

APPENDIX I

JOB DESCRIPTION

TITLE: Programme Manager

DUARTION 3 Year

ROLES AND RESPONSIBILITIES

1. Plan and organize programme activities (in collaboration with ZCF Steering committee) to reflect the real problem of Substance Abuse.
2. Take part in the selection of suitable candidates for the remaining posts in the project.
3. Provide good management of human, material and financial resources to reflect better utilization of the resources for better results
4. Provide effective leadership in the implementation of project activities.
5. Creating a strong and motivated team working on the project that will ensure smooth implementation and sustainability of the project.
6. Liaise with other members of the project team to establish effective links amongst the families affected or affected by the problem of Substance abuse and other stake holders in an effort to minimize spread and cure youths influenced by the phenomenon.
7. Assist project officers as well as local consultant in the evaluation of the project.
8. Cooperating with key stake holders I all efforts geared towards implementation of the project or/ and minimizing the problem at hand.

9. Participate in the team to mobilize the communities on effects substance abuse as well as creating awareness of different options available to curb the problem.
10. Compile regular quarterly report regarding the progress of project implementation, highlighting achievements, bottle necks and propose ways of remedy.
11. Develop staff development plan including study tours, short courses and any relevant input that will positively impact on project implementation.
12. Monitor closely the implementation of the project, including keeping of key records.
13. Search for resource people who may be of assistance to the improvement of the implementation of the project.
14. Provide leadership in the development/ review of training and training materials that are meant to be used in the course of project implementation.
15. Carryout any other duties pertaining to the implementation of the project as may be requested by ZCF Executive Committee.

APPENDIX II

JOB DESCRIPTION

TITTLE: Project Officers

DUARTION 3 Year

ROLES AND RESPONSIBILITIES

1. Implement all activities emanating from this project though organized meetings, seminars and other cost effective methods that will ensure better attainment of the results.
2. Plan and carryout planned activities with view to curb the problem of drug abuse among youths in Zanzibar
3. Plan and organize trainings for youth both in-school and out of school to build their capacities in managing their lives through provision of life skills trainings
4. Attend staff development activities including short courses, workshops and study tours as may be appropriate
5. Monitor and provide guidance on day to day bases on all matters pertaining to the project implementation.
6. Provide regular feed back as well as engaging in productive discussion with project management in an effort to address the problem of substance abuse.
7. Assisting the Project manager in searching for resource persons who may be of assistance to implementation as well as success of the project.

8. Providing leadership in the designing and conducting of peer education programmes for youth with view to strengthen their capacity to cope with their ever changing lives.
9. Organize and facilitate community dialogues at different levels as a way to forge for advocacy against drug abuse.
10. Participate in a team work to develop IEC materials regarding Substance Abuse problem
11. Develop radio/ TV programmes aimed at sensitizing the public on the project and substance abuse in general.
12. Participate in designing and managing the camp hosting drug addicts for rehabilitation services
13. Organize and facilitate trainings for madrasa /School teachers and other religious leaders on matters related to substance abuse.
14. Facilitate the provision of rehabilitation services for drug addicts including counseling services.
15. Implement all other activities as may be requested by the Project Manager to address Substance Abuse among youths in the country.

APPENDIX III

JOB DESCRIPTION

TITTLE: Project Assistant

DUARTION 3 Year

ROLES AND RESPONSIBILITIES

1. Develop and implement financial planning of the project to ensure smooth implementation of the project.
2. In consultation with The Project Manager and the project officers, develop periodic budgets and other financial projections as may be appropriate to safe guard the implementation of the project.
3. Advise Project manager and Project Officers on all matters pertaining to financial resource management.
4. Prepare periodic financial reports and other reports as may be requested by the Project Manager.
5. Manage all the payments to be made in the expense of the project.
6. Ensure financial regulations and procedures are adhered to by ALL in the organization. This includes financial statements, books of accounts receipts and vouchers and other relevant financial documents.
7. Manage storage of the project office as well as inventory of the project to ensure optimal use of resources. This includes proper keeping of records.
8. Manage office reception and ensure proper handling of ALL visitors that come to the office for office purposes or other wise.

9. Handle over all cleanliness of the office and office surrounding on day to day bases.
10. Manage communications within and outside the office.
11. Manage and advise on ALL procurements that may be made as a result of this project.
12. Keep records of the project in the most desirable manner both in hard copy as well as in soft copy.

APPENDIX IV

TERMS OF REFERENCE FOR THE EVALUATION OF YOUTH VOICE PROJECT IN ZANZIBAR.

BACKGROUND

Promising Future is a three year project implemented by The Zanzibar Children's Fund (ZCF). The project aims at making effective intervention on issues of Substance Abuse among youths in Zanzibar by implementing preventive measures to protect those who have not started using drugs especially young adolescents of both sexes in the island of Unguja and Pemba.

Also this intervention aims at making intervention by providing rehabilitation services to those youths already indulged in drugs especially the addicted ones.

The project has been designed in a highly participatory manner in an attempt to forge for ownership and ensuring sustainability. It will involve educational programmes directly targeting youth themselves as well as to parents and other key agents of change in their respective areas.

Generally, the project's main objective is to expose youths to a new world that will ensure them a bright future by equipping them with knowledge and necessary information that will make them competent in managing their selves by adequately by applying life skills. This guarantees peaceful and safe life during and after their challenging age of adolescence.

On the other hand, the project has a rehabilitating component for that drug addicted youths through clinical therapies, counseling and guidance, and reorienting them in vocational skills.

CURRENT STATE OF AFFAIRS REGARDING DRUG ABUSE

Substance Abuse is an issue that threatens the well being of youth in the Isles. Zanzibar has been documented as one of very important transit corridor for drug trafficking.

Documented data on substance abuse states that 17.8% of youth consume alcohol, 14.4% cannabis, 9.1% heroin and 8.8% use tranquilizer. The Government has established anti-narcotic squad and substance abuse department within the Ministry of Health and Social Welfare.

In deed, HIV/AIDS, of which drug abuse is one of its leading risk factor, is another major challenge in Zanzibar, though considered low prevalence with estimated 0.6%, however there is a risk of escalation due to a number of factors such as tourism and commercial activities from mainland and foreign countries as well as poverty. The risk of infection is particularly high for young people aged 10-24.

OUTPUTS

Specifically, the project is designed to achieve the following out puts:

- i) 30 school and Madrsasa teachers trained in issues related to substance abuse
- ii) 30 drug addicts received rehabilitation services.
- iii) 360 educators receiving training in drug abuse and related issues as well as peer to peer counseling and guidance

- iv) 55 communities/ villages reached and the level of awareness those communities have in as far as drug abuse issues is concerned
- v) Appropriate IEC materials developed and distributed to the communities as a way to reach them for awareness raising purposes.
- vi) Information disseminated to youths and the general public through effective use of TV/Radio
- vii) Communities sensitized on the problem of drug abuse through Friday sermons.
- viii) Improved capacities of religious leaders by reorienting them on other approaches that could be used to sensitize people against drug abuse and its associated risk factors.
- ix) Improved capacity ZCF in organizing, monitoring and implementing projects.
- x) Reoriented rehabilitated drug addicts towards engaging in productive work and good citizenry.

SCOPE AND METHODOLOGY OF WORK

1. Evaluation shall cover two year of implementation of 'Youth Voice' project.
2. Assess and review relevant documentation through the analysis of the documents.
3. Conduct interviews and/or focus groups with key stakeholders and actors that include: village leaders, Youths in Unguja and Pemba. Interview official of the respective Ministries – Principal Secretary / Commissioner of Education and the Head of HIV/AIDS Education Unit, Regional and District Education Officers, School Inspectors in both regions; if possible Shehias. Other 2 organizations addressing drug abuse issues should be visited

ASSESSMENT OF PERFORMANCE

1. To evaluate the overall achievements, results, relevance, sustainability plan of the project.
2. Assess whether the objectives and targets have been achieved, the reasons for any deviations, and if the objectives and targets were realistic and relevant at the time of decision.
3. Assess the level of impact of different methods that were part of the programme.
4. Analyze whether the utilization of funds was in accordance with approved activities/budgets as specified in the agreements.
5. Analyze the management of the programme.
6. Describe and assess the selection of participants involved in the Programme.
Comment on the response from the targeted (groups) to participate in the Programme
7. Make recommendations on how the design and implementation of similar project in future projects can be improved
8. Assess how decisions are made on resource allocation and procedures for financial reporting?
9. What are the indicators used in monitoring and evaluation? Are they gender disaggregated?
10. Summarize lessons learned from the implementation of the programme in general.
Consider both the opportunities and the constraints with regard to available institutions, the legal context and the available financial resources.

11. Analysis of relevance of programme objectives and impact at grassroots /target groups.
12. An evaluation of cost effectiveness of support as well as sustainability.
13. A concise analysis of socio-cultural and political process of changes which affect the planning and implementation of the project
14. Comment on the next phase of the programme.

LOGISTICS AND TIMING

It is anticipated that the assignment will take an estimated period of six weeks from the date of signing the contract of this consultancy. A field visit to Unguja and Pemba is necessary.

REPORTING AND DOCUMENTATION

The report shall be written in English language and the draft shall be submitted in 4 copies. Consultant shall submit a draft report within six weeks after commencing the assignment. A final report shall be illustrative and include an executive summary of maximum two pages within two weeks of receiving the comments from Zanzibar Children's Fund (ZCF) to the draft report. It shall be submitted as one original and 10 bound copies in the English language.

The reports shall be written in Word for Windows and a CD-ROM shall be submitted together with the final report to the executive Secretary of ZCF.

APPENDIX V

LETTERS OF INTRODUCTION/ RECEPTION

Ali Mohamed Abdallah

P.O.Box 270,

Chake Chake,

Pemba.

4th October, 2005

Executive Director

Zanzibar Children's Fund

Pemba

Dear Sir,

RE: ATTACHMENT IN YOUR ORGANIZATION.

Kindly consider the heading above.

I am a Zanzibari currently residing in Pemba undertaking Master Degree in Community Economic Development offered jointly by The Southern New Hampshire University of USA and Open University of Tanzania, in Dar es Salaam.

As part of the requirement, student is supposed to work in local Non Governmental Organization on attachment for the purpose of having an opportunity to practice and translate the knowledge and skills gained during the classroom as well as discussion sessions. On the other hand, the student will gain an experience on managing Non Governmental Organizations, project planning/ implementation and other aspects local initiatives that are happening in the organization.

It is anticipated that, the host organization will also benefit from the student by sharing experience and advise as may be required that will improve the performance of an organization.

On this note, I am happy to request your organization to accept my attachment for the said purpose.

Hoping for positive response, I remain sincere.

Yours in Community development,

.....

Ali M. Abdallah

APPENDICES

APPENDIX VI

DISCUSSION GUIDE FOR ORGANIZATIONS ADDRESSING WITH SUBSTANCE ABUSE

- i) From your experience, what kind of people is mostly likely to engage in abusing substances?
- ii) What is their socio-economic status in the society?
- iii) What is the magnitude of the problem and what is the likely geographical dispersion of those engaging in abusing substances?
- iv) What are the likely consequences of those youths engaging in substance abuse?
- v) What are the major setbacks in addressing substance abuse? Are there any opportunities identified so far in the current efforts directed towards fighting the drug abuse issue in the country?
- vi) What are the major problems that are facing these organizations?
- vii) Are there any opportunities that may help in case there is certain a organization wishing to make an intervention in the area of substance abuse.

APPENDIX VII

FOCUS GROUP DISCUSSION GUIDE

- i) What are the possible factors that contributed to you child/relative engaging in substance abuse
- ii) What behavioral changes were evident/observable when your child/relative started to engage in abusing substances?
- iii) List down in their order the main drugs abused more often and do you know their sources of supply?
- iv) What problems do you experience as a result of your children's/ relatives engagement in drug use?
- v) How can we overcome the problem of young people's engagement in drug use?
- vi) Those are already addicted
- vii) Those that have not started engaging in drug use
- viii) Suggest what action can be taken by different stakeholders to arrest the situation.
- ix) What kind of support can you offer in rehabilitating your child/ relative?

APPENDIX VIII

QUESTIONNAIRE FOR COMMUNITY MEMBERS

- i) The common drugs that are abused in our communities are:

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- ii) Which are the common groups of youths who are engaging/likely to engage in drug use?,,

- iii) What are the community attitudes towards those engaging in drugs?

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- iv) What are the factors that influence young peoples/children to engage in abusing substances?

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- v) What steps could be taken to restore the situation?

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vi) What are the main commonly abused drugs in your locations?

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vii) List some effects that are likely to result from youths' engagement in abusing drugs

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viii) Who are likely to be engaged in the intervention in addressing the problem.....

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ix) Can relatives of drug addicts contribute to the provision of rehabilitation services?

x) What changes do you expect if the intervention against drug will is affected?

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APPENDIX IX

PROJECT BUDGET

NO.	ACTIVITY	ITEMS	Quantity	Unit Price (TShs)	Total Amount (TShs)
1.	Procurements and establishment of an office	i) Office rent	36	300,000	10,800,000
		ii)Computers	2	1,500,000	3,000,000
		iii)Printer	1	700,000	700,000
		iv)P/copier	1	2,000,000	2,000,000
		v)Kitchen utensils	1	1,000,000	1,000,000
		vi)Furniture	1	7,000,000	7,000,000
		vii) motor vehicle	1	25,000,000	25,000,000
		viii) Motorcycles	3	4,000,000	12,000,000
		ix) Sound system	6	500,000	3,000,000
		x)Monthly salary for Project Manager	36	800,000	28,800,000
		xi) Salary for 2 Project officers	35	500,000	17,500,000
		xii) Salary for 1 Project Assistant	35	150,000	5,250,000

	SUB TOTAL				116,050,000
2	Familiarization and clearances	To be accommodated in overall coordination of activities			
3	Construction of a rehabilitation centre	Building materials, labor	1	700,000,000	700,000,000
4	Conduct of peer education training	i)Transport & lunch for participants for 10 days	360	15,000	5,400,000
		ii) Venue	60	50,000	3,000,000
		iii) Stationery for participants	360	5,000	1,800,000
		iv) Flipcharts	12	10,000	120,000
		v) Markers	24	13,000	312,000
		vi) Masking tapes	60	500	30,000
		vii) Flip board	6	70,000	420,000
		viii) Facilitators	120	30,000	3,600,000
	SUB TOTAL				714,682,000
5	Conduct training for Madrasa teachers	i) Travel and lunch for participants of 6 days in 6 districts	30	30,000	900,000
		ii)Facilitators	10	20,000	200,000

		iii) Stationery	1	300,000	300,000
	SUB TOTAL				1,400,000
6	Conduct community dialogues	To be coordinated in overall coordination activities			
7	Develop IEC materials	i) Production of T-shirts	2000	5,000	10,000,000
		ii) Production of slogans	10000	500	5,000,000
	SUB TOTAL				15,000,000
8	Run TV/Radio programs		28	50,000	1,400,000
9	Provision of rehabilitation services.		1	4,000,000	4,000,000
10	Conduct seminars for religious leaders.	i) Transport for participants for two days in 6 Districts	60	15,000	900,000
		ii) Facilitator for 6 districts for 6days each	2	30,000	60,000
					2,016,000
	SUB TOTAL				2,976,000
11	Coordination and Monitoring and evaluation of activities		1	46,000,000	46,000,000
	GRAND TOTAL				896,108,000

APPENDIX X

CODED DATA

Gen-der	age	Edu-cation	Ma-rital	Job	drug	factors	age begin	changes	intervention	responsible
1	3	2	1	petty trader	cocaine & hashish	peer pressure	16	theft	education	government
2	3	1	2	housewife	local brew	misbehavior	13	poor health	education	government
1	2	4	2	teacher	cocaine & heroin	peer pressure	17	robbery & papas	Separated treatment	Community & Govt.
1	1	2	1	student	Cocaine & mandrax	acculturisation	18	misbehavior	education & treatment	Govt. & NGOs
1	4	3	3	farmer	cocaine & hashish	misbehavior	14	theft	education	Govt. & NGOs
1	2	1	1	farmer	mixed drugs	peer pressure	25	theft	Govt. & education	community
2	3	4	1	tailor	mixed drugs	peer pressure	20	poor health	treatment	Community & Govt.
1	4	3	2	manual	mixed drugs	misbehavior	10	misbehavior	education & treatment	Community & Govt.
2	4	4	2	housewife	local brew & hashish	peer pressure	16	poor health	education	Community & Govt
1	3	4	3	masonry	mixed drugs	peer pressure	25	poor health	education & treatment	Govt. & NGOs
1	1	3	1	jobless	mixed drugs	peer pressure	13	theft	education & treatment	community
2	4	5	2	farmer	cocaine & hashish	lack of education	24	theft	education & treatment	Community & Govt.

1	1	1	1	jobless	mixed drugs	lack of education	14	poor health	education & treatment	Community & Govt.
1	3	3	1	Privately employed	mixed drugs	misbehavior	15	misbehavior	Govt. & education	community
2	2	1	1	jobless	mixed drugs	peer pressure	20	theft	education	NGOs
1	3	3	2	casual labor	cocaine & hashish	trial habit	16	theft	Govt & education	community
1	4	4	2	driver	mixed drugs	trial habit	18	poor health	education & treatment	community
1	3	3	3	farmer	mixed drugs	lack of education	20	theft	Govt & education	Community & Govt.
2	3	3	2	housewife	cocaine& mandrax	trial habit	15	poor health	Education & treatment	Families & Govt.
1	4	5	2	civil servant	mixed drugs	peer pressure	18	theft& poor health	Education & treatment	community
1	3	3	2	farmer	mixed drugs	trial habit	20	poor health	Education & treatment	Community & Govt.
2	1	2	1	student	hashish& local b	misbehavior	25	theft	coercion	community
1	4	4	2	farmer	mixed drugs	misbehavior	15	theft	education	government
1	2	4	1	jobless	mixed drugs	peer pressure	13	misbehavior	education	community
2	4	1	3	farmer	cocaine & hashish	peer pressure	16	misbehavior	coercion	Community & Govt.
1	3	3	2	muscular job	mixed drugs	peer pressure	15	poor health	education & treatment	community

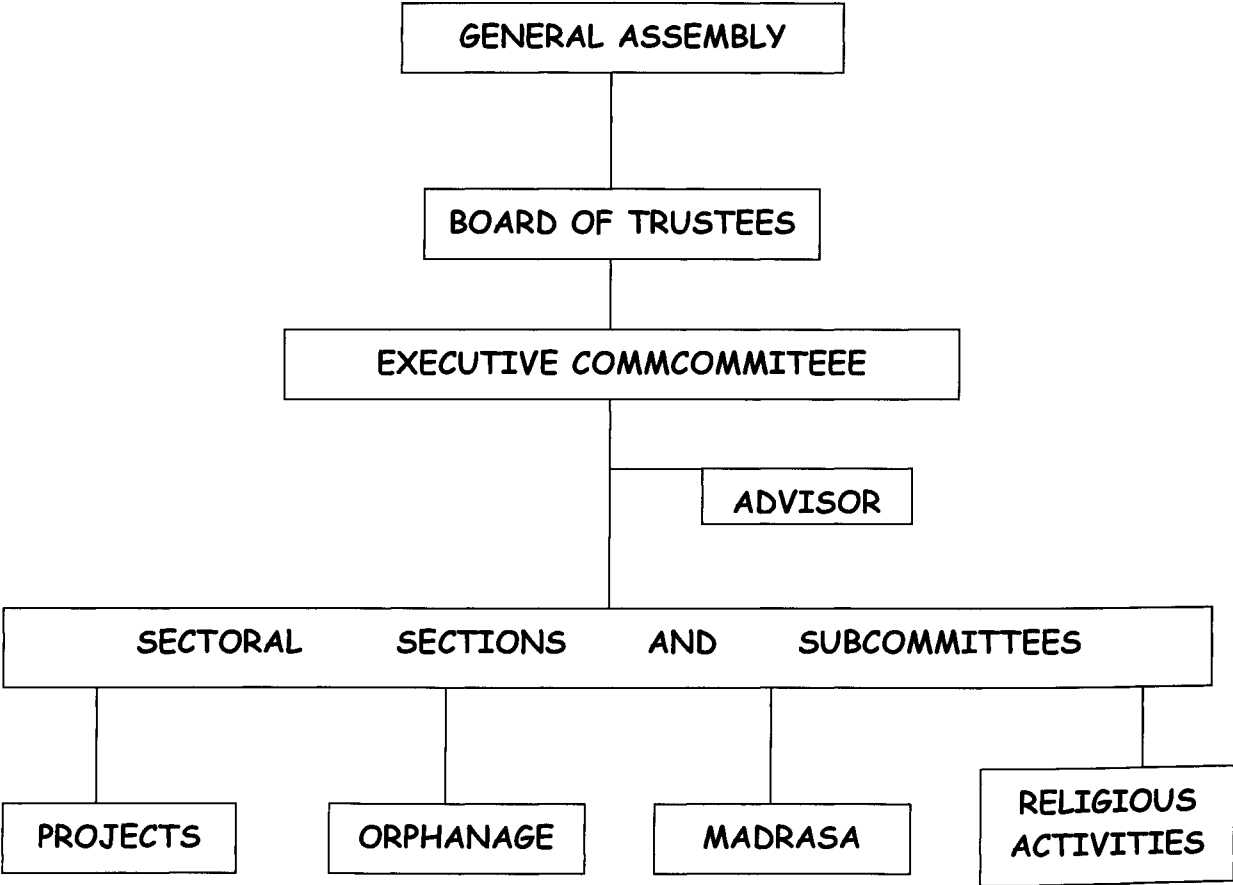
1	1	2	1	student	mixed drugs	trial habit	13	poor health	education & treatment	Community & Govt.
2	3	4	2	housewife	mixed drugs	trial habit	20	theft	coercion & treatment	Community & Govt.
1	2	2	1	student	mixed drugs	peer pressure	14	poor health	don't know	Community & Govt.
1	4	4	2	fisherman	mixed drugs	trial habit	13	theft& poor health	Education & treatment	Community & Govt.
1	2	1	2	muscular job	mixed drugs	peer pressure	16	theft	Education	Community & Govt.
1	4	3	2	farmer	cocaine & hashish	misbehavior	20	theft	Treatment	Community & Govt.
2	3	4	2	housewife	mixed drugs	trial habit	16	misbehavior	Education & treatment	Community & G
1	1	2	1	student	hashish& local b	peer pressure	15	poor health	coercion	Community & G
1	3	3	2	petty trader	mixed drugs	peer pressure	18	theft& poor health	Education & treatment	Community & G
1	2	2	1	petty trader	mixed drugs	trial habit	15	theft& poor health	Education & treatment	community
2	4	4	2	petty trader	local brew & has	peer pressure	20	theft	Education	government
1	2	3	1	farmer	mixed drugs	peer pressure	15	poor health	Education	NGOs & community
1	4	1	1	jobless	hashish& local b	trial habit	13	misbehavior	coercion& education	Govt. & education
1	2	2	1	muscular job	mixed drugs	peer pressure	18	poor health	Education & treatment	Community & Govt.
1	3	4	2	petty trader	mixed drugs	trial habit	25	theft	Education & treatment	Families and

										Govt.
2	4	1	2	housewife	cocaine & local	peer pressure	15	misbehavior	coercion	Community & Govt.
1	3	4	3	farmer	mixed drugs	peer pressure	20	theft& poor health	Education & treatment	Community & Govt.
1	2	2	1	student	mixed drugs	misbehavior	16	misbehavior	Education & treatment	Community & Govt.
2	3	4	1	jobless	mixed drugs	peer pressure	20	theft	don't know	community
1	3	4	2	muscular job	mixed drugs	trial habit	18	don't know	Education & treatment	Govt. & Education

APPENDIX XI

ZANZIBAR CHILDREN'S FUND

ORGANIZATION STRUCTURE



ZANZIBAR CHILDREN'S FUND

Z C F



Reg. No. 245

Ref. No. ZCF/P/ATT/1/ 05

Date: 3 Jan. 2006

ALI MOHAMED ALI, ESQ.

RE: YOUR ATTACHMENT HAS BEEN APPROVED

Your letter dated 4 Oct. 2005 is concerned for reference.

Please be informed that our Executive Board has recently agreed to meet your request for being attached in its organization as part of your Masters Program in International Community Economic Development with the Southern New Hampshire University in collaboration with the Open University of Tanzania.

It is our great pleasure to work for improvement of role model member like you in our community through the mutual benefit related with different issues.

On the other hand, to be your choice of attachment in this organization gives us more confidence and acts as an indicator of its good reputation in the community.

We wish you successful and enjoyable work during your attachment with us.

Regards,

Zahor Saleh Omar
/Executive Director

ZANZIBAR CHILDREN'S FUND

PROPOSED PLAN FOR REHABILITATION CENTER

