APPENDICES

1. Introduction Letter
2. Work Plan
3. Population distribution
4. The Water – Resources Map
5. Questionnaires/Sample Returns
6. Copy of the Certificate of Incorporation
7. Copy of the guideline for developing the Constitution for the Water Users

APPENDIX 1:

The Open University of Tanzania
P.O. Box 23409
Dar es Salaam, Tanzania

Southern New Hampshire University
2500 North River Road
Manchester, NH 03106

Date: October 10, 2003

TO: The Chairperson
Mbagala Kwanyoka Development Trust
Box 75307, DAR ES SALAAM

Dear Sir or Madam,

LETTER OF INTRODUCTION

It gives me pleasure to introduce Gaston Kalemera, who is a student in the Community Economic Development Program (CED) at the Open University of Tanzania.

The CED Program is a joint program offered by Southern New Hampshire University of New Hampshire (SNHU), in the United States of America and the Open University of Tanzania (OUT). It offers a Master of Science degree in Community Economic Development in a short period of 18 months, while enabling students to continue with their work.

As part of the project requirement for their degree study, students are expected to work with community based organizations such as yours in providing technical assistance. Through this methodology, it is felt knowledge and experience shared with and through the program will be passed down to communities - the targeted population.

Please assist him/her in any way that you can.

Feel free to contact us for further clarification.

Thank You.

Sincerely,

THE COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM
THE OPEN UNIVERSITY OF TANZANIA
KAWAWA ROAD
P. O. BOX 23409
DAR ES SALAAM - TANZANIA

Rukia Masasi

Rukia Masasi

Program Coordinator, CED

Program Director
Community Economic Development
Open University of Tanzania
P.O.Box 23409
DAR ES SALAAM

Dear Michel Adjibodou,

RE: MBAGALA KWANYOKA DEVELOPMENT TRUST

Kindly refer to the above mentioned subject and the programme instruction to look for a CBO where I will be attached for field project work during my course.

I would like to inform you that, I have managed to identify the above CBO which is based in Dar es Salaam in Temeke area. The CBO is involved in Water Supply in Kwanyoka. Today I have met few leaders of CBO namely; Mrs. Victoria Tilia- Accountant, Ms. Ashura Manyopo – Cashier and Mr. Salum Lipesa – Technician.

I was accompanied by Mr. Bakari Said from Temeke Community Development Department. Mr. Bakari is the coordinator for Community Infrastructure upgrading programme (CIUP) a programme funded by World Bank.

Further to the above exercise I have been asked to present a letter of official introduction from the University to the CBO to be address to:

The Chairperson
Mbagala Kwanyoka Development Trust
P.O.Box 75307
DAR ES SALAAM

Copy to:
Coordinator – CIUP
Temeke Municipality
DAR ES SALAAM

Ward Executive Officer
Mbagala Ward
DAR ES SALAAM

Street Chairman
Kwanyoka – Mbagala Ward
DAR ES SALAAM

If possible, the letter should be in Kiswahili language so that it can be understood.

Kindly may I request for your immediate assistance.

Sincerely yours,

Kalemera, Castor. O
Msc CED STUDENT

CC: Secretary General - TEC

Appendix 2: Work plan 2004

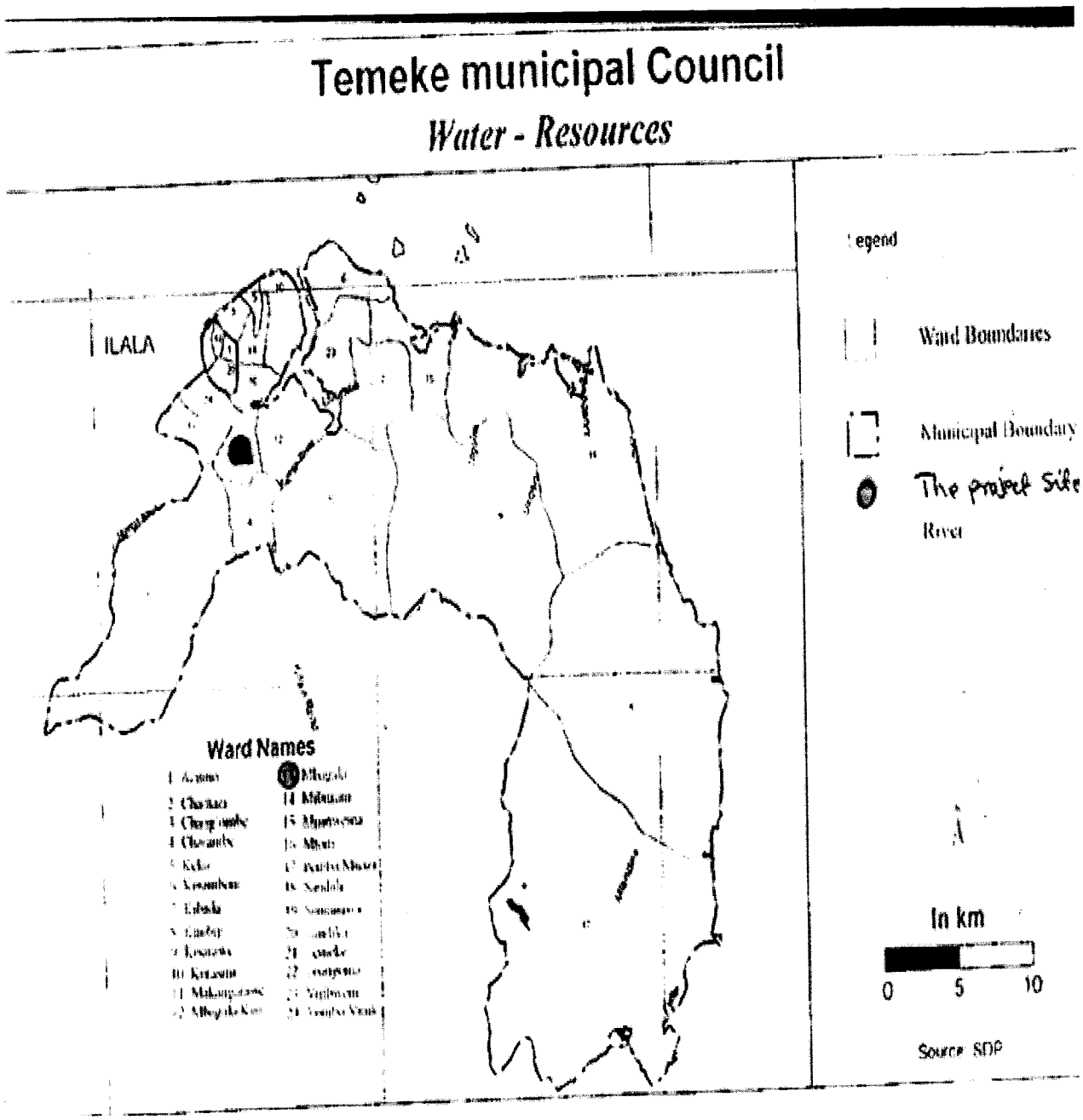
S/N	Activity	Feb	Mar	April	May	Jun	July	Aug.	Sept	Oct.	Nov.	Dec
1	Survey design											
2	Data collection											
3	Data compilation											
4	Data analysis											
5	Progress report II											
6	Community participation											
7	Resource assessment											
8	Progress report III											
9	Submission of the final report											

Appendix 3: Population distribution in Temeke District

SN	WARD/SHEHIA	TYPE	POPULATION (NUMBER)			HOUSEHOLD	
			MALE	FEMALE	TOTAL	NUMBER	AVER. SIZE
1	KIGAMBONI	URBAN	18,929	17,772	**36,701**	8,858	4.1
2	VIJIBWENI	RURAL	2,650	2,547	**5,197**	1,287	4.1
3	KIBADA	RURAL	1,597	1,708	**3,305**	863	3.8
4	KISARAWE II	RURAL	2,256	2,007	**4,263**	1,132	3.8
5	SOMANGIRA	RURAL	5,599	5,200	**10,799**	2,725	4.0
6	KIMBIJI	RURAL	1,943	1,730	**3,673**	837	4.4
7	MBAGALA	URBAN	35,455	34,835	**70,290**	17,483	4.0
8	CHAMAZI	MIXED	4,110	4,203	**8,313**	2,198	3.8
9	YOMBO VITUKA	URBAN	30,337	29,638	**59,975**	14,112	4.2
10	CHARAMBE	URBAN	40,997	42,404	**83,401**	19,849	4.2
11	TOANGOMA	MIXED	6.612	7,029	**13,641**	3,224	4.2
12	MIBURANI	URBAN	20,761	20,415	**41,176**	9,179	4.5
13	TEMEKE	URBAN	14,040	13,808	**27,848**	6,976	4.0
14	MTONI	URBAN	24,516	23,436	**47,952**	12,001	4.0
15	KEKO	URBAN	17,199	15,050	**32,249**	8,112	4.0
16	KURASINI	URBAN	17,129	17,372	**34,501**	8,331	4.1
17	AZIMIO	URBAN	30,693	30,489	**61,182**	15,692	3.9
18	TANDIKA	URBAN	21,219	20,795	**42,014**	10,585	4.0
19	SANDALI	URBAN	19,993	19,143	**39,136**	9,885	4.0
20	CHANG'OMBE	URBAN	9,626	9,826	**19,452**	4,787	4.1
21	MBAGALA KUU	URBAN	35,051	34,772	**69,823**	16,340	4.3
22	MAKANGARA WE	URBAN	21,157	21,175	**42,332**	9,733	4.3
23	PEMBA MNAZI	RURAL	2,632	2,558	**5,190**	1,199	4.3
24	MJIMWEMA	RURAL	4,744	4,343	**9,087**	2,221	4.1
	TOTAL		**389,245**	**382,255**	**771,500**	**187,609**	

Source: Population Census 2002

Appendix 4: Water resources map in Temeke District



Appendix 5:

QUESTIONNAIRE NO.1

Questionnaire designed for the CBO leaders

General details:

Name and Address of CBO.....
Name of Location...
Name of the Local Government leader.....

Personal details

SECTION A:

1. Full Names of the respondent.....Gender: Male/Female, Age...
2. What is your designation in the CBO?.....
3. When did you join the CBO? .....
4. What has been your contribution to the CBO?
   4.1. Financially.....(Please quantify)
   4.2. Other. .....(Please specify)
5. What problems and/or challenges which you have been encountering with when executing your duties in the CBO
   5.1. .....
   5.2. .....
   5.3. .....

SECTION B: (Details of the CBO)

1. When did the CBO established (year) .....who established it?
   1.1. The community themselves? ☐
   1.2. The Government? ☐
   1.3. The Aid Agency (NGO)? ☐
   1.4. Other (Specify)? ☐

   Tick as appropriate

2. What is the main goal of the CBO?.....

3. Where did the CBO get its initial capital and how much?
   3.1. From the Government.....(in T.shs)
   3.2. From the Community contributions.....(in T.shs)

3.3. From the Aid Agency (NGO).....(in T.shs)
3.4. From other sources (Specify).....(in T.shs)

4. What is the current income source of the CBO?
   4.1. Amount per month T.shs.....
   4.2. Amount per month T.shs.....
   4.3. Amount per month T.shs.....
   4.4. Amount per month T.shs.....
   If it is in kind, Please specify clearly.....

5. What is the current monthly Expenditure of the CBO in terms of: (Amount in T.shs)
   5.1. Salaries/Wages.....
   5.2. Electricity bills.....
   5.3. Repair and Maintenance .....
   5.4. Rent .....
   5.5. Dividends to share holders.....
   5.6. Taxes .....
   5.7. Others (Please specify) .....

6. What are future plans of the CBO
   6.1. Plan1:.....by when?.....cost T.shs...
   6.2. Plan2:.....by when?.....cost T.shs...
   6.3. Plan3:.....by when?.....cost T.shs...

7. What is the level of community participation in the CBO activities
   7.1. Below normal ☐
   7.2. Normal ☐
   7.3. Above normal ☐

   Tick as appropriate

   Can you please explain in brief?.....

SECTION C: (Other details of the CBO)

1. How many members of this CBO?
   1.1. Female.....
   1.2. Male .....

2. What criteria is used to enroll members
   .....

3. Is there any CBO constitution?
   YES ☐ (Tick as appropriate)

NO ☐

4. Is there any Accounting System YES/NO How effective is it?
   .....

5. Which areas are considered successful when collaborating with: -
   5.1. The Local Government?.....
   5.2. City Water?.....
   5.3. NGOs?.....
   5.4. Political parties?.....
   5.5. Religious organizations? .....
   5.6. The Local community?.....
   5.7. Individual influential people? .....
   5.8. Others (specify) .....

6. Has the CBO activities helped to change the attitude and welfare of the people? YES/NO. How?.....

THANK YOU FOR FILLING IN THIS QUESTIONNAIRE

QUESTIONNAIRE NO. 2

Questionnaire designed for the CBO members, Water vendors and product users (Current and future ones)

Location:..... Name of sub-location.....
Name of your Local Govt. leader.....

SECTION A: (Personal details)

1. Full names of the respondent.....Gender Male/Female, Age...

2. Who is the household head? Male... Female, ...Age...

3. How big is your family? Children: Male... Female.....
   Other dependants Male... Female.....

4. How long have you been using the Water or the CBO product (s)?
   What can you say about the CBO and its products/service?.....

5. If you are not yet using the CBO products, do you have any plan to use its products? (Water) YES/NO...

   5.1. How will you afford to pay for the cost?.....
   5.2. What is your average cash income per month? T.shs.....
   5.3. At which rate will you be willing and able to pay as your monthly water bill?
   a) Below 5,000/= b) Between 5,000/= - 10,000/= C) Above 10,000/= (circle as appropriate)
   5.4. Do you have any alternative means of accessing water incase you fail to pay the water bill? YES/NO.....
   Could you please explain?.....

6. What ways do you consider appropriate if water supply is to be extended to other users?
   .....

How the CBO has helped you to change your attitude and improve your health and welfare of your family? Explain.....

7. What impact has the CBO brought to: -

7.1. The community?.....
7.2. Individual water vendors?.....
7.3. Other water providers? .....
7.4. The Environment? .....
7.5. The Local economy?.....
7.6. Health Sector?.....

8. Suggest ways to which the CBO will sustain itself
   i. .....
   ii. .....
   iii. .....

THANK YOU FOR FILLING OUT THIS QUESTIONNAIRE

NB: Swahili version of questionnaire no. 2 was used for effective response

DODOSO: NAMBA 2

Dodoso kwa ajili ya wanachama wa kikundi,wachuuzi wa maji na watumiaji maji(wa sasa na wajao)

Jina la eneo.....Kitongoji.....
Jina la kiongozi wa serikali ya mtaa.....

SEHEMU A: (Maelezo binafsi)

1.Jina kamili.....Jinsia ME/KE (kata isiohusika) Umri...

2.Jina la Mkuu wa kaya.....jinsia yake ME/KE

3.Idadi ya watu katika familia :Watoto:ME.....KE...Wangineo: ME..KE..

4.Kwa muda gani sasa umekuwa ukitumia maji kutoka kwenye kikundi?
Nini maoni yako kuhusiana na kikundi/huduma zake?.....
...

5.Endapo bado hujaanza kutumia bidhaa/huduma ya kikundi,je unatarajia kuanza kutumia huduma zake? NDIYO/HAPANA.....

5.1 Utawezaje kughalimia huduma hiyo/hizo?.....

5.2 Pato lako kwa mwezi ni wastani wa T.shs ngapi?.....

5.3 Katika viwango tajwa hapa chini je wewe utaweza kulipia huduma hiyo katika kiwango gani? Zungushia mduara kwa inayohusika

a) **Chini ya T.shs 5,000/=**
b) **Kati ya T.shs 5,000/= na 10,000/=**
c) **T.shs 10,000/= na kuendelea.**

5.4 Je unanjia yoyote mbadala ya kupata maji endapo utashindwa kughalimia huduma hiyo? NDIO/HAPANA.....
Tafadhali eleza kwa ufupi.....

6 . Unafikiri ni mambo gani muhimu ya kuzingatia endapo huduma ya maji itasambazwa kwa wateja wapya? .....

7. Eleza ni kwa jinsi gani kikundi kimesaidia kubadili hali tabia,kuboresha hali ya afya na ustawi wa familia yako?.....

8.Ni mabadiliko gani ya kimsingi kikundi kimeweza kuleta katika:
8.1 Jamii?.....
8.2 Mchuuzi wa maji yeye binafsi?.....
8.3 Watoa huduma wa maji wengine?.....
8.4 Hali ya Mazingira?.....
8.5 Sekta ya uchumi mahali ulipo?.....
8.6 Sekta ya afya mahali ulipo?

9.Toa mapendekezo matatu jinsi ya kutegemeza kikundi
(i) .....
(ii) .....
(iii) .....

ASANTE SANA KWA KUJIBU DODOSO HILI

1

QUESTIONNAIRE NO. 2

Questionnaire designed for the CBO members, Water vendors and product users (Current and future ones)

Location: MBAGALA **Name of sub-location** Kwa Nyoka

Name of your Local Govt. leader [redacted]

SECTION A: (Personal details)

1. Full names of the respondent [redacted] Gender Male/Female, Age [redacted]
2. Who is the household head? Male... Female, ✓ Age 56yrs
3. How big is your family? Children 2 Male 6 Female 6
   Other dependants Male — Female —
4. How long have you been using the Water or the CBO product (s)? Six month
   What can you say about the CBO and its products/service? It's good products and services.
5. If you are not yet using the CBO products, Do you have any plan to use its products? (Water) ~~YES~~/NO no
   5.1. How will you afford to pay for the cost? I depend on my business
   5.2. What is your average cash income per month? T.shs 2300/-
   5.3. At which rate will you be willing and able to pay as your monthly water bill?
   ✓a) Below 5,000/= b) Between 5,000/= - 10,000/= C) Above 10,000/= (circle as appropriate)
   5.4. Do you have any alternative means of accessing water incase you fail to pay the water bill? YES/NO no
   Could you please explain? I will dont have any other alternative due to source of water.
6. What ways do you consider appropriate if water supply is to be extended to other users?
   CBO must assist us to ~~sell~~ sale the water to the community.

7. How the CBO has helped you to change your attitude and improve your health and welfare of your family? Explain its water is very clean and safe

8. What impact has the CBO brought to: -
   8.1. The community? keep us in health
   8.2. Individual water vendors? suffer to many by water
   8.3. Other water providers? its useless
   8.4. The Environment? keep our environment clean
   8.5. The Local economy? minimize our economy
   8.6. The Health Sector? it maintain ~~the~~ good health

9. Suggest ways to which the CBO will sustain itself
   i. charge under 5000/- per month
   ii. find ~~the~~ donners
   iii. CBO can prove itself by its services

THANK YOU FOR FILLING OUT THIS QUESTIONNAIRE

2

DODOSO: NAMBA 2

Dodoso kwa ajili ya wanachama wa kikundi,wachuuzi wa maji na watumiaji maji(wa sasa na wajao)

Jina la eneo[redacted]**Kitongoji**[redacted]

Jina la kiongozi wa serikali ya mtaa.....

SEHEMU A: (Maelezo binafsi)

1.Jina kamili[redacted]**Jinsia ME/~~KE~~ (kata isiohusika) Umri...**

2.Jina la Mkuu wa kaya[redacted]**jinsia yake ME/KE**

3.Idadi ya watu katika familia :Watoto:ME..1..KE..1..Wangineo: ME..1..KE..1..

4.Kwa muda gani sasa umekuwa ukitumia maji kutoka kwenye kikundi?

Nini maoni yako kuhusiana na kikundi/huduma zake?...MUDA WA MI-EZI 3. RAINI KUBWA ISOGEE KARIBU NA WATEJA

5.Endapo bado hujaanza kutumia bidhaa/huduma ya kikundi,je unatarajia kuanza kutumia huduma zake? NDIYO/HAPANA.....NDIO

5.1 Utawezaje kughalimia huduma hiyo/hizo?..NJIA BANA MATUMIZI

5.2 Pato lako kwa mwezi ni wastani wa T.shs ngapi?.....30,000

5.3 Katika viwango tajwa hapa chini je wewe utaweza kulipia huduma hiyo katika kiwango gani? Zungushia mduara kwa inayohusika

(a) **Chini ya T.shs 5,000/=**

(b) **Kati ya T.shs 5,000/= na 10,000/=**

(c) **T.shs 10,000/= na kuendelea.**

5.4 Je unanjia yoyote mbadala ya kupata maji endapo utashindwa kughalimia huduma hiyo? NDIO/HAPANA.....HAPANA

Tafadhali eleza kwa ufupi...SINA NJIA NYINGINE

6 . Unafikiri ni mambo gani muhimu ya kuzingatia endapo huduma ya maji itasambazwa kwa wateja wapya? ...KUONGEZA RAIN KU-BWA KARIBU NA WATEJA IRI MAJI YAWE NANGUVU KWA WATEJA

7. Eleza ni kwa jinsi gani kikundi kimesaidia kubadili hali tabia,kuboresha hali ya afya na ustawi wa familia yako?.....
KIMETU SAIDIA KUPATA MAJI SAFI

8.Ni mabadiliko gani ya kimsingi kikundi kimeweza kuleta katika:

8.1 Jamii?.....KUONGEZA BIINI KUBWA ILI MAJI TUYAPATE KWA NGUVU

8.2 Mchuuzi wa maji yeye binafsi?.....KWA MATUMIZI YA NYUMBANI TU

8.3 Watoa huduma wa maji wengine?.....

8.4 Hali ya Mazingira?.....NI MZURI

8.5 Sekta ya uchumi mahali ulipo?.....SID MZURI SANA AFYA MZURI

8.6 Sekta ya afya mahali ulipo?

9.Toa mapendekezo matatu jinsi ya kutegemeza kikundi

(i) BAINI KUBWA IONGEZWE

(ii) BILI IPUNGUZWE

(iii) MUDA UONGEZWE KUFIKA SAA 5 USIKU

ASANTE SANA KWA KUJIBU DODOSO HILI

3

DODOSO: NAMBA 2

Dodoso kwa ajili ya wanachama wa kikundi,wachuuzi wa maji na watumiaji maji(wa sasa na wajao)

Jina la eneo[redacted]**Kitongoji**[redacted]

Jina la kiongozi wa serikali ya mtaa...SIMBA.....

SEHEMU A: (Maelezo binafsi)

1.Jina kamili[redacted]**Jinsia ~~ME~~/KE (kata isiohusika) Umri**[redacted]

2.Jina la Mkuu wa kaya[redacted]**jinsia yake ME/~~KE~~**

3.Idadi ya watu katika familia :Watoto:ME...**~~KE~~**...**Wangineo: ME**.1..**KE**.1..

4.Kwa muda gani sasa umekuwa ukitumia maji kutoka kwenye kikundi?

Nini maoni yako kuhusiana na kikundi/huduma zake?...MUDA MREFU NA KUPATA MAJI YANA KATIKA KATIKA OVYO HUDUMA WAKUWA BINAFSI.....

5.Endapo bado hujaanza kutumia bidhaa/huduma ya kikundi,je unatarajia kuanza kutumia huduma zake? NDIYO/HAPANA....NDIYO.....

5.1 Utawezaje kughalimia huduma hiyo/hizo?.....

5.2 Pato lako kwa mwezi ni wastani wa T.shs ngapi?...TSH: 16,000/=

5.3 Katika viwango tajwa hapa chini je wewe utaweza kulipia huduma hiyo katika kiwango gani? Zungushia mduara kwa inayohusika

(a) Chini ya T.shs 5,000/=

(b) Kati ya T.shs 5,000/= na 10,000/=

(c) T.shs 10,000/= na kuendelea.

5.4 Je unanjia yoyote mbadala ya kupata maji endapo utashindwa kughalimia huduma hiyo? NDIO/HAPANA.....

Tafadhali eleza kwa ufupi...HAPANA.....

6 . Unafikiri ni mambo gani muhimu ya kuzingatia endapo huduma ya maji itasambazwa kwa wateja wapya? ...NI WAPATE MAMLIMA = LAINI KUBWA ILI WAPATE HUDUMA YA KUTOSHA KUMPIANI LAINI ISIJIBI WATEJA KUMI MAANA KILA MTU ANA MATUMIZI TOFAUTI.....

7. Eleza ni kwa jinsi gani kikundi kimesaidia kubadili hali tabia,kuboresha hali ya afya na ustawi wa familia yako? TUNAJOA MONGERA KWA VIKUNDI SHIRIKA KWA KUTULETEA HUDUMA MUHIMU YA SAFI KWA KUPATA MAJI SAFI NA SALAMA YA BOMBA WALIZINGATIA SALE YA AWALI AMBAYO TULIKUWA TUNAFUNIA YA KISIMA MAIBAYO NI HATARI KWA MAISHA YA BINADAMU NA WANYAMA TUNADUA KAMPUNI SHIRIKA KUZINGATIA UMATIKAJI OVYO UMEME KISABABISHA HUDUMA YA MAJI KUWA DUNI

8.Ni mabadiliko gani ya kimsingi kikundi kimeweza kuleta katika:

8.1 Jamii? TUNASHUKURU KUWA NA MAJI SAFI NA SALAMA NA WILAYA NA AFYA YA KUWEKA MILIMA

8.2 Mchuuzi wa maji yeye binafsi? ——

8.3 Watoa huduma wa maji wengine? HAPANA NI KAMPUNI SHIRIKA MOJA TU LISHIKAUALO (CBO)

8.4 Hali ya Mazingira? NI MAZURI

8.5 Sekta ya uchumi mahali ulipo? VI VIWANDANI

8.6 Sekta ya afya mahali ulipo?

9.Toa mapendekezo matatu jinsi ya kutegemeza kikundi

(i) ANDAENI JENGEZA ZAHIBA MUTA ISUMBUFU

(ii) MAMAMIZI AWA ANATENGELEA UATEJA

(iii) KIKUNDI KIMECHAGUL WAKALA KANDA YA KINGUKI

ASANTE SANA KWA KUJIBU DODOSO HILI

Form T.I. 8

The Trustees' Incorporation Ordinance (Cap. 375)

CERTIFICATE OF INCORPORATION

THIS IS TO CERTIFY that THE REGISTERED TRUSTEES OF THE MBAGALA KWANYOKA DEVELOPMENT TRUST

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 9TH day of JULY 19 2002

(C.O. KAISI)
Administrator-General of Trustees.

G P Dsm

HALMASHAURI YA MANISPAA TEMEKE

KATIBA YA JUMUIYA YA WATUMIAJI MAJI

MTAA/KIJIJI -
WA/CHA.....

MANISPAA YA TEMEKE

KATIBA YA JUMUIYA YA WATUMIAJI MAJI

1.0 UTANGULIZI:

Kwa kutambua mambo muhimu yaliyojitokeza katika Sera mpya ya maji ya Kitaifa ambayo inasisitiza uhusishwaji wa walengwa katika kupanga, kujenga, kuendesha na kufanya matengenezo ya miradi ya maji na Serikali kubakia na majukumu ya kuratibu na kutunga miongozo na Sera za maji sisi wakazi wa Mtaa/Kijiji husika tumedhamiria kuunda ~~Jumuiya yetu ya~~ watumiaji ~~maji~~ itakayosimamiwa na Kamati ~~yetu~~ ya maji.

Kamati hii ya watumiaji maji ya Mtaa/Kijiji itasimamia kisheria shughuli zote za kutafiti, kupanga, kujenga, kuendesha na kufanya matengenezo ya mradi kwa lengo la upatikanaji wa maji safi na salama katika maeneo yote ya Mtaa/Kijiji ili kuboresha ustawi wa jamii.

2.0: KUANZISHWA KWA JUMUIYA:

2.1: JINA:

Tunatamka kwamba Kamati inaanzishwa na watumiaji maji wa Mtaa/Kijiji.....
.....

Tunatamka viie viie kwamba mwelekeo wa shughuli za Kamati hii kamwe hautafungamana na itikadi yoyote ile ya kidini, ukabila wala Chama chochote cha siasa **MSINGI WETU MKUBWA NA NGUVU YA UMOJA WETU NI NIA ILIYOMO NDANI YETU YA KUJIWEKEA TARATIBU NA MIONGOZO MIZURI ITAKAYOTUWEZESHA KUENDESHA MRADI WETU WA MAJI KWA UFANISI NA KIDEMOKRASIA.**

3.0: MADHUMUNI YA KATIBA YA WATUMIAJI MAJI:

- Kufafanua haki na majukumu ya Mwanachama wa Jumuiya ya Watumiaji maji.
- Kuweka taratibu za kiutendaji ambazo zitaweka sifa za wanakamati, taratibu za uchaguzi wa Kamati na taratibu za kuiondoa Kamati katika majukumu yake kwa kuzingatia misingi ya Kidemokrasia.
- Kufafanua wajibu na majukumu ya Wanakamati, Serikali ya Mtaa/Kijiji, Walezi wa Jumuia na Watendaji washiriki wengineo katika Mtaa/Kijiji.

atakaokuwa mkazi wa Mtaa/Kijiji husika hadi atakapoamua kuhama katika Mtaa/Kijiji.

5.2: Mwanachama atakuwa ametenda jambo lolote lenye mwelekeo wa kuhujumu rasilimali ziizopo katika mradi wa maji na usambazaji wake, hata ikiwa bado ni mkazi wa Mtaa/Kijiji husika.

5.2.1 Mwanachama atakataa kwa makusudi kulipia bili ya maji iliyowekwa kwa makubaliano ya mkutano wa jamii.

5.2.2 Iwapo mwanachama atacnekana ~~akitoa~~ lugha chafu katika ~~vikao~~ vya maamuzi mbalimbali.

5.3 Iwapo mwanchama ataaga dunia.

5.4 Uwanachama wa mwanachama mshiriki utakoma pale tu moja kati ya haya yafuatayo yatatokea:-

- Kujiuzulu kwa hiari.
- Kuachishwa kutokana na kukiuka wajibu wake wa uwanachama.
- Ubadhirifu na kutokuwa mwaminifu.
- Kifo.

5.5.1 Mwanachama yeyote akikabiliwa na tuhuma kuhusiana na mradi wa maji zilizotajwa hapo juu, atasimamishwa uwanachama na Kamati ya maji kwa kushirkiana na Mtaa/Kijiji wakati uchunguzi wa kina utakapokuwa unafanyika kuthibitisha tuhuma zinazomkabili ikiwa ni pamoja na mtuhumiwa kupewa fursa ya kujitetea pale inapobidi.

Ndani ya wiki mbili kuanzia tarehe ya kusimamishwa uwanachama mkutano wa dharura wa Jumuiya ya watumiaji maji utaitishwa kwa ajili ya kupokea taarifa ya uchunguzi na mapendekezo ya Kamati ya uchunguzi kuhusiana na tuhuma hizo kwa ajili ya maamuzi ya mwisho.

5.5.2 Kamati ya uchunguzi ya watu wanne (4) itaundwa na wajumbe kutoka Kamati ya Jumuiya ya Watumiaji maji (1) na Serikali ya Mtaa/Kijiji (1) na Wajumbe wawili kutoka ofisi ya Mtendaji wa Kata.

5.6 Mwanachama mshiriki au mwanachama wa heshima ambaye uwanachama wake umepitwa na wakati au ameachishwa uwanachama kwa sababu yoyote ile anaweza kurudishiwa uwanachama kwa kutumia maombi yake mwenyewe yatakayokubaliwa na uongozi wa Kamati ya

- Mahudhuria
  Robo tatu 75%, ya Wajumbe wote ambao ni Watumiaji wa maji itahalalisha kufanyika kwa mkutano.

  Ikiwa hadi kufikia dakika 45 tangu saa ya kuanza mkutano idadi ya Wajumbe kama iilivyotajwa haijatimia, mkutano utaahirishwa na kuitishwa tena katika muda usiozidi majuma mawili ambayo mkutano utaanza rasmi mnamo saa ile ile ya awali na mahali pale pale pa awali. Ikiwa pia hadi kufikia dakika 45 tangu saa ya mkutano rasmi idadi ya Wajumbe inayohitajika haijakamilika, basi idadi yoyote ya Wajumbe waliohudhuria itahalalisha kufanyika kwa mkutano huo na maamuzi yote yataheshimika na kukubaliwa uhaiaii wake iii mradi tu taarifa ya kikao hicho itakuwa imetolewa kwa Wajumbe kuwafikia mnamo muda usiopungua wiki moja kabla ya siku/tarehe ya kikao.

6.1.3 MKUTANO MKUU WA DHARURA:

Mkutano huu utaitishwa pale tu ambapo idadi ya Wajumbe ya takribani asilimia kumi, 10% ya orodha ya Watumiaji maji wote itahitaji na kuomba mkutano huo ufanyike iii mradi tu maombi hayo yawe ya maandishi na yamesainiwa na Wajumbe wote walioomba kikao cha mkutano wa dharura. Mwenyekiti wa Mtaa ataitisha mkutano wa dharura wa watumiaji wa maji. Ataandaa mkutano wa Watumiaji maji ili kujadili hoja zilizoletwa na Wajumbe kwa kufuata taratibu za Mkutano Mkuu.

6.1.4 MWENDESHAJI WA MKUTANO MKUU:

Msemaji wa Mkutano Mkuu atakuwa Mwenyekiti wa Kamati ya Watumiaji maji. Mwenyekiti wa Mtaa/Kijiji ndiye atakayekuwa Mwenyekiti wa kikao ili kuongoza mijadala na hoja kwa amani na utulivu.

6.1.5 MUUNDO WA KAMATI YA MAJI:

Kamati ya maji itaundwa na Wajumbe wanane (8) ambao watano(5) kati yao watakuwa wanawake na watatu (3) wanaume. Kamati hii itachaguliwa na Mkutano wa Jumuiya ya Watumiaji maji na itakuwa madarakani kwa kipindi cha miaka mitatu. Wajumbe hawa wa Kamati ya maji watakuwa na haki ya kuchaguliwa tena kutegemeana na ufanisi wa utendaji wao katika kipindi chao.

Kamati itakuwa na Mwenyekiti, Katibu na Mweka Hazina ambao wawili wao watakuwa WANAWAKE KWA KUTAMBUA UMUHIMU WA MAJI NA USHIRIKI WA AKINA MAMA.

- Kamati ya maji kwa ushirikiano na Serikali ya Mtaa/Kijiji watapanga taratibu za kuajiri watendaji mbalimbali kama wauza maji, walinzi, mafundi n.k.

- Kusimamia mapato na matumizi ya mradi wa maji na kuhakikisha kuwa **MAPATO YA MAJI** yanatumika kwa kuendeleza shughuli za **MAJI TU** na si vinginevyo. Isipokuwa 5% ya mapato ya kila mwezi ambayo itapatiwa Serikali ya Mtaa/Kijiji

- Kwa kushirikiana na Serikali ya Mtaa/Kijiji kuhamasisha Jamii katika kujitolea katika kazi za maendeleo mfano kuchimba mtaro, kujenga tanki n.k.

- Kuhakikisha kwamba matengenezo na ukarabati wote wa mradi wa maji vinafanyika kwa haraka na ufanisi pindi unapojitokeza ili jamii isiathirike na shida ya maji.

- Kuhakikisha kuwa jamii inashirikishwa katika maamuzi yote ya mradi wa maji kwa manufaa ya watumiaji maji katika .Mtaa/Kijiji.

- Kuhakikisha kwamba jamii inaielewa vema Katiba ya Watumiaji maji.

- Kufanya tahimini ya Kisayansi itakayosaidia kukadiria na kupendekeza kwa mkutano mkuu viwango vya bei ya maji vitakavyozingatia kuwa na akiba ya uendeshaji na matengenezo na pia uwezo wa jamii kununua maji.

- Kwa kufuata taratibu za Kidemokrasia Kamati ya maji ikishirikiana na Serikalii ya Mtaa/Kijiji inaweza kumuondoa madarakani kiongozi yeyote wa Kamati ya maji na kumchagua mwingine kutoka katika Kamati hiyo hiyo, isipokuwa nafasi ya mweka hazina lazima awe na taaluma ya uhasibu kulingana na ukubwa wa mradi.

- Kuandaa na kutayarisha taarifa mbalimbali za fedha na bajeti ya mpango wa jumla wa mwaka na/au wowote mwingineo wa shughuli za mradi wa maji na kuwasiilisha kwa Mwenyekiti wa Serikali ya Mtaa/Kijiji, Kata, Mhandisi wa Maji wa Manispaa, Mkurugenzi wa Manispaa na kwenye mkutano mkuu wa Jumuiya ya watumiaji maji.

- Kupokea na kupitisha maombi ya wanaoomba uwanachama wa ushiriki.

- Kusimamia na kutunza/kuhifadhi vyanzo vya maji katikaMtaa/Kijiji.

- Kamati ya maji itakuwa ikikutana angalau mara moja kila mwezi.

- Kuhakikisha kuwa Kamati ya Maji inaandaa mkutano wa watumiaji maji baada ya miezi 12 ambapo Kamati ya maji itatoa taarifa za utendaji, pamoja na taarifa ya Mapato na Matumizi iliyokaguliwa na Mkaguzi wa Manispaa ya Temeke.

7.3 HAKI NA WAJIBU WA WANACHAMA WA JUMUIYA YA WATUMIAJI MAJI:

Kila mwanachama wa Jumuiya ya Watumiaji maji atakuwa na haki na wajibu ufuatao;-

- Kuhudhuria mikutano yote ya Jumuiya na kushiriki katika mijadala inayowasilishwa vikaoni
- Kupiga kura wakati wa uchaguzi na kutoa maamuzi mbalimbali
- Isipokuwa Mwanachama mshiriki au wa heshima, mwanachama yeyote mwenye sifa zinazotakiwa anaweza kuchaguliwa kwa nafasi yoyote ya uongozi wa Kamati ya maji
- Kuheshimu mawazo na michango ya wengine katika kuchangia hoja.

8.0 SIFA MUDA NA TARATIBU ZA UCHAGUZI WA WAJUMBE WA KAMATI YA MAJI:

8.1.0 SIFA ZA MJUMBE WA KAMATI YA MAJI:

- Kamati ya maji itakuwa na wajumbe wanane (8) ambayo kati yao watano (5) watakuwa ni akina mama na watatu (3) watakuwa ni akina baba. Hii ni kwa kutambua ukweli kwamba ni akina mama ndio wanaojua dhiki na adha ya kuchota maji, hivyo wanapewa kipaumbele.
- Awe anajua kusoma, kuandika na kuhesabu.
- Awe ni mtu mwenye historia ya kujitolea katika kazi za maendeleo kwa manufaa ya wengine.
- Awe na umri usiopungua miaka 18.
- Kwa nafasi ya Mweka Hazina awe ni mtu mwenye Taaluma ya Uhasibu Kulingana na ukubwa wa Mradi.
- Awe na akili timamu.

unahitaji mtu atakayekuwa na uwezo na moyo wa kujituma na kujitolea.

- Barua zote za maombi zitapelekwa moja kwa moja na kujadiliwa katika kikao cha Kamati ya maendeleo ya Kata kupitia kwa Mwenyekiti wa Serikali ya Mtaa/Kijiji. Kikao cha Kamati ya Maendeleo cha Kata kitawahoji waombaji wote na majina ya walioomba wenye sifa zinazotakiwa yatarudishwa katika mkutano wa jamii kwa kupigiwa kura.

- Usaili na uchaguzi wa nafasi ya ~~Mweka Hazina~~ utazingatia sifa zilizoainishwa katika Katiba hii.

- Ofisi ya Mhandisi wa Maji wa Manispaa itapaswa kuhudhuria vikao vya mahojiano katika Kata na mikutano ya uchaguzi ya jamii ili kuona kama taratibu zinafuatwa.

8.4 TARATIBU ZA KUISIMAMISHA KAMATI YA MAJI:

Kiutaratibu Kamati ya maji itapashwa kuwa katika utendaji kwa kipindi cha miaka mitatu (3). Kutokana na sababu za kutowajibika ipasavyo kwa Kamati na ubadhirifu wa fedha, wanajumuiya wanaweza kutumia haki yao ya kusitisha usimamizi wa Kamati ya maji kwa kufuata utaratibu ufuatao:-

- Wanachama wa Jumuiya ya Watumiaji wasio na ridhaa na Kamati watapeleka malalamiko yao kwa Serikali ya Mtaa/Kijiji Iwapo suluhu haikupatikana wapeleke malalamiko yao kwa Kamati ya Maendeleo ya Kata. Na ikishindikana hapo malalamiko yao yapelewe kwa Mkurugenzi wa Manispaa.

- Mkurugenzi wa Manispaa kwa kushirkiana na Afisa Mtendaji wa Kata husika na Serikali ya Mtaa/Kijiji wataunda Tume iliyohuru ambayo itahusisha wataalamu kutoka Ofisi ya Mhandisi wa Maji wa Manispaa, Wizara ya Maji, DAWASA, Timu ya Wahamasishaji wa Manispaa (WAHECO) na Jamii itakayokwenda katika Mtaa/Kijiji husika ili kuchunguza tuhuma zilizotolewa.

- Tume hiyo itakuwa na haki ya kuwaita wanakamati wa maji pamoja na walalamikaji ili kupata ukweli wa mambo yalivyo.

- Tume itapaswa kutoa taarifa kwa Mkurugenzi wa Manispaa katika kipindi cha wiki tatu tangu walalamikaji watoe malalamiko yao.

- Kutokana na mapendekezo ya Tume, Mkurugenzi wa Manispaa anaweza kuvunja Kamati ya maji kabla ya muda wake wa miaka mitatu na taratibu za uchaguzi wa Kamati ya maji mpya zifuatwe

- Kugawa kazi kwa Wajumbe na kusimamia utekelezaji wa majukumu yao kwa kuwahamasisha ipasavyo.

- Kuandaa kwa ushirikiano na Wanakamati wengine dondoo za mikutano ya Jumuiya ya Watumiaji maji na kuwasilisha Serikali ya Mtaa/Kijiji.

- Kuhakikisha kuwa Serikali ya Mtaa/Kijiji inapokea taarifa zote za mradi wa maji kila mwezi.

- Kutoa taarifa za maendeleo ya huduma ya maji kwa Mkutano mkuu wa Jumuiya ya watumiaji maji.

- Kutia saini hundi za akaunti ya maji ya Mtaa /Kijiji.

- Kufanya majukumu mengine mbalimbali ambayo yanaweza kuamuliwa na Mkutano Mkuu yaliyo ndani ya Katiba ya maji.

9.2 KATIBU WA KAMATI YA MAJI:

- Utekelezaji wa shughuli za kiutendaji za Kamati ya maji kama zilivyoagizwa na kikao cha Kamati ya maji.

- Kuandaa na kutunza taarifa za utekelezaji wa kila siku, juma, mwezi, robo mwaka n.k. kwa mujibu wa makadirio ya mpango wa mwaka wa utekelezaji wa shughuli za uendeshaji wa Kamati ya maji.

- Kuandaa kwa ushirikiano na Mwenyekiti ratiba na dondoo za mikutano pamoja na kunukuu na kutunza dokezo zote za mijadala katika mikutano.

- Kutoa taarifa za mikutano kwa wajumbe kwa mujibu wa kanuni na taratibu zilizoidhinishwa katika Katiba hii

- Kutia saini hundi za akaunti ya maji ya Mtaa/Kijiji.

9.3 MWEKA HAZINA WA KAMATI YA MAJI:

- Kutunza mfuko wa fedha wa mradi wa maji kwa uaminifu kwa kuhifadhi kumbukumbu na hati zote zinazohusu shughuli za maji ikiwa ni pamoja na zile za Mapato na Matumizi ya uendeshaji wa mradi.

Mtaa/Kijiji na Muhtasari wa taarifa kuwekwa wazi kwa wanajumuiya wa mradi wa maji katika mbao za matangazo.

- Maombi ya matumizi ya mradi wa maji yanapaswa kuombwa kwa maandishi na matumizi yake yanapaswa kuambatana na risiti halali zinazothibitisha kuwa matumizi hayo yalifanyika kihalali.

- Pesa za mradi wa maji ni kwa ajili ya shughuli za mradi wa maji, hivyo hairuhusiwi mtu yeyote yule kukopa pesa kwa shughuli binafsi au shughuli yoyote nje ya shughuli za mradi wa maji.

- Mwenyekiti wa Kamati ya maji anao wajibu wa kuhakikisha kuwa taratibu zote na udhibiti wa Mapato na Matumizi za mradi wa maji zinakwenda kama zilivyowekwa kwenye bajeti.

- Wauza maji wote wa vituo vilivyochaguliwa wanapaswa kuwasilisha mauzo yao ya maji kila siku kwa Mweka Hazina kwa maandishi na kupewa risiti.

- Mweka Hazina wa Kamati ya maji atatakiwa kupeleka pesa za mauzo yote benki kila mara na kuhakikisha kuwa kwa wakati wote mfuko wa pesa za mkononi hauzidi **SHILINGI ELFU ISHIRINI TU** (20,000.00). Na pesa zote za matumizi zichukuliwe toka benki ikiwa ni pamoja na Sh. 20,000.00 ambayo inapaswa kuwepo mkononi kwa ajili ya dharura.

- Malipo yote yanayofanywa yatafanywa kwa kuzingatia bajeti iliyoandaliwa na Kamati ya maji na kupitishwa na Mkutano Mkuu wa wanajumuiya wote.

- Kamati inawajibika kuweka udhibiti wa mauzo ya maji kwa kutumia mita za maji hasa kwa miradi ya maji inayotumia pampu za mafuta au pampu za umeme.

- Malalamiko yote yanayohusu ubadhirifu na matumizi mabaya ya fedha za huduma ya maji yatapaswa kujadiliwa katika kikao cha watumiaji maji na taarifa kupelekwa Serikali ya Mtaa/Kijiji, Afisa Mtendaji wa Kata na Mkurugenzi wa Manispaa ya Temeke.

- Mtu yeyote atakayebainika kuwa amefanya ubadhirifu wa fedha za mradi wa maji atashitakiwa na kuhukumiwa kulingana na sheria za nchi.

- Kuhakikisha kuwa mauzo ya maji KILA SIKU yanawasilishwa kwa Mweka Hazina wa Kamati ya maji na kupewa risiti inayolingana na kiasi alichowasilisha.

- Kuhakikisha kuwa maji katika kituo hayamwagiki ovyo.

- Kuhakikisha kuwa kitabu cha taarifa ya kila siku ya kituo cha mauzo kinajazwa.

10.2 WAJIBU WA MAFUNDI WA VISIMA:

- Kuuendesha mradi wa maji kama taratibu zilivyopangwa.

- Kuhakikisha kuwa mtambo wa maji unatunzwa.

- Kuhakikisha kuwa kitabu cha matumizi na uendeshaji wa mitambo kinajazwa.

- Kutoa taarifa kwa Kamati ya maji pindi uharibifu unapotokea.

- Kufanya matengenezo ya kimsingi ama madogo madogo.

11.0 VYANZO VYA MAPATO:

Kamati ya maji ina uhuru wa kujipatia kihalali fedha au mapato yaliyo katika hali yoyote iliyokubalika kupitia njia zifuatazo:-

- Ada za uchangiaji wa gharama za maji, mauzo, uunganishaji na adhabu.

- Mikopo na misaada kutoka katika Jumuiya mbalimbali, watu binafsi, mashirika, makampuni, Serikali au Taasisi za Kiserikali au zisizo za Kiserikali ndani na nje ya nchi.

12.0 MWAKA WA FEDHA:

Mwaka wa fedha wa mradi wa maji utakuwa ni kipindi cha miezi kumi na mbili (12) Januari 01, hadi Desemba 31 kila mwaka.

13.0 WALEZI WA JUMUIYA:

Kwa kutambua umuhimu wa walezi wa Jumuiya hizi za Watumiaji maji, Katiba hii inawapendekeza walezi wa Jumuiya hizi za Watumiaji maji kuwa ni;-