

Received from CRD PROGRAMME
the sum of Shillings ONE MILLION ONLY

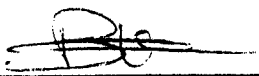
being payment of IN- 4876

Cash ☒

With thanks

Cheque ☐

Shs. 1,000,000/2


Central Printing Works Limited

VAT Reg. No.: 10-000043-G

TIN No.: 100-100-770



Central Printing Works Limited

P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

No. 6781

Receipt

Date: 12/9/06

Received from CED PROGRAM
the sum of Shillings NINE HUNDRED TWENTY THOUSAND
ONLY

being payment of INV NO 4876

Cash

With thanks

Cheque N° 100473

Shs. 920,000/-

Central Printing Works Limited

VAT Reg. No.: 10-000043-G TIN No.: 100-100-770



Central Printing Works Limited

P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

No. 7274

Receipt

Date: 1/8/2007

Received from COMMUNITY ECONOMIC DEVELOPMENT PROJECT
the sum of Shillings TWO MILLION TWO HUNDRED
THIRTY FIVE THOUSAND ONLY

being payment of INV NO 5416

Cash

With thanks

Cheque N° 100706

Shs. 2,235,000/-

Central Printing Works Limited

VAT Reg. No.: 10-000043-G TIN No.: 100-100-770

STAMBULI INVESTMENT LTD

P.O. Box 106055, Tel: 2771265 Millenium Tower-K/Nyama,
2601536 Osterbay Cell: 0748-404791 / 0741 215457
Dar es Salaam

No. 4615

CASH SALE

Date 10/6/07

M/S: CEB

TIN No: 101-756-858

Qty	Particulars	Amount	Cts
	Emboss	10880	
	10880		
EO&E	TOTAL	10880	

GOOD ONCE SOLD ARE NOT RETURNABLE



MEDIA PARTNERS (T) LTD.

Specialist in: Digital Printing, Screen Printing Fabric Printing Embroidery
Printing Advertisements & General Supplies.

P.O.Box 72308, Tel./Fax: 022 - 2618096

TIN: 104 - 019 - 188

No. 0161

RECEIPT

Date: 11/7/06

Received from M/s. Community Economic Development
Programme.

The sum of Shillings Two million three hundred only.

Being payment for.....

Cash / Cheque

Tshs. 2,300,000 -

With Thanks

FOR: MEDIA PARTNERS (T) LTD

GOOD ONCE SOLD ARE NOT RETURNABLE

The Magic Touch (T)

P. O. Box 78257, Tel: 0744 470 787 / 0744 337 733, Dar es Salaam



No. 1651

Receipt

Date: 15/04/06

Received from \$ CED

The Sum of Five hundred thousand

Being payment of Printing of Cups

Received in Cash 400,000/= Balance - 100,000/= Paid

Cheque —

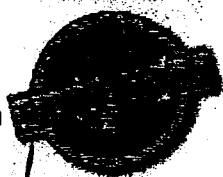


with Thanks

TIN: 101-165-191 SD / 10 / SMR / 5609

The Magic Touch (T)

P. O. Box 78257, Tel: 0744 470 787 / 0744 337 733, Dar es Salaam



No. 1682

Receipt

Date: 18/05/05


Received from COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM

The Sum of Five hundred thousand only

Being payment of Printing of Mug

Received in Cash —

Cheque ✓



with Thanks

TIN: 101-165-191 SD / 10 / SMR / 5609

TANZANIA EPISCOPAL CONFERENCE

KURASINI CENTRE HOSTEL

MAIN BAR BILL

P.O. Box 3330
Tel. 2851075-79
Fax. 2851133
DAR - ES - SALAAM

No. 00944

TABLE No. SHIFTA ^{CASH} DATE 15.06.06

QTY	PARTICULARS	SHS.	CTS.
11	Bottles of water @ 350	3850	00
1	u u coke @ 300	300	00
4150/-			
TOTAL		4150	00

Waiter/Waitress Imelda Venance Signature Venance
Guest Name Hassani Signature Hassani

For Focus Group Discussions

SCANDINAVIAN EXPRESS SERVICES LTD

CARGO

Waybill / Receipt

S No 4056291

Date 15/06/2006

VAT No 10-013170-S

TIN No 100-256-967

Sender's Information

ABADALLAH HASSAN

DAR ES SALAAM

Receiver's Information

MESHAKY PANGANI

ARUSHA

Payment PAID

Sno	Description	Category Details	No Of Pcs	Weight	Charged Price
1	BOX	T/SHIRTS, MUGS, MAGAZINE	1	14.2	5,000.00
Total Pcs :			1	Amount :	5,000.00

Clerk Signature

Customer Signature

(Agreed as per Terms & Conditions of Scandinavian Express)
(SESL not be responsible for customer clearance at the border)

Supervisor Signature

15/06/2006 12:46 DENNIS

(Customer Copy)

TEAR HERE

SCANDINAVIAN EXPRESS SERVICES LTD

CARGO

Waybill / Receipt

S No 5114736

Date 30/06/2006

VAT No 10-013170-S

TIN No 100-256-967

Sender's Information

ABDALLAH HASANI

DAR ES SALAAM

Receiver's Information

MESHACK PANGANI

ARUSHA

Payment PAID

Sno	Description	Category Details	No Of Pcs	Weight	Charged Price
1	SMALL PARCEL	H/W	1		5,000.00
Total Pcs :			1	Amount :	5,000.00

Clerk Signature

Customer Signature

SCANDINAVIAN EXPRESS SERVICES LTD

CARGO

Waybill / Receipt

S No 4049681

Date 01/06/2006

VAT No 10-013170-S

TIN No 100-256-367

Sender's Information

ABDALLAH HASSAN
DAR ES SALAAM

Receiver's Information

DEDA IGONGO
MWANZA

Payment PAID

Sno	Description	Category Details	No Of Pcs	Weight	Charged Price
1	BOX	T-SHIRTS	1	15	9,000.00
Total Pcs :			1	Amount :	9,000.00

Clerk Signature



Customer Signature

ABDALLAH HASSAN

(Agreed as per Terms & Conditions of Scandinavian Express)

Supervisor Signature

01/06/2006 16:32 SALWA

(Office Copy)

SCANDINAVIAN EXPRESS SERVICES LTD

CARGO

Waybill / Receipt

S No 4056290

Date 13/08/2006

VAT No 10-013170-S

TIN No 100-256-367

Sender's Information

ABDALLAH HASSAN
DAR ES SALAAM

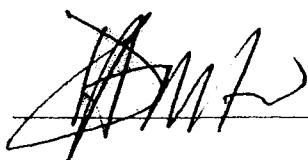
Receiver's Information

DEDAN IGONGO
MWANZA

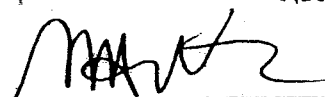
Payment PAID

Sno	Description	Category Details	No Of Pcs	Weight	Charged Price
1	BOX	T-SHIRTS+MUGS+MAGAZINE	1	15	7,500.00
Total Pcs :			1	Amount :	7,500.00

Clerk Signature



Customer Signature


(Agreed as per Terms & Conditions of Scandinavian Express)
(SESL not be responsible for customer clearance at the border)

Supervisor Signature

13/08/2006 12:47 DENNIS

(Office Copy)

Stakabadhi

No.

Tarehe

01/06/2006

Nimepokea kutoka Kwa

CEA

Kiasi cha Shilingi

Shs. 5000/-

Kwa ajili ya

Abdullah Hassan

Shs.

5000/-

TAS

100 HUNDRED

SHILLINGS



SCANDINAVIAN EXPRESS SERVICES LTD

CARGO

Waybill / Receipt

S No 4045552

Date 01/06/2006

VAT No 10-013170-S

TIN No 100-206-987

Sender's Information

ABDALLAH HASSAN

DAR ES SALAAM

Receiver's Information

MESHACK PANGANI

ARUSHA

Payment PAID

Sno	Description	Category	Details	No Of Pcs	Weight	Charged Price
1	BOX	W	T-SHIRTS	1	11.4	4,000.00
Total Pcs :				1	Amount :	4,000.00

Clerk Signature

Customer Signature

ABDALLAH HASSAN

(I agree to the Terms & Conditions of Scandinavian Express)

Supervisor Signature

01/06/2006 16:39 SALWA

(Office Copy)