

APPENDICES

1. Letter of Introduction / Acceptance
2. Organizational Chart
3. Project Implementation Gantt Chart
4. Staff Job Descriptions
5. Project Budget
6. Project PowerPoint Presentation

Eric Mabewa Henry,
P.O.Box 1253,
Mwanza.
3/10/2005

Chairman,
Quality Life and Environment Destiny,
P.O.Box 6247,
Mwanza.

Re: Request to work with your organisation:

Refer to the heading above, I'm a student at the Southern New Hampshire University pursuing Masters of Science Degree in Community Economic Development. My course requires student to work with one CBO in order to gain practical experience.

You may recall our meeting held on the 1st October 2005 in which I showed my interest to work with you. I hereby send you this letter as an official request for my intention.

During our discussion you pointed out the following problems facing your organization:

- Increased HIV/AIDS infection rate.
- Increase number of Orphans and Vulnerable children in the ward.
- Proposal writing to solicit funds for running the projects.

I therefore request you to select one of the problems outlined for me to work with your CBO. I would also require a contact person who will be communicating with me in case there is a need.

The Course duration is 18 months and during this period I will be working with you for free.

I'm eagerly waiting to hear from you soon.

Yours Sincerely,



Eric Mabewa Henry.

QUALITY LIFE AND ENVIRONMENT DESTINY

ERIC MABEWA HENRY,
LOCAL GOVERNMENT REFORM PROGRAMME,
P.O.BOX 1253,
MWANZA.

RE: YOUR REQUEST TO WORK WITH OUR ORGANISATION:

Reference is made to your letter dated 3rd October 2005 in which you request to do practical work with our CBO while pursuing your course.

I'm glad to inform you that you have been accepted to provide your service in our organization and it's our hope that we will learn more from you.

We will be gratefully if you will work with us in "Proposal Writing" to solicit fund from Donors for the provision of home based care and support to people living with HIV/AIDS and Orphans in the Ward. Your contact person will be Mr Dennis Kiro, the CBO's Chairman; you can therefore contact him at any time whenever a need arises.

I hereby attach a copy of our registration certificate and the constitution for your familiarization with the Organization.

It's our hope that you will enjoy working with us and I assure you a maximum cooperation during the entire period of providing your services to our CBO. I would also like to take this opportunity to thank you for your free of charge service and I hope our Organisation will benefit a lot from your expertise.

Once again, I would like to take this opportunity to warmly welcome you in our Organisation.

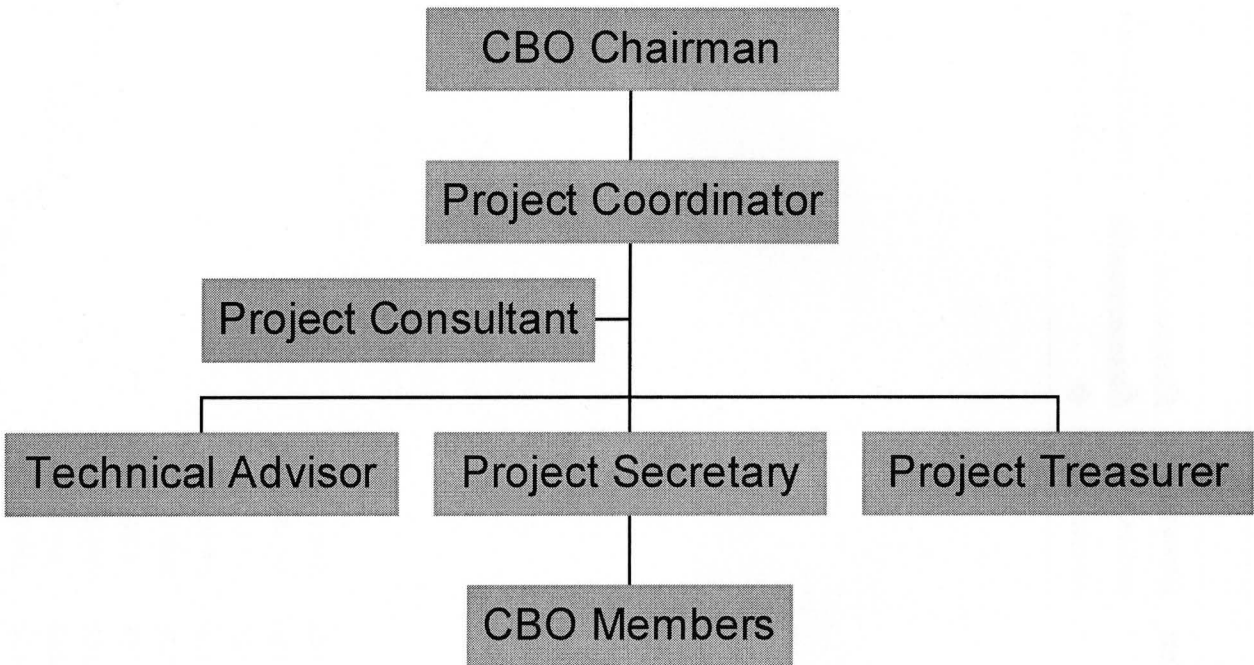
Yours Sincerely,

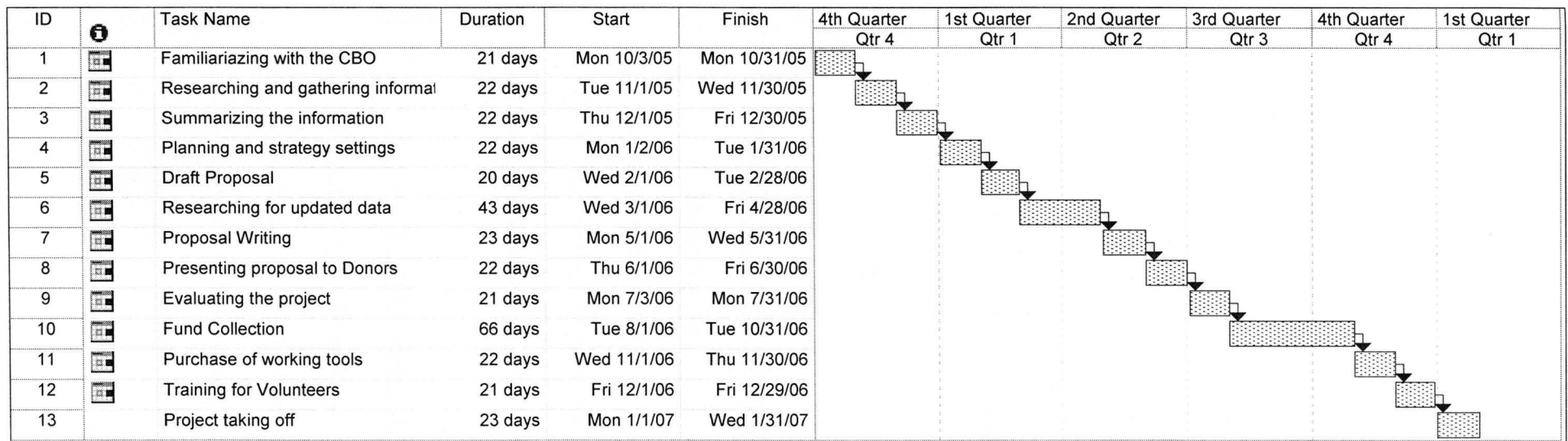
Dkiro

Dennis Kiro
Chairman

Quality Life and Environment Destiny.

**QUALITY LIFE AND ENVIRONMENT DESTINY
ORGANISATION CHART**





Project: Gantt Chart
Date: Tue 7/24/07

Task



Milestone



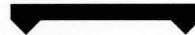
External Tasks



Split



Summary



External Milestone



Progress



Project Summary



Deadline



JOB DESCRIPTION

PROJECT COORDINATOR

1. Overall in charge of the project.
2. Coordinating all project activities.
3. Receiving feedbacks and reports from Supervisors.
4. Compilation of all field reports and keep the records.
5. Monitoring and evaluation works.
6. Ensuring safe custody of Project fund and assets.
7. Ensuring proper use of Project's fund and assets.
8. Approving and authorizing all the payments from the project's fund.

PROJECT CONSULTANTS

1. Proposal writing.
2. Budget preparation.
3. Supervising the project's financial record keeping.
4. Assisting the Project Coordinator in project monitoring and evaluation.

PROJECT'S TECHNICAL ADVISOR

1. Advising the Project Coordinator on technical aspects of the project like health care, referrals and medications.
2. Advisor to Volunteers, Supervisors and Counselors.
3. Participate in monitoring and evaluation.

PROJECT SECRETARY

1. Assist the Project Coordinator in the day-to-day functions of the Project.
2. Preparing timetable for the activities to be conducted.
3. Prepare schedule for meetings, seminars and workshops.

PROJECT TREASURER

1. Keeping proper financial records for the Project.
2. Produce monthly, quarterly, and annual financial reports for the Project.
3. Receipt and banking of the Project funds.
4. Prepare payments from the project funds.

CBO MEMBERS

1. Participating in the achievement of project's objectives.
2. Assisting Volunteers and supervisors in the field works.
3. Participate in fund raising activities.

BUDGET FOR 24 MONTHS FOR YEARS (2007 TO 2008)

S/N	DETAILS	QUANTITY	COST PER UNIT	MULTIPLY ING FACTOR	TOTAL AMOUNT
1	Home based care kit with essential drugs	2	80,000		160,000
2	Volunteer Training	2	30,000		60,000
3	Stationeries for Volunteers	2	20,000		40,000
4	Uniforms (Orphans)	5	40,000	2	400,000
5	School Fees (Orphans)	5	30,000	2	300,000
6	Community Leaders Training	3	10,000	2	60,000
7	Facilitators Allowance	1	20,000	2	40,000
8	Materials for Leaders	1	60,000	2	120,000
9	Motivation to Volunteers	2	45,000	24	2,160,000
10	Motivation to Supervisors	1	50,000	24	1,200,000
11	Food Support (Orphans)	5	20,000	24	2,400,000
12	Food Support (PLWHA)	5	20,000	24	2,400,000
13	Leaf Lets for stigma and discrimination fighting	100	1,500		150,000
Total					9,490,000

Project Presentation

Home based care for people living with HIV/AIDS and Orphans in Kirumba Ward

Presented by:
Henry, Eric Mabewa

Introduction

- QLED operates in Kirumba Ward, Nameta District in Mwanza City.
- The Ward has a population of 21,642 inhabitants whereby 10,695 are males and 10,947 females (2002 census).
- Kirumba Ward is a high transmission area for HIV/AIDS due to a lot of immigrants visiting the Kirumba Mwaloni International Fish Market.

Needs Assessment

- Increased number of people living with HIV/AIDS in the Ward (as at Dec 2003, there were 1,130: Source City Medical Officer).
- Increased number of Orphans in the Ward (Dec 2003, there were 236 OVC: Source UNICEF study).
- Lack of communities spirit to volunteer in undertaking care of the chronically ill and OVC.

Problems Statement

- Kirumba Ward has highest HIV/AIDS prevalence rates due to the population dynamic caused by the International Fish Market.
- The fish market creates a transient population of such people like fish traders, truck drivers, fishermen, barmaids, business persons and people attending the regular fish market

Problem Statement (Cont..)

- There are many jobless people most of them youths, they sometimes commit crimes, as well as practicing unsafe sex.
- Existing health programs not involving Community in HIV/AIDS interventions and voluntary caring.

Project Goal

To improve the quality of life for People Living with HIV/AIDS, Orphans and Vulnerable Children in the Ward, through provision of care and support.

Project Objective

- To improve the quality of life for People Living with HIV/AIDS in Kirumba ward.
- The project will select 5 people in the first 2 years of the program.
- To improve care and support 5 orphans and vulnerable children in the ward.

Project Objective Continues

- To build the organizational capacity of the CBO so as to enable it to effectively implement a comprehensive home based care program.

(Sample Size)

- A 90% Confidence level was taken
- $N = (Z/e)^2 (p)(1-p)$

Where:

N = Sample

Z = The standard score corresponding to a given confidence level

e = The proportion of sampling error

p = The estimated proportion or incidence case (Infection rate in the Ward)

Research Methodology Sample Size (Cont..)

For a 90% confidence level, $Z = 1.65$, $e = 0.10$

From the City Medical Office data $p = 30\% = 0.30$

Then, $N = (1.65/0.10)^2 (0.30)(1-0.30) = 57$; therefore the sample size will be of 57 people randomly selected and 40 for other knowledgeable people

Therefore the total population will be 97 people

Research Methodology (Cont.) Survey Instrument

- Face to face: In-person interview and observation. Has high response rate, easy and cheap than mailed or telephone
- Record review: Includes review of secondary data e.g. rate of infection, number of affected, number of Orphans etc and also review of surveys already done

Contents of the Research

- There were 4 questions containing: quality of service existing, voluntary community involvement and existence of other organisations providing home based care.
- Response type: Questions were closed ended with responses of Yes, No and I don't know.

Psychometrics characteristics

- Reliability- intra observer which measures the stability of responses overtime in the same individual respondents.
- Validity- face and content validity was done through giving the instrument to another person for review.

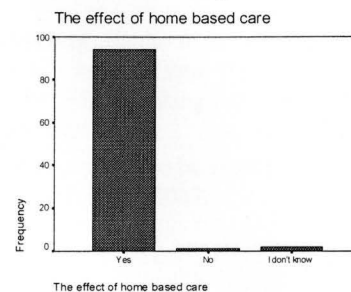
Survey design

- Cross sectional i.e. carried out once. Descriptive because it collects information about the perceptions, attitudes, feelings of the people
- Internal validity-Representative sample taking into account confidence level, stratification & sampling error
- External validity –Pilot testing & Training of interviewer
- Sample size of 97 people
- Stratified random sampling

Analysis

- Done by using SPSS.
- The frequencies and percentages were calculated.

Results of Analysis



Results

- 96% of respondents agreed that home based care and support can speed up the mitigation of HIV/AIDS and Orphans in the Ward

Results Continues

It was also noted that most of residents of this area has a habit of sharing problems and happiness. Some of them were ready to adopt traditionally one or two orphans and live with them as their own children. They were also ready to contribute for ill people.

Results Continues

- Lack of using the available information in HIV/AIDS infection prevention. It was noted that Taxi Drivers, Guest House Workers have a lot of information which can be used to reduce the infection rate e.g. they are hired by old persona to pick female students and take them to the Guest Houses.

Project Implementation

- Summarizing the information gathered and setting program's take off strategies – December 2005.
- Project Planning and strategic planning – January 2006.
- Preparation of Draft Proposal – February 2006..

Project Implementation Cont.

- Researching to get the actual and updated information of HIV/AIDS and Orphans in the ward – March and April 2006.
- Proposal writing – May 2006.
- Presenting proposal to various donors and starting fund raising exercise – June 2006.
- Evaluating the project – July 2006.

Project Implementation Cont..

- Collecting funds from various donors, members' contributions and other sources ready for Project taking off from August – October 2006.
- The project will also be evaluated before its take off in January 2007.

Project Implementation Cont..

- Purchase of volunteers and Supervisors' home based kit with essential materials – January 2007.
- Taking off of the project - taking care of 5 orphans and 5 PLWHA – January 2007

Project Implementation Report

- After collection of data and analysis, we started with building link with Shalom Orphanage Centre operating in the Ward.
- 8 Orphans have been adopted by different people and they are taken care of.
- Proposal presentation to Mwanza Cc whereby 2 meetings were held and they have accepted to fund the project.

Monitoring & Evaluation

- Monitoring is on monthly basis whereby forms are used by the Coordinator to collect data from Volunteers and Supervisors.
- The forms show number of PLWHA and OVC reached, their problems and how the problems were solved.
- Evaluation is done half annually to measure the objectives against the progress.

Project Sustainability

- The project is sustainable as it involves the community and they own it.
- Mwanza Cc being the main stakeholder is funding the project.
- Education given to people will be passed to others from time to time.
- CBO itself has started income generating activities for project sustainability.

Conclusion

- Community should take responsibility and participate in community voluntary activities and HIV/AIDS interventions.
- A traditional spirit of people willing to adopt Orphans and live with them as their own children is highly recommended.
- Mechanism should be made whereby the available information can be used to stop further spread of HIV/AIDS.

Thank You

