

## APPENDICES

### Appendix I

#### Questionnaires for Hananasif Community

This Questions aims at collecting your views concerning the management of water supply and sanitation projects in your area. Please fill this questionnaire properly as required and give it back to the one issued it to you. Please do not write your name. If the space provided is not enough, please use the other side of the paper but remember to indicate the number of the question you are answering. Thanks.

**Put a tick in a box of a correct answer and give explanations where needed:**

#### Section A: General Information

1. Sex      Male-----      Female-----

2. Age-----

3. Occupation

Businessman ( please mention which type of business)

Employee

Other.....Mention

4. Education level

- Secondary
- Primary education
- Post primary
- No education

5. What is your monthly income?

- i. Below 30,000 ☐      ii. Between 30,000 and 80,000 ☐
- iii. Above 80,000 ☐

## SECTION B

6. Do you know anything about the water supply and sanitation projects?

i. Yes ☐    ii. No ☐    iii. I don't know ☐

7. Who manage these projects?

i. Community themselves ☐    ii. Community, HCDA and local government ☐

iii. Community and the HCDA ☐    iv. I don't know ☐

8. You have possibly being involved in water supply projects management in your area.

(a) How would you rank (on average) vulnerable individual's participation in the planning and management of the water supply project, on a scale of 1 to 5 (ie 1 is very low; 2 is low; 3 is good; 4 is very good; 5 is extremely good or excellent)--- -----

(b) How would you rank (on average) vulnerable individual's participation in the management of the water supply project, on a scale of 1 to 5 (ie 1 is very low; 2 is low; 3 is good; 4 is very good; 5 is extremely good or excellent)-----

9. You have possibly being involved in sanitation projects management in your area.

(a) How would you rank (on average) vulnerable individual's participation in the planning of this project, on a scale of 1 to 5 (ie 1 is very low; 2 is low; 3 is good; 4 is very good; 5 is extremely good or excellent)--- -----

- (b) How would you rank (on average) vulnerable individual's participation in the management of this project, on a scale of 1 to 5 (ie 1 is very low; 2 is low; 3 is good; 4 is very good; 5 is extremely good or excellent)--- -----
10. Mention any four major problem facing the management of sanitation projects in your area ( in order of priority)  
 .....  
 .....  
 .....  
 .....
11. In each of the above suggest one possible root – cause  
 .....  
 .....
12. From each root the above cause can you suggest respective feasible solution?  
 .....  
 .....

## Interview Checklist

### Checklist on the Community management of Water supply and sanitation Projects

1. Analysis of the Projects Management
  - a) Water Supply Project
  - b) Sanitation
    - Who manage the sewage systems
    - Who manage the solid waste collections and disposal
2. Structure of the HCDA
3. Financial Disbursement
4. Communication
5. What community services are carried out by the community?
6. How do you participate in community activities?
7. What issues do you think can make the HCDA CBO become more effective?
8. What obstacles are there which can stop the CBO to become more effective?

## Appendix II

### Letter of introduction

Tumaini Mwamyalla,  
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Dar es Salaam.  
Tel: 0754 287683

The chairperson,  
Hananasif Community Development Association,  
P.O. Box 2323,  
Dar es Salaam.

**RE: COMMUNITY BASED RESEARCH UNDER YOUR ORGANIZATION**

Please refer to the heading and the discussion held at your office.

I am Masters student in Community Economic Development under Southern New Hampshire University in collaboration with the Open University of Tanzania. The duration of the course is 18 months.

Among of the other subject we are required to undertake a free consultant research in any community based organization (CBO). The main aim is to acquire skills on a variety of approaches to project design implementation, management, administration and education.

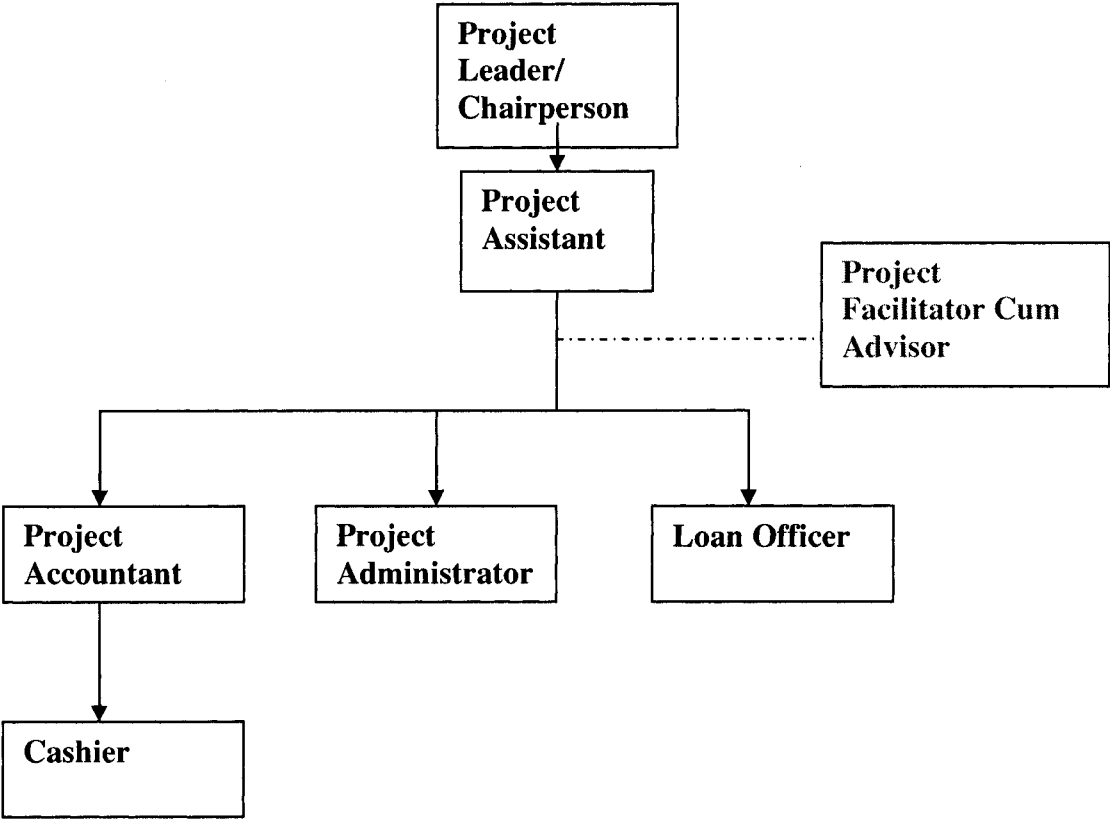
I am very willing to give free help to the area of your interest. there fore feel free to use my previous experience which I posses as well as CED skills in bringing the effectiveness of the selected project

Please I would wish to hear from you and in case of any further clarification do not hesitate to contract undersigned.

Yours Faithfully,

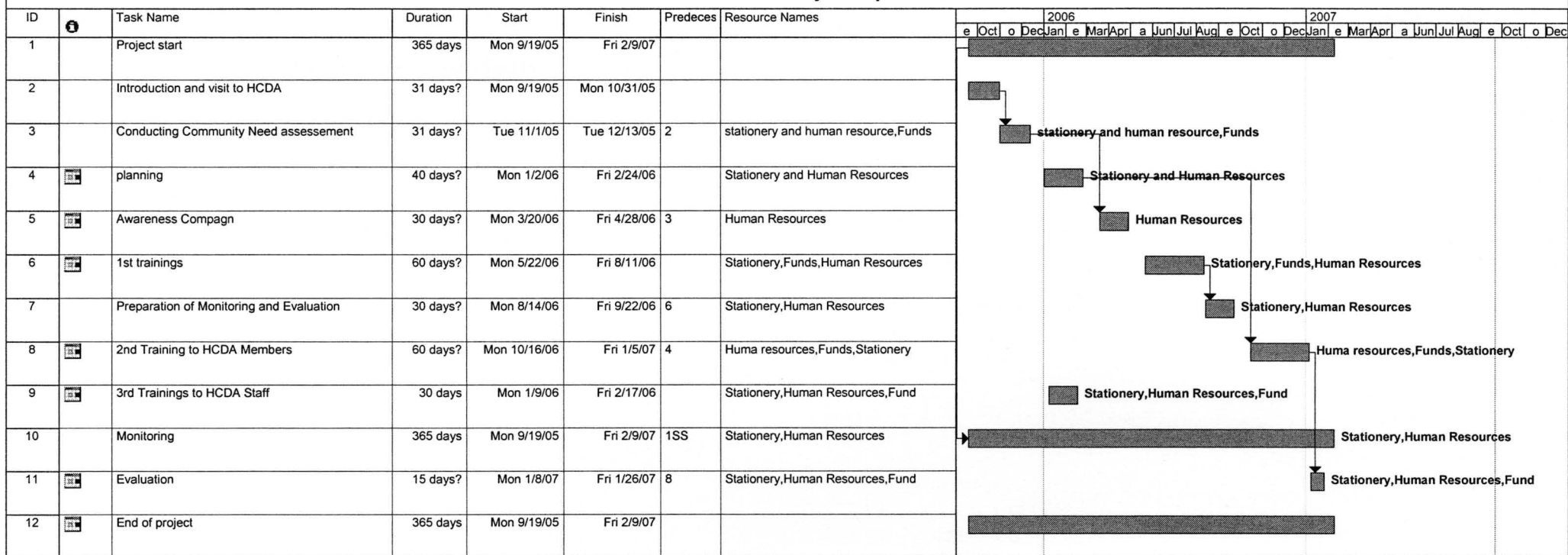
Mwamyalla Tumaini W.M

ORGANIZATION CHART



**Appendix IV****Project Implementation Gantt Chart**

### Gantt Chart for HCDA Project Implementation



Project: thesis\_final\_tuma  
Date: Thu 9/20/07

Task  
Split

Progress  
.....

Milestone  
◆

Summary  
Project Summary

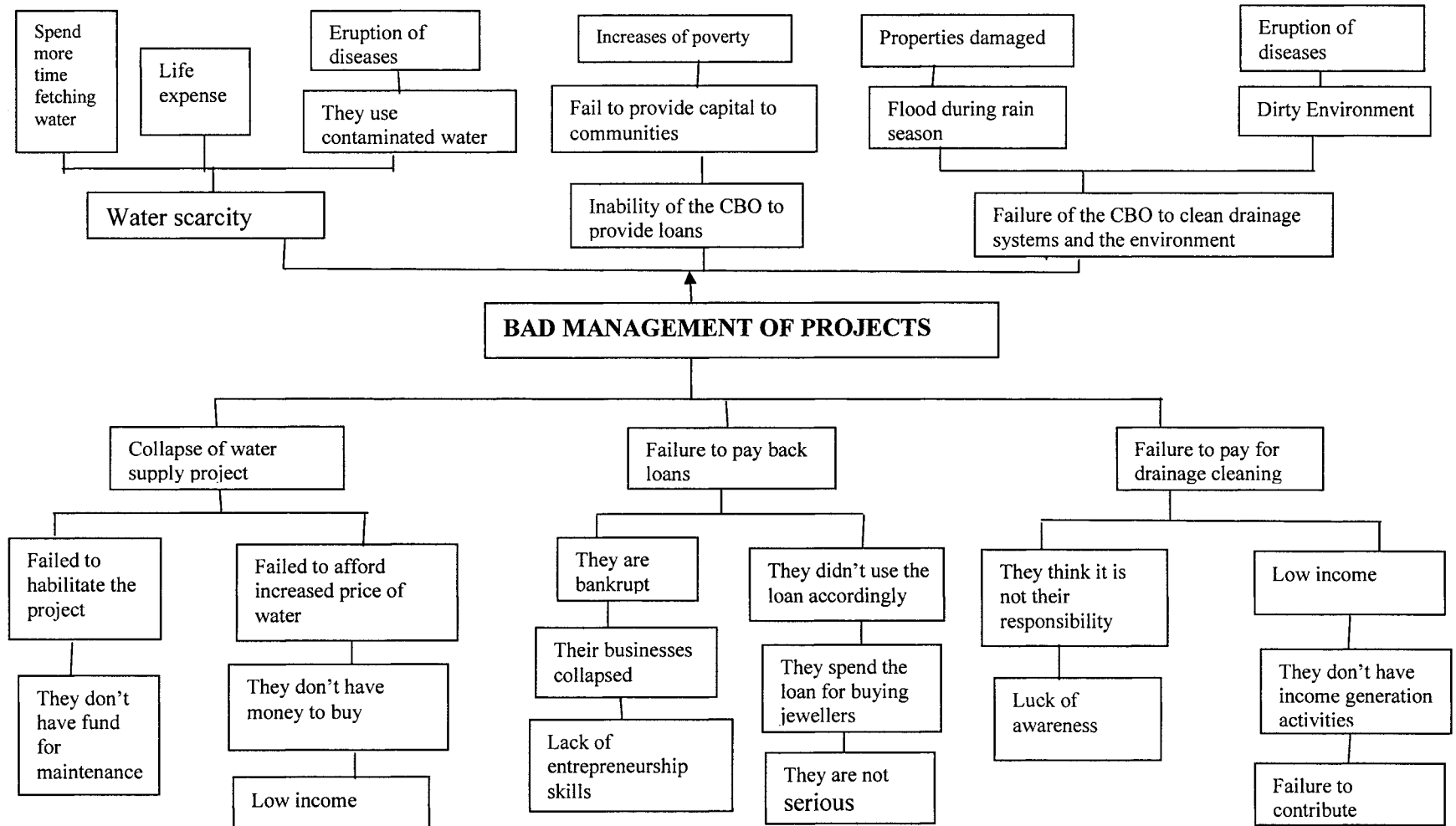
External Tasks  
External Milestone

Deadline



**Problem Tree Analysis**





## **Appendix VI**

**Power point presentation**

## FINAL PROJECT PRESENTATION

Title of the Project:  
**"Assessing Management of  
Community Water Supply and  
Sanitation Projects"**

Presented by: Mwamyalla, Tumaini W. M.

January, 2007

## Host Organization

**Hananasif Community  
Development Association  
(HCDA)**

Location: Kinondoni Municipality

## PRESENTATION OUTLINE

- **Introduction**
- **Community Need Assessment**
- **Identification of the problem**
- **Problem Identification**
- **Research Methodology**
- **Project Implementation**
- **Monitoring and Evaluation**
- **Conclusion and Recommendations**

## INTRODUCTION

- ☛ According to World Development Indicators 1998, One billion people in the world lack access to clean water, and two billion to adequate sanitation
- ☛ Lack of clean water and sanitation is the main reason for dangerous diseases transmitted by human waste (which are common in developing countries)

### *....Introduction Continued*

- ☛ In order to eliminate (or at least reduce) these dreadful diseases, effective and efficient management of water supply and Sanitation Projects is imperative

## Community Need Assessment

- The project was identified as a real need by the stakeholder of Hananasif Community Development association and other stakeholders of the hananasif ward.

.....Community Need Assessment

### Methods used during CNA

- **Preference ranking**
- **Problem Tree**
- **Survey**
- **Observation**
- **Interview**
- **Group Discussion**

.....Community Need Assessment

### CNA Findings

- ☛ The majority of the community members live below the poverty line earning less than a dollar a day
- ☛ The low income levels reflect the liquidity level of the CBO to undertake its functions effectively
- ☛ The poor management of the CBO arises from the lack of a clear and perspective Business Plan to lead the process
- ☛ The NGO receives very little support from responsible government authorities on how to conduct its business

### Problem Statement

- ☛ The main problem currently facing the Community of Hananasif ward is the failure to properly and effectively manage their water and sanitation projects as well as their credit scheme
- ☛ This problem has been the major cause for the failure in the operations of these projects

### Project Goal

- ☛ To ensure that Hananasif Community undertakes its projects in water supply and sanitation in a gainful, effective and sustainable manner

### Project Objectives

- To develop a sustainable community management model for the HCDA projects.
- To liaise with members of the organization and Hananasif leaders on developing new business plan for sanitation project.
- To equip members of the group with adequate knowledge and skills on management of their projects
- To empower members of the organization with adequate skills on entrepreneurship and marketing.
- Recommended to the organization best ways for scaling up the project to the rest members of community

### Research Methodology

- ☛ **Descriptive Survey**
- ☛ **Sample size: 45 respondents**
- ☛ **Sampling Techniques**
  - Both Probability and non-probability sampling techniques

.....*Research Methodology continued*

● **Tools for data collection:**

- ◆ Questionnaires and focus group meetings

● **Data Analysis Tool:**

- ◆ Software Package for Statistical Sciences (SPSS)

## **Project Implementation**

It covers the planned project activities vis-a-vis the actual implementation to-date

The main project activities was training.

.....*Project Implementation*

### **Project Outputs**

- ◆ community management training conducted to HCDA leaders
- ◆ Capacity development training to target group conducted.
- ◆ Good Business plan and new Constitutional developed.
- ◆ New entrepreneurial skills imparted to Hananasif community
- ◆ Better communication and interaction among members in the course of managing their projects and other initiatives

.....*Project Implementation*

### **Project Products**

- ◆ Projects which are well managed by the HCDA
- ◆ Awareness created to community members on the importance of contributing towards the management of their projects as a prerequisite for sustainability
- ◆ Knowledge and skills to better manage their credits for income generation imparted to members of the community.
- ◆ Increased number of people who are self employed in various business enterprise

## **Monitoring and Evaluation**

- A monitoring and evaluation mechanism was prepared and put into action during the implementation phase of the project.
- Monitoring was particularly conducted to gather information on project progress.

.....*Monitoring*

### **Monitoring methods**

- Follow up
- Monthly Meeting
- Focus Group Discussion (FGD)

It was also found that leaders at Hananasif and ward level were sensitised about the project

## **Evaluation**

- Provides regular feedback that helps project implementers to analyze the consequences, outcomes and results from the action.
- It also helps to assess the relevance, scope and sustainability of the project.

## **.....Evaluation**

### **Reasons for evaluation**

- was very important in order to assess its progress.
- it focused on identifying project achievements, challenges and problems.
- There was a need to examine the performance of the project since its inception.
- The evaluation also aimed at enhancing the best practices of the project

## **.....Evaluation**

### **Evaluation questions**

- Did the project activities incorporate participatory processes?
- Are the community members knowledgeable and capable in managing the project?
- Have the project activities brought long-term benefit?
- Are the project activities sustainable?
- Do the project activities include an effective and efficient communication process?

### **Evaluation Findings and Information Analysis**

- project has undergone a participatory evaluation
- A formative evaluation was done in June 2006, and a summative one in mid December 2006.

The evaluation of the project was based on;

- i) The level of participation of the local community in the project activities - planning, decision-making, implementation, monitoring and evaluation;
- ii) The capacity of local community in sustaining the project activities; and
- iii) To explore major project achievements at community level.

### **Conclusion and Recommendations**

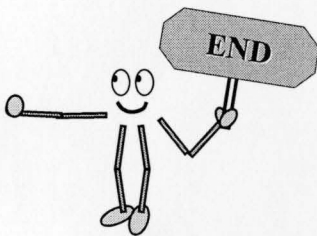
- The Study Project has been successful in unveiling the serious problems of the CBO, their causes and effects, which have comprehensively been put into perspective.
- It is anticipated that with all the set strategies and management procedures that have been initiated, the CBO will be able to undertake its operations in a proper and effective manner towards achieving its objectives as enshrined in its Constitution and pledge to the entire community of Hananasif.

### **Recommendations**

- The CBO management should strive to work within the framework of its Constitution, ensuring that there is wide consultation among the management team and communicating as closely as possible with its members.
- The Management Team should adhere to the agreed principles of management, especially those pertaining to record keeping, accounting, reporting, monitoring and evaluation.

### **.....Recommendations**

- Knowing that the CBO is meant to facilitate their general livelihood, the community has to ensure that they refrain from any undertakings that would undermine the interests of the CBO
- Both the Ward and Municipal Authorities should interest themselves with the operations being undertaken by the CBO and provide the requisite assistance through their various Departments



**Thank you Very Much**