

## **Appendices**

### **Introduction Letter**

Mrs Rachel Mkumbo Mwakajwanga  
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Tanzania

The chairman  
Tumaini Trust Fund  
Temeke  
Dar es salaam

RE: Request to provide a free Technical consultancy

I am currently a student in the MSc Community Economic Development program at the open University of Dar as salaam and Southern New Hampshire University.

As partial fulfillment of the program, I am required to present a survey in project design and Management for local NGO or CBO. In doing that I have chosen your CBO as a choice of my project paper of which I will work with you for the period of eighteen months.

With this letter I would like to seek your assistance and knowledge of your organization to enable me accomplish my project paper. And at the same time I would like to assure you of my availability to offer my support to your organization both physical and material during the whole period I will be with you.

Looking forward to your kind cooperation

Sincerely

Rachel Mwakajwanga

## **NEEDS ASSESSMENT**

The main objective of the community Needs assessment was to undertake a situational analysis of the orphans and vulnerable children in Mbagala kuu ward. That is;

- (c) To obtain information which will give a good understanding of the orphan care needs that were important to people in the community as well as to identify obstacles and resources for education, healthcare and basic needs for OVC such as access to education, HIV/AIDS awareness, provision of school materials to orphans, counseling services etc.
- (d) Again the assessment was aimed at identifying capacity building gaps within the community and the CBO and come up with a strategy to address it.

Needs Assessment was conducted by;

### **1. Developing of questions for interview and focus group**

- Organizing a working committee,
- Getting the committee working ,
- Developing a statement of purpose
- Planning a communication strategy
- Developing questions for interview and focus group

### **2. Coming up with Community Needs Assessment work plan which was to;**

- Prepare to gather information using the following survey instruments ,

Focus group method, Interview method, Questionnaire administration, Observation method and Documentation review.

- Develop the interview format
- Schedule interview and focus groups
- Conduct personal interviews & focus groups discussions
- Organize data (summarize interview and focus group responses and observations)
- Collect selected documents

#### 4. Interpreting & Reporting

- Interpret information
- Report findings - make the presentation

The fourth step was the implementation process which included

- Development of an action plan
- Decide on the next steps

The implementation of the Community Needs Assessment was done by the team of the community members, Tumaini Trust Fund staff and the selected stake holders.

Questionnaires were given to the beneficiaries with the aim of getting quick and enough information from the community. Focused group method was used to explore topic in depth through discussion with community leadership, beneficiaries and leaders of the

NGO/CBO. A meeting was convened which involved the community members and the different stakeholders in order to discuss and identify their community needs using participatory approach. These included key government and non-governmental officials, orphans and their caregivers, school teachers, and health providers.

Secondary information was also obtained through the documents. The observation research method was also used to get the information.

Eleven questions were designed for beneficiaries and ten questions for non beneficiaries. The questions were carefully designed to provide information which could answer the research question. In the survey six questions referred to the contribution of the CBO / kind of services offered to the Community. Four questions referred to the capacity/ attitude towards the services offered to support and care of the orphans in the community. The rating was 1 positive and 2 negative given to whether the answer is YES or NO.

The results of the Needs Assessment show that the community and the local CBO TUMAINI TRUST FUND have been able to start the implementation of activities aimed at giving support and care to orphans. This is a provision of an avenue to various contributions for care and welfare of the resultant orphans owing to the emergence and fast spread of HIV/AIDS in the TEMEKE district and the accompanying loss of life.

The CBO had secured financial support from WWA CONCERN organization, UNICEF, Politicians, Diplomatic Missions and Friends from USA. Though this support the following activities were being implemented;

iii) Direct Support Activities

- Health and treatment
- Purchase of school uniforms and providence of school fees.
- Provision of food to the caretakers and guardians household

ii) Indirect Support Activities

This includes income generating and skills development activities.

- Life skill training
- Carpentry
- Sawing of garments.
- Counseling seminars
- HIV awareness

Despite the good efforts that were in progress there were also some gaps which were established as shown in the stake holder's analysis. Apart from that the following gaps were also established;

- f) The lack of action plan to guide the CBO's implementation of the envisaged support activities to achieve its objectives.

A strategic plan however, is an indispensable step towards fulfillment of any organization's vision, mission and objectives and is one of the important monitoring tools to be used during the implementation of the project. Therefore lack of such an important instrument has reduced the effectiveness of TUMAINI TRUST FUND in the focused provision of the intended community economic development support activities. Development of TUMAINI TRUST FUND Strategic Plan is one of the

activities that the CED program was facilitating. The Strategic Plan is currently been finalized.

- g) Apart from lack of a work plan, the CBO had no simple Accounting Manual which would guide the financial undertakings .A simple accounting manual is an important document which contains the financial rules and regulations to be followed by the organization.
- h) It was generally recognized that the care of the OVC was left in the hands of extended families, in particular the grandparents.
- i) There was no orphanage in the community that provided care for OVC under the age of two years.
- j) It was observed that the Temeke District is relatively poor and therefore most of the caregivers of orphans are poor. Consequently the orphans lacked essential basic needs such as educational materials, food, and clothing. Some of the orphans had been forced to drop out of schooling since the deaths of their parents.

In conducting Needs Assessment the following instruments were used

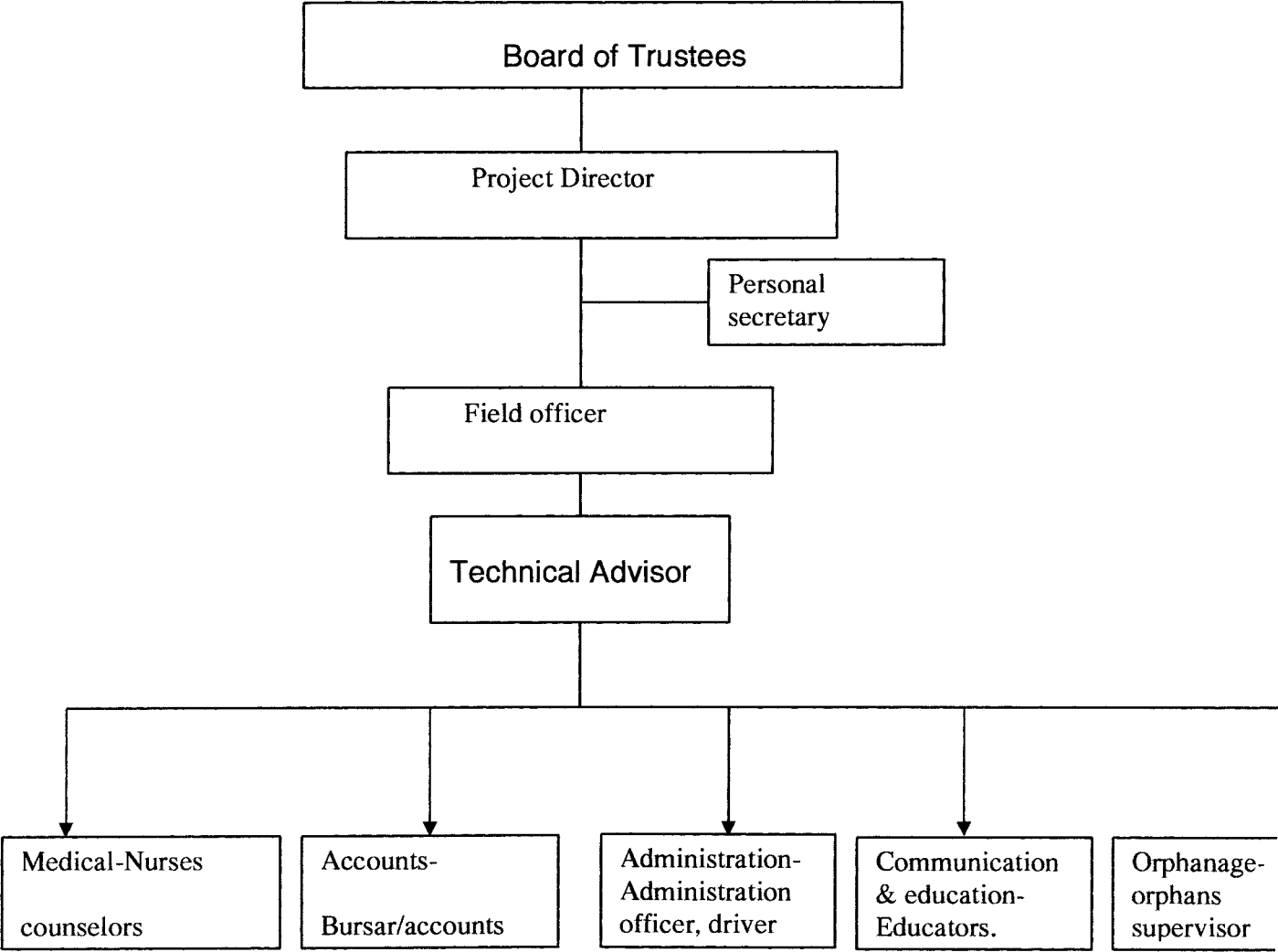
- Focus group
- Interview method
- Questionnaires method
- Observation method
- Documentation review

Data analysis was done both manual and computer assistance using the SPSS software. Preliminary data analysis was undertaken as an activity simultaneous with data collection, data interpretation, and narrative report writing in the field. Qualitative data analysis continued with data reduction and interpretation after the field. Data were sorted into the following main categories

- (iv) Mbagala kuu Community capacity to identify their development needs and priorities. More specifically the capacity to identify, and respond to the required care, support and protection of the orphans and most vulnerable children in the community
- (v) The TUMAINI TRUST FUND community based organization's capacity to facilitate capacity building in the Mbagala kuu Community
- (vi) Strategies to address the capacity gaps and challenges within the community and within the TUMAINI TRUST FUND as an organization.

All the collected data are presented into tabular information showing the relationship among categories of information. Data materials belonging to each category are put in one place and analysis was done.

**TUMAINI TRUST FUND ORGANISATION CHART**





### Project Implementation Gantt chart

S/N	Activity	Implementation Period October 2005 to April (2007)																							
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	
1.	Prepare strategic plan																								
2.	Prepare simple accounting Manual																								
3.	Identify resource persons to train on simple accounting and report writing																								
4.	Train on simple accounting and report writing																								
5	Facilitate mobilization of resources																								
6	Prepare monitoring and evaluation plan																								
6.	Conduct Monitoring and evaluation of the project activities																								
7.	Prepare Project report																								

### Staff Job Description

Position	Responsibility	Supervisory role
1.Project director	Overall in charge of the program	Supervises the Field officer and the technical advisor
2.Field officer	In charge of the field operations	Supervises all the staff under him
3.Technical advisor	Technical support and capacity building	None
4.Bursar	In charge of the accounts unit	None
5.Administrative officer	In charge of administration Project management	Driver
6.Educators	Communication	None
7.Orphanage supervisor	Orphanage services	None

### Project Budget

Activity	Budget
1.Prepare a work plan	200,000.00
2.Identify Resource person to train Simple accounting and on report writing	200,000.00
3.Conduct training on simple financial accounting and report writing	240,000.00
4.Prepare implementation progress reports	100,000.00
5..Prepare Simple accounting manual	120,000.00
6.Prepare monitoring and evaluation plan	100,000.00
7.Organize fund raising activities mobilize funds	80,000.00
8. Prepare Completion implementation report.	240,000.00
Total	1,280,000.00

### Questions for Beneficiaries

1. Name of the guardian-----

Age-----sex-----

2. Name of the orphan-----

Age-----sex-----

3. How was the household selected?

Community            in            collaboration            with            government

YES.....NO.....

4. Is TUMAINI TRUST FUND well accepted by members of the community

YES-----NO-----

Please give reasons-----

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5. Did TUMAINI TRUST FUND discuss with the community on the type of socio-economic support for the beneficiaries

YES-----NO-----

6. Is the support provided by TUMAINI TRUST FUND adequate enough to meet the needs of the orphans in Mbagala kuu community?

YES-----NO-----

Please give reasons for your answer -----  
-----  
-----  
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7. Do you receive any support from the District on the Government Level?

YES-----NO-----

8. Do you receive any support from other interested parties?

YES-----NO-----

9. What kind of support-----

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10. Do you think TUMAINI TRUST FUND has helped to solve your problems, that  
is has made a change in your life

YES-----NO-----

Please explain-----

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---12.What social economic needs in your community you consider that they require  
support outside the Mbagala Kuu ward community

1

2.

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Question for non beneficiaries

1. Name of the interviewee-----

Age-----sex-----

2. Do you know anything about TUMAINI TRUST FUND

Yes-----NO-----

3. In your opinion is TUMAINI TRUST FUND addressing the orphan issue in the community?

YES-----NO-----

4. How would you rank this performance

GOOD-----POOR-----

Please give reasons for your answer-----

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5. How was the beneficiaries selected

Community in collaboration with government

YES.....NO.....

6.Do you have any orphan in your family?

YES.....NO.....

7.How many children do you have

Three or less-----

Four or more-----

8.. Do you have income generating activity to support your family?

YES-----

NO-----

9. Explain how you support your family-----

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10. Do you think the support of orphans in the community needs collective efforts?

YES-----NO-----

Please explain-----

11. Do you think the Government is giving enough support to the community in addressing this issue

YES-----NO-----

Please explain-----

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10. Do you have any other organization which is giving support and care to the orphans in the community?

YES-----NO-----

Please mention-----



## **PROJECT POWER POINT PRESENTATION**

SOUTHERN NEW HAMPSHIRE UNIVERSITY AT THE OPEN  
UNIVERSITY OF TANZANIA

## THE CONTRIBUTION OF TUMAINI TRUST FUND TOWARDS CARE AND SUPPORT OF ORPHANS CASE STUDY OF MBAGALA KUU WARD

A PROJECT REPORT SUBMITTED IN PARTIAL  
FULFILMENT FOR THE REQUIREMENTS FOR THE  
DEGREE OF MASTERS OF SCIENCE IN COMMUNITY  
ECONOMIC DEVELOPMENT IN THE SOUTHERN NEW  
HAMPSHIRE UNIVERSITY AT THE OPEN UNIVERSITY  
OF TANZANIA

JANUARY 2007

By Mrs. Rachel Mwakajwanga

## INTRODUCTION

- This research is aimed at reporting the activities of
- Tumaini Trust Fund as a local Community Based organization in offering care and support to orphans in Mbagala kuu ward as support to the community efforts in dealing with its social economic problems.
- The study findings reveal that so far the organization is helping to prevent and control spread of HIV / AIDS and STI'S infection by conducting HIV / AIDS and STI'S awareness raising seminars to various leaders of village's wards and community,
- The CBO is also providing support to orphans by identifying their needs ready for registration and sending them to schools (primary schools, secondary schools) and providing vocational training, meeting their schools requirements e.g. School fees, stationary and uniforms, food and bed-sheets.

## INTRODUCTION CONT...

- The results show that the local NGOs and CBO which are operating at community level are acceptable by the community. Also the study reveals that there has been some remarkable achievement in the performance of Tumaini Trust Fund.
- However, despite the good progress made by the Local NGOs and CBOs in working with the communities to address their community needs, there is an urgent need for support from Government and other stake holders so as to provide link for resources needed by the CBO so that the support of the CBO to the community is more effective.

## COMMUNITY NEEDS ASSESSMENT

- This chapter reports on the Community Needs Assessment which was done at Mbagala kuu ward in Tembeke district in order to identify the community overall needs, with a focus on OVC problems and the efforts to address the problem which are being done by the community and the local CBO.
- The reasons for conducting the Community Needs Assessment was to provide information on which will help develop the goals and objectives of the project. Also to gain support and commitment from all levels of the stake holders, to get a more accurate picture of the needs and concerns of the community and to identify the capacity gaps that needed to be addressed.

## CAN CONT...

### Community Profile

- The Mbagala and Mbagala Kuu ward has a total population of 255,414 people with sixteen (16) mtaka local governments. The locality is a high density area within Tembeke district with a population total 768,451 (383,364 Males, 381,087 Female). The Per Capital income is Tshs. 245,000 and the gross rate of per capita income is Tshs. 422,051. The population projections by end of year 2005 is 837,263 (422,051 male and 415,212 female).
- The Mbagala kuu ward community is mainly composed of people from two tribes (Ethnic) groups Wazaramo and Wandengereko with a religious background of Muslims and Christians.
- The influence of modernization and urbanization has highly affected the behavior of the community members and these factors together with the cultural and some religious factors contribute much to the problem of HIV/AIDS. The cultural practice of traditional dances which is widely practiced as part of entertainment among the residents (ngoma) promotes free and unsafe sex. On the other hand, however the community has its own local ways of addressing the problems of OVC which are based on family setting. However due to poverty/ low income the families are not able to address the problems therefore collective community response is needed. The communication and relationships between people in this community is easy.

## CAN CONT...

### Research design

- During the CNA process the both primary data and secondary data were used.
- A cross-section research design was undertaken and data were collected however before carrying out a survey the pilot test was conducted so as to see if;
- (a) The survey could provide the needed information, (b) The questions were appropriate for the surveyed people (c) The survey forms could administer, collect and report information using any written directions or special coding forms. (d) Information obtained was consistent and accurate. (e) The procedures were standardized; those procedures were self-administered questionnaires, structured interviews

## CAN CONT...

- ❑ In gathering this information, needs assessment was conducted using a self-administered questionnaires and structured interviews. Later on questionnaires were translated in Kiswahili.
- ❑ However, before survey questionnaires were administered, a meeting was made with the CBO leaders' to inform them of the purpose of survey questionnaires.
- ❑ Questionnaires were given to the beneficiaries with the aim of getting quick and enough information from the community. Focused group method was used to explore topic in depth through discussion with community leadership, beneficiaries and leaders of the NGO/CBO. A meeting was convened which involved the community members and the different stakeholders in order to discuss and identify their needs using participatory approach.

## CNA CONT...

### Sampling Techniques

- ❑ Random sampling technique was used to get Non beneficiaries interviewees in order to give them equal chance of selection, for the beneficiaries all of them were selected for the interview since their number was small.
- ❑ Sample for beneficiaries represent 100% of the populations of beneficiaries and the sample for Non beneficiaries represent about 0.09% percent of the population of Mbagala kuu ward. Sample for beneficiaries represents hundred percent populations of beneficiaries (25) and the sample for Non beneficiaries represents about 0.09% percent of the population of Mbagala kuu ward.

## CNA CONT...

- ❑ In this regard no potential bias is expected as the sample for non-beneficiaries is homogeneous while sample for beneficiaries is hundred percent represented.

## CNA CONT...

### Administration

- ❑ The characteristics issue of survey administrators was given the necessary attention by looking into the educational background and experience of the survey team which comprised of the CED practitioner and the CBO staff that all possessed the basic education and knowledge required to administer a survey. A one day training session was conducted to the interviewers and data collectors who basically included all the CBO staff, counselors and awareness creation team members.
- ❑ The technical advisor (CED practitioner) explained to the team the objective of the survey so as to have every member on board aware of what is needed to be accomplished.
- ❑ The team went through the structured questionnaires to make sure that they all understand what is in the questionnaires.
- ❑ The members were given opportunity to ask questions and even to give comments and suggestions where it was found necessary for improvement.

## CNA CONT...

### Analysis

- ❑ Data analysis was done both manual and computer assistance using the SPSS software. Preliminary data analysis was undertaken as an activity simultaneous with data collection, data interpretation, and narrative report writing in the field. Qualitative data analysis continued with data reduction and interpretation after the field. Data were sorted into the following main categories
- ❑ Mbagala kuu Community capacity to identify their development needs and priorities. More specifically the capacity to identify, and respond to the required care, support and protection of the orphans and most vulnerable children in the community
- ❑ The TUMAINI TRUST FUND community based organization's capacity to facilitate capacity building in the Mbagala kuu Community

## CNA CONT...

- ❑ Strategies to address the capacity gaps and challenges within the community and within the TUMAINI TRUST FUND as an organization.
- ❑ All the collected data are presented into tabular information showing the relationship among categories of information. Data materials belonging to each category are put in one place and analysis was done.

## CNA CONT...

### Sampling Techniques

- ❑ Random sampling technique was used to get Non beneficiaries interviewees in order to give them equal chance of selection, for the beneficiaries, all of them were selected for the interview since their number was small.
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- ❑ Random sampling was used in choosing sample for non-beneficiaries interviewees in order to give them equal chance of selection, Because of little number of beneficiaries all of them were (45 respondents) were selected for the interview.
- ❑ In this regard no potential bias is expected as the sample for non-beneficiaries is homogeneous while sample for beneficiaries is hundred percent represented.

## CNA CONT...

### The CNA results

- ❑ (a) The organization was lacking a strategic plan to guide its implementation of the envisaged community economic development support activities to achieve its objectives. Having a strategic plan however, is an indispensable step towards fulfillment of any organization's vision, mission and objectives. The lack of such an important instrument has reduced the effectiveness of TUMAINI TRUST FUND in the focused provision of the intended community economic development support activities. Development of TUMAINI TRUST FUND Strategic Plan is one of the activities that the CED program was facilitating. The Strategic Plan is currently been finalized.
- ❑ Despite the lack of a strategic plan, TUMAINI TRUST FUND has been able to start the implementation of activities aimed at meeting its first objective i.e. provision of an avenue to various contributions for the care and welfare of the resultant orphans owing to the emergence and fast spread of HIV/AIDS in the TEMEKE district and the accompanying loss of life.

## CNA CONT...

### CNA recommendations

- ❑ Following the CNA it is recommended that there is a need for;
- ❑ Building capacity on report writing
- ❑ Building capacity in record keeping
- ❑ Building capacity on financial accounting
- ❑ Preparation of a strategic plan as a resource mobilizing tool.

## PROBLEM IDENTIFICATION

- ❑ Since HIV/AIDS was discovered in 1981, more than 20 million people have lost their lives to the virus. According to the Joint United Nations Program on HIV/AIDS (UNAIDS), nearly 40 million are currently living with HIV/AIDS, including nearly 2.2 million Children under the age of 15.
- ❑ In 2004, 4.9 million people acquired the virus, and 3.1 million died from AIDS. Sub-Saharan Africa remains the most affected region with 25.4 million people living with V/AIDS at the end of 2004, 1.9 million of whom were children under the age of 15. The United States Agency for International Development (USAID), the United Nations Children's Fund (UNICEF), and UNAIDS estimate that at the end of 2003, 15 million children under the age of 18 had lost one or both parents to AIDS, with the majority (82%) in sub-Saharan Africa. Experts contend that effective responses must strengthen the capacity of families and communities to continue providing care, protect the children, and to assist them in meeting their needs.

## PROBLEM IDENTIFICATION CONT.....

- ❑ Experts contend that effective responses must strengthen the capacity of families and communities to continue providing care, protect the children, and to assist them in meeting their needs.
- ❑ There are thousands of localized efforts, many of them initiated by faith-based groups, to address the needs of children made vulnerable by AIDS. This chapter reports on the problem identification.

## PROBLEM IDENTIFICATION CONT.....

### Problem Statement

- ❑ Specifically over the last decade, there has been an increase in the number of civil societies i.e. NGOs, Faith Based Organizations FBOs and CBOs in the country. These non-state organizations have been addressing various community development issues in various ways. Due to the increasing of the OVC problem in our country it is important to establish the effectiveness and efficiency of the local CBO's in addressing the problem. Also to ascertain the nature and extent of capacity that needs to be built among the CBOs that is responding to the care, support and protection of the OVC in Tanzania.
- ❑ If this is not done, there will be a growing number of orphaned children on the streets who are increasingly rootless, uneducated, under nurtured and traumatized, making them ripe for recruitment for crime, military warlords, terrorists and vulnerable to HIV.
- ❑ This project therefore aims at establishing the services offered by the Tumaini Trust Fund and its effectiveness in addressing this community development need.

## PROBLEM IDENTIFICATION CONT...

### Government response

- The Ministry of Labour, Youth Development and Sports is responsible for addressing OVC related issues. In 2001 the OVC program supported a workshop for leaders and caretakers of orphanages, social workers from the Ministry and other partners who support orphanage programs.
- The purpose of this workshop was to define standards and policies for OVC care in orphanages, as well as collaborative procedures and mechanisms for identifying relatives of
- orphaned and abandoned children who end up in orphanages

## PROBLEM IDENTIFICATION CONT...

### International Donor Initiatives

- Many countries throughout the world have, in recent year adopted policies aiming at addressing the children rights including the OVC.
- The millennium Summit in September 2000 reaffirmed international commitment to working toward a world in which sustaining development and eliminating poverty have the highest priority. It also identified a number of millennium development goals, some of which are relevant to the rights of all children, including OVC. (United Nations State of the World forum 4-10 September 2000)

## PROBLEM IDENTIFICATION CONT...

### Target Community

- The target community is the Mbagala and Mbagala Kuu ward where the community project is being implemented through community participation and empowerment. In this process community awareness and sensitization meetings were held and a total of 29,574 people were reached, HBC, material support, supply of condoms, counseling, Facilitation of Voluntary HIV/AIDS screening, vocation training and life skills education. This has contributed towards reducing the OVC problem in this locality.

### Stakeholders

- Both individuals and organizations including authorities at different levels have different motives and interests. It was importance at this stage to analyze these interests and expectations both early on in the planning process and later again during the implementation of the project. A fundamental requirement of all development projects is that the objectives reflect the needs of the society and the interest groups, and not merely the internal needs of institutions.

## PROBLEM IDENTIFICATION CONT...

### Objectives

The objectives of this project are as follows;

- (i) To determine the contribution of TUMAINI TRUST FUND towards Support and Protection of orphan & Children in Mbagala and Mbagala kuu Ward and come up with suggestion based on the report.
- (ii) To determine the capacity gaps within the Tumaini trust fund organization and offer technical support.
- Host organizations
- Tumaini Trust fund is a Community Based Organization formed by local Tanzanians at a community level. The objectives of the CBO are to support Orphans, Vulnerable children HIV victims.
- The organization is situated in Mbagala and Mbagala kuu Ward in Temeke District.
- The organization was formed in 1997 by one man an ex teacher who started by helping orphan children around Mbagala kuu ward.
- Since 1997 the organization has been able to provide the following support to vulnerable children:

## LITERATURE REVIEW

### Theoretical Literature review

#### Community Development in the Literature

- Communities in developing countries generally and particularly in sub Saharan African countries are increasingly becoming vulnerable to a multiplicity development challenges. People are suffering from a list of problems including lack of employment opportunities, the erosion of public infrastructure, a drop in educational achievements, the decline of public safety, the persistence of poverty, and the increasing uncertainty among leaders about how to rectify these situations (Bradshaw 2000:133). Besides, high rates of HIV/AIDS prevalence and spread in rural and urban communities in sub Saharan African countries exacerbates the already complex 21st century development challenges.

## LITERATURE REVIEW CONT...

### Empirical Literature review

- Various NGOs and Community based organization are actively involved with development activities. Large number of CBOs and NGOs representing villages or specific targets group provides services to the community by participating in various development initiatives.
- NGOs and CBOs are being recognized by the government as powerful forces for social and economic development. Donors play a key role in expanding the services for orphans and most vulnerable children through various NGOs and CBOs such as KIWOHEDE ( support Orphans and street children). ANGONET Mission supports various NGOs and CBOs in Arusha region like Arusha Children's Trust, Women and Children Development Project (WCDP) in development issues. (Arusha NGO Net Work)

## LITERATURE REVIEW CONT...

### Policy Review

- There are number of international conventions, goals, and other instruments that define the framework for action for orphans and vulnerable children. Some examples are listed below:
- The millennium Summit in September 2000 reaffirmed international commitment to working toward a world in which sustaining development and eliminating poverty have the highest priority. It also identified a number of millennium development goals, some of which are relevant to the rights of all children, including OVC. (United Nations State of the World forum 4-10 September 2000)

## IMPLEMENTATION

- Soon after the completion of the early project planning stages which involved CNA where by the situational analysis of the orphans and vulnerable children in Mbagala kuu ward was undertaken so as to obtain information which was needed to give a good understanding of the orphan care needs that were important to people in the community and to identifying capacity building gaps within the community and the CBO, an implementation plan was prepared in order to address some of the capacity gaps which were identified.
- Products and Output
- During the preparation of the implementation plan a list of in put indicators which describes of what goes into the project and output indicators describing project activities and impact indicators were also developed ( Table 13). Such list of indicators was important in the process of measuring the desired change.
- Project Planning
- During the implementation process, a project planning table was developed (table 14) which assigns the individuals responsible for each activity, the resource required and the delivery time. This was necessary for the purpose of proper tracking of the implementation. The staff pattern table was also developed (table 15) as an outline of staff pattern identifying details such as their supervisory roles and training needs which were identified during the planning process.

## IMPLEMENTATION CONT...

- Project implementation begun in October 2005. This was done soon after the completion of the initial planning stages.
- Table 16 shows the original implementation plan indicating planned activities which were done according to the planned schedule and the following was achieved;
- An Simple accounting manual was produced for financial matters guide
- A work plan was prepared for the CBO
- 7 CBO staff were trained on report writing
- 3 CBO staff were trained on simple accounting
- 2 Fund raising events were conducted.
- Monitoring and evaluation plan was prepared

## MONITORING AND EVALUATION

Monitoring can be defined as a regular observation and recording of activities taking place in a project or programme. It is a process of routinely gathering information on all aspects of the project. Monitoring also involves giving feedback about the progress of the project to the donors, implementers and beneficiaries of the project. To monitor is to check on how project activities are progressing. It is observation; — systematic and purposeful observation. Reporting enables the gathered information to be used in making decisions for improving project performance. ( UNPD M&E handbook 2005).

### Monitoring

- In this study, monitoring of project activities was done to assess whether the project activities were conducted as planned and also to assess if the available human resources and other non-human resources were used efficiently during project implementation.

## IMPLEMENTATION CONT...

### Monitoring Methodology

During the monitoring, different methods to conduct monitoring exercise were used. These methods included focus group discussion, observation, and review of participant's record books, attendance register and quarterly reports.

- (i) Focus group discussion
- (ii) Observation
- (iii) Review of records

### Monitoring results

Monitoring of project activities was done on weekly basis using qualitative method. Data was manually analyzed and the results showed that about 90 % of all the planned activities were timely done.

## IMPLEMENTATION CONT...

### Evaluation

- Evaluation can be defined as a selective exercise that attempts to systematically and objectively asses progress toward the achievement of an out come
- In this study evaluation was done to assess the achievement of immediate objectives, output and activities.
- A team comprising of a CED technical adviser, CBO leaders and members, village extension officer and development partner from SIDA were involved in the mid term and end term evaluation of the project.
- The evaluation process was done through interviews, review of progress report, existing group records and community financial accounts.
- The technical advisor formulated an evaluation plan which consisted of both formative and summative evaluation. The purpose of the evaluation was to evaluate the successful accomplishment of project objectives.

## IMPLEMENTATION CONT...

### Formative Evaluation

- Formative evaluation is a valuable tool that informs project coordinators the status of the project and provides the basis for a future summative evaluation of the project.
- This was conducted four month after the start of the project to assess the ongoing project activities and provide information that could be used to improve the project performance.
- During the formative evaluation the important aspects which were assessed were
- How the project was being implemented, was it operating according to how it was intended? Evaluation questions were as follows:
  - (1) To what extent has Tumaini Trust Fund has managed to support the community in responding to the need for care and support of orphans?
  - (2) To what extent Has Tumaini Trust Fund been able carryout its activities aimed at addressing the needs of the OVC in the locality.
  - (3) To what extent was the Community participated in the project activities.
  - (4) To what extent was the Local CBO's /NGO's and community as a whole supported by the Government authorities and other development partners in effectively addressing this problem?
- How the progress was made toward reaching the project goal

## IMPLEMENTATION CONT...

### Findings

- Findings of the formative evaluation were discussed during the meeting.
- Planning meetings were conducted after every three months.
- A formal report was prepared for project staff and other stakeholders, which combined survey analysis using frequencies and percentages, qualitative data from training session's observations, and information gathered from the document review was done throughout the year.

## IMPLEMENTATION CONT...

### Summative Evaluation

- Instruments and Data Sources
- Summative evaluation measures the success of the completed project. The result of summative evaluation can be used to recruit new host sites, funding sources, and participants, and to publicize the project. The summative evaluation often turns up unanticipated outcomes identifying aspects of the project that would be otherwise overlooked. The evaluation issues considered in this project were: Relevance, Project Design and Delivery, Program Success and Program Cost-effectiveness.
- Data collection was a continuous process throughout the project period. Baseline data was collected in the beginning of the project in order to have a reference point from which to judge a project's impact.
- Both qualitative and quantitative methods were used in gathering information.

## IMPLEMENTATION CONT...

### Instruments and Data Sources

- Data collection was a continuous process throughout the project period.
- Baseline data was collected in the beginning of the project in order to have a reference point from which to judge a project's impact.
- Both qualitative and quantitative methods were used in gathering information
- Study Design and analysis for Summative Evaluation**
- The study used observational descriptive design so as to get as much information for the evaluation purposes. The summative evaluation focused on concrete measurable CED outcomes that derive directly from the project.

## IMPLEMENTATION CONT...

### Findings

- Following findings from observation, document review and structured discussion with key people and selected trained women revealed that the project is operating within its mandate.
- According to the results from interviewed respondents the project can be extended to other Wards but Government support and other stake holders should be increased.
- From observation and results of the document review it showed the itemized project activities all contributed to the achievement of the project objectives.
- Survey results from focus discussion with key informants and review of documents revealed that the community is satisfied with the services provided by the project.

## IMPLEMENTATION CONT...

### Sustainability

- Sustainability of any project is an essential and crucial aspect in the development process. The social, political and financial factors are the important elements to be considered when looking into the projects sustainability.
- In this case , socially this project is ensured of sustainability through the capacity building given to the CBO staff and the community as a whole in the identification of the social problems faced by the community and coming up with the solutions using participatory approach. This therefore has created a good social environment which makes the project to be well accepted among the community members.
- The capacity enhancement was also given through training in project planning and management using participatory approach whereby all stakeholders (primary and secondary) are involved.

## CONCLUSION AND RECOMMENDATIONS

- ❑ It was concluded that like most Sub-Sahara African countries, Tanzania is also experiencing an unprecedented rise in the number of orphans and vulnerable children (OVC).
- ❑ Statistics show that the number of orphans and vulnerable children in Tanzania is increasing exponentially and is currently estimated to have already approached the 2.5 mark (ESAURP study quoted in Charwe et al 2004, 11).
- ❑ The rise in the number of OVCs is emerging at a time when the capacity of families to respond to the crisis is increasingly compromised by the breakdown and or weakening of the social system that traditionally offered social protection to these children. (Lessons from the OVC programme in Tanzania Suma Kaare 2005).

## CONCLUSION AND RECOMMENDATIONS

### Results

The results of this study show that

- ❑ 25 OVC received training in tailoring (85%), 45 OVC received school materials (100%), 10 OVC received health services (75%), 4 seminars on HIV/AIDS awareness were conducted (100%), Simple accounting manual was produced (100%).
- ❑ These results have been very positive following the use of participatory approach where by all actors were involved in all the stages of the project implementation and decision making.
- ❑ However, from the above results it can be also noted that for example only 75% of the OVC received health services as compared to the target. This implies that more follow up is needed from the caretakers and CBO staff in terms of making sure that all the OVC who needed healthcare services were linked to the health care centers as planned.

## CONCLUSION AND RECOMMENDATIONS CONT...

### Strengths and Opportunities

- ❑ The research analysis reveals that local NGOs or CBO's are very capable to reach the community needs, and are acceptable by the community.  
By using community based support it covered the needs of a large number of orphans and vulnerable children for relatively low cost in a culturally appropriate way. It is based on sound development principles targeted for the needs of families in crisis.
- ❑ When it is done well, it uses strong community participation to identify the needs of the orphans and to develop long-term solutions to their problems. Generally by using Local NGO it is flexible enough for each orphan family to choose what activity is most appropriate for them to address their needs. Examples of this might include establishing an income generating activity. The principal objective of this model is to empower the family unit to function effectively. In times of extreme hardship, the community structure of these programs can provide a safety net for relief assistance to be distributed more equitably.

## CONCLUSION AND RECOMMENDATIONS CONT...

### Summarized important points

- ❑ The findings have clearly shown that there has been good success of the project implemented for the aim of supporting orphans.
- ❑ The following are the key elements which contributed to the success of the project of Mbagala kuu ward
- ❑ Strong community participation
- ❑ Clear and simple management structure of the organization that includes the guardians in decision making
- ❑ Clear, measurable, goals
- ❑ Flexibility of the NGOs leader on various changes during project implementation
- ❑ Finally, with right support and commitment from government and other partners, the community based organization and the communities will have the potential to give to millions of children the chance to live decent lives and create decent future.

## CONCLUSION AND RECOMMENDATIONS CONT...

### Recommendations (Next steps)

- Although the main activities which were conducted during this period were aimed at addressing the capacity gaps which were identified during the CAN however, it was also generally found during the study that, in order to respond to the issues facing orphans and other vulnerable children there should be a guidance to be followed especially by those who would want to take similar undertaking of giving care and support to the OVC.
- The following is recommended as guidance;
- (i). Strengthen the capacity of families to protect and care for orphans and vulnerable children by providing economic, psychosocial and other support. This may be done in a number of ways including economic strengthening, providing psychosocial support, supporting care takers, supporting succession planning, prolonging the lives of HIV positive parents and strengthening young people's own life skills.

## CONCLUSION AND RECOMMENDATIONS CONT...

### Summarized important points

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## CONCLUSION AND RECOMMENDATIONS CONT...

- (ii). Mobilize and support community-based responses by outlines the key elements of community mobilization including engaging local leaders, enabling local communities to talk more openly about HIV/AIDS, organizing and supporting cooperative activities and providing and supporting community care for children and young people without any family support.
- (iii). Ensure access for orphans and vulnerable children to essential services, including education, health care, birth registration and others. Key services for orphans and other vulnerable children include education, birth registration, health, nutrition, water and sanitation, judicial protection and placement services for children and young people without family care at community level.

## CONCLUSION AND RECOMMENDATIONS CONT...

- (iv). Ensure that governments protect the most vulnerable children through improved policy and legislation and by channeling resources to communities. This includes a wide range of provisions such as, ensuring that governments develop policies, strategies and action plans to guide national responses, enhancing government capacity, ensuring that resources reach local communities, ensuring that each country has a supportive legal framework and establishing mechanisms to ensure information exchange.
- (v). Raise awareness to create a supportive environment for children affected by HIV/AIDS. This includes conducting a situation analysis, tackling stigma, silence and discrimination and strengthening and supporting community mobilization efforts at community level.

**END**

**THANK YOU FOR YOUR ATTENTION,  
GOD BLESS YOU!**