

**Appendix: 1 Letter of request**

**The Chairperson,**

**Wanawake katika Huduma za Jamii,**

**P.O.Box 94,**

**KILOSA,**

**RE: REQUEST TO OFFER MY TECHNICAL ASSISTANCE TO YOUR CBO**

I am a participant in the Community Economic Development Program offered by the Southern New Hampshire University and the Open University of Tanzania which leads to a Master of Science in Community Economic Development (MSCED) .One of the requirement of this Program is for the student to offer his/her services to a community based organization of his/her choice for the duration of his/her studies in the program.

I have selected to work with your community-based organization as I consider its mission and activities to be in line with my concentration of study. I am, therefore requesting you to allow me offer my technical services to your organization. The duration of the engagement will be at least eighteen (18) months beginning October 2005.

During the time that I will be with your organization, I will be totally at the disposal of the CBO as a technical tool and available for advice, consultations and as a

facilitator in any capacity deemed appropriate by the CBO. By this way I hope to benefit a

It is my hope that my stay in your organization will help me complete my training successfully.

Yours truly,

M. Putika

**Appendix: 2            Letter of acceptance**

**Mrs. Marietha N Putika,**

**P.O. Box 98,**

**KILOSA.**

**RE: LETTER OF ACCEPTANCE**

We wish to acknowledge receipt of your letter dated 2<sup>nd</sup> October 2005, requesting our CBO to allow you to work with us during your duration of study. After deliberating on your request, the executive committee has accepted your request and is eagerly expecting you to start working with them at the earliest.

This is the first time that this CBO has obtained the opportunity to work with a student for a Masters in community economic development (MSCED) program. We hope that you will be of great assistance to our organization especially in the field of strategic planning and resources mobilization.

Welcome to WAHUJA community based organization.

**Chairperson**

### Appendix: 3      WAHUJA Need Assessment

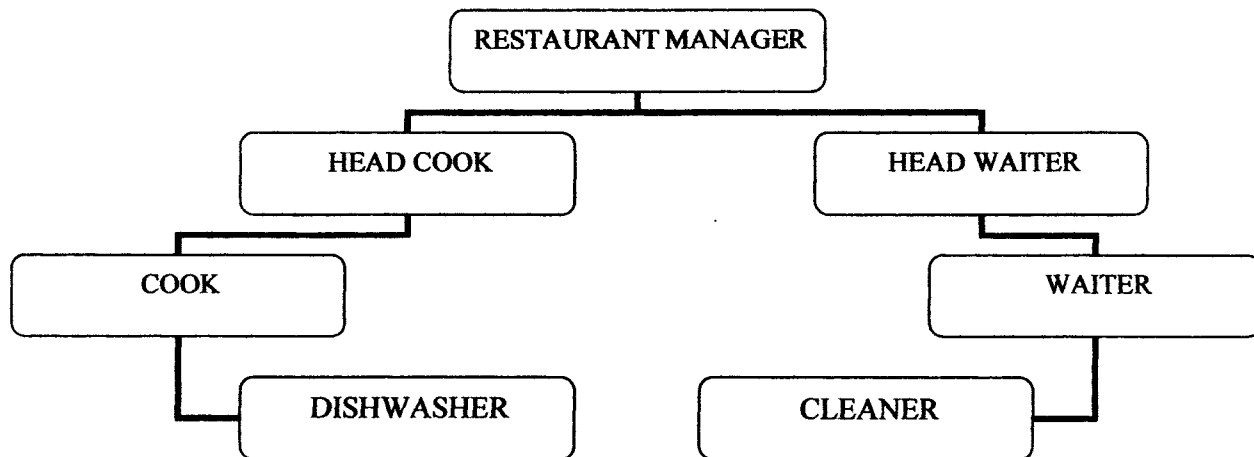
WAHUJA Need Assessment		
Problem	Score	Priority position
Inadequate skills in organization management	3	3
Low income	7	1
Low education	0	7
Low saving in the organization	1	6
Less commitment of District leaders	1	5
Poor linkage with financial institutions	4	4
Inadequate skill in entrepreneurship and resource mobilization	5	2

*Source:      Own data from survey 2006*

## Appendix: 4

## Restaurant organizational chart

## WAHUJA Restaurant organizational chart



## **Appendix: 5a          JOB DESCRIPTION**

### **STAFF JOB DESCRIPTION**

**Job Title:**      HEAD WAITER/WAITRESS

**Reports to:**    RESTAURANT MANAGER

**Supervises:**   Waiters/Waitress/Cleaner

**Date:**          20<sup>th</sup> January 2007.

**Duties:**

1.      He/She is in charge of the restaurant launch. He/She is head of services section and reports to restaurant manager
2.      He/She prepares menu prices in collaboration with the manager and H/cook
3.      He/She takes orders from customers and sends the orders to the kitchen
4.      He/She receives cash payment from customers
5.      Submits cash to restaurant manager after closure of business
6.      Supervise the cleaner and waiter to make sure that the restaurant is cleaned and dishes, silverware and other materials are immaculately clean
7.      Undertakes any other duties as directed by the restaurant manager

**Remuneration:** In the salary scale of Tshs 70,000= - 85,000. Starting salary Tshs75,000= per month

## **Appendix: 5b      JOB DESCRIPTION Continued**

### **STAFF JOB DESCRIPTION**

Job Title:      HEAD COOK

Reports to:     RESTAURANT MANAGER

Supervises:    Cook/Cleaner

Date:            20<sup>th</sup> January 2007.

Duties:

1.      He/She is in charge of the restaurant's kitchen
2.      He/She supervises all activities undertaken in the kitchen including cleanness, safety and security of material and equipment
3.      He prepared daily menu in collaboration with the restaurant manager
4.      He/She makes daily purchases of material required in the kitchen for preparation of food
5.      Supervises food preparation
6.      Perform all other duties as will be directed daily by restaurant manager

Remuneration: In the salary scale of Tshs 70,000/= - 85,000/= Starting salary  
Tshs75,000/= per month

## Appendix: 6      Budget estimate

### Budget estimate of the project

<b>Training Workshop</b>			
No.	Item description	Price per unit (Tshs)	Total cost (Tshs)
	Stationary	100000/-	100000/-
	Travel and Fare	7000/-	154000/-
	Postage	50000/-	50000/-
	Salary and wages (trainers)	150000/-	900000/-
	Sitting allowance	50000/-	250000/-
	Training material	300000/-	300000/-
	Refreshments and meals	350000/-	350000/-
<b>Sub total</b>			<b>2075000/-</b>
<b>Preparation of Proposal</b>			
	Salaries and wages	4 @ 450000/-	1800000/-
	Refreshment	150000/-	150000/-
	Postage and communication	50000/-	50000/-
	Allowances	170000/-	170000/-
	Traveling	200000/-	200000/-
<b>Sub total</b>			<b>2290000/-</b>
<b>Establishment of a restaurant</b>			
	Salaries	6240000/-	6240000/-
	Traveling and fare	40000/-	40000/-
	Allowances	440000/-	440000/-
	Material and equipment	1000000/-	1000000/-
	Per diem	180000/-	180000/-
	Rent	120000/-	120000/-
	Start up costs	500000	500000/-
<b>Sub total</b>			<b>8520000/-</b>
<b>Grand total</b>			<b>13610000/-</b>



**Appendix: 7****QUESTIONNAIRE**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY  
&  
THE OPEN UNIVERSITY OF TANZANIA  
COMMUNITY ECONOMIC DEVELOPMENT PROGRAM**

**QUESTIONNAIRE: LEADERS OF WAHUJA CBO**

1. What are the aims of WAHUJA community Based Organization?

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2. Does the organization accomplish that goal? Yes/No?

-If the answer is yes, to what extent are the aims accomplished?

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If the answer is no, state the reasons for not accomplishing the aims.

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3. In order to offer the required services to the targeted groups, how much money  
Is required per year ?

- A. Below TZS 500,000/=
- B. Between TZS 500,000 and 1,000,000/=
- C. Between TZS 1,000,000 and 2,000,000/=
- D. Above TZS 2,000,000/=

4. (a) What other services to the community do WAHUJA provide?

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(b) How much does these other services cost per year?

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5. (a) Do you have income generating projects/activities in the  
WAHUJA organization? YES/NO?

-If the answer above is YES mention the income generating activities

<u>Type of activity</u>	<u>Amount of income generated</u>
i.	-----
ii.	-----
iii.	-----
iv.	-----
v.	-----

6. Does the organization have capital to invest in the income generating activities? YES/NO

If the answer is YES, how much capital

- A. Below Tshs 100,000/=
- B. Between Tshs 100,000 and 500,000/=
- C. Between Tshs 500,000 and 1,000,000/=
- D. Above Tshs 1,000,000/=

7. What is the total income from all income generating activities per year?

- A. Below Tshs 100,000/=
- B. Between Tshs 100,000/= and 500,000/=
- C. Between Tshs 500,000/= and 1,000,000/=
- D. Above Tshs 1,000,000/=

8. Is the amount generated from the income generating activities enough to finance the services the CBO intends to offer to the targeted community? Yes/No

9. How much savings did the organization make in the following periods?

December 2003 -----  
 December 2004 -----  
 December 2005 -----  
 December 2006 -----

10. Have the organization received any financial assistance fro an external source? Yes/No

If the answer to above is Yes, state why

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If the answer to above is No, state why.....

.....

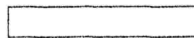
11. Have the organization requested and received any loan from any financial institution? YES/NO  
If YES name the Institution and the amount of loan received  
.....  
.....  
.....
12. Is the organization ready to accept loans from financial institution? YES/NO
13. How will the organization pay back the loan?  
a) Through income generating activities  
b) Through members contribution  
c) Through contribution from other stakeholders
14. Has the organization members received any training in resource mobilization and income generating activities? YES/NO
15. If given opportunity to train in various skills, what skills will the organization prefer its members to train in?  
(mention them in order of preference)  
.....  
.....
16. What income generating activities will be preferred by the CBO so as to enable it earn enough funds and accomplish its objectives  
.....  
.....  
.....
17. How will WAHUA members benefit from economic activities of their organization?.....  
.....  
.....

Thank you

ID	Task Name	Duration	Start	Finish	Predecessors	3rd Quarter	2nd Quarter	1st Quarter	4th Quarter
1	To conduct a meeting to identify a	2 days	Mon 3/19/07	Tue 3/20/07			Refreshment 150000/=		
2	To mobilize capital	90 days	Wed 3/21/07	Tue 7/24/07	1		Travelling,Refleshment,Per diem 540000		
3	Hiring a premise	30 days	Wed 7/25/07	Tue 9/4/07	2		Rent 120000		
4	Recuitment of worker	30 days	Wed 9/5/07	Tue 10/16/07	3		Allowance 140000		
5	Purchasing of material/equipment	14 days	Wed 10/17/07	Mon 11/5/07	4		Equipment 1000000/=		
6	Start operation	1 day	Tue 11/6/07	Tue 11/6/07	5		Salaries,Bills,Allowance		
7	Summative Evaluation	30 days	Wed 11/7/07	Tue 12/18/07	6		Allowance		

Project: Project1 Gantt Chart Project 3  
Date: Fri 7/6/07

Task



Milestone



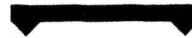
External Tasks



Split



Summary



External Milestone



Progress



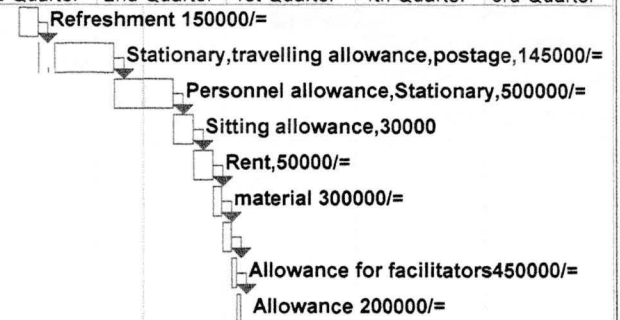
Project Summary



Deadline



ID	Task Name	Duration	Start	Finish	Predecessors	3rd Quarter	2nd Quarter	1st Quarter	4th Quarter	3rd Quarter
1	Identification of important topic to l	30 days	Tue 10/17/06	Mon 11/27/06						
2	Mobilisation of fund for Training	91 days	Tue 11/28/06	Mon 5/7/07	1					
3	Preparation of curriculum	90 days	Tue 5/8/07	Mon 9/10/07	2					
4	Identification of facilitators	30 days	Tue 9/11/07	Mon 10/22/07	3					
5	Hiring venue for Training	30 days	Tue 10/23/07	Mon 12/3/07	4					
6	Purchasing of materials	14 days	Tue 12/4/07	Fri 12/21/07	5					
7	Invitation of participants	14 days	Mon 12/24/07	Thu 1/10/08	6					
8	Conducting training	7 days	Fri 1/11/08	Mon 1/21/08	7					
9	Summative evaluation	7 days	Tue 1/22/08	Wed 1/30/08	8					



Project: Project1 Gantt Chart 1b  
Date: Fri 7/6/07

Task



Milestone



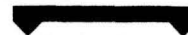
External Tasks



Split



Summary



External Milestone



Progress












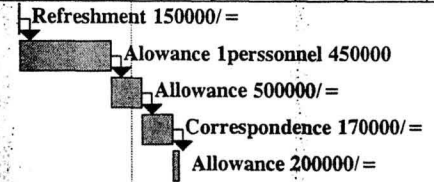
Project Summary



Deadline



ID		Task Name	Duration	Start	Finish	Predecessors	1st Half			1st Half	
							Qtr 3	Qtr 1	Qtr 3	Qtr 1	Qtr 3
1		Conducting meeting to identify dev	1 day	Mon 12/18/06	Mon 12/18/06			Refreshment 150000/=			
2		To prepare a strategic proposal for	90 days	Tue 12/19/06	Mon 4/23/07	1		Allowance 1perssonnel 450000			
3		To submit proposal	30 days	Tue 4/24/07	Mon 6/4/07	2			Allowance 500000/=		
4		Make a follow up	30 days	Tue 6/5/07	Mon 7/16/07	3			Correspondence 170000/=		
5		Summative evaluation	7 days	Tue 7/17/07	Wed 7/25/07	4			Allowance 200000/=		



Project: Project1 Gantt Chart Project 2  
Date: Sun 5/20/07

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

Page 1