

## **Appendix 1 (a): Questionnaires used in research**

### **DODOSO KWA VIONGOZI**

**Kilimanjaro CBR ni Shirika linalotoa huduma kwa watu wenye ulemavu wa aina mbalimbali na kuzuia ulemavu unaoweza kuepukika katika Mikoa ya Kilimanjaro, Arusha (Arumeru, Karatu), Tanga (Lushoto) na Manyara (Babati and Mbulu). Ukiwa kama kiongozi wa eneo lako unaombwa ushiriki katika mahojiano haya ili kuweza kutathmini mchango ambao shirika hili limetoa katika maendeleo ya watu wenye ulemavu na jamii kwa ujumla katika eneo lako.**

- 1. Jina lako ni nani?**
- 2. Unafanya kazi gani katika kijiji/kata hii?**
- 3. Je unafikiri ni matatizo gani yanawakumba watu wenye ulemavu wa aina mbalimbali katika eneo lako?**
- 4. Je ni taasisi gani zinazosaidia watu wenye ulemavu katika eneo lako na zinatoa huduma gani?**
- 5. Je ni mchango gani Kilimanjaro CBR unatoa katika maendeleo ya watu wenye ulemavu na jamii kwa ujumla katika eneo lako?**
- 6. Je ofisi yako imewahi kupewa mialiko ya kuhudhuria mikutano au shughuli za Kilimanjaro CBR?**
- 7. Je ni huduma gani unafikiri zinahitajika zaidi ili kuboresha maisha ya watu wenye ulemavu katika eneo lako?**

**Asante kwa ushirikiano**

## Appendix 1 (b)

### DODOSO KWA WA WAZAZI WA WATOTO WENYE ULEMAVU/WATU WENYE ULEMAVU

Kilimanjaro CBR ni Shirika linalotoa huduma kwa watu wenye ulemavu wa aina mbalimbali na kuzuia ulemavu unaoweza kuepukika katika Mikoa ya Kilimanjaro, Arusha (Arumeru, Karatu), Tanga (Lushoto) na Manyara (Babati and Mbulu). Ukiwa kama kiongozi wa eneo lako unaombwa ushiriki katika mahojiano haya ili kuweza kutathmini mchango ambao shirika hili limetoa katika maendeleo ya watu wenye ulemavu na jamii kwa ujumla katika eneo lako.

1. Je kwa mara ya kwanza uliwezaje kupata huduma ya Kilimanjaro CBR? (Tiki moja)
  - (a) Nilitembelewa na wafanyakazi wa Kilimanjaro CBR
  - (b) Nilitembelea mwenyewe ofisi za Kilimanjaro CBR
  - (c) Nilihudhuria mkutano ulioandaliwa na Kilimanjaro CBR
  - (d) Njia nyingine(Eleza)

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2. Je unafikiri ni matatizo gani makubwa yanawakumba watu wenye ulemavu kutokanana ulemavu wao?

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3. Je ni matatizo gani unakumbana nayo kama ndugu wa mtu mwenye ulevavu katika jamii?

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4. Je umaesaidi a vipi na huduma zinazotolewa na Kilimanjaro CBR?

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5. Baada ya kuhudumiwa na shirika la Kilimanjaro CBR kwa kipindi chote hicho, je unaona kuna mabadiliko yoyote kwenye maisha yako /ndugu yako mwenye ulemavu?

(a) Ndiyo

(b) Hapana

Kama jibu ni ndiyo, fafania zaidi.

6. Je unalishauri shirika la Kilimanjaro CBR lifanye nini zaidi ili kuboresha huduma kwa watu wenye ulemavu?

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- .....
- .....
- .....
7. Je ni matatizo gani unayokumbana nayo katika kuzifikia huduma mbalimbali kama afya, elimu?

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## **Appendix 2: focus group discussion guide**

### **CONTENTS**

- 1. Meaning of disability**
- 2. What is Kilimanjaro CBR?**
- 3. Disability and accessibility to different services.**
- 4. Challenges facing people with disabilities (gender challenges etc.).**
- 5. The role played by Kilimanjaro CBR in the lives of people with disabilities, family members and community at large.**

### Appendix 3: Stakeholders impact analysis

Name of Stakeholder	Potential benefits/cost	Project Discussed with this Group?	What is their opinion of this Project and its goals?	What is their opinion of Project Design?
People with disabilities/with preventable disabilities	<ul style="list-style-type: none"> <li>Care and Love, inclusion in community activities</li> <li>Health services, education</li> </ul>	Yes	<ul style="list-style-type: none"> <li>➤ Project provides them with rehabilitation and preventive services in their different communities.</li> <li>➤ It enables them to develop their abilities to their maximum potential which may enable them to live fulfilling and independent lives as respected and integrated members of their communities.</li> <li>➤ Provide them with basic needs such as food, clothing, shelter, medical service and school</li> </ul>	The project should also focus on how to enable people with disabilities and their families to generate their income (e.g. provision of soft loans).
Donors	Technical assistance and funding	Yes	<ul style="list-style-type: none"> <li>The project goals address the needs of the people with different kinds with disabilities.</li> </ul>	Project vision is clear but what need more attention is to look on how this vision can be

				achieved efficiently and effectively through different activities.
Government	<ul style="list-style-type: none"> <li>• Protect the rights of people with disabilities.</li> <li>• Having healthy and educated citizen.</li> <li>• Having community that cares for people with disabilities.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• The project needs to work more closely with the government departments, local communities.</li> <li>• The government will ensure equal opportunities for people with disabilities in the different communities.</li> </ul>	The department of social welfare to give technical advice so that the project can run smoothly
Community and families of people with disabilities.	<p>Acquire information and advice on how to care for people with disabilities.</p> <p>Access different services.</p>	Yes	To educate the community in order to address the major causes of disabilities and not to wait until people are disabled and provide services.	The project design needs to focus also on enabling families with people with disabilities to take care of their disabled members appropriately.
Other NGOs, institutions and	Learn and acquire skills, knowledge and techniques	Yes	There is need to work together with other related programs in order to work jointly in order to work	The Project needs to share information with other institutions such as hospitals so as to

special schools	of living and working with people with different kinds of disabilities.		<p>towards raising awareness about the condition of people with disabilities and find ways to address the root causes of the problems facing them.</p> <p>The project need to join the Network of organizations working with and for people with disabilities in the Northern Tanzania in order to join hand to educate the community so that they can contribute to find the causes of the problem and look for the solutions jointly.</p>	avoid duplications of services and working in a very wide area while other organizations in the same areas could offer such services.
Religious institutions	They can refer some of their believers who are disabled to get specialized services.	Yes	It is the work of God and they will put them in their prayer	The project design sweets the needs of people with disabilities.
Hospitals	<p>More people with preventable disabilities will be brought to hospitals in adequate time.</p> <p>People with disabilities will have information on different health</p>	Yes	They are positive with the project and promise to give their assistance when in need of any service.	The project design is good but they need to involve mere hospital staff from different localities they are working when they plan their major activities.

	services available in their localities.			
Project staff, steering committee	Gain experience in caring for people with disabilities.  Learn from people with disabilities.	Yes	They are positive about the project. It creates employment and also it empowers people with different kinds of disabilities to live better.	The project design is good but they need to involve even the non professional staff in planning some of the daily activities.



#### Appendix 4. Project implementation plan

		PROJECT IMPLEMENTATION PLAN 2005-2007																			
			PROJECT YEAR																RESOURCES	RESPONSIBLE	
		2	0	0	5			2	0	0	6							200	7		
	Activities	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb		
1	Community meetings	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Human, writing materials	Community leaders, parents, people with disabilities, CED volunteer, rehabilitation experts from Kilimanjaro CBR
2	Home visits	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Human, writing materials	Community leaders, parents, people with disabilities, CED volunteer, rehabilitation experts from Kilimanjaro CBR
3	Rehabilitation seminars and workshops			*			*			*			*							Human, writing materials	Community leaders, parents, people with disabilities, CED volunteer, rehabilitation experts from Kilimanjaro CBR
4	Consultation with government and local authorities	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Human	Steering committee, CED volunteer

5	Planning programme activities and monitoring, and evaluation plan	*	*																	Human, Financial, Material	Steering committee
6	Prepare a budget	*	*																	Human, material	Steering committee, specialists from Kilimanjaro CBR, CED volunteer
7	Mobilization of local resources			*	*	*	*	*	*	*	*	*	*	*	*	*				Human, transport	Steering committee
8	Writing the constitution and registration	*	*	*	*						*	*	*	*						Human, financial, material	Steering committee
9	Select Community Rehabilitation workers							*	*	*	*									Human, transport, materials	Steering committee, local leaders, parents representatives, CED volunteer
10	Purchase capital items (computer, furniture, mobile phones)			*	*				*											Financial, human, materials	Steering committee treasurer
11	Provide equipment and appliances (special chairs) through referrals					*	*	*	*	*	*	*	*	*	*	*				Financial, human, material	Therapists and ophthalmic assistant

12	Provision of Preventive and Rehabilitation services					*	*	*	*	*	*	*	*	*	*	*				Financial, human, material	Therapists and opthalmic assistant from Kilimanjaro CBR
13	Rehabilitation outreach clinics in the communities				*	*	*	*	*	*	*	*	*	*	*	*				Financial, human, material	Therapists and opthalmic assistant from Kilimanjaro CBR, community leaders, CED volunteers, parents and DPOs, community members
14	Screening people with disabilities	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Financial, human, material: transport, equipments etc.	Community social workers and therapists
15	Recording the number of people with disabilities in need of different services	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Material, human	Community social workers and therapists
16	Visiting different social services	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Human, material: transport	Steering committee representative, CED volunteer
17	Making referrals	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Human	Therapists and opthalmic assistant from Kilimanjaro CBR and community social workers

18	Social counseling and support parents groups	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				Human, material	Therapists, community social workers, CED volunteer
19	Empowerment training: workshops and seminars							*			*				*				Financial, Human and material	Rehabilitation specialists and consultants	
20	Monitoring of the project			*	*	*	*	*	*	*	*	*	*	*	*	*			Human, Financial, Material	Steering committee, CED volunteer, Parents groups representatives, DPOs representatives, consultant	
21	Formative evaluation						*											Human, Financial, Material	Steering committee, CED volunteer, Parents groups representatives, DPOs representatives, consultant and community		
22	Summative evaluation														*			Human, Financial, Material	Steering committee, CED volunteer, Parents groups representatives, DPOs representatives, consultant and community		
23	Report writing and presentation														*	*	*	*	Material, human and financial	CED volunteer,	

**Appendix 5** **Arusha CBR Support Unit Budget**

## Arusha CBR Support Unit Budget

### PAYMENT BUDGET (COST PLAN)

[illegible]

[illegible]

Prepare a budget and resources mobilization	250,000	200,250	190,000	230,000	157,500	180,000	1,207,750
Writing the constitution and registration	300,000	300,000					600,000
Select Community Rehabilitation workers and training							-
Rehabilitation seminars and workshops	400,000		400,000		400,000		1,200,000
Provide equipment and appliances (special chairs) through referrals		100,000	100,000	100,000	100,000		400,000
Provision of Preventive and Rehabilitation services	341,366	341,366	341,366	341,366	341,366	341,366	2,048,196
Rehabilitation outreach clinics in the communities	416,000	416,000	416,000	416,000	416,000	416,000	2,496,000
Visiting different social services	100,000	100,000	100,000	100,000	100,000		500,000
Social counseling and support parents groups	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Empowerment training: workshops and seminars		500,000			400,000		900,000
Formative evaluation							-
Summative evaluation							-
Report writing and presentation						400,000	400,000
Net working with other organisations				400,000		400,000	800,000
Attending 2 international disability and rights meetings			200,000	200,000	200,000	200,000	800,000
Support DPOs		200,000		150,000		200,000	550,000
Transport							1,300,000

<b>SUB TOTAL RECURRENT COSTS</b>	<b>2,307,366</b>	<b>2,657,616</b>	<b>2,247,366</b>	<b>2,437,366</b>	<b>2,614,866</b>	<b>2,637,366</b>	<b>14,901,946</b>
<b>SERVICES</b>							
Audit fees						1,000,000	1,000,000
Service fees (consultancies)						400,000	400,000
<b>SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>	<b>1,400,000</b>
Contingencies 6%	138,442	159,457	134,842	146,242	156,892	158,242	894,117
<b>SUB TOTAL DIRECT PROGRAM COSTS</b>	<b>2,445,808</b>	<b>2,817,073</b>	<b>2,382,208</b>	<b>2,583,608</b>	<b>2,771,758</b>	<b>4,195,608</b>	<b>17,196,063</b>
<b>TOTAL RECURRENT COSTS</b>	<b>3,355,808</b>	<b>3,227,073</b>	<b>2,792,208</b>	<b>2,993,608</b>	<b>3,181,758</b>	<b>4,605,608</b>	<b>20,156,063</b>
<b>TOTAL COSTS</b>	<b>6,105,808</b>	<b>3,227,073</b>	<b>2,792,208</b>	<b>2,993,608</b>	<b>3,181,758</b>	<b>4,605,608</b>	<b>22,906,063</b>
<b>BUDGET DEFICIT</b>							<b>4,906,063</b>

Nb. Some of the activites done which do not apper in this budget such as consultation with government authorities are covered by the other activities because they were undertaken together.



## **Appendix 6: Steering committee members job description**

### **Role and tasks of Steering Committee**

- a. Managing the development and operations of the Arusha CBR Support Unit
  - Organize and give talks about the project and CBR strategy in communities.
  - Choose community social workers
  - Meeting regularly with volunteers to supervise and motivate.
  - Keep account of finances
  - Review monitoring information about the project and develop long and short terms plans.
- b. Awareness activities about disability issues and the programme
  - Identify the local community knowledge and attitudes about disability issues.
  - To develop specific activities to meet these needs.
  - Support volunteers in trying to integrate disabled people in the community.
  - Provide physiotherapy and occupational therapy (therapists volunteer).
- c. Mobilizing resources
  - Identify influential community leaders who may provide financial or material support.
  - Organize community contribution campaign.
  - Decide on how to use the funds collected e.g. volunteer incentives, direct support for disabled family.

## **Appendix 7: Job description Community Social Workers**

### **Role and Tasks of Community Social Worker**

- a. Assist disabled people and their families to assess their own needs and progress.
- b. Give simple non professional help and advice to people with disability about daily life.
  - Identify disabled people in the community.
  - To assess needs of people with disabilities
  - Develop plans on how to help
  - Help disabled people integrate into community.
- c. Make referral to appropriate services.
- d. Carry out community education activities.
- e. Any other duties assigned by the steering committee.

## **Appendix 8: Job description Secretary**

### **Role and Tasks of the Secretary**

- a. Daily management of office work
- b. Receive visitors
- c. Cleaning
- d. Keeping records

Any other duties assigned by the steering committee.

## Appendix 9. Monitoring plan

Category of information	What to monitor	What records to keep	Who collects data	Who uses data	How to use information	What decision can be made
<b>Work plan activities</b>	Timing of activities  Availability of personnel and resources	Monthly/quarterly work plans  Community meetings reports  Home visits reports  Statistical records  Referral registration form	Community social workers  Steering committee  Rehabilitation specialists  CED volunteer	Community social workers  Steering committee  Rehabilitation specialists  CED volunteer	Ensure staff and other resources are available	Reschedule activities and deployment of resources as needed
<b>Cost and expenditure</b>	Budgeted amounts and Receipts & Expenditure	Ledger of expenditure  Receipts and payment vouchers  Bank statements  Reports to donor  Financial records	Steering committee treasurer	Steering committee.  Community social workers  Donor  Auditor	Ensure funds are available  Ensure compliance with accepted funding regulations	Authorize expenditure determine need for other funding Source.
<b>Staff and supervision</b>	Knowledge & skills of staff, educational level and job performance	Performance review Job description Feedback from training attended	Rehabilitation specialists  CED volunteer  Steering committee	Steering committee	Advice staff on career development	Training needs Placement

Category of information	What to monitor	What records to keep	Who collects data	Who uses data	How to use information	What decision can be made
<b>Results</b>	No and types of services provided	Attendance register Fieldworker reports Referral registration form	Community leaders, leaders Rehabilitation specialists  CED volunteer Steering committee	Community leaders, leaders Rehabilitation specialists  CED volunteer Steering committee	Ensure objectives are realistic  Assess quality and appropriateness of services provided	Revise objectives Retrain staff Revise project strategy and approach