

ATTACHMENTS

ATTACHMENT I: QUESTIONNAIRE FOR ASSESSING COBEAS ACTIVITIES

Reference #.....

QUESTIONNAIRE FOR BENEFICIARIES IN COMMUNITIES

Name:	Sex:	Age: Under 20 years	21-30 years	31-40 years
	Male <input type="checkbox"/>	41-50 years	51-60 years	Over 61 years
	Female <input type="checkbox"/>			
		Residence: Village		

1. How long has COBEAS been working with you in this community?
 1. Past one year ☐
 2. One to two year ☐
 3. Two to three years ☐
 4. Don't know ☐
2. In areas does the organization support?
 1. Environmental protection ☐
 2. Income generation ☐
 3. Care for the elderly ☐
 4. Farming ☐
 4. Others (mention) ☐
3. Do you see the areas as a problems in your community?
 1. Yes, it is ☐
 2. Somehow a problem ☐
 3. No it is not ☐
4. How did the community solve the problems before?
 1. Family/individually ☐
 2. Communally ☐
 3. No action ☐
5. Which approach you see is effective in dealing with the problems?
 1. Organization's approach ☐
 2. Community approach ☐
 3. Combination ☐
6. Did you participate in planning the interventions?
 1. The organization told us what to do ☐
 2. Through discussion and agreement ☐
 3. We were told by our community/village leaders ☐
7. How are you informed on the progress of activities implemented?
 1. Report presented during meetings ☐
 2. Hearing from other people ☐
 3. No report given ☐
8. Comparing the condition now and before the organization came in, how the situation is?
 1. The situation is better now ☐
 2. The situation is the same ☐
 3. The situation is worse now ☐

Who benefit more from the activities supported by the organization? (**CHOOSE ONE OR MORE**)

- 1. *Widows* ☐
- 2. *Orphans* ☐
- 3. *HIV/AIDS Victims* ☐
- 4. *Elderly* ☐
- 5. *Women* ☐
- 6. *Men* ☐
- 7. *Youth* ☐

10. If the situation is the same or worse, why?

- 1. *Approach not accepted by members of the community* ☐
- 2. *Only few community members reached* ☐
- 3. *Cooperation between the organization and community is poor* ☐
- 4. *Others (mention)* ☐

ATTACHMENT II: RESEARCH PLAN WORK PLAN

S/N	Activity	Responsible	Place	Implementation Period	Status	Remarks
1	Instructions on how to carry out the assignment	Course Instructor	Dar Es Salaam	4 th -6 th September 2003	Completed	
2.	CBO/NGO identification and selection	Mishael	Kibaha	October 1 st – December 23 rd , 2003	Completed	
3.	Letter writing and submission for Self introduction to the selected CBO	Mishael/OUT	Kibaha	January 8 – 16, 2004	Completed	
4.	Initial contacts with the selected CBO	Mishael	Kibaha	Feb 2-6, 2004	Completed	
5	Visits to some CBO members and beneficiaries	Mishael	Kibaha	February 9 – 11, 2004	Completed	
6	Development of questionnaire	Mishael	Dar Es Salaam	March 17 th – April 15 th 2004	Completed	
7	Assessment of the questionnaire	Supervisor	Dar Es Salaam	April 15 th – 17 th , 2004	Completed	
8	Questionnaire pre-testing	Mishael	Kibaha	April 8 th , 2004	Completed	
9	Analysis of pre-tested questionnaire	Mishael	Dar Es Salaam	April 19 th - 23 rd , 2004	Completed	
10	Fine-tuning the questionnaire	Mishael	Dar Es Salaam	April 20 th – 29 th , 2004	Completed	
11	Assessment of the questionnaire	Supervisor	Dar Es Salaam	April 29 th - 30 th , 2004	Completed	Done in May 2004
12	Interviews	Mishael	Kibaha	May 1 st – 31 st , 2004	Completed	Done in August, September and October 2004

S/N	Activity	Responsible	Place	Implementati on Period	Status	Remarks
13	Data Analysis	Mishael	Dar Es Salaam	June 1 st - July 31 st , 2004	Completed	Done in October
14	Report Writing – First Draft	Mishael	Dar Es Salaam	August 1 st - 31 st , 2004	Completed	Done in November – December 2004
15	Assessment of the Report	Supervisor	Dar Es Salaam	September 1 st - 15 th , 2004	Completed	Done in January 2005
16	Feedback meeting with CBO management team	Mishael	Kibaha	September 30 th , 2004	Completed	Done in January 2005
17	Report Writing – Second Draft	Mishael	Dar Es Salaam	October 1 st – 31 st , 2004	Done	Done in April 2005
18	Assessment of the Report	Supervisor	Dar Es Salaam	November 1 st - 15 th , 2004	Done	Done in May 2005
19	Binding	Mishael	Dar Es Salaam	November 16 th – 30 th , 2004	Done	Done in August 2005
20	Submission	Mishael	Dar Es Salaam	December 2004	Done	Done in August 2005

ATTACHMENT III: SAMPLE BENEFICIARIES' MEETING MINUTES

2.0-11-2004

Mratibu wa Kusaidia
Makundi Maalumu Kutaka,
TASAF Makao Makuu.

MRADI WA KUSAIIDIA WAZEE WA M.P.I.I.T.

Tunatoa SHUKRANI zetu za dhahiri kwa Serikali
kwa kutukumba wazee misaada mbalimbali.

TASAF:

1. KILIMO:

Tumesaidiwa kuliniwa husu Eka ya MUBAGA
Tumesaidiwa kupatia mibega ya mubaga, kupanda
na kupatia.

Tumepata fedha ya palizi mbili na bado tumegiza
pakezi nyingine.

Tumacomba tumeawe fedha ya palizi ya tatu na yahi.
Haya ndizo mapungufu yetu.

2. AFYA:

Tumepelakwa kupima Hospitalini baada mbili
walengwa walionekana na magonywa madog, madog
walipatiwa matibabu.

Mapungufu: Tumacubiri kupasulikwa, mabusha,
matibabu ya macho na kupatiwa miwani mkusanyiko.

3. UJENZI WA BARDALA LA BURUNDANI

Ujenzi wa Bardala Burundani umendelea kama
UPUNGUU:

Jengo lina upungufu wa milango na Choo cha
Wanawake. Pia Jengo halina maji
kama liko wazi.

4. UFONGATIWA KUKU:

Tumejengwa mabadindai 4 badala ya 5.

UPUNGUU: a) Tumengewe Bardala la 5.

b) Semina ya Kufuga Kuku.

Tumachidiwa kurewa watete 4 sana tutapewa watete

5 Tupaatiwe VIDEO ambacho kinaweza kutupa
mapato. RADIO hatutaki kucina mapato na
karibu waliingwa wote wanazo.

6 Tunasisitiza sana tupaatiwe ngalawa za kupokea
maji kutoka Banda letu, pamoja na kumekaa
matanka yaliyopo. Tu kiwa na maji tunawez
kuuza na kupata mapato (pacha).

SAHIHI YA MWENYEKITI

SAHIHI YA KATIIBU

MAHUDHURIO.

1. Khadija Mohamedi Kihumale.
2. Yohana Ayub Lugome
3. Sadiki Shabani
4. Juma Sefu Kogori
5. Miraji Hemedi
6. Ramadhani Pembe Mbagile
7. Makripa Hemedi
8. Mohamedi Sultani
9. Taimu Rashidi Almasi
10. Helima Kidege
11. Naomi Ghagwilo
12. Kidawa Saichi
13. Zainabu Mohamedi
14. Maua Nasoro Sina
15. Zeina Ramadhani
16. Halima Mohamedi Magahila
17. Khadija Mohamedi Magahila
18. Mwanaidi Salum
19. Kidawa Juma
20. Asha Makangana
21. Asha Manda
22. Khadija Ndope
23. Salima Mtungula
- 24 Amina Sultani

ATTACHMENT IV: COMMUNITY FACILITATION GUIDE

Community Facilitation Guide

By Mishaël, Fariji V. M. L

June, 2005

TABLE OF CONTENTS

PURPOSE OF THE GUIDE.....1

STEP I: SELECTION OF COMMUNITY.....2

STEP II: ENTRY TO COMMUNITY4

STEP III: WORKING IN THE COMMUNITY5

STEP IV: SITUATION ANALYSIS OF THE COMMUNITY.....8

STEP V: ASSESSMENT OF COMMUNITY NEEDS.....10

STEP VI: PRIORITIZATION OF NEEDS12

STEP VII: ACTION PLANNING14

STEP VIII: REPORT PREPARATION17

PURPOSE OF THE GUIDE

The Guide is intended to help community development facilitators to guide communities through the analysis of their situation and coming up with alternative viable solutions to the problems confronting them. It is anticipated that apart from guiding communities to finally be empowered and own the development process, it will also help facilitators develop acceptable project write ups for communities which reflect and address their needs.

The guide elaborates in a simple but clear flow each step to follow to establish a picture on the prevailing situation in a particular community.

STEP I: SELECTION OF COMMUNITY

Determine the community where planning should be done. To achieve this, the facilitator should:

- Collect secondary data for specific indicators that will allow easy comparison between communities. These are secondary data available from the district and ward offices. Such indicators could be:
 - Enrollment rate of children to school
 - Drop out rate of school children
 - Literacy rate in the community
 - Distance to the where services such as schools, markets and health are found, etc.
 - Development agencies working in the area, etc.
- Discuss the list drawn with government officials to get more insight of each community in the list.
- Select the community that fits into the selection criteria you have set.
- Prepare a list of activities that will be undertaken when you are in the community and their corresponding costs (budget).
- Inform the community leadership of your plan to conduct participatory assessment of the community situation. Write a letter which should be

sent to the leadership. Where possible, it is advisable for a facilitator to take it to the community as a way to start building up good relations.

STEP II: ENTRY TO COMMUNITY

Meet the community leadership. The facilitators should respect their first appointment with the leadership, as this is an important stage in setting up working environment and collaborative spirit in interacting with the community members. During this meeting, the facilitators should:

- ❑ Introduce themselves by names;
- ❑ Ask for introduction from their hosts from their leader. This is the opportunity for the facilitator to grasp the names of each of the village leaders;
- ❑ Present to the leadership the objective of your visit to the community and what would be the outcomes of your work;
- ❑ Spell out what you do expect from the leadership in terms of roles and responsibilities to accomplish your task;
- ❑ Ask the leadership to organise the first meeting with the community members. The meeting date should be set to allow information to reach as many community members as possible so that majority can attend.
- ❑ This is also the opportunity to collect basic data that will help you in facilitation of the first meeting. Demographic information, administrative structure and the list of famous people in the community are important in setting up the modality of handling the meeting.

STEP III: WORKING IN THE COMMUNITY

i. Prelude to the meeting:

- ❖ A facilitator or a group of facilitators should go to the community one or two days before the date of the first meeting with the community. This is an opportune time for the facilitators to draw attention of the community members on their presence;
- ❖ Facilitator should walk around the community to explore the area and meet the people, encouraging them to attend the meeting;
- ❖ Acclimatize yourself to the community environment. Wear simple clothes, mix with them especially in social gathering taking place at your arrival.

During the Meeting

- ❖ Allow the Chairperson of the Community to officially open the meeting.

Where possible, ensure that minutes of the meeting are prepared by the relevant community secretary;

- ❖ Ensure also that a list of attendees is taken as that justifies the decisions being taken after deliberation;

- ❖ When allowed by the Chairperson, explain the objectives of your work in the community and the expected outcome of the exercise;

- ❖ Since it is not easy for in-deep discussion to be held with a large group, ask for the community to select some members whom they believe can air their views based on the knowledge they have about the community;

- ❖ Also ask for the community to select few individuals who will work closely with the facilitators as community facilitators. This group of facilitators will remain in the community as assets for future development facilitation;

- ❖ In forming groups, it is advised that all divisions such as hamlets that constitute the community are represented. In this case, allow each division to choose its representatives for each group category;

- ❖ To address some of the pertinent issues for specific groups, it is advised that the following groups should be formed: women, men and youth (boys and girls). Depending on convenience some specific groups like disabled can form groups of their own;
- ❖ Assemble the members and announce the list of group members selected from each division.
- ❖ Return back the authority to the Chairperson by thanking all for their active participation. Ask for members of groups to remain behind after closing the meeting to set time and date to meet for discussions;
- ❖ Allow the chairperson to close the meeting for that particular day.

STEP IV: SITUATION ANALYSIS OF THE COMMUNITY

Situation Analysis aims collecting information about community social, political, economic and cultural aspects. These information are collected from the community members themselves and relevant agencies such as dispensaries, schools, government offices, etc. Better understanding enables the community to actively plan for the changes to be made to reach the level of improvement.

In this case, the following aspects may be ideal for analysis:

- ❖ Population and demographic features;
- ❖ Political and administrative structure;
- ❖ Organizations and their roles in the community;
- ❖ Culture and traditions;
- ❖ Social services availability and performance;
- ❖ Social relations and stratification;
- ❖ Economic activities;
- ❖ Problems facing the community.

Methodology

Any of the following or all of them depending on which one will provide the required information:

- ❖ Focus Group Discussion;

- ❖ Review of records;
- ❖ Interviews;
- ❖ Observation.

STEP V: ASSESSMENT OF COMMUNITY NEEDS

Community needs are assessed by first of all analysing the problems encountered by community members. Members should therefore assess the gaps existing in achieving better life.

Methodology

The facilitator should employ the focus group discussion with different groups that were formed during the first meeting with the first meeting of community members. The key questions to guide the analysis should be:

- ❖ What is the problem?
- ❖ What are the causes of the problem?
- ❖ What are the effects of the problem to the community?
- ❖ Who is affected most?

In a matrix form this should be arranged as follows

<i>Problem</i>	<i>Causes</i>	<i>Effects</i>	<i>The affected Group</i>

Each group should come out with its list of problems in a matrix shown above.

This also can lead to making a problem tree that shows the cause effect relationship of the identified problems which eventually comes out with the central problem which causes other problems

STEP VI: PRIORITIZATION OF NEEDS

The problems identified are ranked by the groups according to their perception in the way they affect them.

Methodology

- ❖ Voting can be used to prioritise the problems
- ❖ Pair wise ranking – this method can be used when it is difficult to rank problems through voting. Two problems are paired and voted for at a time. The selected problem is written in the box where the two problems intersect. This process is done until all problems are compared. The problem that appears many times is the one with high priority and highly affecting the community. The matrix will appear as follows:

	Prevalence of diarrhoea	Inadequate supply of water	Low primary school enrolment	Total Score	Rank
Prevalence of diarrhoea		Prevalence of diarrhoea	Prevalence of diarrhoea	2	1
Inadequate supply of water			Inadequate supply of water	1	2
Low primary school enrolment				0	3

In This case, *Prevalence of diarrhoea* is the priority problem identified by the community.

The outcomes of group prioritization are later presented at the community meeting by the person appointed by the group to represent them. After presentation, a facilitator should do prioritization by combining the problems from different groups and following the same process done at group level. Problems are ranked in the order of weight given by the community and represent the order the community would like them be solved serially.

STEP VII: ACTION PLANNING

Action planning can be undertaken for each identified problem. To achieve this, one need to get expertise from people competent in the particular area such as health, education, construction, water, etc. in assisting the community come up with realistic plans that abide by set of rules and regulations according to the government policies. In this case, small committees can be organized to work with the experts in preparing the plans and costs related to every identified activity. The plan for each problem should appear in a matrix presented below:

No.	Activity description	Actor(s)	Implementation Period		Resources Required			Remarks
			Start Date	Completion Date	Description	Quantity	Cost (Tshs)	

Note that:

- ❖ All activities should be costed, even if they are done on voluntary basis. This will provide the actual cost of the completed activities earmarked for solving a particular problem.
- ❖ Technical information such as drawings should be attached to the plans where the plan requires such information.

- ❖ Associated side effects of implementation activities to the welfare of the people such as environmental degradation and resettlement should be considered and possible remedies should be included into the action plan and budgeted for.
- ❖ Gender issues and cultural aspects should be considered such as representation of women in management of implementation and activities that contradict with traditional beliefs.
- ❖ Any training need should be reflected in the plan. Training should always be associated with the gaps identified in achieving the objectives set by community and should go hand in hand with implementation of specific activity as part of building beneficiaries' capacities.

Plans for specific problems are later combined to form one community action plan, indicating globally what is supposed to be done and how much it costs to change the situation to a better one. The Community Action Plan should be listed serially in order of their corresponding problem priority and actions be globally written as they appear in individual plans. The table below shows how the Community Action Plan looks as follows:

Community Action Plan

Name of Community.....Ward.....District.....Preparation Date.....

No.	Problem	Causes	Solution(s)	Responsible	Implementation Period		Required Resources		Remarks
					Start date	Completion Date	Description	Tshs	

Facilitators should guide communities to understand that it is their responsibility to tackle problems which have been identified. They should anticipate support and therefore seek outside support for complex problems. Problems that cannot be solved by the community alone, their costs should be worked out and seek support from development partners.

To get approval of the community and hence facilitate ownership, Community Action Plan should be communicated to the members of the community through the Assembly which has to be convened at the end of the process. During the meeting emphasis should be put to fostering full participation and commitment to meeting the set objectives of the community as indicated in the plan.

STEP VIII: REPORT PREPARATION

After completion of step VII, the facilitator(s) should prepare a report on what have been done from the first day to the last day of facilitation. This report should encompass all information pertaining to the community as analysed during the process and action plans prepared following the analysis. The layout of the report is as presented hereunder:

**Report on Community Facilitation in _____ Done from (date) to
(date)**

1. **Introduction** (indicate location of the community and its brief history)
2. **Purpose of the Exercise** (why did you decide to carry out facilitation in that community?)
3. **Selection Criteria** (What criteria guided you in selection of the community?)
4. **Planned Activities** (What did you plan to do in that community?)
5. **Implementation** (Indicate serially what was done and what was the outcome for each day. This should be summarised and the details should be attached to the report)
6. **Conclusion** (summarise the findings for each activity done)

7 **Recommendations** (indicate what needs to be done based on the findings)

The report can be shared with relevant government authorities and funding agencies which can assist respective communities in implementing their priorities.