

APPENDICES

ANNEX 1: INTRODUCTION LETTER

**Doris Katana,
S.L.P 13938,
Dar es Salaam
Septemba 2005**

Mtendaji mkuu

Tanzania Environmental Management Organization

Dar es Salaam

Ndugu,

Maombi ya kushiriki katika shirika lako

Tafadhali husika na kichwa cha habari hapo juu.

Mimi ni mwanafunzi wa shahada ya pili katika nyanja ya Maendeleo ya Jamii na Uchumi katika Chuo Kikuu Huria cha Dar es Salaam.

Ili kukamilisha masomo yangu ninahitajika kufanya kazi na shirika la kijamii mojawapo ili kuweza kutumia ujuzi nilio nao na pia kujifunza kutoka katika shirika husika ili

niweze kupata ujuzi zaidi katika kuendesha shughuli za maendeleo ya kijamii. Hivyo naomba nafasi ya kushirikiana nanyi katika kutoa huduma kwa jamii inayo tuzunguka.

Nina kuhakikishia ujuzi nilio nao unaweza kusaidia kupanua uwigo na kuboresha huduma za shirika lako.

Kama utanikubalia kufanya kazi katika shirika lako nitakuwa nanyi kwa muda usiopungua miezi kumi na mbili kuanzia Novemba 2005. Nitafurahi zaidi kama nitapata jibu mapema iwezekanavyo.

Ndimi Doris Katana



ANNEX 2: SWOT ANALYSIS QUESTIONNAIRE

1. What is the organization Mission?
2. What is the organization vision?
3. What is the current service being provided by the organization?
4. Who are the organization stakeholders?
5. Which geographical area is covered by the organization?
6. When your organization started?
7. What is the legal status of the organization?
8. How often do members committees meet?
9. What is the level of Participation?
10. How are the leaders selected and what is the office term?
11. How does the top leadership execute its duties? Does it use participation and involvement?
12. Do the members or staffs possess the desired competencies like waste oil management skills?
13. How does the organization measure its achievement?
14. What are the challenges faced by the organization?
15. Can you provide me with any key document on the organization?
16. What are procedures for recruiting and employing CBOs employees?
17. How do members perceive the organization's achievements?
18. How does the organization judge the participation of community in terms of usage and contribution towards the services offered?


19. Does the organization have any monitoring tools or any strategy to assess its performance?
20. Does the organization have an organization chart?
21. Do members of the organization have relevant skills in the area? Mention if any.
22. What policies and procedures has the organization developed, for procurement, communications, inventory management, human resource, resource management, human resource development, financial management, and so on? How are these documented?
23. Which governmental departments does the organization collaborate with? What is the nature of the collaboration with each department? Who is the key contact person with each organization? When was the last meeting held with each of these organizations and with whom?
24. Which private sector firms or individuals does the organization collaborate with and what is the nature of the collaboration?
25. Which are the current needs of your organization? List in the order of priority.
26. What are the strategies put in place to address the needs of your organization?
27. In which area do you think I can assist and bring some changes to the organization?

ANNEX 3: STAKEHOLDERS' ANALYSIS TABLE

Group involved	Participation	Evaluation	Impact of Participation	Rate	Plan
Members established the CBO	Interview and provide documents	High	Create awareness Helping in problem identification	+	To work closely with them because they are resourceful people
CBO staffs	Working with the staff	High	Identification of the problem	+	Keep on involving them on the matter concerning the project
NEMC	Interviews, discussion and provide documents.	High	Come up with governmental policy.	+	Talk and discuss with them about waste oil.
Garage	Share experience on intervention of the problem; Make the visit on the working areas.	Medium	Observed that the problem of improper waste oil disposal is increasing	+	Encourage them to keep contributing for the project development and sustainability
Mechanics	Share experience on intervention of the problem; Make the visit on the working areas.	Medium	Provide help in problem identification	+	Talk and discuss with them to cultivate their participation
Local Government	Share ideas to help in problem identification	High	To have a broader knowledge on the socio economic and environmental implication of the project	+	Continue interview and sharing ideas at every stage.
Petrol station industries	Interview, exchange and expressing their views on waste oil management.	Medium	Identify the magnitude of the problem	+	Encourage them to keep contributing for project development and sustainability
Entire community	Interviews and share ideas on waste oil management.	Medium	Provided views on how to address the problem	+	Formulate technical questions for interviews.

ANNEX 4: WAWEPA CERTIFICATE

NGO A-Form No. 2



THE UNITED REPUBLIC OF TANZANIA

THE NON-GOVERNMENTAL ORGANISATION ACT, 2002

Made Under section 12(2) of Act No. 24 of 2002

CERTIFICATE OF REGISTRATION

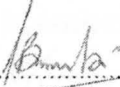
I hereby Certify that **WASTE TO WEALTH PARTNERS OF TANZANIA (WAWEPA)**

..... has this **20TH** day of **SEPTEMBER**
 200. **6** been duly registered under Non-Governmental Organizations Act, 2002 with
 Registration No. **OONGO/1694** This certificate is subjected to following condition/directions:

That the aforesaid Organization shall operate in the Mainland Tanzania

That the aforesaid Organization shall operate in accordance with its governing
Constitution

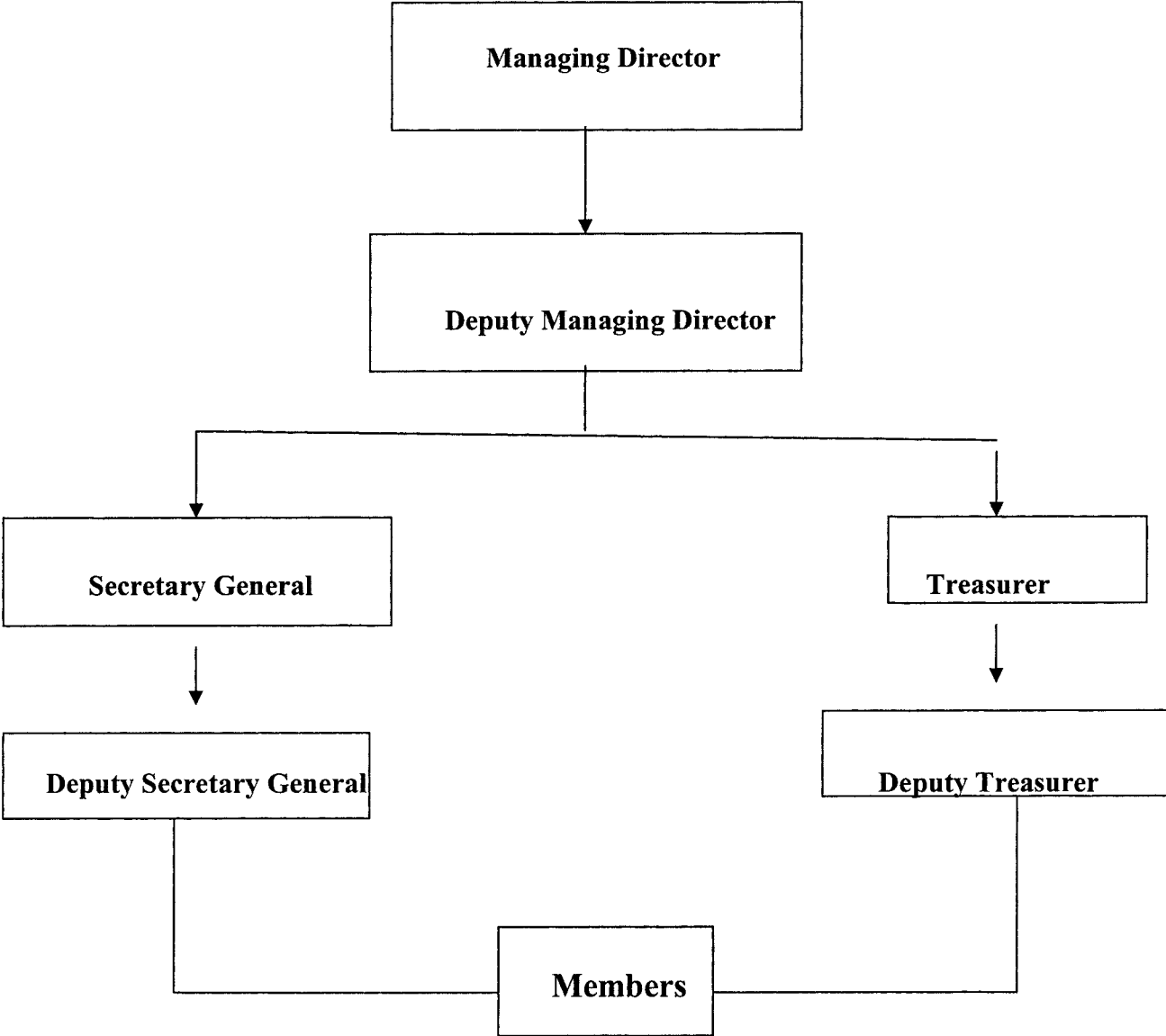
Issued this **20TH** day of **SEPTEMBER** 200. **6**



REGISTRAR

GPDSM

ANNEX 5: TEMO ORGANIZATION STRUCTURE



**ANNEX 6: QUESTIONNAIRE FOR LOCAL GOVERNMENT LEADERS ON
ENVIRONMENTAL CLEANLINESS AND WASTE OIL MANAGEMENT
SYSTEM IN TEMEKE DISTRICT, DAR ES SALAAM**

Community involved: Temeke District local government leaders

Questionnaire No. _____

(Circle the correct answer)

Code

1. Gender of interviewee

Male 1

Female 2

2. What are your views on the status of the waste oil disposal system in Temeke District?

Not good 1

Good 2

Satisfactory 3

Do not know 4

3. Do you know an organization known as TEMO?

Yes 1

No 2

4. If yes, explain what do you know about TEMO?

5. How do you judge the activities and performance of TEMO?

Good and it improves the environment	1
Good but expensive	2
Poor quality	3
Do not know	4

6. To what extent have TEMO activities contributed to the improvement of the environment from waste oil pollution?

Large extent	1
Very little need to improve	2
Have not helped	3
Do not know	4

7. How do you judge on your role in waste oil disposal and how will it contribute to the improvement of the environmental cleanliness in your area?

8. How do you judge the involvement of local leaders in environment management and specifically waste oil management?

Are not involved	1
Involved in inspection	2
Involved in community sensitization	3
Do not know	4

9. Are you aware or have knowledge of any existing By-laws in your community governing waste oil disposal? If yes please mention

Yes	1
No	2

10. In your perception what are the causes of waste oil pollution in Temeke District?

Lack of knowledge and community awareness on environmental issues	1
Poor waste oil management	2
Lack of concrete project/organization dealing with waste oil	3
Lack of capital and prevailing poverty	4
Others (mention)	5

11. In your perception what are the solutions to the poor waste oil management in Temeke District?

**ANNEX 7: QUESTIONNAIRE ON WASTE OIL DISPOSAL SYSTEM IN
TEMEKE DISTRICT-2006 (Garage, Mechanics and Petrol stations)**

Circle the correct answer

12. Number of respondent _____

13. Age of respondent _____

14. Sex of respondent _____

Male 1

Female 2

15. For how long have you worked or engaged in mechanics/garage?

0 to 1year 1

Above 1year to 3years 2

Above 3years to 6 years 3

Above 6years 4

16. What is your level of education?

None 1

Primary education 2

Vocational education 3

Secondary education 4

University education 5

17. How many motor vehicles exchange engine oil per month during services?

1 to 20	1
21 to 40	2
41 to 60	3
61 to 80	4
81 to 100	5
Above 100	6

18. How much liters of waste oil are collected per month on average?

1 to 40 liters	1
41 to 80 liters	2
81 to 120 liters	3
Above 120 liters	4

19. Is there any program of dealing with waste oil management in your working place?

Yes. 1

No. 2

20. How waste oil is handled after it has been removed from the motor vehicles and what methods are used for disposal of waste oils in your area?

Reuse it / recycling 1

Discard to the environment 2

Collect and store it for further use 3

Used as insect killer 4

21. What are your views on the status of waste oil disposal system in your area?

Not good 1

Satisfactory 2

Good 2

Do not know 4

22. In your opinion what is the causes of waste oil pollution?

Lack of knowledge and community awareness on environmental issues 1

Poor waste oil management 2

Lack of concrete project/organization dealing with waste oil 3

Lack of capital and prevailing poverty 4

Others (mention) 5

23. In your perception what are the solutions to the problem?

THANKS FOR YOUR PARTICIPATION

ANNEX 8: STATISTICAL INFORMATION FROM LOCAL LEADERS

Frequencies

Statistics

		status of waste oil	awareness for TEMO	TEMO contribution	involvement of local leaders	Causes of waste oil pollution	knowledge of existing laws	performance of TEMO
N	Valid	40	40	40	40	40	40	40
	Missing	0	0	0	0	0	0	0

Frequency Tables

status of waste oil

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Not good	24	60.0	60.0	60.0
	Good	7	17.5	17.5	77.5
	Satisfactory	6	15.0	15.0	92.5
	Do not know	3	7.5	7.5	100.0
	Total	40	100.0	100.0	

awareness for TEMO

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	10	25.0	25.0	25.0
	No	30	75.0	75.0	100.0
	Total	40	100.0	100.0	

TEMO contribution

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Large extent	1	2.5	2.5	2.5
very little need to improve	6	15.0	15.0	17.5
Have not helped	4	10.0	10.0	27.5
Do not know	29	72.5	72.5	100.0
Total	40	100.0	100.0	

Causes of waste oil pollution

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Lack of Knowledge & community awareness	11	27.5	27.5	27.5
Lack of concrete project dealing with waste oil	10	25.0	25.0	52.5
Lack of capital and prevailing poverty	19	47.5	47.5	100.0
Total	40	100.0	100.0	

performance of TEMO

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Good & it improves the environment	4	10.0	10.0	10.0
Good but expensive	1	2.5	2.5	12.5
Poor quality	6	15.0	15.0	27.5
Do not know	29	72.5	72.5	100.0
Total	40	100.0	100.0	

ANNEX 9: STATISTICAL INFORMATION FROM GARAGE, MECHANICS & PETROL STATION

Frequencies

Statistics

	No. of m/v service per month	program	Handling of waste oil	Views of status	Cause of pollution
N Valid	80	80	80	80	80
Missing	0	0	0	0	0

Frequency Table

no. of m/v service per month

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 1 to 20 motor vehicles	16	20.0	20.0	20.0
21 to 40 motor vehicles	31	38.8	38.8	58.8
41 to 60 motor vehicles	18	22.5	22.5	81.3
61 to 80 motor vehicles	10	12.5	12.5	93.8
81 to 100 motor vehicles	4	5.0	5.0	98.8
above 100 motor vehicles	1	1.3	1.3	100.0
Total	80	100.0	100.0	

program

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Yes	37	46.3	46.3	46.3
No	43	53.8	53.8	100.0
Total	80	100.0	100.0	

handling of waste oil

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Discard to the environment	31	38.8	38.8	38.8
	Collect and store for further use	31	38.8	38.8	77.5
	Used as insect killer in toilet	18	22.5	22.5	100.0
	Total	80	100.0	100.0	

Views of status

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Not good	51	63.8	63.8	63.8
	Good	8	10.0	10.0	73.8
	Satisfactory	17	21.3	21.3	95.0
	Do not know	4	5.0	5.0	100.0
	Total	80	100.0	100.0	

Cause of pollution

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	lack of knowledge and community awareness	26	32.5	32.5	32.5
	Lack of concret project dealing with waste oil	24	30.0	30.0	62.5
	Lack of capital and prevailing poverty	28	35.0	35.0	97.5
	Others	2	2.5	2.5	100.0
	Total	80	100.0	100.0	