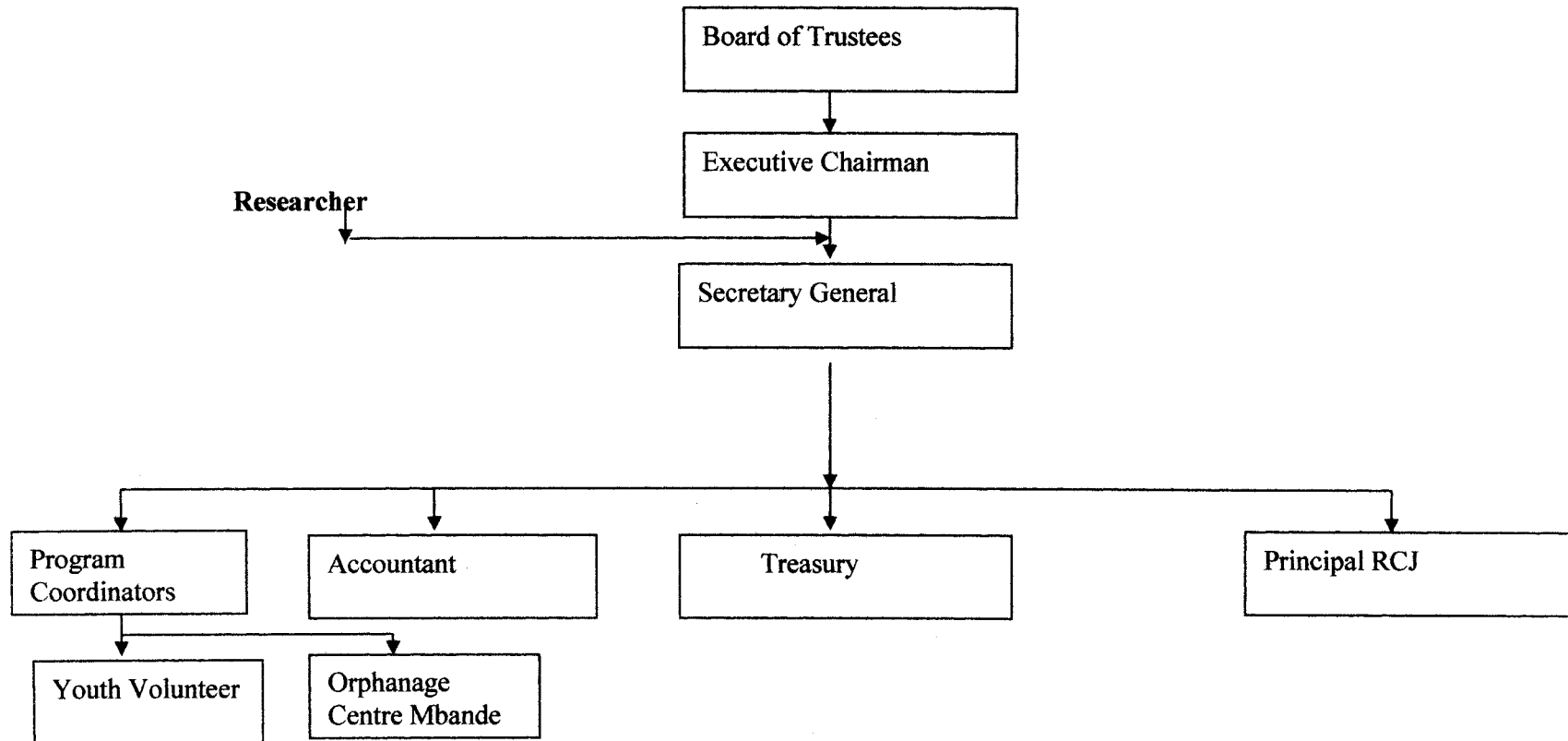


LIST OF APPENDICES

1: TANZANIA VOLUNTEER SERVICES MOVEMENT (TVSM) TRUST ORGANIZATION STRUCTURE



2. Letter of introduction/acceptance

**JUMA H. KONGOI
P.O BOX 11462
DAR-ES-SALAAM
16TH FEBRUARY 2005**

**EXECUTIVE DIRECTOR
TANZANI VOLUNTEER SERVICE MOVEMENT
P.O BOX 55132
DAR-ES-SALAAM**

DEAR SIR

SUB; LETTER OF INTRODUCTION

Please refer above captioned subject.

I would like to introduce myself to your organization for a practical field work in the next one year.

Aim a student pursuing MSC program in International Community Economic program offered by Southern Hampshire University in collaboration with Open University of Tanzania.

The course started in September 2005 and will run up to January 2007.

During the period of my field work will team up together with you to help achieve and develop a strategic plan for your organization.

It is my hope that we will share experience towards a positive achievement of the Tanzania Volunteer Service Movement.

Looking forward to cooperating with you.

Juma H.Kongoi
MSC CED Student 2005/2006

Registered Trustees
TANZANIA VOLUNTEER SERVICES MOVEMENT (TVSM)
P.O. Box 55132, DAR ES SALAAM: TEL: 022-2400080, 0744-233304, 0748 -233304, e-MAIL:tvsm99@yahoo.com
(We Work With The People For The People)

Ref: TVSM/GC/06/38

Date: 18/2/2006

Mr. Juma H. Kongoi,
P.O. Box 11462,
DAR ES SALAAM.

Dear Sir,

RE: PRACTICAL FIELDWORK

We acknowledge with thanks receipts of your letter dated 16/02/2006 on the above cited subject.

At the first place let me congratulate you for being enrolled in the MSc programme. I believe you are being prepared to become a successful resource person in the near future.

Our organization has no objection to accept you and is willing to accommodate you among our staff for the period of one year of your study.

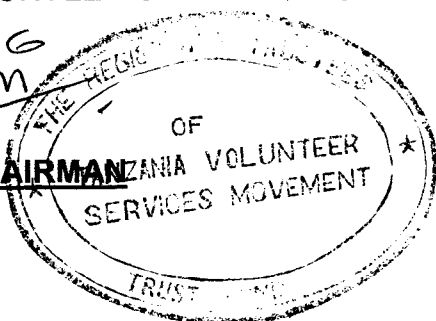
You are warmly welcome to join and team-up with our volunteers group as one and among the volunteers. We shall be pleased to offer our cooperation to you whenever need be.

May I on behalf of the TVSM Management Team wish you all the Best of Success in your studies.

With kind Regards,

Yours Sincerely,
TANZANIA VOLUNTEER SERVICES MOVEMENT


J.H.M. CHAMI
EXECUTIVE CHAIRMAN



4 QUESTIONNAIRE FOR COMPLETING STRATEGIC PLAN (2007-2010)

(DODOSO KWA AJILI YAKUKAMILISHA DIRA (2007-2010)

FOR
(KWA AJILI YA)

TANZANIA VOLUNTEER SERVICE MOVEMENT (TVSM)
(TVSM)

(Please answer all questions by putting a tick (✓) by selecting appropriate answer

(Tafadhali jibu maswali yote kwa kuweka tiki (✓) kwenye kisanduku chenye jibu sahihi)

First appointment (Ajira mara ya kwanza)

Q1 When did you join TVSM ?

(Lini ulijiunga na TVSM ?)

(a) between 1998-1999

(kati ya 1998-1999)

(c) between 2002-2003

(katiya 2002-2003

(e) year 2006

(Mwaka 2006)

(b)between 2000-2001

(kati ya 2000-2001

(d)between 2004-2005

(katiya 2004-2005)

Length of service (umri kazini)

Q2 How long have been with TVSM

(Ni kipindi gain umekuwa ukifanya kazi TVSM?

(a) 1-2 years

(mwaka 1-2)

(b) 3-4 years

(miaka 1-2)

(c) 5-6 years

(miaka 1-2)

(d)7-9 years

(miaka 7-9)

(e) over 10 years

(zaidi ya miaka 10)

Gender

Q3 What is your gender?

(Nini jinsia yako?)

(a)Female

(Mke)

(b) Male

(Mme)

Age

Q4 What is your age?

(umri wako ni miaka mingapi?)

- (a) between 18-28 years ☐ (b) between 29-39 years ☐ (c) between 40-50 ☐
(kati ya miaka 18-23) (kati ya miaka 29-39) (kati ya miaka 40-50)
(d) between 51-61 ☐ (e) over 62 ☐
(kati ya miaka 51-61) (zaidi ya miaka 62)

Education (Elimu)

Q5 What is your level of education?

(Nini kiwango cha elimu yako?)

- (a) primary ☐ (b) secondary ☐ (c) diploma ☐ tertiary ☐
(msingi) (seconadri) (diploma) chuo kikao
(d) postgraduate diploma ☐ (e) Masters degree ☐
(stashahada) (stashahada ya juu)

Employment (Ajira)

Q6 In which type of employment are you with TVSM?

(Umeajiriwa katika masharti yapi?)

- (a) permanent ☐ (b) contract ☐ (c) temporary ☐ (d) volunteer ☐
(kudumu) (Mkataba) (kwa muda) (kujitolea)
(e) casual ☐
(kibarua)

Mission Statement (Maelezo ya Madhumuni)

Q7 TVSM has an agreed statement of purpose (a statement describing the end result the organization is aiming at)

(TVSM inayo maelezo ya madhumuni ya kuweko kwake.(maelezo yanayoelezea matokeo ya nini inafanya)

- (a) Strongly Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagree ☐
(Nakubali sana) Nakubali (Nakataa sana) Nakataa
(e). Don't know ☐
(sijui)

People (*Nguvu kazi*)

Q8 TVSM is sufficiently and appropriately staffed with paid and volunteer staff who are able to meet the clients need. TVSM is able to attract and retain qualified ,competent and committed staff (*TVSM ina wafanyakazi wenye sifa zinazotakiwa kukidhi mahitaji ya wateja na ina uwezo wa kuwavutia na kuwatumia wafanyakazi wake*)

- (a) Strongly Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagree ☐
(*Nakubali sana*) (*Nakubali*) (*Nakataa sana*) (*Nakataa*)
(e). Don't know ☐
(*sijui*)

Results and Quality (*Matokeo na Ubora*)

Q9 TVSM has feed-back loop to assess clients satisfactions and needs
(*TVSM in mrisho nyuma ili kuweza kujihakikishia mahitaji ya wateja wke yanafikiwa*)

- (a) Strongl. Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagr ☐
(*Nakubali sana*) (*Nakubali*) (*Nakataa sana*) (*Nakataa*)
(e). Don't know ☐
(*sijui*)

Structure

Q10 TVSM has a well defined organization structure(works get delegated and thus accomplished in an efficient and effective manner, and are clear lines of authority and responsibility including reporting relationship) an up-to date organization chart accurately reflects the reporting relationship(*TVSM ina muundo ulitafasiriwa vema na mfumo wa kisasa unaonyesha mahusiano ya utendaji wa siku hadi siku*)

- (a) Strongly Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagree ☐
(*Nakubali sana*) (*Nakubali*) (*Nakataa sana*) (*Nakataa*)
(e). Don't know ☐
(*sijui*)

Information Communication Systems (ICT) (*Mfumo wateknologia ya mawasiliano*)

Q11 There is effective use of appropriate technology, computers, and other management information system

(Kuna teknolojia ya kisasa ya mawasiliano unao faa ukijumuisha kompyuta na mfumo mahusususi wa kupashana habari)

- (a) Strongly Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagree ☐
(Nakubali Sana) Nakubali (Nakataa sana) (Nakataa)
(e). Don't know ☐
(sijui)

Planning(*Mpango*)

Q12 A three to five year strategic plan is in place ,the plan is reviewed regularly to reflect environmental trend ,current and future client needs and TVSM capacity to meet these needs.(Kuna mpango wa miaka 3 hadi 5 ambao unatahminiwa kila mara kukidhi mahitaji ya mbaadaye ya wateja na uwezo wa TVSM kukidhi matakwa hayo)

- (a) Strongly Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagree ☐
(Nakubali sana) Nakubali (Nakataa sana) (Nakataa)
(e). Don't know ☐
(sijui)

Leadership (*Uongozi*)

Q13 TVSM management is a model for effective leadership(including inspiring shared values and a shared vision, holding people responsible for delegated responsibility and leading by example)Uongozi uliopo na mfano wa kuigwa katika uongozi imara na uliotukuka (ukiwa na mjumuisho yafuatyo;kuhamasisha,maono shirikishi na kuhusika na mipango ya kazi inyotolewa kwa wafanyakazi walo ngazi za chin na wanaongoza kwa vitendo)

- (a) Strongly Agree ☐ (b). Agree ☐ (c)Strongly Disagree ☐ (d) Disagree ☐
(Nakubali sana) Nakubali (Nakataa sana) (Nakataa)
(e). Don't know ☐
(sijui)

Relationship (*Mahusiano*)

Q14 TVSM management is accountable for creating enabling environment in which all staff feel supported and motivated for providing quality work (Uongozi wa TVSM inawajibika katika kutengeneza mazingira wezeshaji ambayo wafanyakazi wana motishwa kufanya kazi vizuri)

- (a) Strongly Agree ☐ (b). Agree ☐ (c) Strongly Disagree ☐ (d) Disagree ☐
(*Nakubali sana*) (*Nakubali*) (*Nakataa sana*) (*Nakataa*)
(e). Don't know ☐
(*sijui*)

Overall (*Kwa Ujumla wake*)

Q15 On the overall, how well is TVSM doing to achieve its purpose?

(Kwa ujumla ni kwa kiwango gani kizuri ambacho unaweza kusema kuwa TVSM kinafanya kukamilisha madhumuni ya kuwako kwake)

- (1) Excellent ☐ (2) Very good ☐ (3) Good ☐ (3) Fair ☐ (4) Poor ☐
(*Vema sana*) (*Vizuri Sana*) (*Vizuri*) (*Wastani*) (*Mbaya*)

Thank you very much for taking your time

5: PROJECT BUDGET

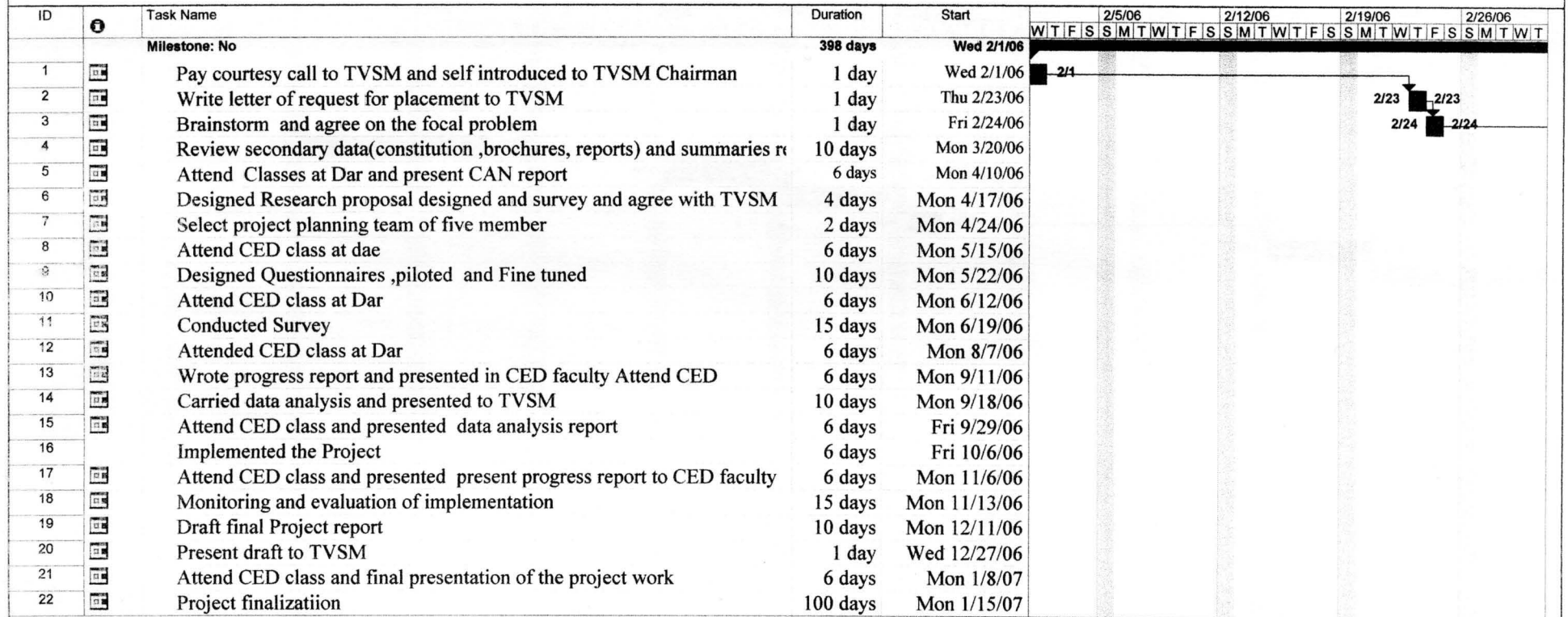
BUDGET LINE ITEMS			UNIT COST	#UNITS	AMOUNT
I. PERSONNEL					
		Sub Total	0		0
II. TRAVEL & PERDIEM					
In country			0	0	0
Per diem			0	0	0
Misc. Transportation			Tshs 50,000	1	Tshs 50,000
Hotel			0	0	0
		Sub Total	Tshs 50,000		Tshs 50,000
III. OTHER DIRECT COST					
<i>Office Supplies</i>					
Pens			Tshs 100	10	Tshs 1 000
Markers			0	0	0
Easel Pads			0	0	0
Telephone/ Fax			Tshs 400	500	Tshs 200,000
Printing/reproduction			Tshs 20,000	10	Tshs 200,000
Utilities outside service			Tshs 30,000	12	Tshs 360,000
		Sub Total	Tshs 50,500		Tshs 761,000
IV. TRAINING					
Capacity Building			0	0	0
Resource Person			0	0	0
Total Budget			Tshs 100,100		Tshs 811,000

6: Coaching and training(capacity building)

TASK NO	DISCUSSION THEME (TASK)	ACTIVITIES	OUTCOME	RESOURCE	MILESTONE	RESPONSIBLE
1	Introduction	<p>Inform planning team the mission of training was to facilitate the process of completing a TVSM SP as partial fulfillment of an award of MSC degree and practice knowledge gained in classroom to practical undertaking community based project management</p> <ul style="list-style-type: none"> ✓ Getting to know each other ✓ Identify specific issues/choice that the planning process had addressed ✓ Role and definition(who to do what in the process) <p>Created a planning team</p>	<p>Participant assimilated the information</p> <p>Strategic plan work plan and planning team</p>	Chalk Board writing Pads Easel pads, flip chart	Sept 18 /06	Researcher
2	Understanding Key concepts of SP	Defined Mission, Vision, goal(qualitative and quantitative), objectives, strategies, Control, values critical issues and priorities	Understanding of key terms enhanced	Chalk Board writing Pads Easel pads, flip chart	Sept 30/ 06	Researcher and planning team
3	Vision and mission re-view-purpose, business, value	Checklist questions introduced: Who are we/(TVSM).analyzed PEST, How TVSM respond to PEST? Organization philosophy and values, what distinctive feature that make TVSM unique who are the stake holders	Drafted Vision and mission ,value and philosophy and culture	Chalk Board writing Pads Easel pads, flip chart	Oct 10 /06	Researcher and planning team
5	Getting to agree on priorities	Linked SWOT and Critical issues and strategies to be taken	TVSM program goals specific objectives and indicators outlined charted	Chalk Board writing Pads Easel pads, flip chart	Oct 21 /06	Researcher and planning team

6	Bringing all together; Writing the plan	All information compiled, TVSM brief profile and mandate, its vision and mission, summary of SWOT, strategic issues, program goals, objective and indicators, financial implication of the plan and time line for reviewing the plan	TVSM Strategic plan draft	Chalk Board writing Pads Easel pads, flip chart	Oct 28 /06	Researcher and planning team
7	Checking progress on the plan	Question log introduced ;why, what ,when and how to monitor and evaluate plan	Periodic monitoring(sum mative) and impact assessment as long term evaluation(format ive enhanced	Chalk Board writing Pads Easel pads, flip chart	Oct 30 /06	Researcher and planning team

7. TVSM SP (2008-2012)PROJECT IMPLEMENTATION GANTT CHART

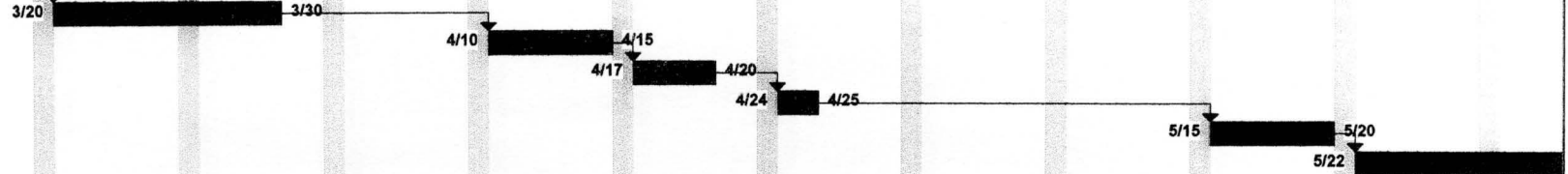


Project: TVSM Strategic Plan Project Implementation Ga
Date: Sun 8/19/07

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

7. TVSM SP (2008-2012) PROJECT IMPLEMENTATION GANTT CHART

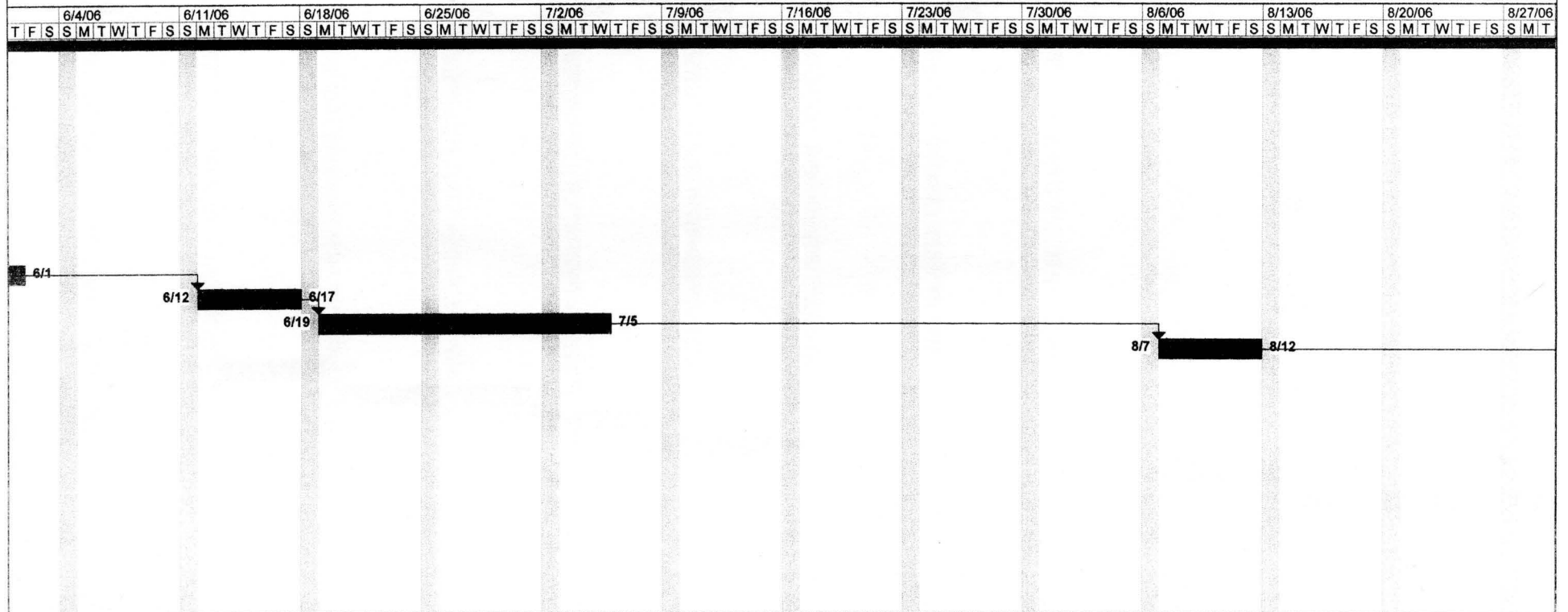
3/5/06	3/12/06	3/19/06	3/26/06	4/2/06	4/9/06	4/16/06	4/23/06	4/30/06	5/7/06	5/14/06	5/21/06	5/28/06
F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W



Project: TVSM Strategic Plan Project Implementation Ga
Date: Sun 8/19/07

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

7. TVSM SP (2008-2012)PROJECT IMPLEMENTATION GANTT CHART



Project: TVSM Strategic Plan Project Implementation Ga
Date: Sun 8/19/07

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone 

Rolled Up Progress

Split

External Tasks

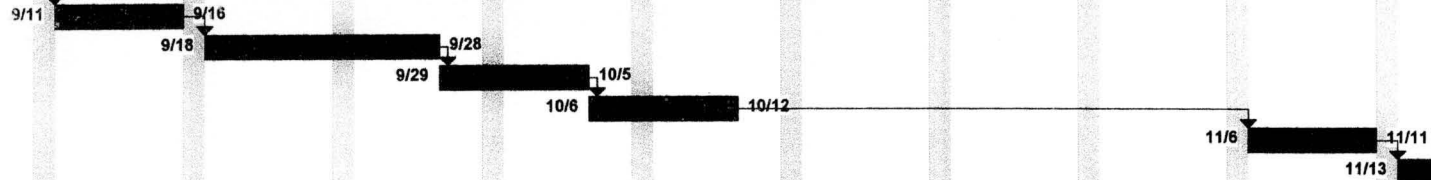
Project Summary

Group By Summary

Deadline

7. TVSM SP (2008-2012)PROJECT IMPLEMENTATION GANTT CHART

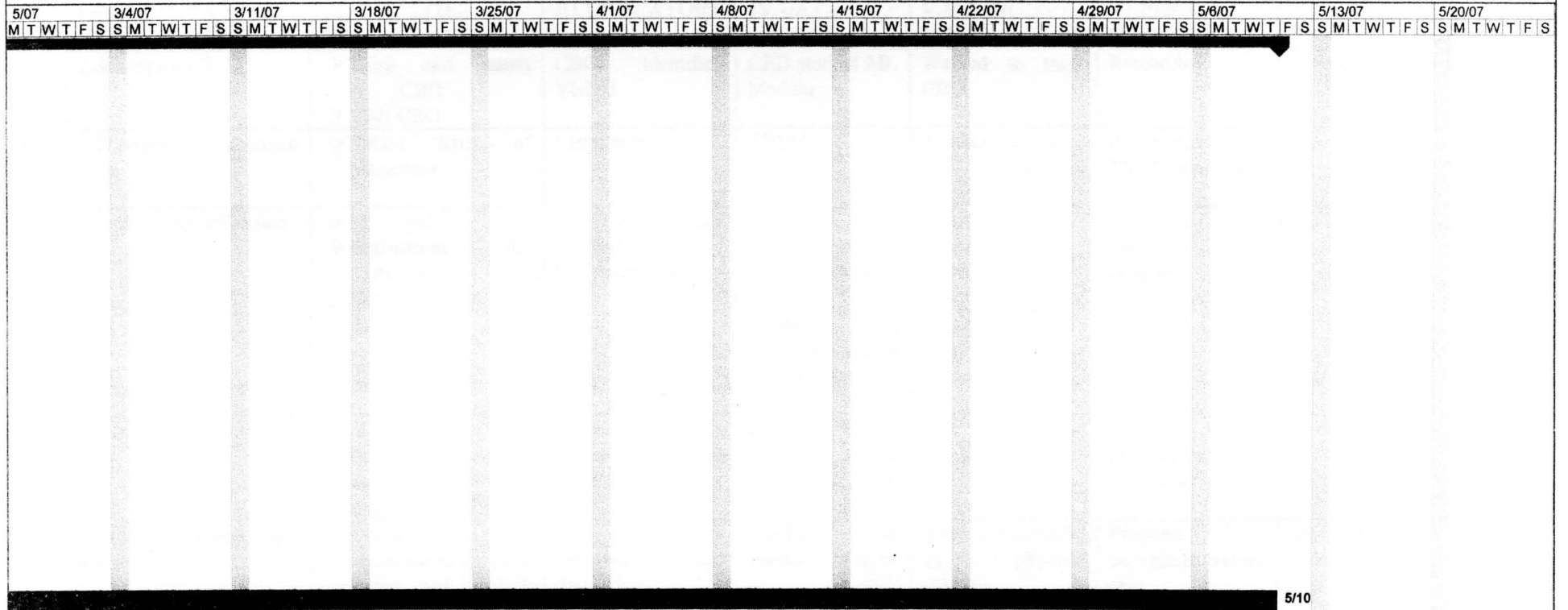
9/3/06			9/10/06			9/17/06			9/24/06			10/1/06			10/8/06			10/15/06			10/22/06			10/29/06			11/5/06			11/12/06			11/19/06			11/2				
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M



Project: TVSM Strategic Plan Project Implementation Ga
Date: Sun 8/19/07

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

7. TVSM SP (2008-2012) PROJECT IMPLEMENTATION GANTT CHART



Project: TVSM Strategic Plan Project Implementation Ga
Date: Sun 8/19/07

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

Split

External Tasks

Project Summary

Group By Summary

Deadline

I.OBJECTIVE	II.ACTIVITIES	III.INDICATORS	IV.DATA SOURCE	V.METHODS/T OOLS	VI.PERSON RESPONSIBLE	VII.TIME FRAME	VIII. STATUS
1.Search for CBO	<ul style="list-style-type: none"> ➤ Think and search CBO ➤ Visit CBO 	CBO identified Visited	CED student Mr. Madulu	Walked to meet CBO	Researcher	February 2006	Done
2.Thought Placement letter	<ul style="list-style-type: none"> ➤ Solicit letter of placement 	Letter received	TVSM	Application letter and physical visiting TVSM	Researcher and TVSM chairman	February 2005	Done
3.Problem identification	<ul style="list-style-type: none"> ➤ Met CBO ➤ Brainstorm the problems ➤ Collect secondary data 	Problem identified "TVSM lacked long term plan"	Interview and braing storm by used of question log plus secondary data available within the TVSM	Personal interviews ,observation, reports and fliers, constitution	Executive chairman and program coordinator	March 2006	Done
4.Conducted survey	<ul style="list-style-type: none"> ➤ Survey Project Proposal designed and agree with CBO and CED faculty 	Project design presented to CBO and CED faculty	Project design handbook and lecture notes, internet	Self administered questionnaires	TVSM coordinator and researcher	April 2006	Done
5.Data collection and analysis	<ul style="list-style-type: none"> ➤ Designed questionnaire, pilot tested and dispatch to respondent 	24 questionnaire designed and dispatched	Reading on various literature on research methodology and other project already done	Self administered by physical meeting respondent and analyzed data through SPSS software	Program coordinator/researcher	May-June 2006	22 respondent returned
6.Presentation of findings	<ul style="list-style-type: none"> ➤ Table the findings to CBO and CED faculty 	Findings presented and accepted by CBO and CED faculty	Data collected	Power point and report	Researcher	August 2006	done
7.Train executive	<ul style="list-style-type: none"> ➤ Prepare handouts. 	5 committee	CED training	Lecture and role	JKongoi	18/9/06	Done

committee in goal and objective setting by June 2006	<ul style="list-style-type: none"> ➤ Call for meeting ➤ Plan to plan 	members trained	Manual on community participatory	play			
8.Develop TVSM mission and vision statement	<ul style="list-style-type: none"> ➤ HoDs collect pertinent data ➤ HoDs formulate mission and vision 	Four depts. Mission and vision statements <ul style="list-style-type: none"> ➤ Treasury ➤ Executive officer ➤ Principal (RCT) 	CED training Manual on community participatory	Lecture and role play	Project Manager/Kongoi	20/9/06	Done Done
9.Articulate Developed Mission and vision of by Sept 2006	<ul style="list-style-type: none"> ➤ Discuss and agree Mission and vision, objectives and goal 	Fine tuned and agreed TVSM Mission and Vision, goal and objectives of four depts.	Group Discussion	Workshop/ Seminar	TVSM staff and CED student	21/9/06	Done
10.Compile final project report	<ul style="list-style-type: none"> ➤ Analyze gathered material and facts ➤ Rearrange the material ➤ Write report 	<ul style="list-style-type: none"> ➤ First draft of project report ➤ Material rearranged 	Project work Project work	writing of report NA	CED student and supervisor CED student	1/12/06 11/12/06	Done Done
11.Present Final Project report to CED faculty by Jan 2007	<ul style="list-style-type: none"> ➤ Present in power point 	<ul style="list-style-type: none"> ➤ Power point Templates 	Project report	Power point	CED student and supervisor	8/01/07	Done
12.Final Draft of report	<ul style="list-style-type: none"> ➤ Present certified copy to CED faculty 	<ul style="list-style-type: none"> ➤ Report presented and graded accorded 	3 rd Project report draft	Reporting format	CED student and supervisor	30/06/2007	Done