

APPENDICES

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8. Organization structure
9. Work plan for HUTRUF

Emmy Musokwa
Box 9381
Dar Es Salaam
Tanzania

The Chairman ,
Huruma Trust Fund
Box
Kibaha
Pwani

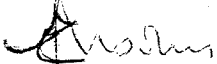
**Re: THE REQUEST TO PROVIDE A FREE TECHNICAL
CONSULTANCY**

I'm currently a student in the MSc Community Economic Development Program at the Open University of Tanzania and the Southern New Hampshire University.

As partial fulfillment of the Program, I'm required to present a survey in Project Design and Management for a local NGO OR CBO. In doing that, I have decided to choose your NGO as a choice for my project paper of which I will work with you for the period of eighteen months. I would like to seek your assistance and the knowledge of your organization to enable me accomplish my project paper. I'm also available at any time to provide any support (Physical and mental support) for the whole time I am going to be with you.

I'm anxiously waiting for your response and acceptance to assist me.
Thanks

Your Sincerely,



Emmy Musokwa

C.c -The program coordinator – CED
- TASAF Accountant- Kibaha

Work Plan for the Research Project

[illegible]



The Trustees' Incorporation Ordinance (Cap. 375)

CERTIFICATE OF INCORPORATION

THIS IS TO CERTIFY that THE REGISTERED TRUSTEES OF THE HURUMA
TRUST FUND _____

is a body incorporated under the provisions of the Trustees' Incorporation Ordinance, 1956; SUBJECT to the following conditions, that is to say—First that such body corporate shall not, without first obtaining my consent in writing acquire any estate or interest in land; and Secondly, that such body corporate shall not, without like consent, use or permit or suffer to be used any land vested in it otherwise than in direct fulfilment of the trusts for which such body corporate is established.

GIVEN at Dar es Salaam under my hand this 4TH day of OCTOBER 2000

(C.C. KAISI)

Administrator-General of Trustees.

DECLARATION OF TRUST

This DECLARATION OF TRUST is made this 5th day of September, 2000, BETWEEN MRS. SUSANA JOHN CHEKANI and MRS. ZILRA MREMI OF KIBAHA DISTRICT, COAST REGION (hereinafter called jointly the FOUNDER) of the one part and

1. Mrs. JANE MWABEZA
2. MRS. LEAH SANDE
3. MRS. VIOLET KOMBA
4. FELICIANA MMASI
5. BONITA MATIKO
6. AGNES HYERA

Hereinafter referred to the 'First Trustees' who together with future Trustees of this Deed are referred to as 'TRUSTEES' of the other part.

WHEREAS, THE FOUNDER & TRUSTEES are desirous to establishing a Trust for carrying out objectives as set out in Article IV of this Deed.

AND WHEREAS

The FOUNDER has contributed Tsh. 100,000/= in the Trust.

AND WHEREAS

THE TRUSTEES have agreed to collectively administer the Trust above named.

ARTICLE I

NAME OF THE TRUST

The name of the Trust shall be the REGISTERED TRUSTEE OF HURUMA TRUST FUND and its acronym "HUTRUF".

ARTICLE II

REGISTERED OFFICE

The Registered office of the Trust shall be situated in KIBAHA and its Postal Address shall be P O Box 30207 KIBAHA, TANZANIA.

ARTICLE III

STATUS

1. The Trust is a private, non-Profit making and non-government organization (NGO) of persons who subscribe to its objective.
2. The Trust Instrument (hereinafter referred to as the constitution) shall become operational upon registration by the relevant Authority.

ARTICLE IV

OBJECTIVES SCOPE AND FUNCTIONS

1. The HUTRUF REGISTERED TRUSTEES shall have the following powers and objectives:-

To cooperate with other institutions including government institutions, Non-Governmental institutions (NGOS) and individuals, corporations, companies, donor agencies and other related groups with similar aims and objectives.
2. The TRUST shall realize these objectives at four levels, namely:
 - (i) Through tangible Social Services aimed at combating illiteracy, and enhancing the literacy level and improving the health and living conditions of Tanzanians and in particular the children and youths.
 - (ii) Through educational and Training activities at inculcating to Tanzanians the basic concepts of development.
 - (iii) Through giving of loans and grants aimed at injecting economic empowerment, so as to create a requisite entrepreneurial base and a conducive climate for the vast majority of Tanzanians particularly youths to enter into business.
 - (iv) Owing to the emergence and fast spread of the disease acquired immunity Deficiency Syndrome (AIDS) in the Coast Region and the accompanying loss of life, the fund is intended to provide an avenue for various contributions for the care and welfare of the resultant orphans whose increasing number is a cause of wide and deep public concern.

ARTICLE V

BRANCHES

1. The Trust may at any time form branches in any part of the country.
2. The Trust may establish regional, district and rural centers as the Board of Trustees may deem appropriate.
3. The Trust may coordinate with other Trusts or institutions with similar aims in other countries for the purpose of promoting its objectives, and, such Trusts or Institutions shall be known as its CORRESPONDENTS.

ARTICLE VI

1. THE BOARD OF TRUSTEES

- a) There shall be a Board of Trustees (hereinafter referred to as the Board) composed of not less than five (5) and not more than ten (10) Trustees.
- b) Composition of the Board of Trustees.

(i)	Chairperson	-	Chairperson/founder
(ii)	Vice Chairperson	-	Member/Trustee
(iii)	Secretary	-	Member/Trustee
(iv)	Treasurer	-	Member/Trustee
(v)	Six others	-	Member/Trustees
- (c) The Founder here above mentioned shall be the first Chairperson of the Board of Trustees. The board of Trustees shall appoint amongst its members the Vice Chairperson, Secretary and Treasurer.
- (d) The Trustees shall constitute the office Bearers of the TRUST

2. FUNCTIONS OF THE BOARD

The Board shall collectively be responsible for the proper running of the business of the Trust. For this purpose the Board shall engage or appoint such officers and staff of the Secretariat who shall implement both the routine administrative and Secretariat of the Trust

3. RULES AND REGULATIONS

The Board shall evolve rules and regulations for the operation of the TRUST

4. DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS

(a) THE CHAIRPERSON OF THE BOARD

- (i) The chairperson shall be the chief Accounting Officer and the over all in- charge of the Trust.

The chairperson shall be responsible for the Secretariat of the Trustee and shall exercise his authority under such rules and regulations as the Board may deem appropriate.

- (ii) The Chairperson shall be assisted by the Secretary to the Board who shall be assigned to manage the affairs of the Secretariat and to act and deputise duties and responsibilities as provided for under this item.

(b) SECRETARY OF THE BOARD

There shall be a Secretary of the Trust without remuneration. The Trustees from among themselves shall nominate the Secretary.

- (i) The Secretary shall be the Chief Executive and Officer in charge of the Office of the Trust.
- (ii) The Secretary shall be answerable to the Board of Trustees and She/He shall be a Secretary of all meetings of the Trust.
- (iii) The Secretary shall interalia hold the following duties.
 - (a) To mobilize financial resources from donors and constantly inspect all remittance from Trustees and Donors.
 - (b) To keep and maintain all records and documents of the office of the Trust
 - (c) To prepare and keep all the minutes of all meetings of the Trust and make a followup of all meetings decisions.
 - (d) To convene all the meetings of the Trust and the Board of Trustees.
 - (e) To submit to the Administrator General all returns as required by law.
 - (f) The Secretary shall be one of the essential signatories to the Bank Accounts of the Trust.

(c) THE TREASURER

- (i) The Treasurer shall be responsible for the financial planning of the Trust.

- (ii) The Treasurer shall prepare or cause to be prepared the annual budget of the Trust and shall present the same to the Board of Trustees in collaboration with the Secretary.
- (iii) The Treasurer shall keep or cause to be kept proper books or accounts.
- (iv) The Treasurer shall prepare or cause to be prepared audited statement of Accounts and presents the same to the Board of Trustees.
- (v) Treasurer shall be one of the essential signatories of all financial documents

5. TENURE OF OFFICE BEARERS OF THE TRUST.

The tenure of Office of all Trustees shall be as follows:

- (a) The Chairperson, Vice Chairperson, Secretary and the Treasurer shall hold office for five years.
- (b) The rest of the members shall hold office for 3 years. The tenure of Office of Trustees in both categories may be renewed for another term at the absolute discretion of the Board on majority vote basis.

ARTICLE VII

FINANCES OF THE TRUST

- 1 The finances of the Trust shall be derived from members' subscription charitable donations and any endowments, bequests or grants that may be made by government, donor agencies, organizations or individual persons to support the activities of the Trust.
- 2 All monies and funds shall be paid to, and received by the Treasurer who shall deposit the same to HUTRUF Registered Trustees Bank Account
- 3 All other forms of investment shall have to be sanctioned by the Board of Trustees.
- 4 The HUTRUF Bank Signatories shall be the four (4) office bearers of the Trust provided for under Articles VI (5) (a) of this Instrument.
- 5 All cheques drawn on the Bank Account of the Trust shall bear the Stamp of the Trust and shall be signed either by -
 - (a) The Chairperson, the Treasurer and the Secretary or
 - (b) By the Vice Chairperson, the Treasurer and the Secretary
6. The Trust Fund shall only be used for the following purposes
 - (a) For financing any development project that have been approved by the Board of Trustees
 - (b) For financing any programme, projects and training in Tanzania or abroad which would further the objectives of the Trust

ARTICLE X

TERMINATION AND RETIREMENT

- (a) The HUTRUF Registered Trustee may terminate from membership any Trustee willfully disobeying rules of the Trust or found guilty of any conduct rendering her/him unfit in their opinion to be a member of the Board PROVIDED that before terminating him/her the board of Trustees shall call upon her/him for an explanation of this conduct, and shall hear what he/she may wish to urge in his defense. Any Trustee who shall retire, shall signify such desire in writing to the Secretary and thereupon his/her name shall be removed from the list of Trustees and be deemed to be retired.
- (b) Other causes shall be
 - (i) death
 - (ii) Insanity
 - (iii) Resignation on whatever ground
- (c) Non-attendance of three (3) consecutive meetings without prior notice o the Chairperson or Secretary.

ARTICLE XI

APPOINTMENT OF NEW TRUSTEES

New Trustees shall be appointed by a resolution of the Board of Trustees passed at a Special General Meeting.

ARTICLE XII

DISSOLUTION

The Trust may at any time be dissolved by the consent of all Trustees, testified by their signatures to an instrument of dissolution. Any balances remaining at the date of dissolution shall after the Trustee's liabilities and costs of winding up have been met, be distributed among them pro rata and corresponding to the amount which each Trustees had contributed, or be disposed off in a manner that shall be deemed appropriate by the Board of Trustees.

ARTICLE XIII

AMENDMENTS AND BY-LAWS

- 1 This instrument may be repealed or amended or new instrument made by a two third majority of the Trustees present and voting at the annual or Special General Meeting, provided that notice of such proposed repeal, amendment or revision has been duly given in accordance with Article IX of this instrument

ARTICLE XIV

DISPUTES

If any disputes shall arise between a Trustee or person claiming through a Trustee, or under these rules, or any person aggrieved who has ceased to be a Trustee or any person claiming through such person aggrieved, and the Trustees of the HUTRUF Registered Trustees, it shall be decided by reference to arbitration. Five arbitrators shall be elected at a general meeting, none of them being directly interested in the funds of the Trust. The complaining party shall draw three names out of the five by lot in the usual way and the three arbitrators whose names are first drawn shall decide the dispute. The decision of the arbitrators shall be final and enforceable in accordance with the law for the time being in force in Tanzania.

ARTICLE XV

THE SEAL

- 1 The Trustees shall provide a common seal, which shall be kept under custody and control as the Trustees shall from time to time determine. The seal shall be affixed to any instrument, except pursuant to a resolution of the Trustees, in the presence of at least two Trustees, and the Said Trustees shall sign every instrument to which the common seal shall be affixed in their presence.
- 2 The Seal shall be round inscribing the words REGISTERED TRUSTEES OF HURUMA TRUST FUND (HUTRUF).

IN WITNESS WHEREFORE, The Founder and the Trustees herein have set their hands the day and the year first herein written.

Signed by the Said ELIASA CHIKANI)

OF P O Box 30175, KIBAHIA)

In our Presence this 11 day of SEPTEMBER)

In the year 2000)

Shet
FOUNDER

NAME: J. A. M. G. G. G. G.)

SIGNATURE: [Signature])

QUALIFICATION: Principal Magistrate)

Signed by the Said ZILPA MREMI)
Of P. O. Box. 30207 Kibaha)
In our Presence this 12 day of Sept.)
In the year 2000) 12/09/2000
NAME NASSARY TIA) FOUNDER
SIGNATURE [Signature])
QUALIFICATION Resident Magistrate

Signed by the Said JANE MWABEZA)
Of. O. Box. 30153, KIBAHA)
In our presence this 11TH day of SEPTEMBER) [Signature]
In the year 2000) TRUSTEE
NAME NASSARY TIA)
SIGNATURE [Signature])
QUALIFICATION Resident Magistrate

SIGNED by the said LEAH SANDE)
of P. O. Box. 30041 KIBAHA)
in our presence this 11 day of September)
in the year 2000) L. Sande
NAME NASSARY TIA) TRUSTEE
SIGNATURE [Signature])
QUALIFICATION Resident Magistrate

SIGNED by the said VIOLET KOMBA)
of P. O. Box 30153 KIBAHA)
in our Presence this 11 day of SEPTEMBER)
in the year 2000) [Signature]
NAME NASSARY TIA) TRUSTEE
SIGNATURE [Signature])
QUALIFICATION [Signature])

SIGNED by the said BONITA MATIKO)
of P. O. Box. 30226 KIBAHA)
in our presence this 18 day of September)
in the year 2000) Kutalika
NAME NASSARY) TRUSTEE
SIGNATURE [Signature])
QUALIFICATION Resident Magistrate

SIGNED by the said AGNES HYERA)
of P. O. Box. 30153 KIBAHA)
in our presence this 11 day of September)
in the year 2000) Agyea
NAME AGNES HYERA) TRUSTEE
SIGNATURE [Signature])
QUALIFICATION Resident Magistrate

SIGNED by the said FELISIANA MMASI)
of P. O. Box. 30041 KIBAHA)
in our presence this 11 day of September)
in the year 2000 NASSARY) [Signature]
NAME NASSARY) TRUSTEE
SIGNATURE [Signature])
QUALIFICATION Resident Magistrate

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beneficiaries
log: C:\Documents and Settings\TOSHIBA\My Documents\Guests\emmy\beneficia
> ries_2.smc1
log type: smc1
opened on: 27 Dec 2004, 12:18:38

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tab beneficiery orphan_sex
```

beneficiery	Orphan_sex		Total
	1	2	
1	1	2	3
2	1	0	1
3	2	1	3
4	1	1	2
5	2	0	2
6	3	2	5
7	0	1	1
8	0	1	1
9	0	1	1
10	0	1	1
11	0	1	1
12	0	1	1
13	0	1	1
14	0	1	1
15	0	2	2
16	2	2	4
17	0	1	1
18	0	1	1
Total	12	20	32

```
. tab guardian_age orphan_sex
```

guardian_age	Orphan_sex		Total
	1	2	
31	0	1	1
36	1	0	1
42	1	2	3
43	1	0	1
46	1	1	2
50	0	1	1
51	0	1	1
61	0	2	2
62	0	1	1
63	0	1	1
65	1	0	1
67	0	1	1
70	0	1	1
72	0	1	1
Total	5	13	18

```

. edit
- preserve

. edit
- preserve
- replace guardian_age = 65 in 2
- replace guardian_age = 65 in 3
- replace guardian_age = 42 in 6

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beneficiaries

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- replace guardian_age = 42 in 7
- replace guardian_age = 42 in 9
- replace guardian_age = 46 in 11
- replace guardian_age = 70 in 13
- replace guardian_age = 70 in 14
- replace guardian_age = 70 in 15
- replace guardian_age = 70 in 16
- replace guardian_age = 67 in 26
- replace guardian_age = 43 in 28
- replace guardian_age = 43 in 29
- replace guardian_age = 43 in 30
- preserve
```

tab guardian_age orphan_sex

guardian_age	Orphan_sex		Total
	1	2	
31	0	1	1
36	1	0	1
42	3	3	6
43	2	2	4
46	2	1	3
50	0	1	1
51	0	1	1
61	0	2	2
62	0	1	1
63	0	1	1
65	1	2	3
67	0	2	2
70	3	2	5
72	0	1	1
Total	12	20	32

tab howdoyouviewwhutruf

howdoyouvie whutruf	Freq.	Percent	Cum.
Yes	18	100.00	100.00
Total	18	100.00	

tab reasons

reasons	Freq.	Percent	Cum.
Helping the community, tranparence	1	5.56	5.56
It was selected by the villagers themse	7	38.89	44.44
They implement the project according to	2	11.11	55.56
Transparence,accountable	7	38.89	94.44
they are serious with their project	1	5.56	100.00
Total	18	100.00	

tab discusion_suupport discusion_suupport

discusion_ suupport	discusion_ suupport		Total
	Yes		

beneficiaries		
Yes	18	18
Total	18	18

tab ec_act_supported

ec_act_supported	Freq.	Percent	Cum.
Nil	1	5.56	5.56
None	17	94.44	100.00
Total	18	100.00	

tab guardian_age ec_act_supported

guardian_age	ec_act_supported		Total
	Nil	None	
31	0	1	1
36	0	1	1
42	0	3	3
43	0	1	1
46	0	2	2
50	1	0	1
51	0	1	1
61	0	2	2
62	0	1	1
63	0	1	1
65	0	1	1
67	0	1	1
70	0	1	1
72	0	1	1
Total	1	17	18

tab adequacy_support

adequacy_support	Freq.	Percent	Cum.
No	10	55.56	55.56
Yes	8	44.44	100.00
Total	18	100.00	

tab adequacy_support

adequacy_support	Freq.	Percent	Cum.
No	10	55.56	55.56
Yes	8	44.44	100.00
Total	18	100.00	

tab tec_supp_district

tec_supp_district	Freq.	Percent	Cum.

		beneficiaries	
Nil	1	5.56	5.56
No	16	88.89	94.44
Yes	1	5.56	100.00
Total	18	100.00	

tab ovc_ident_criteria

ovc_ident_criteria	Freq.	Percent	Cum.
Through meeting with village leaders an	18	100.00	100.00
Total	18	100.00	

. tab progress_support

progress_support	Freq.	Percent	Cum.
Nil	2	11.11	11.11
Not clear	2	11.11	22.22
Provided with uniform, poutry building,	14	77.78	100.00
Total	18	100.00	

tab comm_su_requ

comm_su_requ	Freq.	Percent	Cum.
Dispensary, Water	1	5.56	5.56
Nil	1	5.56	11.11
Water Dispensary	1	5.56	16.67
Water Dispensary, transport	3	16.67	33.33
water, Dispensary	4	22.22	55.56
Water,Dispensary, transport, market	8	44.44	100.00
Total	18	100.00	

. tab guardian_age comm_su_requ

guardian_age	Dispensar	Nil	Water Dis	Water Dis	Water, Di	Water,Dis
> Total						
> 31	0	0	0	0	0	1
> 1	0	0	0	0	0	1
> 36	0	0	0	0	0	1
> 1	0	0	0	0	0	3
> 42	0	0	0	0	0	1
> 3	0	0	0	0	0	1
> 43	0	0	0	0	1	1
> 1	0	0	0	0	1	1
> 46	0	0	0	1	0	0
> 2	0	0	0	1	0	0
> 50	0	0	0	0	0	1
> 1	0	0	0	2	0	0
> 51	0	0	0	0	1	0
> 1	0	0	0	0	1	0
> 61	0	0	1	0	0	0
> 2	0	0	0	0	0	0
> 62	0	0	1	0	0	0
> 1	0	0	0	0	0	0
> 63	0	0	1	0	0	0

beneficiaries							
>	1						
>	65	1	0	0	0	0	0
>	1						
>	67	0	0	0	0	1	0
>	1						
>	70	0	0	0	0	1	0
>	1						
>	72	0	1	0	0	0	0
>	1						
-----+							
>	Total	1	1	1	3	4	8
>	18						

None Beneficiaries

-> tabulation of age

Age	Freq.	Percent	Cum.
23	2	5.00	5.00
24	1	2.50	7.50
25	2	5.00	12.50
29	3	7.50	20.00
30	1	2.50	22.50
31	1	2.50	25.00
32	2	5.00	30.00
33	1	2.50	32.50
36	1	2.50	35.00
37	1	2.50	37.50
38	1	2.50	40.00
39	1	2.50	42.50
40	1	2.50	45.00
42	1	2.50	47.50
43	1	2.50	50.00
45	2	5.00	55.00
47	1	2.50	57.50
48	1	2.50	60.00
50	2	5.00	65.00
52	1	2.50	67.50
56	1	2.50	70.00
58	3	7.50	77.50
60	1	2.50	80.00
62	2	5.00	85.00
63	2	5.00	90.00
67	1	2.50	92.50
82	1	2.50	95.00
89	1	2.50	97.50
92	1	2.50	100.00
Total	40	100.00	

-> tabulation of sex

Sex	Freq.	Percent	Cum.
Male	22	53.66	53.66
Female	19	46.34	100.00
Total	41	100.00	

-> tabulation of hutr_knowl

hutr_knowl	Freq.	Percent	Cum.
Yes	41	100.00	100.00
Total	41	100.00	

-> tabulation of activ_judg

activ_judg	Freq.	Percent	Cum.
Good	38	95.00	95.00
Fair	2	5.00	100.00
Total	40	100.00	

-> tabulation of proj_adv

proj_adv	Freq.	Percent	Cum.
A44 more uniform to orphans	1	2.50	2.50
Foo4 provision	1	2.50	5.00
Give more support to the organization t	1	2.50	7.50
HUTRUF to complete the project early	1	2.50	10.00
Houses for the guar4ians	2	5.00	15.00
Increase agriculture activities	1	2.50	17.50
Increase spee4 of implementation of the	4	10.00	27.50
More support to orphans	2	5.00	32.50
NIL	10	25.00	57.50
NO	7	17.50	75.00
Plant more cassava	2	5.00	80.00
Sustainability	1	2.50	82.50
Sustainability of the project	1	2.50	85.00
The community to care for their cassava	3	7.50	92.50
The guar4ian shoul4 cooperate with the	1	2.50	95.00
To provi4e foo4 to the orphans	2	5.00	100.00
Total	40	100.00	

-> tabulation of hh_selection

Hh_selectio n	Freq.	Percent	Cum.
No	41	100.00	100.00
Total	41	100.00	

-> tabulation of orph_in_family

orph_in_fam ily	Freq.	Percent	Cum.
Yes	4	9.76	9.76
No	35	85.37	95.12
3	2	4.88	100.00
Total	41	100.00	

-> tabulation of numb_children

numb_childr en	Freq.	Percent	Cum.
0 - 5	22	53.66	53.66
6 - 10	12	29.27	82.93
10 and <	2	4.88	87.80
4	5	12.20	100.00
Total	41	100.00	

-> tabulation of iga_family

IGA_family	Freq.	Percent	Cum.
Yes	8	19.51	19.51
No	33	80.49	100.00

Total | 41 100.00

-> tabulation of iga_type

IGA_type	Freq.	Percent	Cum.
-	5	41.67	41.67
Capenter	1	8.33	50.00
Chacoal pro4ucer	2	16.67	66.67
shop seller	1	8.33	75.00
small business	1	8.33	83.33
selling foo4	2	16.67	100.00
Total	12	100.00	

-> tabulation of orph_village_suuport

orph_villag e_suuport	Freq.	Percent	Cum.
1	33	80.49	80.49
2	8	19.51	100.00
Total	41	100.00	

-> tabulation of adv_village

adv_village	Freq.	Percent	Cum.
-	6	15.00	15.00
Agriculture extension	1	2.50	17.50
All orphans to get support	1	2.50	20.00
Build4ing houses for the orphans	6	15.00	35.00
Community participation is crucial in s	1	2.50	37.50
Foo4 provision	3	7.50	45.00
Girl to be given special treatment	2	5.00	50.00
Give more support	2	5.00	55.00
HUTRUF to get more financial support fo	1	2.50	57.50
Increase agriculture activities	1	2.50	60.00
Opharns to be given training on technic	2	5.00	65.00
Provi4e houses for the guar4ians	8	20.00	85.00
Support 4isable4	1	2.50	87.50
Sustainablity of the cassava plantation	2	5.00	92.50
Training to age4 orphans	2	5.00	97.50
the govt shoul4 provi4e 4ispensary	1	2.50	100.00
Total	40	100.00	

-> tabulation of other_donors

other_donor s	Freq.	Percent	Cum.
Yes	16	39.02	39.02
No	25	60.98	100.00
Total	41	100.00	

-> tabulation of namedonor

name-donor	Freq.	Percent	Cum.
-	8	33.33	33.33

		Non-beneficiaries.txt	
cobas for	cobas	11	45.83
el4ers	el4ers	5	20.83
Total		24	100.00

```
. tabulate sex hutr_knowl, row
```

Key
frequency
row percentage

Sex	hutr_knowl	Total
	Yes	
Male	22	22
	100.00	100.00
Female	19	19
	100.00	100.00
Total	41	41
	100.00	100.00

```
. tabulate sex hutr_knowl, col
```

Key
frequency
column percentage

Sex	hutr_knowl	Total
	Yes	
Male	22	22
	53.66	53.66
Female	19	19
	46.34	46.34
Total	41	41
	100.00	100.00

```
. tabulate sex activ_judg, col
```

Key
frequency
column percentage

Sex	activ_judg	Total
	Good	
	Fair	

Non-beneficiaries.txt

Male	20 52.63	2 100.00	22 55.00
Female	18 47.37	0 0.00	18 45.00
Total	38 100.00	2 100.00	40 100.00

. tabulate sex activ_judg,

Sex	activ_judg		Total
	Good	Fair	
Male	20 <i>20/100</i>	2 <i>2/100</i>	22
Female	18 <i>18/100</i>	0 <i>0/100</i>	18
Total	38 <i>38/100</i>	2 <i>2/100</i>	40 <i>40</i>

. tabulate sex orph_in_family, row col

Key
frequency
row percentage
column percentage

Sex	orph_in_family		Ncr	Total
	Yes	No	3	
Male	1 4.55 <u>25.00</u>	19 86.36 <u>54.29</u>	2 9.09 100.00	22 100.00 53.66
Female	3 15.79 <u>75.00</u>	16 84.21 <u>45.71</u>	0 0.00 0.00	19 100.00 46.34
Total	4 <u>9.76</u> 100.00	35 <u>85.37</u> 100.00	2 <u>4.88</u> 100.00	41 <u>100.00</u> 100.00

. tabulate sex orph_in_family,

Sex	orph_in_family		3	Total
	Yes	No		
Male	1	19	2	22
Female	3	16	0	19
Total	4	35	2	41

. tabulate sex numb_children

Sex	numb_children			4	Total
	0 - 5	6 - 10	10 and <		

```
. tabulate sex iga_family
```

Sex	IGA_family		Total
	Yes	No	
Male	2	20	22
Female	6	13	19
Total	8	33	41

```
. tabulate sex iga_type, row
```

Key
frequency
row percentage

Sex	IGA_type					
	Capenter	Chacoal p	Shop sell	Small bus	selling f	
Total						
Male	2	1	0	1	0	0
4						
	50.00	25.00	0.00	25.00	0.00	0.00
100.00						
Female	3	0	2	0	1	2
8						
	37.50	0.00	25.00	0.00	12.50	25.00
100.00						
Total	5	1	2	1	1	2
12						
	41.67	8.33	16.67	8.33	8.33	16.67
100.00						

```
. tabulate sex iga_type, col
```

Key
frequency
column percentage

Sex	IGA_type					
	Capenter	Chacoal p	Shop sell	Small bus	selling f	
Total						
Male	2	1	0	1	0	0
4						

Non-beficiries.txt

		40.00	100.00	0.00	100.00	0.00	0.00
>	33.33						
>	Female	3	0	2	0	1	2
>	8						
>	66.67	60.00	0.00	100.00	0.00	100.00	100.00
>							
>	Total	5	1	2	1	1	2
>	12						
>	100.00	100.00	100.00	100.00	100.00	100.00	100.00

. tabulate sex iga_type

	Sex						
>	Total	-	Capenter	Chacoal p	Shop sell	Small bus	selling f
>							
>	Male	2	1	0	1	0	0
>	4						
>	Female	3	0	2	0	1	2
>	8						
>							
>	Total	5	1	2	1	1	2
>	12						

. tabulate sex orph_village_suuport

	Sex			
		orph_village_suuport		
		1	2	Total
	Male	18	4	22
	Female	15	4	19
	Total	33	8	41

. tabulate sex orph_village_suuport, row, col
invalid 'col'
r(198);

. tabulate sex orph_village_suuport, row col

Key
frequency
row percentage
column percentage

	Sex			
		orph_village_suuport		
		1	2	Total
	Male	18	4	22

Non-beficiries.txt

	81.82	18.18	100.00
	54.55	50.00	53.66
Female	15	4	19
	78.95	21.05	100.00
	45.45	50.00	46.34
Total	33	8	41
	80.49	19.51	100.00
	100.00	100.00	100.00

tabulate sex other_donors

Sex	other_donors Yes	No	Total
Male	11	11	22
Female	5	14	19
Total	16	25	41

tabulate sex other_donors, row col

Key
frequency
row percentage
column percentage

Sex	other_donors Yes	No	Total
Male	11	11	22
	50.00	50.00	100.00
	68.75	44.00	53.66
Female	5	14	19
	26.32	73.68	100.00
	31.25	56.00	46.34
Total	16	25	41
	39.02	60.98	100.00
	100.00	100.00	100.00

tabulate sex namedonor

Sex	-	name-donor Cobeas	cobeas fo	Total
Male	3	7	5	15
Female	5	4	0	9
Total	8	11	5	24

tabulate sex namedonor, row col

Key
frequency
row percentage
column percentage

Sex	name-donor			Total
	-	Cobeas	cobeas fo	
Male	3	7	5	15
	20.00	46.67	33.33	100.00
	37.50	63.64	100.00	62.50
Female	5	4	0	9
	55.56	44.44	0.00	100.00
	62.50	36.36	0.00	37.50
Total	8	11	5	24
	33.33	45.83	20.83	100.00
	100.00	100.00	100.00	100.00

Questionnaires - HUTRUF leaders

1. Names of members
.....
2. How far have you gone with the project implementation?
.....
3. What is your work plan?
.....
4. Have you communicated with your beneficiaries about your work plan?
.....
5. Why have you decided to start with cassava project?
.....
6. Do you think you can reach the target set with your donor?
.....
7. Are the beneficiaries willing to participate in projects you have selected?
.....
8. Who chose for their projects? ...
participatory?.....
9. Which problems are you facing during project implementations?
.....
10. How are you going to deal with the problems you are facing now?
.....
11. Have you communicated with your donor about your problems?
.....
12. What do you promise about the ongoing activities?
.....
13. When are you going to conduct the training for your beneficiaries?
.....
14. Do you have any training program or you are going to hire a consultant?
.....
15. How far have you gone with the expenditure?
.....

Questionnaires for Non beneficiaries

1. The name of the interviewee.....
 - a) Age..... b) Sex
2. Do you know anything about HUTRUF?
 - a) Yes..... b) No.....
3. How do you see / judge its activities
 - a) Good b) Fair c) Poor
4. Do you have any advice for the project undertaken?
.....
.....
5. How were there the houses holds / beneficiaries selected?
 - a) Government b) Community..... c) PIA.....
 - d) Not known.....
6. Do you have any orphan in your family
 - a) Yes..... b) No.....
7. How many children do you have
 - a) 0 – 5 b) 6 – 10..... c) 10 and above.....
8. Do you have any income generating activity to support your family
 - a) Yes..... b) No if yes mention.....
9. Do you have any advice on how to support orphan in your village
 - a) Yes..... b) No.....If yes give the advice.....
.....
.....
.....
10. Do you have any other donor support for the development activities other than HUTRUF.
 - a) Yes b) No.....If yes mention

Questions for beneficiaries

1.Name of the guardian

Age..... Sex.....

2. What is the name of the orphan/s

Age.....Sex.....

3. How were the house hold selected

a) by the government

b) Community

c) Not known

4. How do you view HUTRUF NGO – is it accepted by people in the village?

a) Yes

b) No

Give reasons for the answer you have provided

5.Did HUTRUF discuss with the villagers on the type of socio-economic support for the beneficiaries

a) Yes

b) No

6.What other support does the organization have

7.Is the support provided by HUTRUF adequate enough to meet the needs of the orphan in the village?

a) yes

b) No

Elaborate your
answer

8. Do you receive any technical support from the district level

a)Yes

b) No

9. Which criteria have been used to choose the orphans to be supported

10. What progress or changes that have been taking place in the house holds benefiting from the project?

11. What are the important/ crucial social economic needs in the village that requires support from outside the village/community? rank by order of importance

- a) _____
- b) _____
- c) _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
-

Data to be collected from Mpiji Village

1. Total area of the village (sq. Km, hectares or acres)
2. Total population of the district (Male and Female).....
3. Total population of the village (Male and Female).....
4. Total number of children in the district (Male and Female).....
5. Total number of children in Mpiji village (Male and Female).....
6. Total number of orphans in the district (Male and Female).....
7. Total number of orphans in Mpiji village (Male and Female).....
8. Total number of orphans in Mpiji village who are getting support from the project (Male and Female).....
9. Total number of households taking care of orphans in the village.....
10. Total number of households taking care of orphans which have received support from the project.....
11. Type of support provided: (Fill the Table below)

Questionnaires to be asked to the Non beneficiaries

1. The name of the interviewee *Shabari Devi*
 - a) Age... *36*..... b) Sex... *Female*.....
2. Do you know anything about HUTRUF?
 - a) Yes..... b) No..... *(a)*
3. How do you see/judge its activities
 - a). Good b) Fair c) Poor *(a)*
4. Do you have any advise for the project undertaken?

Good. but the beneficiaries are not known. should be given to the people who are in need of it.
5. How were the house holds/ beneficiaries selected?
 - a) Government b) Community c) PIA *(B)*
 - d) Not known
6. Do you have any orphan in you family
 - a) Yes..... b) No *(a)*.....
7. How many children do you have
 - a) 0-5 b) 6-10 c) 10 and above *N/A*
8. Do you have any income generating activity to support your family
 - a) Yes b) No *(a)* If yes mention
9. Do you have any advise on how to support orphan in your village
 - a) Yes b) No

If yes give the advice *Make a school for the orphans. Give them some food. Give them some clothes. Give them some shelter.*
10. Do you have any other donor support for the development activities other

Other than HUTRUF

 - a) Yes *(a)* b) No

If yes mention... *Madhwa Singh, J. Lakshmi, etc.*

TABLE:**CHECKLIST ON FINANCIAL JUSTIFICATION OF HUTRUF PROJECTS**

These should be completed and send to the Donor

DISTRICT / ISLAND OFFICE KIBAHA DISTRICT

SUBPROJECT NAME.....

NAME OF PLA.....

STAGE / TRANCHE UTILISED..... TRANCHE

SECTOR (Water, health, education. Social infrastructure)

GRADING:

A= Very satisfactorily done: B= fairly done: C= not good, but can be tolerated: D= worse

	A	B	C	D	Remarks
Are all payment vouchers supported by attachment and minutes?					
Do all payment vouchers have proper approvals?					
Was expenditure done according to the detailed budget (eligible)?					
Was shopping done by the PLA					
Did the community observe the National Shopping criteria?					
Are the items purchased fairly priced? (Value for money)					
Are payment vouchers indexed for ease referencing?					
Is a bank statement attached and bank reconciliation done?					
Does the PLA maintain cash on hand?					
Are the financial expenditures equal to physical work at the ground					
Is a technical report been attached? Is it signed?					

Cumulative amount released by donors to date (Tshs)

Amount released by donors for this tranche (Tshs)

Amount accounted for in this submission (Tshs).....

Amount requested (Next tranche) (Tshs).....

Amount justified for funding (not necessarily the whole application) Tshs

Unjustified amount (Tshs).....

PLA contribution in cash – budgeted Tshs Actual to date.....

PLA contribution in material – budgeted Tshs Actual to date.....

PLA contribution in labour – budgeted Tshs..... Actual to date.....

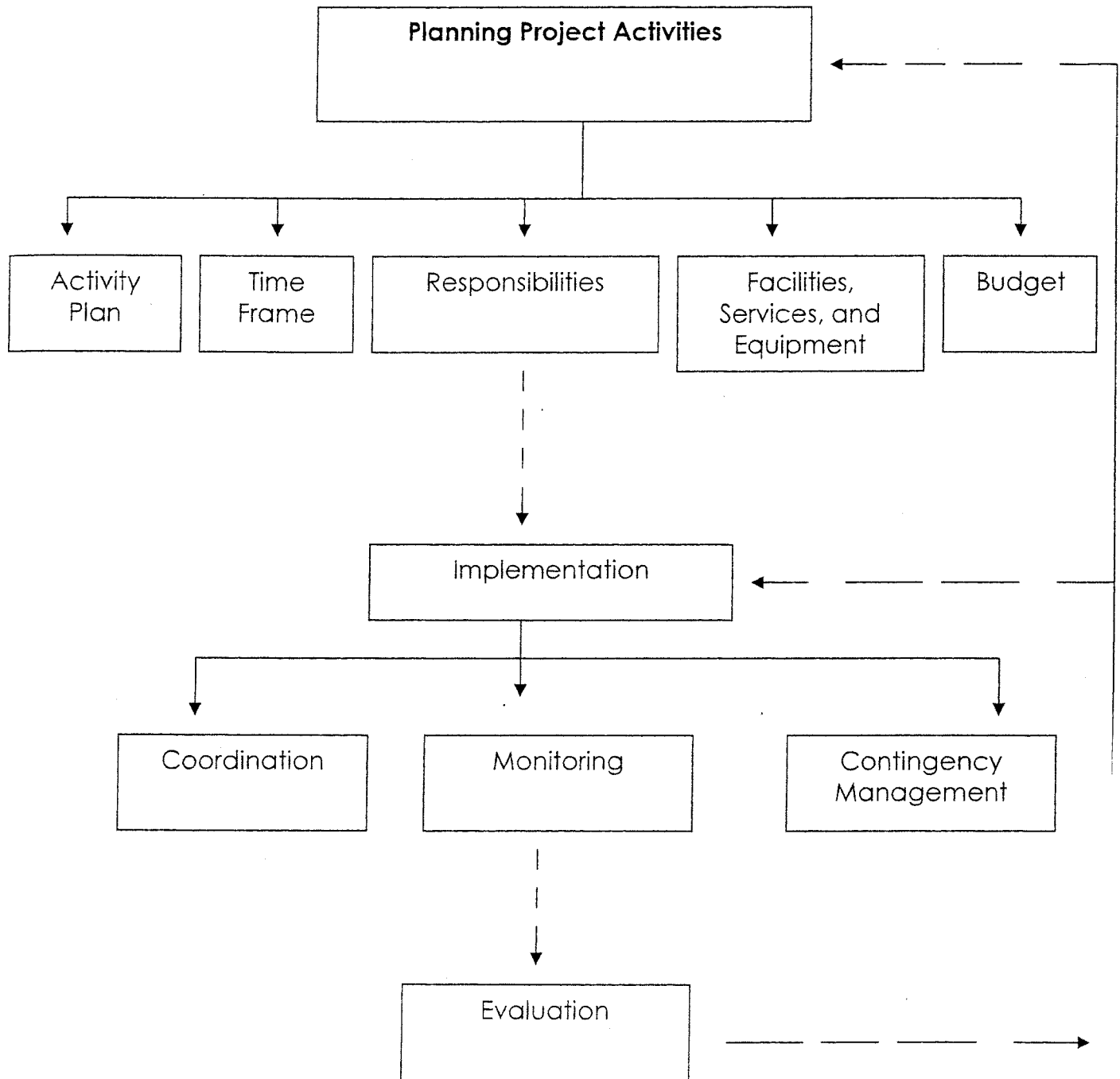
Comments.....

.....

.....

.....

Signature.....



Worksheet No.

BUDGET PREPARATION INFORMATION FORM

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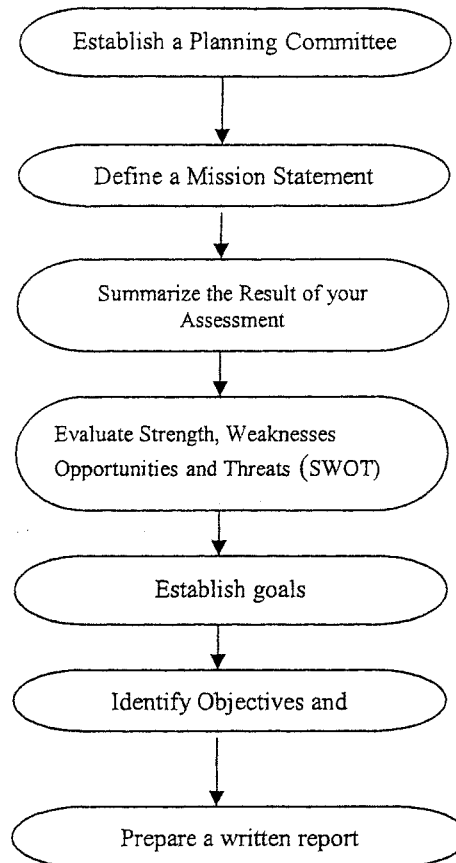
Worksheet No.

Worksheet to determine Responsibilities, Facilities, Equipment, Materials, and Services

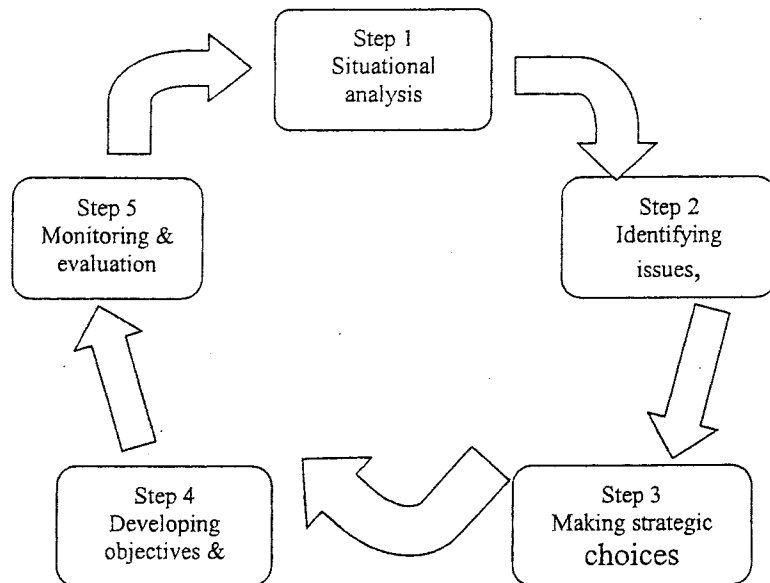
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PLANNING PROJECT ACTIVITIES

Strategic Planning Worksheet

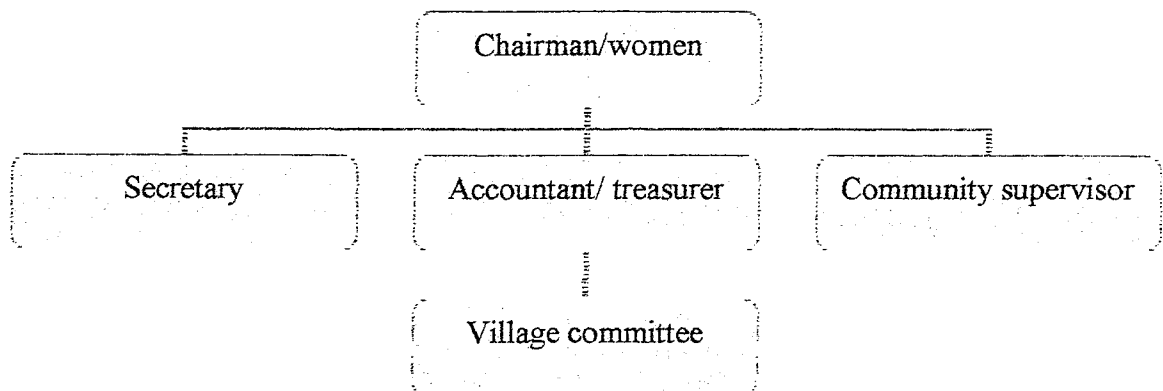


The Planning cycle



The suggested organization Structure of HUTRUF

Organization Structure for the project



THE SUGGESTED WORK PLAN FROM JUNE 2004 TO NOVEMBER 2004

DATE STARTING	DATE COMPLETION	ACTIVITY	Targets	ACTORS
10/6/2004	25/6/04	<ul style="list-style-type: none"> Collecting more materials to the site for poultry units Continue with construction (1st stage) which is 	<ul style="list-style-type: none"> All the materials should be at the site. Ten houses should be complete 	NGO, Community, contractors
26/6/2004	15/7/04	<ul style="list-style-type: none"> Continue with the construction of houses for poultry units (1st stage) 	<ul style="list-style-type: none"> Completing the remaining houses 	NGO, Community, contractors
16/7/04	16/8/04	<ul style="list-style-type: none"> Construction of houses 2nd level which is putting wire goose to the windows and fencing around the house. Monitoring the growth of cassava plant. 	<ul style="list-style-type: none"> The 1st ten houses to be completed. 	NGO, Community, Contractors
18/7/04	25/8/04	<ul style="list-style-type: none"> Training on poultry keeping Construction of fencing and wire goose continue 	<ul style="list-style-type: none"> All the beneficiaries and the communities should get the training on poultry keeping Continue with construction of the remaining houses. 	NGO, Consultants, community, contractors
1/9/04	30/9/04	<ul style="list-style-type: none"> Continue with construction Conduct training on health and treatment 	<ul style="list-style-type: none"> Complete the construction of the remaining houses The beneficiaries and the community 	NGO, Consultants, Contractors and the community

			should get the training on Health and treatment.	
1/10/04	15/10/04	<ul style="list-style-type: none"> • Supplying the chickens to the beneficiaries • Advising the beneficiaries on safety way of keeping the chickens 	<ul style="list-style-type: none"> • All twenty house holds to be supplied with the chickens • All the beneficiaries to have enough knowledge on poultry keeping 	NGO, Contractors, Beneficiaries
16/10/04	16/11/04	<ul style="list-style-type: none"> • Training on life skills to all community 	<ul style="list-style-type: none"> • 17 years and above should get the knowledge of life skill to enable them manage their lives 	NGO, Consultants, Community