

## APPENDICES

### APPENDIX I - LETTER OF INTRODUCTION

Mrs E. Kinasha  
P.O. Box 65366  
Dar Es Salaam  
20 September 2005

The Chairperson,  
Enyorata Tanzania Cultural Group  
P.O. Box 33165  
Dar Es Salaam

#### RE: REQUEST TO DO A PROJECT IN YOUR ORGANIZATION

I am student of International Community Economic Development programme conducted jointly by Open University of Tanzania and Southern Newhampshire University.

A student is required to identify a Community Based Organization to work together in a project which will benefit the CBO and the student. This is a requirement in fulfillment of the Degree programme I am doing.

I am therefore requesting you to accept me and allow me to work together and identify a project to implement.

Thanking you in advance.



Elisifa Kinasha.

**APPENDIX II - LETTER OF ACCEPTANCE**

**KIKUNDI CHA ENYORATA – ENYORATA GROUP  
MWENGE, P.O. BOX 33165, DAR ES SAALM  
TANZANIA**

**REF/ EG/VOL.1/13**

**Tarehe 30 Oktoba, 2005**

**Mama Elisifa Kinasha  
TASAF  
DAR ES SALAAM.**

**YAHUSU: KUTEMBELEA KIKUNDI CHA ENYORATA**  
Tafadhali rejea kichwa cha habari hapo juu.

Katika Vikao vya Kikundi cha Enyorata kilichofanyika tarehe 25 Septemba na 27 Oktoba 2005, moja wapo ya agenda za vikao hivyo ni kujadili ujio wako uliowahamasisha sana Wanakikundi wa Enyorata. Ulipotutembelea. Tumefurahia sana jinsi ulivyotuhamasisha na kutuelimisha mambo mengi kuhusu vikundi katika amli. Tumefarijika na ujio wako hasa kwa elimu uliyotpatia. Katika kikao hicho cha pamoja cha tarehe 24 septemba, 2005, ulipotembelea kikundi chetu. Kama tulivyokufahamisha mafanikio na matatizo ya kikundi hiki kama ifuatavyo:-


Mafanikio: ni kuwa na umoja huu ambao unatukutanisha na hivyo tunajifunza siku hata siku

Matatizo: Kukosa mahali pa kuuziavifaa vyetu, na hata kutokutambulika kwani Balo hatujafanya usajili.

Baada ya kuka nawe siku hiyo na baada ya kutuelewesha na kututia moyo katika shughuli zetu hizi, umetuhamasisha sana hasa kwa jinsi ulivyotuelimisha umuhimu wa kufanya shughuli zetu wenyewe kwa umoja na kuendesha chombo chetu.

Kwa niaba ya Kikundi cha Enyorata, kwa barua hii Kikundi cha Enyorata kinachukuwa nafasi hii kukujumuisha rasmi katika kikundi chetu uwe mwanachama wetu katika kikundi hiki ili tuweze kuwa pamoja uzidi kutuelimisha na hatimaye tuweze kukisajili kikundi chetu. Wanachama wote kwa pamoja wamekukubali sana na hivo karibu sana tuendeleze kikundi chetu.

Ni matumaini yetu kwamba ombi hili utakubali.  
Tunakukaribisha sana

  
Yohana Pakas  
Katibu wa Kikundi  
KIKUNDI CHA ENYORATA

### APPENDIX III - SURVEY QUESTIONNAIRES

<b>Questionnaire for Group Members</b>
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Questionnaire No: \_\_\_\_\_

Municipality: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_ Sex: \_\_\_\_\_

Age: .....

Marital status: .....

Name of Interviewer : \_\_\_\_\_

Title of Respondent: \_\_\_\_\_

1. (i) Do you know how to read and write? 1=Yes, 2=No  
(ii) What is your level of education: no education, primary school, secondary school, or graduate? .....
2. Why did you choose this business?
  - a. ....
  - b. ....
  - c. ....
3. How long have this business been in operation? ..... Year(s)
4. How long have you been in this group? ..... Months/years
5. Is your group/business registered? 1=Yes, 2=No  
If No, Why?  
.....  
.....
6. What are the problems facing your business?
  - a. ....

- b. ....
- c. ....
7. What have you tried to do to solve these problems?
- a. ....
- b. ....
8. What do you think is the most limiting factor for your growth?
- .....
- ..
9. Are you aware whether there are streamlined processes for the small enterprises to register their licences at the local level?      1=Yes,      2=No
10. How is the small enterprise run by you considered a viable option among yourselves?
- .....
- ...
11. How do you think the group activities can be sustained?
- .....
12. Do you have time to attend training on entrepreneurship if organized?
- 1=Yes,      2=No
- If No, What is preventing you to attend?
- .....
- .....

13. Are you aware of the various trade exhibitions organized by Small Industrial

Development Organization (SIDO) or any other organization? 1=Yes, 2=No

If Yes, Have you attended one of the exhibitions? 1=Yes, 2=No

If No, What prevented you to attend?

.....  
.....

14. What are your future plans? .....

.....  
..

Are you satisfied the way your group is managed? 1=Yes, 2=No

If No, What is your opinion?

.....  
.....  
.....

## APPENDIX IV - STATISTICAL INFORMATION

### Frequencies

#### Statistics

		Age	Read and write	Marital status
N	Valid	30	30	30
	Missing	0	0	0
Mean		2.20	1.57	1.67
Median		2.00	2.00	2.00
Mode		2	2	2

### Frequency Table

#### Age

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	15-20years	4	13.3	13.3	13.3
	21-35years	16	53.3	53.3	66.7
	36 above years	10	33.3	33.3	100.0
	Total	30	100.0	100.0	

#### Read and write

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	13	43.3	43.3	43.3
	No	17	56.7	56.7	100.0
	Total	30	100.0	100.0	

#### Marital status

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Single	11	36.7	36.7	36.7
	Married	18	60.0	60.0	96.7
	Widow	1	3.3	3.3	100.0
	Total	30	100.0	100.0	

## Frequencies

**Businees problems**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Capital	7	23.3	23.3	23.3
	lackcredit	6	20.0	20.0	43.3
	premises	7	23.3	23.3	66.7
	poormrkt	8	26.7	26.7	93.3
	compmrkt	1	3.3	3.3	96.7
	noncommldrs	1	3.3	3.3	100.0
	Total	30	100.0	100.0	

## Frequencies

**Statistics**

**Business Solutions**

N	Valid	30
	Missing	0
Mean		3.70
Median		4.00
Mode		4 <sup>a</sup>

a. Multiple modes exist. The smallest value is shown

**Business Solutions**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Loans	5	16.7	16.7	16.7
	Business premises	5	16.7	16.7	33.3
	creditfac	8	26.7	26.7	60.0
	entrskills	8	26.7	26.7	86.7
	cdosupprt	4	13.3	13.3	100.0
	Total	30	100.0	100.0	

Frequencies

Statistics

		Duration in business	Why this business	Business viability
N	Valid	30	30	30
	Missing	0	0	0
Mean		1.53	1.70	1.23
Median		2.00	2.00	1.00
Mode		2	2	1

Frequency Table

Duration in business

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1-2 years	14	46.7	46.7	46.7
	3-5 years	16	53.3	53.3	100.0
	Total	30	100.0	100.0	

Why this business

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Socialization	9	30.0	30.0	30.0
	Income generation	21	70.0	70.0	100.0
	Total	30	100.0	100.0	

Business viability

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	important	23	76.7	76.7	76.7
	moderate	7	23.3	23.3	100.0
	Total	30	100.0	100.0	

Frequencies

Statistics

		Registration status	why not registered
N	Valid	30	30
	Missing	0	0
Mean		2.00	1.77
Median		2.00	2.00
Mode		2	1



## Frequency Table

**Registration status**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No	30	100.0	100.0	100.0

**why not registered**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Did not know that is required	13	43.3	43.3	43.3
	Dont know how to go about	11	36.7	36.7	80.0
	tried but failed	6	20.0	20.0	100.0
	Total	30	100.0	100.0	

## Frequencies

**Statistics**

		Business sustainability	Training requirement	Business future plans
N	Valid	30	30	30
	Missing	0	0	0
Mean		1.23	1.17	1.53
Median		1.00	1.00	1.00
Mode		1	1	1

## Frequency Table

**Business sustainability**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	More Capital	23	76.7	76.7	76.7
	improve management	7	23.3	23.3	100.0
	Total	30	100.0	100.0	

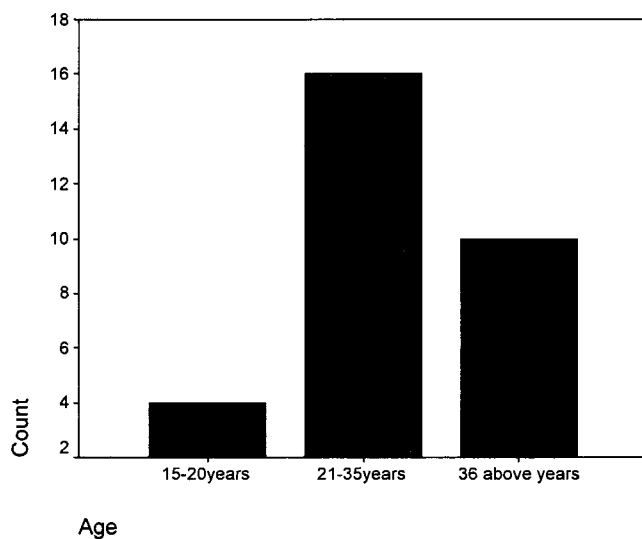
**Training requirement**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	25	83.3	83.3	83.3
	No	5	16.7	16.7	100.0
	Total	30	100.0	100.0	

### Business future plans

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	more marketing required	16	53.3	53.3	53.3
	Expand business or diversify	12	40.0	40.0	93.3
	attend exhibitions	2	6.7	6.7	100.0
	Total	30	100.0	100.0	

### Graph



### Crosstabs

#### Case Processing Summary

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
Sex * Why this business	30	100.0%	0	.0%	30	100.0%

#### Sex \* Why this business Crosstabulation

		Why this business		Total
		Socialization	Income generation	
Sex	Female	3	15	18
	Male	6	6	12
Total		9	21	30

## Crosstabs

Case Processing Summary

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
Business problems *						
Business Solutions *	30	100.0%	0	.0%	30	100.0%
Business future plans						

## Crosstabs

Case Processing Summary

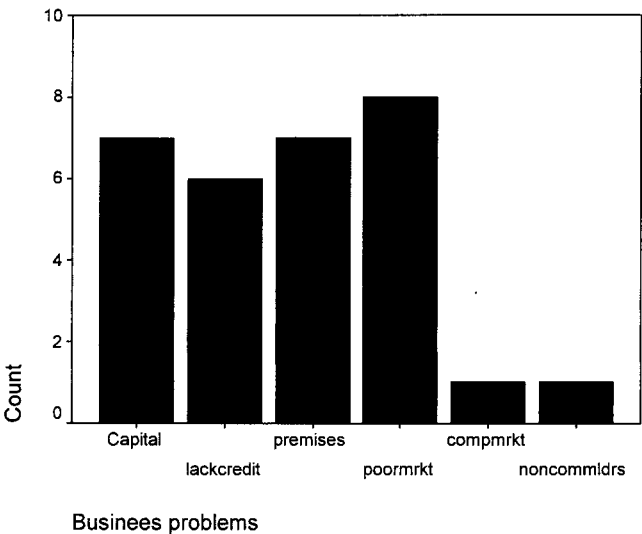
	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
Business problems *						
Business Solutions *	30	100.0%	0	.0%	30	100.0%
Business future plans						

Business problems \* Business Solutions \* Business future plans Crosstabulation

Count

			Business Solutions					Total
			Loans	Business premises	creditfac	entrskills	cdosupprt	
Business future plans								
more marketing require	Business problems	Capital lackcredit	2		1			3
		premises			2			2
		poormrkt		1			2	3
		compmrkt				5		6
		noncommldrs				1		1
							1	1
	Total		2	2	3	6	3	16
Expand business or diversify	Business problems	Capital lackcredit	1		2			3
		premises		1	3			4
		poormrkt	1	2			1	4
	Total		2	3	5	1	1	12
attend exhibitions	Business problems	Capital poormrkt	1					1
	Total		1			1		2

Graph



Frequencies

Statistics

		Sex	Marital status
N	Valid	30	30
	Missing	0	0

Frequency Table

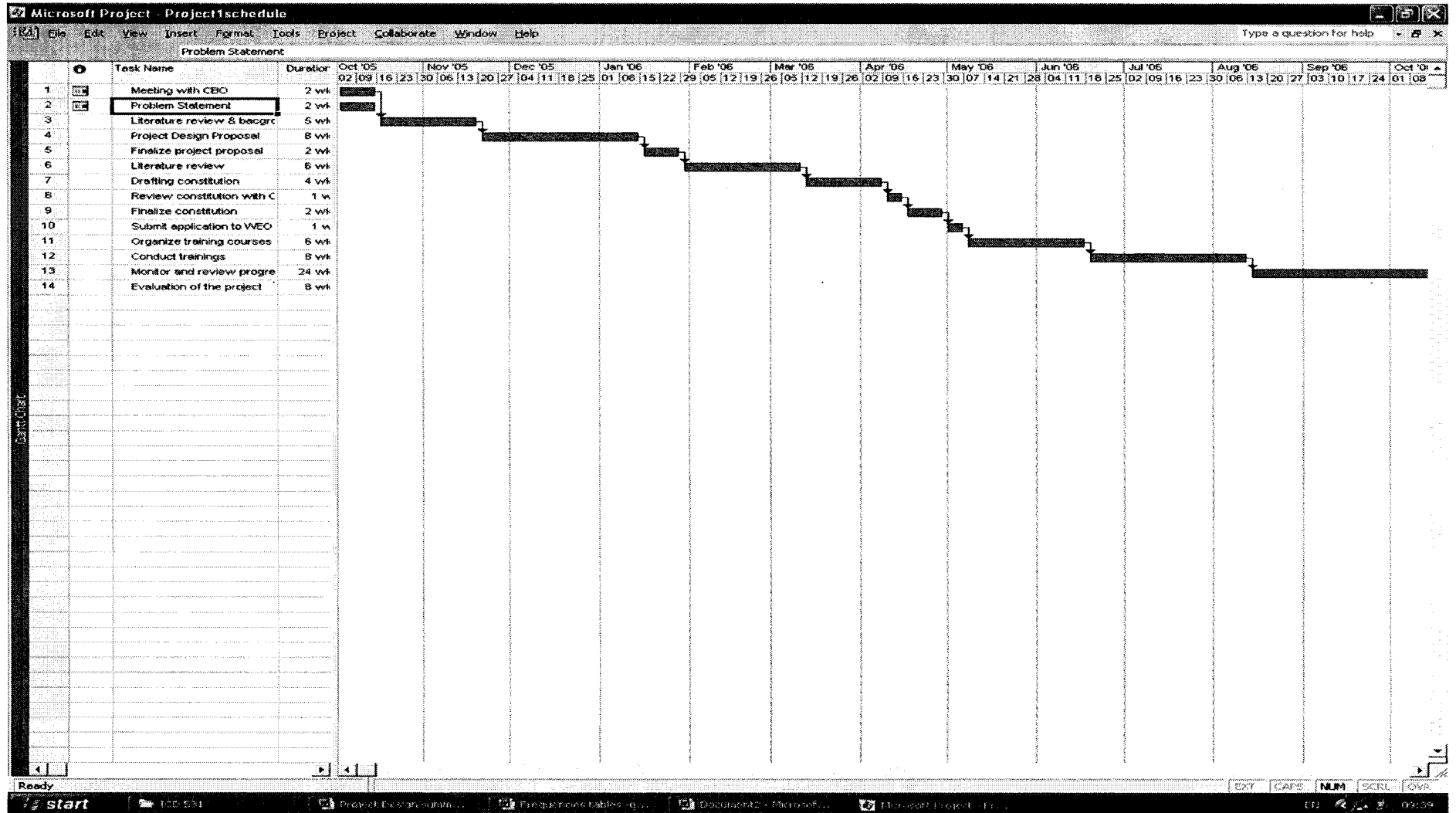
Sex

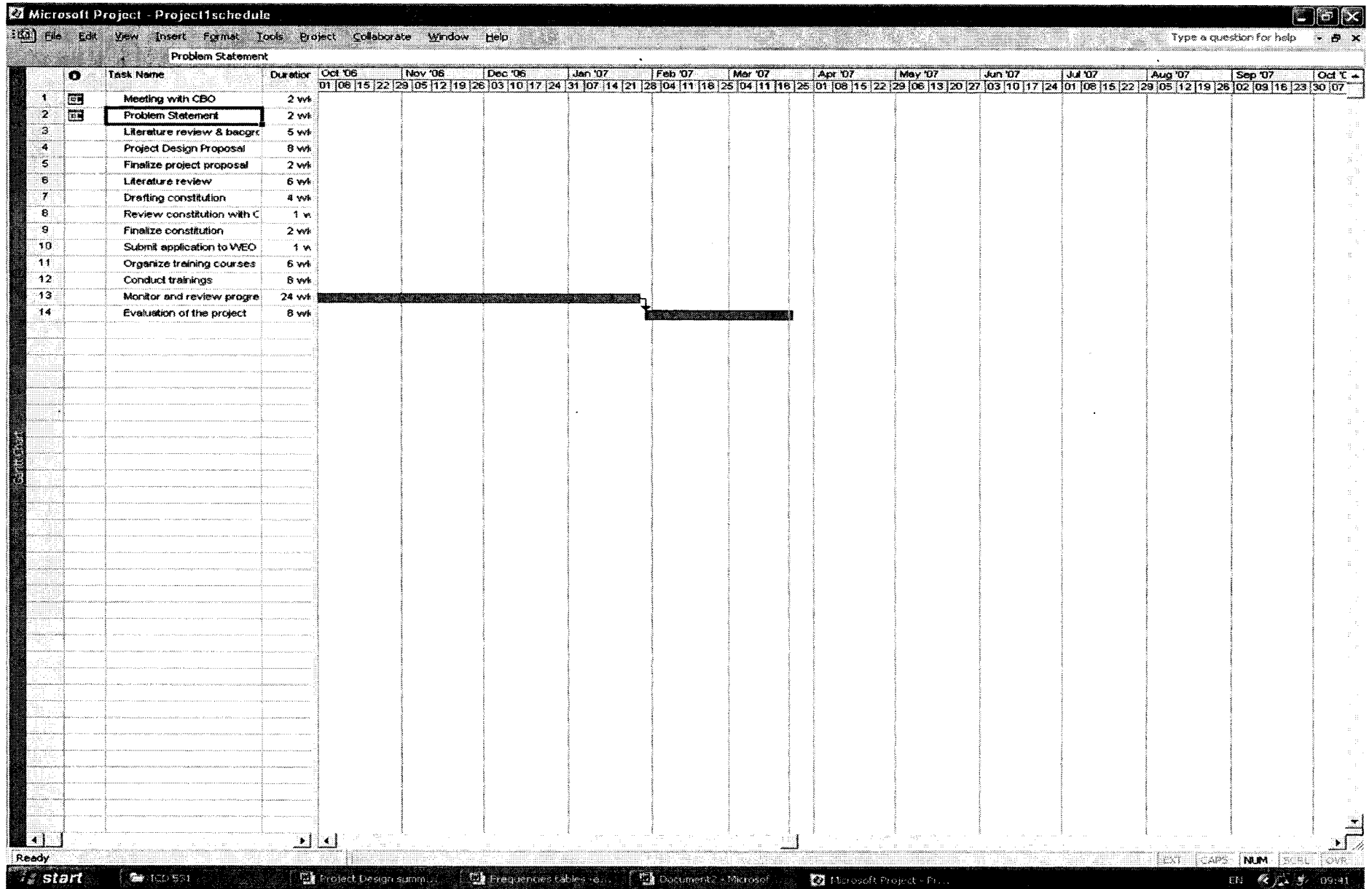
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Female	18	60.0	60.0	60.0
	Male	12	40.0	40.0	100.0
	Total	30	100.0	100.0	

## APPENDIX V - STAKEHOLDER'S ANALYSIS

Stakeholders	Participation	Evaluation	Impact of Participation	Rate	Plan
Individuals/CBO members	Effective participation in all activities	High	The group will produce more products, the will also be effective.	+	Must prepare a strategic plan to enable them achieve their objective
Village Government	To support the group and allocate space to put up their shop	High	The group will have assured premises for doing their business	+	Plan a visit to meet the Village Government leaders
Community/Customers	To purchase goods from the CBO and seek other services	Medium	Increase demand for goods	+	To produce quality goods that are affordable
Central Government	To provide access to such CBO to register	Medium	If registered, they will be recognized and access to credit facility will be easier	+	Finalize the constitution and submit application for registration
Micro financing Institution	To support and minimize conditions for giving loans	High	Facilitate the group to get capital	+	Plan for a visit to some of these micro finance institutions
Traders	Availability of raw materials	Medium	Continuation of their work	+	To identify as many suppliers as possible.

## APPENDIX VI - PROJECT IMPLEMENTATION GANTT CHART





## **APPENDIX VII     - PROJECT POWER POINT PRESENTATION**



## MSc in CED – FINAL PRJOECT

### FOMALIZATION AND CAPACITY BUILDING OF ENYORATA CULTURAL GROUP

Prepared by: E. Kinasha

## PROJECT DESCRIPTION

- Enyorata cultural group is a group of Maasai women and men doing small informal business (making & trading in handcrafts) at Mwenge village in Kinondoni Municipality.
- Currently the group has 35 members operating informally, each one doing business individually.
- Objective of the group
  - to improve living conditions through involvement of both men and women in decision-making, problem identification, planning and implementation of activities

## Community Needs Assessment

- CNA was conducted to enable the CBO members identify their needs
- The method used was Focus Group discussion and interview
- The group priority need was to have a CBO which is strong economically and recognized at Local government level.

## PROBLEM IDENTIFICATION

- Problem Statement:
  - Unemployment and under employment is prevalent in urban areas, as a result women and men of different background have joined the informal sector
  - Gender discrimination and lack of credit facilities in formal lending institutions has prevented most of the groups to develop.

## PROBLEM IDENTIFICATION

- Target Community:
  - This project will serve a group of Maasai women and men living in and around Mwenge village in Kinondoni Municipal Council

## PROBLEM IDENTIFICATION

- Stakeholders:
  - Individual group members
  - Village Government
  - Community members in general-customers
  - Municipal Council
  - Micro financing institutions
  - Traders/merchants

## PROBLEM IDENTIFICATION

- Project goal in CED terms:
  - To have a well established and vibrant CBO and strong economically by mid 2007 i.e. operate a profitable business
  - Homogenous group whereby social aspects will be taken care easily.

## PROBLEM IDENTIFICATION

- Project Objectives:
  - To formalize the CBO through registration
  - To develop capacities of group members and increase opportunities for them to use these capabilities, to thrive and improve their business
  - To increase working capital of group

## Research methodology

- **Objective**

- To find problems affecting informal businesses

- **Tools used for this survey**

- Interviews guided by questionnaires, observation and literature review

## Research methodology

- **Sample size**

- A total of 30 respondents comprising Enyorata group members and 2 Local government leaders were covered by the study

## Research Findings and Recommendation

- **Findings**

Informal groups are faced with various constraints in attempt to raise income and improve their living conditions such as:

- Low capital
- Lack of credit facilities
- Competition in the market –similar products
- Lack of business premises
- Poor marketing skills

## Research Findings and Recommendation

- Poor documentation skills
- Non committed leaders
- Lack of commitments by members

**Recommendations:**

- The group should be assisted to get permanent premises to conduct their business
- The group should be assisted to get registration

## Research Findings and Recommendation

- The group should be assisted to get/linked to credit financial institutions
- The group should be trained on entrepreneurship skills
- It is the responsibility of the Community Development officers at ward levels to educate such groups and make them aware of the available public opportunities

## Project Implementation

### Planned activities for the project

- Prepare a constitution for the group
- Initiate registration for the group to be a fully recognized CBO
- Orient group members to mobilize savings
- Organize training on entrepreneurship skills

## Project Implementation

### Progress of planned activities

- A constitution has been prepared and approved by all members of the group
- Registration has been lodged at DC office after being forwarded at Mtaa and Ward level.
- Orientation on mobilization of savings have been done to the group- 180,000/=
- Materials for training on entrepreneurship skills have been prepared, but training not conducted.

## MONITORING/EVALUATION

### Objective of Monitoring

- To assess the progress of planned activities and analyze current situation
- To identify problems and solutions
- To measure progress towards objective

Monitoring was done through monthly meetings and group discussion  
– it was found out that some activities were off track due to nature of group members, too busy leaders at LGA level to sign registration document.

## MONITORING/EVALUATION

- Evaluation

Planned to evaluate the project at the end of year one to find out if:

- The objective of the project have been achieved
- the CBO has been registered
- how many CBO members participated in the training,
- how much saving has been mobilized

## MONITORING/EVALUATION

Although the project is due for evaluation at the end of this month, to a certain extent some activities have been accomplished e.g. constitution, lodged registration, mobilization of savings.

Sustainability:

The project is sustainable because some of the group members are really committed.

The group now has temporary premises.

## CONCLUSION

- This project implementation has been very good, experience gained has strengthened my training
- However, there have been challenges during implementation of this project due to the culture of group members. This has delayed implementation of some activities e.g. training.

THANK YOU FOR LISTENING