

APPENDIX: 1

QUESTIONNAIRE FOR THE DEVELOPMENT ACTIVITIES GROUPS

MATOMBO DIVISION

TAWA WARD

A Community Leaders Questionnaire

1. What is your HH's current economic status now, compared to before the [construction?

of/rehabilitation of the road in your community?

[Better off, same, worse off] _____

2 What is the economic status of your village now, compared to before the [construction?

of/rehabilitation of] the road in your community

3. Do you participate in group's activities? (✓ Tick the answer)

a. Yes

b. No

If your answer to the above question (3) is yes, in what ways do you participate? If your answer to the above question (3) is No why don't you participate?

.....

4. Does the community benefits from group activities

a. Yes

b. No

If your answer to the above question (4) is yes in what ways do you benefit?

.....

If your answer to the above question (4) is No why don't you benefit?

6. What are the pressing problems that your community faces? (✓ Tick the answer)

a. Low incomes among community members

b. Poor Infrastructures (roads)

- c. Poor access to social services
- d. Poor markets for our farm products
- e. All the above
- f. Any other (please specify)

7. Does these groups mobilize the community to solve their own problems? (✓ Tick the answer)

- a. Yes
- b. No
- c. I do not know

11. Does the groups meet the community needs if ye s (tick the answer)

- a. Yes
- b. No
- c. Others (please specify)

8. How effective are the groups' activities in service delivery? (✓ Tick the answer)

- a. Very effective
- b. Effective
- c. Not effective
- d. Others (please specify).....

B. Gender impact

1. What is the role of women in your family?
2. What is the role of women in the community?
3. How do you think the Beyond road affected the men in your community?
4. How do you think the Beyond road affected the women in your community?
5. How do you think the Beyond road affected the children in your community?

G. Governance/Participation

1. Do you think the money spent on the Beyond roads were used correctly?
2. Was it spent in a public/clear manner? Did you know how the money was being

Spent?

3. Did you participate in the project? If yes, how?

4. Do you think you; your neighbors, and other community members should participate in

Projects like this one? How [in what capacity]? Why?

Checklist for Focus Groups

Name.....Male.....Female.....

1. Name of the group.....
2. Village name.....
3. When and how was your group was formed?
4. What is your group structure?
5. How is your group leadership, when and how do you elect new leaders?
6. How many members does groups have?
7. How many male and how many female male?
8. What does your groups do in terms of development activities
9. How does the community perceive your activities?
10. What is your division of responsibilities and duties? (Male/Female)
11. Do you work with other organizations? Or network with other groups?
12. Do you work with the local government? (Village, ward, division district level?
13. Do you have any donors?
14. What are your objectives, and are they relevant?
15. Do you follow your objectives?
16. Do you follow the activities, which will help you meet your objectives?
17. Do you use the indicators to assess your progress in relation to objectives and goal?

What effects did the [new/rehabilitated] road have on your community?

[If necessary, prompt with the following areas: income, services, and livelihood Opportunities, accessibility/mobility, health.]

2. [If not obvious:] Do you think the road brought mainly positive, negative, or no

Significant changes to your community?

3. Who do you think benefited from the new/rehabilitated road? [E.g. by sex, by Occupation, by economic status, etc.] Why?

4. Does the group have an overall vision/goal?

5. Do all members share the group?

What strategies for developing the existence groups explain briefly?

.....

.....

.....

.....

.....

18. What are your most immediate needs: in terms of any professional assistance that one is ready to offer?

19. What are your current priorities?

Please explain in
briefly.....
.....

20. What are the sources of your income?

21. 1.....2.....3.....

22. How do you loan activities? If yes mention them

.....

...

23. What achievements? Explain briefly.....

What are problems faced in the loan activities? 1.....

B. Planning and implementation skills

Do you have a long-term development plan? if yes explain briefly

.....

Does Plan has clear activities? If yes mention them

1.....2.....3.....4.....
 ...

Does the development plan reflect the priority of the needs of the poor? if yes /f not explain why explain briefly

.....

Do you have the ability to set objective and work towards them? If yes explain

.....

Do you have ability to plan and implement activities? If explain briefly/if not explain why.....

.....

Do you have ability to Asses feasibility of projects?

Do you have the ability to monitor an evaluate activities?

Dou have the ability to budget and account?

Do you have ability to write proposal and reports? .

Does the group have ability to mobilize community resources?

Does the group have the ability to maintain and improve on existing projects?
 explain

who.....

Internal Organization

Ability to organize and facilitate meetings if explain
 briefly.....

Does have the ability to develop agenda.....

Does groups has the ability to circulate minutes of meeting to members?

Clear roles and responsibilities

Does groups has ability to set and follow community byelaws?

Does group has ability to resolve internal conflicts?

B. Female focus group

1. What effects did the [new/rehabilitated] road have on your community?

[If necessary, prompt with the following areas: income, services, livelihood
 opportunities, accessibility/mobility, health.]

2. [If not obvious:] Do you think the road brought mainly positive, negative, or no
 Significant changes to your community?

3. Do you think women benefited from the new/rehabilitated road? Why?

4. Do you think women should be involved in/participate in projects of this kind?
 How?

Why?

C. Youth focus group

1. What effects did the [new/rehabilitated] road have on your community?

[If necessary, prompt with the following areas: income, services, and livelihood
 Opportunities, accessibility/mobility, health.]

2. [If not obvious:] Do you think the road brought mainly positive, negative, or no
 Significant changes to your community?

3. Do you think the young people in this community benefited from the
 new/rehabilitated road? Why?

4. Do you think that young people/the youth should be involved in/participate in
 Projects of this kind? How? Why?

APPENDIX 2

Agnes Karuwesa
P.O.BOX1250
MOROGOR
15th January 2004

The Project Coordinator,
Morogoro Rural Road Support Project,
P.O.BOX 4888
MOROGORO

Dear Sir/Madam,

REF REQUESTING FOR FIELD PROJECT ATTACHMENT

The above heading refers; I have the honor to submit my request for practical attachment in your organization.

I am a student of Community Economic Development Program (CED) pursuing Master of Science in Community Economic Development, of which a student is required to undergo a practical study on community initiatives activities.

Professionally, I am a community development worker in Morogoro District Council, and have working on various community Development activities. And Non governmental organizations.

The practical study will include sharing experience skills and knowledge in capacity building services research planning management and organizational financial

The practical study will take one year effectively from January 2004, to December, 2005, whereby the end of this period the student has to write a report and submit copy to the engagement in the organization.

I will gratefully if my request will be considered.

Yours faithfully.



Agnes

KATIBA YA JUMUIA YA MAENDELEO TAWA, KIFINDIKE NA KISWIRA-
TAKIKI

TAKIKI COMMUNITY BASED ORGANIZATION

TARAFU YA MATOMBO
WILAYA YA MOROGORO VIJINI
MOKA WA MOROGORO

UTANGULIZI

Jukumu la kuleta maendeleo ya Jamii ni letu sisi wananchi kwa kutambua hayo wana vikundi wameamua kuunda jumuiya ya maendeleo ili kuunganisha kikamilifu nguvu, ujuzi na rasilimali zetu ili kuleta maendeleo ya kijamii na kiuchumi.

Sehemu 1.0

Jina la Jumuiya:

TAKIKI yaani Jumuiya ya maendeleo Tawa, Kifindike, Kiswira (TAKIKI Community Based organization)

1.2 Makao Makuu Tawa
Anuani S.L.P. 1880,
Morogoro

2.0 Sehemu ya Pili

2.1 Madhumuni ya TAKIKI

Takiki imeanzishwa kwa madhumuni ya kuhamasisha kubuni, kukuza, na kutekeleza shughuli za maendeleo ya kijamii na kiuchumi katika nyanja za kilimo biashara, mifugo kusaidia katika makazi mbalimbali.

Malengo ya Jumuiya

- (a) Kuhamasisha na kubuni mbinu mbalimbali za maendeleo kwa wanavikundi wake.
- (b) Kuwaunganisha wanavikundi kwa pamoja katika kutafakari, kutambua na kutatua matatizo yao bila kujali rangi ya mtu, kabila au jinsia.
- (c) Kushirikiana vikundi, mashirika ya ndani na nje, Serikali kuu, serikali za mitaa, kwa lengo la kuboresha maisha ya wananchi na jamii kwa ujumla.

3.0 Kazi za Jumuiya

- (a) Kuhamasisha kubuni, kutekeleza na kuendeleza miradi ya maendeleo katika nyanja za kiuchumi na kijamii.
- (b) Kukuza na kuendeleza vikundi kwa kuwapa uwezo zaidi wa kudumu wa kutatua matatizo yanayoathiri maendeleo yao.
- (c) Kuratibu, kusimamia utekelezaji wa shughuli kwa mtazamo wa kibiashara na kiuchangiaji wa huduma kwa kuzingatia nidhamu na utaalamu.

- (d) Kusaidia na kuendeleza miradi ya kiuchumi kwa wanavikundi wenyewe.

4.0 SEHEMU YA NNE

4.1 UANACHAMA:

(a) Ushirika huu utakuwa na aina zifuatazo za wanachama:

- Wanachama wa kawaida
- Wanachama wa heshima

(b) Mtu yeyote anaweza kutunukiwa Uanachama kulingana na mchango wake wa Jumuiia na atakuwa mwanachama wa heshima.

© Kikundi cha watu na taasisi mbalimbali watapewa Uanachama kutokana na michango yao kwenye Jumuiia kwa mujibu wa Katiba ya jumuiia.

4.2 MASHARTI YA UANACHAMA:

Mwanachama wa ushirika huu ni lazima:-

- (a) Awe na umri kuanzia miaka 18 na kuendelea
- (b) Awe ametoa mchango wake wa kiingilio pamoja na michango mingine ya kila mwezi iliyopitishwa kwenye vikao husika.
- (c) Awe mwadilifu
- (d) Awe na akili timamu
- (e) Awe mkaazi wa eneo husika (TAKIKI)
- (f) Awe mtu anayekubali kukosolewa na kukosoa.

4.3 HAKI ZA MWANACHAMA WA USHIRIKA

Mwanachama wa Jumuiia hii atakuwa na haki zifuatazo:

- (a) Ana haki ya kuhudhuria vikao vinavyomhusu kikatiba na kushiriki katika kutoa maamuzi.
- (b) Ana haki ya kuchagua au kuchaguliwa katika uongozi wa Jumuiia.
- (c) Ana haki ya kutoa michango iliyoamriwa na Jumuiia kwa maendeleo ya Jumuiia.

- (d) Ana haki ya kushiriki katika shughuli zote za maendeleo katika Jumuiia na mafao yote yatakayopatikana.
- (e) Kwa kufuata taratibu zilizowekwa na kamati ya utendaji ataruhusiwa kupata taarifa za vitabu na nyaraka mbalimbali za mahesabu kwa madhumuni ya ukaguzi au kujiridhisha.
- (f) Ana haki ya kuomba kuitishwa mkutano mkuu wa dharura baada ya kuthibitishwa kwa maandishi kuungwa kwake mkono na zaidi ya nusu ya wanachama walioandikishwa kuhusu jambo linalohusika.
- (g) Ana haki ya kusaidiwa katika matatizo mbalimbali ya kijamii yatakayotokea.
- (h) Mwanachama anapofariki familia yake itaruhusiwa kuendeleza uanachama kama watapenda kufanya hivyo.

4.4 KUKOMA KUWA MWANACHAMA WA JUMUIA

Uanachama wa mwanaushirika utakoma kwa:-

- (a) Mwanachama kufariki dunia. Iwapo familia hawatapenda kuendeleza uanachama huo.
- (b) Kikundi au taasisi kukiuka katiba ya Jumuiia kuvunjika kwa kikundi au taasisi.
- (c) Mwanachama asipotoa michango yake kwa muda wa miezi sita bila
- (d) Mwanachama kwenda kinyume na Katiba ya jumuiia.
- (e) Mwanachama kuacha kwa ridhaa yake mwenyewe na hatarudishiwa kiingilio chake.
- (f) Endapo mwanachama atapata uhamisho/kuhama - Kamati ya utendaji itakaa na kujadili haki zake kulingana na hali halisi.

5.0 SEHEMU YA TANO

5.1 VIKAO VYA WANAJUMUIA

Jumuiia itakuwa na vikao kama ifuatavyo:-

- (a) Mkutano Mkuu wa jumuiia - utafanyika mara mbili kwa mwaka na unaweza kufanyika wakati wowote ule kama utapata maagizo kutoka kwa msajili wa vyama vya hiari kufanya hivyo au wanachama watakapoamua uitishwe kwa ajili ya jambo muhimu la dharura.

- (b) Vikao vya wanachama vitafanyika mara nne kwa mwaka, kila baada ya miezi mitatu.
- (c) Kamati ya Utendaji itakutana mara moja kila mwezi.
- (d) Kutakuwa na vikao vya kamati mbalimbali za utendaji.
- (e) Kikao kitakuwa halali kama kitakuwa kimehudhuriwa na wanachama theluthi mbili.

5.2 KAZI ZA MKUTANO MKUU WA JUMUIA

Kazi za mkutano mkuu zitakuwa zifuatazo:-

- (a) Kupokea na kujadili taarifa ya kazi ya mwaka ya Jumuiia.
- (b) Kupokea na kupitisha shughuli za kazi kwa mwaka unaofuatia.
- (c) Ifikapo wakati wa uchaguzi, mkutano mkuu utawachagua wajumbe kumi na sita wa kamati ya utendaji.
- (d) Utawathibitisha wadhamini watutu wa ushirika baada ya kupendekezwa na kamati ya utendaji
- (e) Utathibitisha mkaguzi wa maehesabu wa nje aliyependekezwa na kamati ya utendaji.
- (f) Kutoa maamuzi ya kinidhamu kuhusu wanachama au viongozi wa jumuiia baada ya kupata mapendekezo toka kamati ya utendaji.
- (g) Kurekebisha vifungu vya katiba inapoonekana kuna haja ya kufanya hivyo.
- (h) Kanuni zote za jumuiia zitapitishwa kwa maamuzi ya mkutano mkuu kwa kupigiwa kura ya siri kwa wingi na theluthi mbili ya wajumbe.
- (i) Ifikapo wakati wa uchaguzi wajumbe kumbi na sita watachaguliwa kwa uwiano wa kijinsia na kuzingatia uwezo.
- (j) Utajaza nafasi yoyote itakayokuwa wazi.

5.3 KAZI ZA KAMATI YA UTENDAJI:

Kazi za kamati ya utendaji zitakuwa zifuatazo:

- (a) Kamati ndiyo itasimamia shughuli za kila siku za jumua
- (b) Itaratibu shughuli za jumua na kutoa taarifa katika mkutano mkuu.
- (c) Itasimamia na kutekeleza miradi yote ya jumua inayoendeshwa na jumua hiyo.
- (d) Itaandaa mkutano mkuu wa jumua na kuwasilisha taarifa zote za jumua.
- (e) Itapendekeza jina au Kampuni ya ukaguzi wa mahesabu wa nje na kupeleka mbele ya mkutano mkuu kuthibitishwa.
- (f) Itateuwa mjumbe mmoja kutoka miongoni mwa wajumbe wa kamati ya utendaji au miongoni mwa wanachama kuwa mkaguzi wa mahesabu kulingana na sifa zake.
- (g) Itamsimamisha Uongozi kiongozi, mkaguzi wa mahesabu na kutoa taarifa kwenye mkutano mkuu kwa maamuzi ya mwisho.
- (h) Itaunda kamati teule pale inaopobidi kufanya hivyo
- (i) Itaunda kamati mbalimbali za utendaji kulingana na mahitaji ya ushirika.
- (j) Itabuni miradi yote na kupanga utaratibu wa kuiendesha.
- (k) Itafanya makisio, itapokea mapendekezo ya miradi toka kwa wanajumua na kuyapeleka kwenye mkutano mkuu.
- (l) Itakutana mara moja kila mwezi.
- (m) Itapendekeza, itawateua miongoni mwa wanachama kuwa katika kamati mbalimbali za jumua na kupeleka kwenye mkutano wa wanachama.
- (n) Itapofika wakati wa uchaguzi, kamati ya utendaji itapokea majina ya wagombea na kuyapeleka kwenye mkutano mkuu kwa kupigiwa kura.
- (o) Viongozi wakuu watachaguliwa na mkutano mkuu.

5.4 UONGOZI WA JUMUIA

- (a) Jumuiia itakuwa na viongozi wafuatao:-
- Mwenyekiti
 - Makamu Mwenyekiti
 - Katibu Mkuu
 - Katibu Msaidizi
 - Mweka Hazina
 - Kamati ya fedha wahesabuji - 2
 - Washika funguo 3
 - (viongozi wenye dhamana maalun (nidhamu, usalama -2)
- (b) Wadhamini watakuwa watatu
- 2 toka ndani ya Jumuiia
 - 1 kutoka nje

5.5 WAJIBU WA VIONGOZI

- (a) Mwenyekiti ataongoza vikao vyote vya jumuiia
- (b) Makamu mwenyekiti atakuwa msaidizi wa mwenyekiti katika shughuli za kila siku na anaweza kupewa jukumu lolote na kamati ya utendaji.
- (c) Katibu Mkuu ndiye mtendaji mkuu wa shughuli za jumuiia ataratibu na kutunza kumbukumbu zote.
- (d) Katibu msaidizi atakuwa msaidizi wa Katibu Mkuu katika shughuli za kila siku. Anaweza kupangiwa jukumu lolote na kamati ya utendaji.
- (e) Mweka Hazina atakuwa ndiye mkusanyaji na msimamizi wa mapato na matumizi ya jumuiia. Ndiye mtunzaji wa kumbukumbu zote za fedha za jumuiia. Atahakikisha kuwa fedha zote zinawekwa benki.
- (f) Kamati ya fedha ndiyo msaidizi wa mweka hazina katika shughuli za kila siku. Inaweza kupangiwa jukumu lingine na kamati ya utendaji.

5.6 KAIMU MWENYEKITI:

Inapotokea Mwenyekiti na Mwenyekiti Msaidizi hawapo kwa sababu maalum, wajumbe wa kamati ya utendaji watachagua mjumbe mmoja miongoni mwao kuwa mwenyekiti wa muda.

5.7: MUDA WA UONGOZI KATIKA JUMUIA

- (a) Uongozi utakuwa ni kwa kipindi cha miaka miwili. Kiongozi aliyemaliza muda wake wa Uongozi anaruhusiwa kugombea tena nafasi yeyote ya Uongozi.
- (b) Mkutano mkuu wa uchaguzi utafanyika kila baada ya miaka miwili inapokaribia kumalizika.
- (c) Viongozi waliomaliza muda wao watajiuzulu mbele ya wanachama.
- (d) Viongozi waliomaliza kipindi chao cha Uongozi watatakiwa kukabidhi mali za wanajumuia kwa uongozi mpya ndani ya siku saba.

5.8: WAJIBU WA KAMATI YA UTENDAJI:

- (a) Kamati ya utendaji itajiwekea utaratibu wa kufanya kazi
- (b) Maamuzi yote ya kamati yatakuwa ya kupiga kura na endapo itatokea kwa wajumbe kufugana mara mbili basi Mwenyekiti atapiga kura ya uamuzi kwa manufaa ya jumuiia.

5.9: SIFA ZA WADHAMINI:

Mdhamini anatakiwa kuwa na sifa zifuatazo:-

- (a) Awe na umri kuanzia miaka thelathini (30) na kuendelea.
- (b) Awe ni mtu mwenye akili timamu, hekima na busara.
- (c) Awe ni mtu mwenye mali isiyohamishika katika eneo la jumuiia
- (d) Mdhamini ni lazima awe mwanachama wa jumuiia.

5.10: HAKI YA MDHAMINI:

- (a) Ana haki ya kuhudhuria vikao vya kamati ya utendaji na mkutano mkuu.
- (b) Atakuwa na haki zote kama wanachama wa jumuiia wa kawaida.

5.11: KAZI ZA WADHAMINI:

- (a) Kuratibu na kudhibiti mali zote za ushirika zinazohamishika na zisizohamishika.
- (c) Kushauri, kutoa maoni pale viongozi, wanachama wanapokwenda kinyume cha katiba na malengo ya jumuiia kwa msajili wa vyama na kupeleka mapendekezo yao kwenye mkutano mkuu wa jumuiia.
- (d) Watachagua mmoja miongoni mwao kuwa mwenyekiti.
- (e) Kuteua kamati teule kwa ajili ya kuchunguza matatizo ndani ya kamati ya utendaji.

5.12: UKOMO WA UDHAMINI:

- (a) Mdamini atakoma udhamini kwa kuachishwa/kufukuzwa na mkutano mkuu.
- (b) Akifariki dunia
- (c) Ataamua kujiuzulu mwenyewe
- (d) Endapo atagombea na kuchaguliwa kuwa mjumbe wa kamati ya utendaji.
- (e) Akithibitika kwa udanganyifu na kukosa sifa za udhamini za kifungu cha Katiba 4.9.
- (f) Akipatikana na kosa la jinai na kufungwa jela
- (g) Muda wa udhamini ni miaka miwili. Mdamini anaruhusiwa kuteuliwa tena.

6.0: UKOMO WA KINGOZI:

Kiongozi atakoma kuwa kiongozi endapo atapatikana na kosa la jinai na kufungwa jela.

6.1: MAPATO YA JUMUIA:

Mapato ya Ushirika yatatokana na:-

- (a) Kiingilio cha Shs. 10,000/-
- (b) Malipo ya Ada ya kila mwezi Shs. 2.000/-

- (c) Fedha za malipo kwa jumua kama malipo ya huduma mbali mbali zitakazotolewa na jumua kutokana na miradi ya ushirika.
- (d) Fedha zitakazotolewa na wafadhili wa ndani na nje ya nchi kama zawadi, msaada au mikopo.
- (e) Mauzo ya mali chakavu za jumua au nyinginezo.

6.2: UTHIBITI WA FEDHA:

- (a) Mwaka wa fedha utanzia Julai hadi Juni
- (b) Jumua itafungua account bank na kuhakikisha kuwa vitabu na nyaraka zote za mahesabu ya jumua zinatunzwa vizuri ili kutoa taarifa sahihi ya fedha.
- (c) Mweka hazina na kamati ya fedha wataaandaa bajeti ya mwaka na kuipeleka katika kikao cha kamati ya utendaji kuijadili kabla ya kuwasilisha mbele ya mkutano mkuu.
- (d) Mweka hazina wa jumua ataruhusiwa kuhifadhi kiwango cha fedha kwa ajili ya uendeshaji wa shughuli za kila siku. Kiwango hicho cha fedha kitaamuliwa na kamati ya utendaji.
- (e) Endapo itajitokeza kuwa malipo yanayotakiwa kufanywa yako nje ya bajeti iliyopangwa itabidi kwanza yaidhinishwe na kamati ya utendaji.
- (f) Kamati ya utendaji itateua viongozi wane miongoni mwa wajumbe kutia sahihi benki na wawili wataruhusiwa kutoa pesa benki.
- (g) Kamati ya utendaji itateua benki itakayotunza fedha za jumua.
- (h) Fedha na mali zote za Jumua zitakatiwa bima.

7.0: MAMLAKA YA KUIDHINISHA MIKATABA YA JUMUA:

- (a) Maamuzi ya kuingia mikataba ya jumua yatafanywa na kamati ya utendaji kwa ridhaa ya wanachama.
- (b) Mikataba itatiwa saina na Mwenyekiti na Katibu Mkuu wa Jumua na Wajumbe watakaoteuliwa na Kamati ya utendaji.

8.0: SEHEMU YA SITA:

8.1: MENGINEYO:

Kutakuwa na kanuni zitakazotungwa na kamati ya utekelezaji na kuidhinishwa na mkutano mkuu ili kukidhi jambo lolote la jumua.

8.2: Jumua hii haitavunjika kwa hiari. Ili jumua uweze kuvunjwa, utaitishwa mkutano mkuu maalum kwa madhumuni hayo. Ikiwa kikao kitaafiki kwa kauli moja kuvunjwa kwa jumua, basi azimio la kuvunjwa litapigiwa kura na wanachama wote. Uamuzi wa kuvunjwa Jumua utapitishwa kwa kura za roho tatu ya wanachama wote.

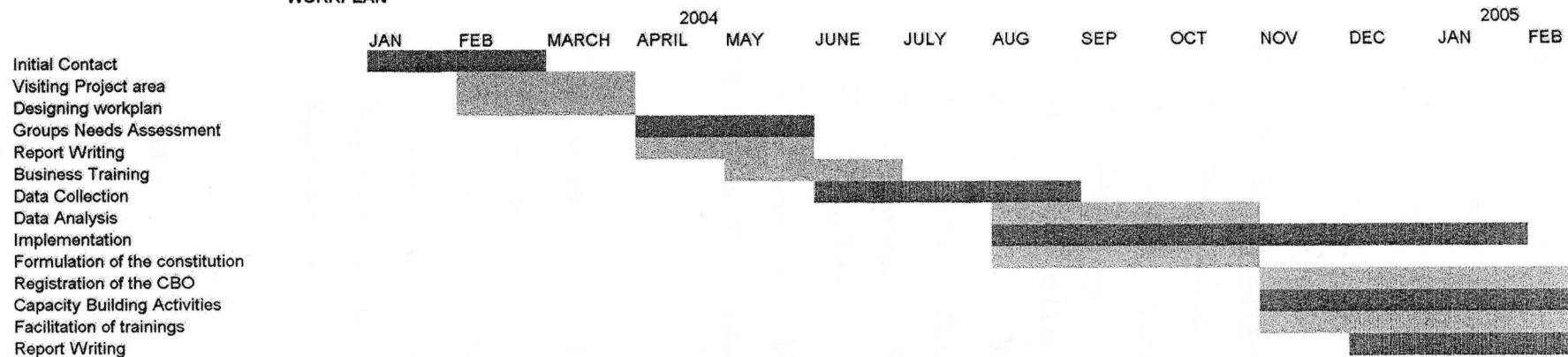
8.3: Taarifa ya mkutano mkuu utakaoitishwa kwa madhumuni ya kuvunja jumua itakuwa ya miezi mitatu.

8.4: Kanuni/taratibu za jumua zilizotungwa chini ya katiba hii zinaweza kufutwa au kurekebishwa kwa uamuzi swa wajumbe wengi wa kamati ya utendaji na kupitishwa na mkutano mkuu.

8.5: Kiwango cha kiingilio kitabadilishwa na wanachama pale itakapobidi.

8.6: Kipengele chochote katika katiba hii hakitabadilishwa, kurekebishwa, kufutwa wala kuongezwa ka namna yoyote ile isipokuwa kwa Azimio liliopitishwa kwa kura theluthi mbili ya waiohudhuria mkutano mkuu.

ANNEX 4
WORKPLAN



MUHTASARI WA KIKAO CHA KAMATI YA UTENDAJI

YA MUDA YA C.B.O KILICHOFANYIKA TAWA

TAREHE 10.6.2004

Waliohudhuria ni:-

- | | | |
|----------------------|---|---------|
| 1. Mathias H. Dimoso | - | mjiti |
| 2. Lea Lwi Bunga | - | Katibu |
| 3. Galusi Lukumbi | - | mjumbe |
| 4. Marcella Basili | - | " |
| 5. Isidori Kurunge | - | " |
| 6. Ajelo Augeri | - | " |
| 7. Agnes Simoni | - | " |
| 8. Zalea Ally | - | " |
| 9. Rasuli H. Mtanga | - | " |
| 10. S.B. mbwaduke | - | mshauri |

AGENDA ZA KIKAO

1. KUFUNGUUA
2. KUCHAGUA VIONGOZI WA KAMATI
3. KUFUNGA KATIBA YA JUMUIYA
4. MENGINETO
5. KUFUNGA

AGENDA YA I - KUFUNGUUA KIKAO

Mjiti alifungua mkutano mnamo saa 4.10 asubuhi kwa kuwashukuru wajumbe kwa mahudhuria mazuri

AGENDA 2. KUCHAGUA VIONGOZI

Kamati ya utendaji ilichagua viongozi wa kamati ambao ni: Mathias H. Dimoso mjiti na Lea Lwi Bunga Katibu

AGENDA YA 3

KUTUNGA KATIBA YA JUMUIYA.

Kamati ilitunga katiba ya jumuiya na baada ya kutunga itapelekwa kwa mwanasheria wa Serikali ili kuipitia na kurekebisha vizuri. Kisha itafikishwa kwenye jumuiya kwa kuipitisha rasmi kama katiba kamili ya jumuiya.

4. MENGINEYO:

Kila mwanakamati alitakiwa kupeleka taarifa kwenye kikundi chake na kupokea mapendekezo ambayo atayapokea na kuyarudisha tena kwenye kamati. Kamati itakutana tena tarehe 29-6-2004 kwa kuunganisha mapendekezo ya vikundi vyote pamoja na tarehe ya mkutano mkuu wa jumuiya ambao unategemewa kufanyika mwezi July, 2004.

5. KUFUNGA KIKAO

Mpiki alifunga kikao mnamo Saa 8:00 mchana kwa kuwashukuru wanakamati kwa mchango wao mzuri na uvumilivu wa kuwa na moyo wa kinaendeleo. Aliwataka wajumbe tukutane tena kwenye kikao kijacho.

1. GALISI J. LUKUMBO
2. ANGELO AUGENI
3. S. MBAWADUKE
4. Isdora Michael
5. Lea Bunga Lui
6. G. G. Mkami.
7. O. MZELU
8. YUDA L. SIMON
9. KOBERO S MWEGEKE
10. KRISTINA MICHAEL
11. ELIZABETHI J. HANLE
12. ANTHONIA A. MLWALE
13. SKOLASTIKA ROKI
14. NEEMA MKUSI
15. LUMA ADAM.
16. VIVINA DAMAS
17. ALBERTINA THOMAS
19. GERMANA PETER
20. MAGRETHI PETER
21. YASINIHA ROLENCE
22. MALIAM NASSOLO
23. DOMINICA ADRIAN
24. SHABANI S MIPONDA
25. JUMA HUSEN
26. CHOGO MOTO
27. RASHIDI DIBWE
28. DAMIANI, AN G'ONGE
29. COSTANTIN MSAFIRI
30. ~~EN~~ ANDREW MANDIA
31. FELISIAN SAMON
32. COSTANTIN A. LUKOA
33. DIOSKORY - O. MKUSI
34. GAUDENCE HIBRAHIM
35. HUSSEIN DANIEL

VIONGOZI JUMIA TARIKI

MWENYEKITI

HUSSEIN RAMADHANI

M/SADIZI

Juma Hussein

KATIBU MKUU

LEA BUNGA

K/MSADIZI

SIMBANI MPOWA

MWENYI HAZIHA

YUDA LUKAS

M/HIZINA

RASHIDI DIBWE

WAJUMBE WA KAMATI 5

- 1) IMILO MLOKA
- 2) ZALEA ALLY MBIKI
- 3) ISDORA MAIKO
- 4) DAMIAN NGONGE
- 5) COSTANTINI MSAFIRI
- 6) GERMANA PETER

AGENDA 2A MKUTANO

1. KUFUNGUUA MKUTANO
2. KUCHAGUA VIONGOZI
3. MENGINEYO
4. KUFUNGA MKUTANO

AGENDA 1

KUFUNGUUA MKUTANO

Mwenyekiti alifungua mkutano mmo saa 4:30 asubuhi, kwa kuwashukuru wana-jumuiya kuitikia wito na kufika kwa muda muafaka. Na aliwataka kuwa makini katika kuchagua viongozi wao. Ambayo ndiyo kamati tendaji ya jumuiya.

AGENDA 2

KUCHAGUA VIONGOZI

Mwenyekiti aliwaeleza wanajumuiya kuwa wapendekeze uchaguzi uwe wa aina gani. Wanajumuiya walipendekeza kura ziwe za Sini. Na ndiyo kura zilizyopigwa.

Naasi ya m/kiti walioomba ni:

- 1) Juma Husseni
- 2) Husseni Ramadhani
- 3) Costantini Msafiri
- 4) Mathias Dimoso

Aliyechaguliwa kuwa m/kiti

ni :- Husseni Ramadhani

Makamu m/kiti waliomba ni :-

- 1) Juma Husseni
- 2) Costantini Msafiri
- 3) Mathiasi Nimoso

Aliyechaguliwa kuwa makamu m/kiti

ni :- Juma Husseni

Kwasafi ya Katibu mkuu waliomba ni

- 1) Shabani S. Mponda Ally Athumani Selemani
- 2) Dioskory O. Mkude
- 3) Lea Bunga Lui

Aliyechaguliwa ni

Lea B. Lui

Makamu wa Katibu ni

- 1) Shabani S. Mponda
- 2) Dioskory O. Mkude
- 3) Ally Athumani Selemani

Aliyechaguliwa ni :-

Shabani S. Mponda

Mwaka Hazinga waliomba ni

- 1) Rashidi Bibwe
- 2) Yuda S. Lukas

M/hazina msaidizi ni
Rashidi A. Biwe

Wajumbe 6 waliomba ni:

- 1) Paulo M. Mloka
- 2) Costantini Msafiri
- 3) Mkude A. Mlinda
- 4) Ally chande
- 5) Damiani Amasi Ng'onge
- 6) Germana Peter
- 7) Zaile A. Mbiki
- 8) Nicolaus. Lazaely
- 9) Idora Michael
- 10) Yovini Livinus Banzi
- 11) Dioskory O. Mlunde
- 12) Kobero S. Mwegeke

Waliochaguliwa ni

- 1) Paulo M. Mloka
- 2) Zaile A. Mbiki
- 3) Idora Michael
- 4) Damiani Ng'onge
- 5) Costantini Msafiri
- 6) Germana Peter

AGENDA 4

KURUNGA TOKURANO

MENGINEYO:

Mwenyekiti aliwaambia wanajumuiya kuwa
na msikamano wa pamoja ili tufanikishe

AGENDA S

KUFUNGA MKUTANO

Mjiti alifunga mkutano mnamo saa 7:40 mchana, aliwashukuru wanajumuiya kwa uvumilivu wao na aliwataka safari njema ya kurudi majumbani.

~~MUHUTASARI~~

MUHUTASARI WA KIKAO CHA KAMATI
YA UTENDAJI C.P.O. TAKIKI
KUCHOFANTIKA TU. 28.7.2004 TAWA.

WALIOHUDHURIA

- | | | |
|----|-------------------|------------|
| 1. | Husseni Ramadhani | m'kiti |
| 2. | Lea L. Bunga | Katibu |
| 3. | Shabani S. Mponda | K/msaidizi |
| 4. | Yudas S. Lucas | M/hazina |
| 5. | Germana Petter | mjumbe |
| 6. | Zaile A. mbiki | " |
| 7. | Daniani Ng'onge | " |
| 8. | Agnes | mkufunzi |
| 9. | Agnes | " |

Waliohudhuria

- | | | |
|----|---------------------|-----------------|
| 1. | Juma Hussen | m'kiti msaidizi |
| 2. | Rashidi Dikwe | M/hazina |
| 3. | Paulo mloka | mjumbe |
| 4. | Isidoro Michael | " |
| 5. | Constantini Msafiri | " |

AGENDA ZA KIKAO

- | | |
|----|----------------------|
| 1. | Kufungua |
| 2. | Kazi za Kamati |
| 3. | Digi |
| 4. | Wadhamsi |
| 5. | Wanachama wa heshima |
| 6. | Muhuri |
| 7. | Nembo |

AGENDA 1

Kufungua kikao

Mjkitili alifungua kikao mnamo Saa 10.25 jioni. Aliwashukuru wajumbe kwa mialu dhario niazuri.

AGENDA 2.

Kazi za Kamati.

Kazi za Kamati ni kubuni mbinu mbali mbali za kuendeleza miundombinu mbali mbali ya kijamii na kiuchumi.

AGENDA 3

OFISI:

Ofisi ya muda ya TAKIKI wajumbe wamependekeza iwe Tawa kwa Sababu jenge la kuanzia lipo. Na ipe mahali pa wazi kwa wageni wanaoingia kuona kwa urahisi.

AGENDA 4

Wadhamini - wa nje.

Kamati imampendekaza Mbunge wetu wa Morogoro kusini na Naibu waziri wa ujenzi Mh. Hamza Mweneryoko kuwa mdhamini wa jumuiya yetu.

Wadhamini wa ndani:-

Kamati imampendekaza Mh. Diwani wa Tawa ndugu S.B. mbwaiduke kuwa

AGENDA 5

Wanachama wa heshima

Kamati imewapendekeza wafuatao kuwa wanachama wa heshima -

1. Mayala (Capital) - Tawa
2. Kijosa Kassim
3. Father Lukoo - Tawa mission
4. Father Mande - Matombo mission
5. Costantini Kalipeni - Dar es Salaam
6. Askofu Anthony Banzi - Tanga
7. Askofu Theophily Mkude - Morogoro Jimbo
8. Mh Hamza Mfauze - Kisumu
9. Nikasi Banzi
10. Jaji Luanda - Kibungo juu
11. Mh Moka - Mbunge Morogoro
12. Benedicki Mkude - Dar es Salaam
13. Gasper Mtonga - "
14. Mkuu wa Sec. Kwanambi - Matombo
15. Modeste S. Lukas - "

AGENDA 6

Muhuri

Muhuri wa Ofisi ya TAKIKI: Jumuiya ya maendeleo ya jamii Tawa. Kifindike Kiswira - TAKIKI S.L.P. 1880 Matombo.

AGENDA 7

Nembo ya jumuiya ni

AGENDA 8

Vifaa vya Ofisi - Kibao 4

Vifaa vya Ofisi vya kuanzia ni G meza 1

Viti 2. na mabanchi 2

Vibao 2 vya kuonyesha Ofisi ilipo na
kingine kuonyesha neniba ya TAKIKI

AGENDA 9

Kufunga kikao

Mjiti alifunga kikao kwa kuharisha hadi

kikao kifacho ambacho kinategemea kufanyika

th. 9.8.2004

MUHITASARI WA KIKAO CHA KAMATI YA UTENDAJI
YA MUDA YA C.B.O KILICHOFANYIKA TAWA
TAREHE 10.6.2004

Waliohudhuria ni :-

- | | | |
|----------------------|---|---------|
| 1. Mathias H. Dimoso | - | mkiti |
| 2. Lea Lwi Bunga | - | Katibu |
| 3. Galusi Lukumbo | - | mjumbe |
| 4. Marcella Basili | - | " |
| 5. Isdora Kurunge | - | " |
| 6. Ajelo Augeni | - | " |
| 7. Agnes Simon | - | " |
| 8. Zalea Ally | - | " |
| 9. Rasuli H. Mtanga | - | " |
| 10. S.B. Mbwaduke | - | mshauri |

AGENDA ZA KIKAO

1. KUFUNGUUA
2. KUCHAGUA VIONGOZI WA KAMATI
3. KUFUNGA KATIBA YA JUMUIYA
4. MENGINETO
5. KUFUNGA

AGENDA YA 1 - KUFUNGUUA KIKAO.

Mkiti. alifungua mkutano mnamo saa 4.10
asubuhi kwa kuwashukuru wajumbe kwa
mahudhuria mazuri.

AGENDA 2. KUCHAGUA VIONGOZI.

Kamati ya utendaji ilichagua viongozi wa
kamati ambao ni :- Mathias H. Dimoso mkiti
na Lea Lwi Bunga Katibu.

APPENDIX 6



Group members attending repayment loan meeting



Family group members planning group activities

APPENDIX 7 TRAINING MANUAL FOR TAKIKI CBO

MAIN TOPIC	SUB TOPIC	OBJECTIVES	METHODOLOGY	VENUE	TIME	MATERIALS	RESOURCE PERSON
1. Business Management	Entrepreneurship Skills	At the end of the subject participants will be able to: Explain the meaning of entrepreneurship Enumerate the basic features of entrepreneurship skills Describe the qualities of an entrepreneur Identify the constraints of entrepreneurship development in Taward	Brainstorming Group discussion Presentation Case studies Role play Question and answer	Building classroom	3HRS	Pen Stationeries Flipcharts Marker pens	Agnes
	Business Record keeping	At the end of the subject participants will be able to: Explain the meaning and importance of record keeping Record business transactions in all basic records Explain the meaning and importance of keeping business records	Group discussion Presentation Case studies Role play Question and answer Demonstration exercises	Building classroom	2HRS		Extension Worker
	Sources of capital	At the end of the subject participants will be able to: Meaning of capital Explain the importance of capital in business Identify different sources of capital Identify procedures for loan processing Identify from different financial institutions	Group discussion Presentation Case studies Role play Question and answer Live examples	Building classroom	3HRS		
2. Leadership and good Governance	Leadership skills	At the end of the subject participants will be able to: To enable participants to identify good qualities and characteristics of good and bad leader Identify different types and styles of leadership Describe principles and indicators of good governance	Group discussion Presentation Case studies Role play Question and answer Live examples	Building classroom			Agnes

2. Planning	Planning process	At the end of the subject participants will be able to: Define the concept of planning Describe steps in planning process Differentiate between goal setting and planning Identify alternative means of interventions Develop an example of a community planning	Group discussion Presentation Case studies Role play Question and answer Demonstration Exercises	Building classroom	2 HRS	Material Cards/Square papers Marker Pens Flip chart Stationeries	Mkombe
	Organizational structure	At the end of the subject participants will be able to: Identify the concept of organizational structure Identify the existing organizational structure and defined roles and responsibilities Identify the appropriate structure exist to reach the community	Group discussion Presentation Case studies Role play Question and answer Demonstration exercises	Building classroom	3HRS		
3.Proposal	Proposal writing skills	At the end of the subject participants will be able to: Define the concept of proposal Unstained steps in proposal writing The programme title Background of the programme and problem statement Identify setting schedule for major activities and sustainability analyses Identify resources requirements and developing logical Frame work Develop programme monitoring and evaluation and profile of the implementers	Brainstorming Group discussion Presentation Case studies Role play Question and answer	Building classroom	2 HRS	Stationeries	

4. Community Networks	Community Linkage skills	At the end of the subject participants will be able to: Understand the concept of community networks Understand the rationale of community and organizational linkages Identify the relationship with donors, districts and other institutions Understand the techniques of community linkages	Group discussion Presentation Case studies Role play Question and answer Brainstorming Demonstration exercises	Building classroom	2 HRS	Stationery es Flip chart Marker pens	Agnes
5. The HIV/AIDS	HIV/AIDS and Rural Development	At the end of the subject participants will be able to: Understand the concept of HIV/AIDS Identify the consequences of HIV/AIDS in the community Identify actions the community members can take to prevent the spread of HIV/AIDS Understand the importance of gender HIV/AIDS mainstreaming	Brainstorming Group discussion Presentation Case studies Role play Question and answer Brainstorming Group discussion Presentation Case studies Role play Question and answer	Building classrooms Building classroom	2 HRS 2 HRS	Stationers Marker pens Flip chart Stationers Marker pens Flip chart	Health Worker

T SETTING

