Fig 1 KIBEDEA office building
 Fig 2 Community queuing for water
 Fig 3 Community water supply center
 Fig 4 Water distribution centre at Mbagala kuu

Appendix 2a Questionnaire (Swahili & English)

Appendix 2b Question to be asked before and after specific modules

Appendix 3 Filled questionnaire sample

Appendix 4 Communication letter

Appendix 5 KIBEDEA constitution & registration

Appendix 7 Project schedule

## Appendix1

Fig 1	KIBEDEA office building
Fig 2	Community queuing for water
Fig 3	Community water supply center
Fig 4	Water distribution centre at Mbagala kuu



Fig 1. Office building for KIBEDEA



Fig 2. Community queueing for water (at private water supply station - Mbagala Kuu.)

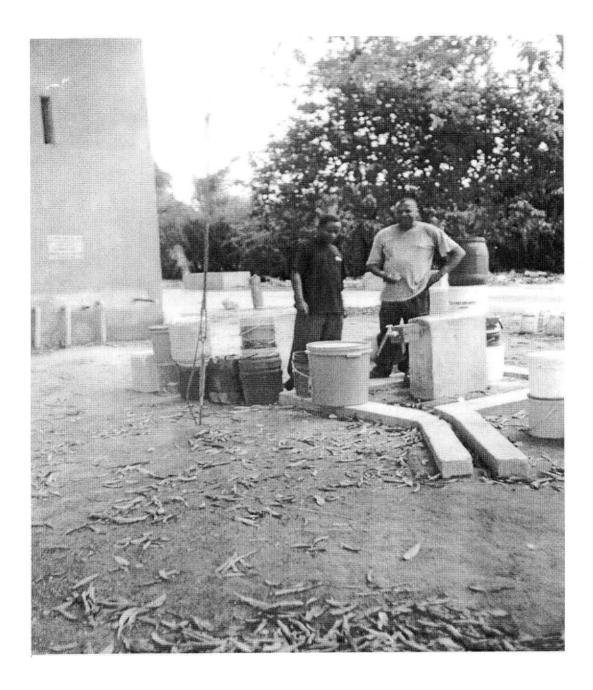


Fig 3 Community Water Supply center a t Mbagala in absence of service provider



Fig 4. Water Distribution centre at Mbagala Kuu

## APPENDIX 2a

Questionnaire ( Swahili and English)

#### DODOSO

#### WANAJUMUIYA YA KIJICH BEACH

Madhumuni ya Dodosa hili ni kufahamu mahitaji ya mafunzo ya utumiaji wa maji, utunzaji wa visima, na uvunaji maji ya mvua

Jibu maswali yote. Kama nafasi haitoshi, ambatanisha karatasi nyingine

1.	Jina lako
2.	Jinsia: Mme/Mke
3.	Umeachika ? NDIYO/HAPANA
4.	Mjane/mfaruku
5.	Jina la eneo unalo kaa
	Mtaa
6.	Unakaa kwenye nyumba yako mwenyewee?
	NDITY/HAPANA
	Kama HAPANA, Je unapanga? NDIYO?HAPANA
	ma hanana ia unakaa luun mdusus? NIDIYO/II ADANIA
	ma hapana je unakaa kwa ndugu? NDIYO/HAPANA  mekaa eneo hilo kwa muda gani?

7.	Nyumba unayo kaa imeezekwa kwa kitu gani ( Tiki jibu sahihi)			
	i.	Bati		
	ii.	Makuti		
	iii.	Vigae		
	iv.	Vinginevyo ( elezea)		
8.	Unakaa n	a watu wangapi?		
	i.	Watoto wangapi walioko chini ya mkiaka 10		
	ii.	Watoto wangapi wapo zaidi ya miaka 10		
	iii.	Watu wazima wangapi		
9.	Unatumia	a maji kiasi gani kwa siku		
	Ndoo nga	npiPipa ngapi		
10.	Unapata 1	maji kutoka wapi? ( Tiki)		
	i.	Visima virefu		
	ii.	Visima vifupi		
	iii.	Mto		
	iv.	Bomba ( City water)		
	V.	Mvua		
11.	Unachota	maji mwenyewe? Ndiyo/Hapana		
	Kama NI	DIYO: Marangapi kwa sikuWiki		
	•	pana: anaye kuchotea, anakenda mara ngapi kwa sikuki		
		bali gani		

12. (	Jmechimba kisima chako mwnyewe! NDIYO/HAPANA
13. U	Jmevuta bomba City water? NDIYO/HAPANA
14.	Umewahi kuvuna maji ya mvua? NDIYO/HAPANA
	Kama NDIYO: Kiasi gani (Mita za ujazo)
k	Kama HAPANA: Unatarajia kufanya hivyo? NDIYO/HAPANA
	Jmewahi kuhudhuria mafunza yoyote kuhusu maji? NDIYO/HAPANA a NDIYO:
	ıwa lini ( Mwaka),?su nini?
Mfu	ndishaji alikuwa nani?JinaTaasisiTaasisi
16. U	Jmewahi kuhudhuria mafunzo yoyote husu mambo ya jamii?
NDI	YO/HAPANA
Kama N	·
Ili hu	su mambo gani?
Kam	a HAPANA:
Unah	iitaji mafunzo gani?
i.	Unahitaji kupata ruhusa ili uhudhurie mafunzo?
	NDIYO/HAPANA
ii.	Kama NDIYO:

iii.	Unahitaji ruhusa ya nani?	
iv. Ni muda gani mzuri kwako kwa ajili ya mafunzo mafupi?		uda gani mzuri kwako kwa ajili ya mafunzo mafupi?
	Siku.	Saa
v.	Kiwa	ngo chako cha elimu ni kipi? ( tiki eneo linalo kuhusu)
	i.	Chini ya shule ya msingi
	ii.	Shule ya msingi
	iii.	Shule ya msing na Chuo/vyuo
	iv.	Secondari ( kidato cha nne)
	v.	Sekondari na chuo/vyuo
	vi.	Elimu ya juu ya sekondari ( kidato cha sita)
	vii.	Elimu ya juu ya sekondari na chuo/vyuo
	viii.	Chuo kikuu
17. Uı	nafanya	kazi gani sasa?
18 Ur	na uzoe	fu wa muda gani katika fani hiyo ( Miaka)?

19 Kipato chako kwa mwezi ni kipi? ( Tiki) ( kwa Shilingi ya Tanzania)

a. Chini ya 100,000
b. 100,000 - 200,000
c. 200,001 - 300,000
d. 300,001 - 400,000
e. 400,000 - 500,000

f. Zaidi - 500,000

.....

Ahsante kwa ushirikiano wako.

### Questionnaire

#### KIJICH BEACH COMMUNITY

The aim of this exercise is to identify the needs for training regarding tube well maintenance and rainwater harvesting

Answer all questions. If the pace given will not be enough, you can attach separate sheet

1.	Name	
2.	Sex: Ma	le/Female
3.	Divorce	d
4.	Widow/	Widower
5.	Location	1
	Street	
6.	-	leave in your own house? YES/NO
Ar	e dwellin	g on relative's house? YES/NOng you have been there?
7.	What is	the roof cover of the house in which you are living ( Tick the appropriate)
	i.	Corrugated iron sheets
	ii.	Glass or other leaves
	iii.	tiles

8.	What is yo	our family size?
	i.	How many children less than 10 years
	ii.	How many children above 10 years
	iii.	How many adults
9.	What is yo	our water consumption per day
	Buckets	Tanks
10	. Ware do y	you source your water from?
	i.	Deep tube wellWells
	ii.	Shallow wells
	iii.	River
	iv.	City pipe
	٧.	Rain
11	. Do you fe	tch water on your own from wells? YES/NO
	If YES: H	ow many times per dayWeek
	If NO: WI	ho ever fetch water for you how how times goes to wells per day
12	_	tch water on your own from wells? YES/NO
-	J	

Others (specify)

iv.

If YES: How many times per dayWeek
If NO: Who ever fetch water for you how times goes to wells per day
13. Do you fetch water on your own from city pipe? YES/NO
If YES: How many times per dayWeek
If NO: Who ever fetch water for you how times goes to city pipe per day
14. Do you fetch water on your own from river? YES/NO
If YES: How many times per dayWeek
If NO: Who ever fetch water for you how times goes to the rive per day
15. Do you harvest rainwater? YES/NO
If YES: At what capacity in cubic meter
If NO: Do you have any plan for that? YES/NO
16. Have you attended any training on water? YES/NO
If YES:

	When was that (Year),?what was all about					
Ггаіі	Гrainer					
1	6. H	ave yo	u attended any training regarding community issues? YES/NO			
N	Mention the training institution					
I			ld you like to be trained on community issues?			
i.	•	Will	you need any pernission to attend the training?			
		YES	/NO			
i	i.	Wha	at is your convenient time for training			
		Day.	hours			
i	ii.	Wha	t is your education level? ( tick the appropriate))			
		i.	Below primary school education			
		ii.	Primary School education			
		iii.	Primary school and college			
		iv.	Secondary School			
		v.	Secondary school and college			
		vi.	Advanced level of school			

- vii. Advanced level of school with college
- viii. University education
- 17. What is your current occupation?
- 18. What is your experience in that career (years)?
- 19. What is your monthly returns (tick the appropriate (Tshillings)
  - i. Bellow 100,000
  - ii. 100,000 200,000
  - iii. 200,001 300,000
  - iv. 300,001 400,000
  - v. 400,000 500,000
  - vi. Above 500,000


Thank you for cooperation.

### APPENDIX 2b

Questions to be asked before and after specific Modules

### QUESTION TO BE ASKED BEFORE AND AFTER SPECIFIC MODULES.

Instructions: Answer all questions. Time. 30 minutes
A. Define water management , and water scheme management
1 B. List the importance of water in your life
1. C. List the disadvantages of misuse of water
2. A. What is a water pump?
2. B. Name types of water pump
2. C Name steps to be followed during pump repair

2. D	Mention problems which are related to lack of water facility repairs
3	Why should the community be involved in water management?
4	What is role of private sectors in making water sustainable?
5	5. A. Define gender
	i. B what is gender empowerment?
5. <b>C</b>	List the advantages of gender empowerment in relation to community water scheme management
6. <b>A</b>	List down rainwater harvesting methods
6. B.	List the advantages of rainwater harvesting

7. <b>A</b> .	Define community participation in financing community water scheme.
7. B	List the advantages accountability

#### **APPENDIX 3**

Filled questionnaire sample

#### DODOSO



#### WANAJUMUIYA YA KIJICH BEACH

Madhumuni ya Dodosa hili ni kufahamu mahitaji ya mafunzo ya utumiaji wa maji , utunzaji wa visima, na uvunaji maji ya mvua

Jibu maswali yote. Kama nafasi haitoshi, ambatanisha karatasi nyingine

1.	Jina lako	
2.	Jinsia: Mme/Mke	
3.	Umeachika? NDIYO/HAPANA Hapana	
4.	Mjane/mfaruku.	
5.	Jina la eneo unalo kaa. Wiji chi	
	Mtaa Benli	
6.	Unakaa kwenye nyumba yako mwenyewee?  NDITY/HAPANA  Kama HAPANA, Je unapanga? NDIYO?HAPANA	
	ma hapana je unakaa kwa ndugu? NDIYO/HAPANA	

7.	Nyumba unayo kaa imeezekwa kwa kitu gani (Tiki jibu sahihi)			
	i.	Bati		
	ii.	Makuti		
	iii.	Vigae V		
	iv.	Vinginevyo ( elezea)		
8.	Unakaa n	a watu wangapi?		
	i.º	Watoto wangapi walioko chini ya mkiaka 10(		
	ii.	Watoto wangapi wapo zaidi ya miaka 10(		
	iii.	Watu wazima wangapi		
9.	Unatumia	a maji kiasi gani kwa siku		
	Ndoo nga	pi 3º Pipa ngapi <b>3</b>		
10.	. Unapata 1	naji kutoka wapi? ( Tiki)		
	i.	Visima virefu		
	ii.	Visima vifupi		
	iii.	Mto		
	iv.	Bomba (City water)		
	v.	Mvua		
11.	Unachota	maji mwenyewe? Ndiyo/Hapana		
	Kama ND	OIYO: Marangapi kwa sikuWiki		
	.Kwa wik	pana: anaye kuchotea, anakenda mara ngapi kwa siku		

12. Umechimba kisima chako mwnyewe? NDIYO/HAPANA
13. Umevuta bomba City water? NDYYO/HAPANA
14. Umewahi kuvuna maji ya mvua? NDIYO/HAPANA
Kama NDIYO: Kiasi gani (Mita za ujazo)3000
Kama SIYO: Unatarajia kufanya hivyo? NDIYO/HAPANA
15. Umewahi kuhudhuria mafunza yoyote kuhusu maji? NDIYO/HAPANA
Kama NDIYO:
Ilikuwa lini ( Mwaka),? 2004
Ilikuwa lini (Mwaka)? 2007  Ili husu nini? Matmini 2 in luganziny uz me j  Mfundishaji alikuwa nani? Jina Taasisi Amero?
Mfundishaji alikuwa nani? Jina Taasisi Taasisi Taasisi
16. Umewahi kuhudhuria mafunzo yoyote husu mambo ya jamii?
NDIYO/HAPANA
Kama NDIYO,:
Ili husu mambo gani?
Vome IIADANIA.
Kama HAPANA: Unahitaji mafunzo gani? Oyote Janeyolusu Jami;
i. Unahitaji kupata ruhusa ili uhudhurie mafunzo?
NDPYO/HAPANA
ii. Kama NDIYO:

iii. iv.	Unahitaji ruhusa ya nani?  Ni muda gani mzuri kwako kwa ajili ya mafunzo mafupi?  Siku Saa McLQ 9				
v.	Kiwango chako cha elimu ni kipi? ( tiki eneo linalo kuhusu)				
	i.	Chini ya shule ya msingi			
	ii.	Shule ya msingi			
	iii.	Shule ya msing na Chuo/vyuo			
	iv.	Secondari ( kidato cha nne)			
	v.	Sekondari na chuo/vyuo			
	vi.	Elimu ya juu ya sekondari ( kidato cha sita)			
	vii.	Elimu ya juu ya sekondari na chuo/vyuo			
	viii.	Chuo kikuu			
16. Una	afanya l	kazi gani sasa? Munya biashara			
		ı wa muda gani katika fani hiyo'( Miaka)?			

18. Kipato chako kwa mwezi ni kipi? (Tiki) (kwa Shilingi ya Tanzania)

i.	Chini ya 100,000	
ii.	100,000 - 200,000	
iii.	200,001 - 300,000	•
iv.	300,001 - 400,000	$\int \Lambda$
v.	400,000 - 500,000	(Waskin)
vi.	Zaidi - 500,000	

Ahsante kwa ushirikiano wako.

## Appendix 4

Communication letter

# PRIMUS HERMAN P.O.BOX 77217 DAR ES SALAAM

1/12/2003

The Chairman, KIBEDEA P.o.box 41409 Dar es salaam

Attn: Mr. Charles T. Mpangala

#### RE; FREE CONSULTANCY DURING MSc COURSE

Kindly refer to the above heading.

I am a Tanzania male, graduate in BSc mechanical engineering, with seven years experience in engineering, Business and economic related activities. Current I am taking MSc in community economic development at Southern New Hampshire University (USA), in conjunction with Open University of Tanzania.

During the course, one requires the CBO to work with, in order to impart the knowledge obtained to the community, through a free of charge consultancy of the university and student to the community in question. This is expected to be the contribution of the program and the student towards the local community economic development. The course started on 1<sup>st</sup> September 2003, expected to end on 15<sup>th</sup> January 2005.

It is my expectation that your good office will accept my request

Thanks in anticipation, Yours truly,

Primus P.R. Herman

## KIJICHI BEACH DEVELOPMENT ASSOCIATION



#### (KIBEDEA)

P.O. BOX 41574, Dar es Salaam.
CONTACT PHONE: 0741-272522, 0741-210112
Email Address: kijichikibedea ayahoo.com.uk

Primus Herman P.O.BOX 77217 DSM

#### RE: FREE CONSULTANCY DURING MSc COURSE

The reference is made to your letter dated 1<sup>st</sup> December 2003 regarding the above subject.

On behalf of the management, I write to inform you that, your request has been accepted. I would like to thank you in advance for willingness to work with us. Hope to see you soon

For KIBEDEA Yours sincerely

Charles T. Mpangada (KIBEDEA)
Chairman P.O. Dox 41574

## Appendix 5

KIBEDEA constitution & registration

# CONSTITUTION

# KIJICHI BEACH DEVELOPMENT ASSOCIATION

# (KIBEDEA)

## **ARTICLE 1.0: NAME**

- 1.1. The Association shall be known as Kijichi Beach Development Association (KIBEDEA)
- 1.2. The Secretariat Office shall be based in Dar es Salaam, at Kijichi area.
- 1.3. The mailing address of the Association shall be:
  Kijichi Beach Development Association,
  P.O. Box 41409.

Dar es Salaam.

United Republic of Tanzania.

## **ARTICLE 2.0: AIMS AND OBJECTIVES**

The aims and objective of KIBEDEA shall be:

- 2.1. To coordinate and Promote voluntary social development of Kijichi area and upcountry.
- 2.2. To promote and upgrade living standards by improving social services including.
  - Education
  - Water supply
  - Health
  - Roads and
  - Land-use planning
- 2.3. To promote development taking into account environmentally sound development.

## **ARTICLE 3.0: MEMBERSHIP**

The membership of KIBEDEA shall be

Open to all Tanzanians and foreigners who have attained the age of 18 years and above.

- In form of individual and institutional.
- Acquired by paying registration and annual fee to be determined by the Executive Committee.

## **ARTICLE 4.0: OBLIGATION OF MEMBERS:**

The members shall be:

- 4.1. Easily available to the Association needs.
- 4.2. Up to date. Observant and alert on development of the Association.
- 4.3. Attending meeting and undertake duties assigned by the Association.
- 4.4. Paying annual fee and other contributions as required.

## ARTICLE 5.0: RIGHTS OF MEMBERS.

The members shall be:

- 5.1. Informed on all activities the Association is undertaking.
- 5.2. Contributing various ideas, opinions and suggestions to the Association.
- 5.3. Entitled to vote.
- 5.4 Entitled to be elected in the Association leadership.
- 5.5 Entitled to be elected in the Association's leadership provided that it is not exceeding two terms consecutively.
- 5.6. Participating in various activities performed by the Association.

## ARTICLE 6.0: LEADERSHIP.

The Association shall be led by the Executive Committee which comprises of Chairman. Vice Chairman. Secretary. Deputy Secretary, Treasurer, Deputy Treasurer

and other seven members elected from KIBEDEA members. The term of membership in this Committee is three years.

#### 6.1. CHAIRMAN:

- Prepare and chair normal Executive Committee meeting and general Assembly.
- Monitor progress and follow-up on the Association activities.
- Be the main representative and spokesman of the Association
- Accountable for all matters of the Association.
- All correspondence addressed to Chairman.
- Initiating normal meetings.
- Secretary of the Board of Trustee.
- Accounting officer of KIBEDEA.

#### 6.2. VICE-CHAIRMAN:

The Vice-Chairman shall have the following responsibilities:

- Acting Chairman in the absence of Chairman until decision of the Executive Committee to nominate someone to act
- Assisting Chairman in performing Association/s duties
- Performing duties as assigned by the Chairman.

## 6.3. SECRETARY:

The Secretary shall have the following responsibilities:

- Overall coordinator of the Association
- Keep all the Association's reports and records.
- Do all the communication of the Association in consuling with the Chairman
- Deputy Secretary of the Board of Trustee.
- As directed by the Chairman.

## 6.4. DEPUTY SECRETARY:

The Deputy Secretary shall have the following responsibilities:

- Acting Secretary in the absence of Secretary until decision of the Executive Committee to nominate someone to act.
- Assisting Secretary in performing Association's duties.
- Performing duties as assigned by the Secretary.

#### 6.5. TREASURER:

The Treasurer shall have the following responsibilities:

Making follow-ups and monitor financial matter of the Association.

#### 6.5. DEPUTY TREASURER:

The Treasurer shall have the following responsibilities:

- Acting Treasurer in the absence of Treasurer until decision of the Executive Committee to nominate someone to act.
- Assisting Treasurer in performing Association's duties.
- Performing duties as assigned by the Treasurer

## **ARTICLE 7.0: ORGANISATION STRUCTURE.**

#### 7.1. GENERAL ASSEMBLY:

This shall be:-

- Attended by active members only
- Called every six months
- Conducted once half of the members attended.
- Notified thirty days before the meeting.
- Notified ten days before the meeting if the first call was not fruitful
- Conducted in the third call with any attendance if the first two calls were not fruitful

The responsibilities of the General Assembly shall be:

- To approve policy matters of the Association.
- To approve constitutions including its amendments.
- To elect the Executive Committee members.
- To approve the Board of Trustee members
- To approve financial and administrative regulations proposed by the Executive Committee.
- To approve action plans of the Association as proposed by the Executive Committee.

- To approve other pertinent proposals raised by other recognized Committee.
- Final decision maker

### 7.2. EXECUTIVE COMMITTEE MEETING:

This shall be:

- Conducted at least once per month.
- Called by the chairman in normal circumstances.
- Called by half of the members once required.

The responsibilities of the Executive Committee meeting shall be:

- To propose action plans and review developments undertaken and submit to the Board of Trustee for advise.
- To propose necessary adjustment in leadership and membership.
- To make decisions necessary for the progress of the Association.
- To discuss membership.

## 7.3. BOARD OF TRUSTEE MEETING:

This shall be:

- Composed of members promoted by the Executive Committee.
- Conducted at least four times per year.
- Led by the Chairman who shall be the Patron of the Association and be elected by the members of the Board every year.

The responsibilities of the Board of Trustee shall be:

- To advise the Executive Committee and the Association on various issues related to the Association's development.
- To negotiate on all matters that will require trusteeship.
- To take care of all assets and liabilities of the Association.
- To propose procedures and regulations pertaining Association's assets and liabilities

## **ARTICLE 8.0: EMERGENCY MEETING**

#### This shall be:

- Dealt with emergency and immediate cases.
- Called by the Chairman or at least a quarter of the members and conducted any time once required.
- Making provisional decision pending the approval of General Assembly.

## ARTICLE 9.0: ACTING LEADERSHIP.

- 9.1 It is not allowed for any leader to appoint the acting leader.
- 9.2. The acting leader shall be nominated by the respective Committee members.
- 9.3. In case of absence of a leader without notice the acting leadership shall not exceed ninety days.

## ARTICLE 10.0: AMENDMENT OF TE CONSTITUTION

#### This shall be:

- Proposed by the Executive Committee
- Approved by the General Assembly
- Approved by two thirds of the General Assembly.

## ARTICLE 11.0: TERMINATION OF MEMBERSHIP.

- 11.1 The membership shall terminate when:
  - A member resigns
  - A member dies
  - Confirmed by the General Assembly.
- 11.2. The membership termination shall be based on:

- Absentee in the meeting for three consecutive meeting without any substantial reason.
- One year dormant membership.

## **ARTICLE 12.0: FINANCIAL MATTERS:**

- 12.1. The sources of income of the Association shall be:
  - Membership fees, grants, loans and voluntary contributions.
  - Project or business commissions handled by the Association and any other means decided by the Executive Committee.
- 12.2. The Financial regulations shall include:
  - The Association to seek and obtain the funds equivalent to the defined task.
  - The fund to be used only to the intended task.
  - Auditing once required
  - The donor or a person providing the funds shall be entitled to monitor the progress and check the proper usage of resources.
  - Provision for a Financial Committee being responsible for financial managemen.

# ARTICLE 13.0: ASSOCIATIONS ASSETS AND LIABILITIES.

All assets and liabilities of the Association shall be under the Board of Trustee

# **FOUNDER MEMBERS:**

	NAME		SIGNATURE
1	Mr. Edson Majige		
2	Mr. Sanjo M. Mgeta		
3	Mr. Anderson S. Charle		***************************************
4	Mr. John Malawandu		
4			***************************************
5	Mr. Julius Ceaser		***************************************
6	Mr. Elam E. Aroko		·
7	Mr. Charles T. Mpangala		
8	Mr. Sist Mongi		
g S	Mr. Jockel Mufumu		
5			The second of th
10	Mr. Sylivester Rupia		·
11	Mr. Vitus Myovella		
12	Mr. Edward Makanga		
13	Mr. Brighton Lugangila		
14	Mr. Greenson M. Kibona		
15	Mr. Leslie Lema		
16	Mrs. Anna Majige		
17	Ms. Jane Masatu		
18	Mr. Joseph Byeshulilo		
19	Ms. Eliamtonga Kaale		
20	Mrs C Mongi		The same areas are some and the same are some
21	Mr. D. Mgwasa		
22	Mr. K. Komba		en e
	•		
23	Mr. E. Msangi		***************************************
24	Mrs. E.P. Msangi		
25	Mr. Jackson		• «••••••

Form SO 3

## THE UNITED REPUBLIC OF TANZANIA

The Societies (Application for Registration) Rules, 1954

(Rule 5)

#### CERTIFICATE OF REGISTRATION SO.NO.9060

I HEREBY CERT		JICHI BEAC TION (KIBE	H DEVELOPMEN DEA)	VI
has this day been re	gistered under t	the Societies Ordi	nance, 1954.	
Dated this	11th	day of	AUGUST	19.97
G P Dem 003500/4-56/1m		 M∃ \$3	MCHOMVU B.  Resistrat of S.  ENISTRY, OF, H.  ENISTRY OF LOG  F.A. EGX  DIR-ES CA	OME AFFAIRS LOCIENIES

## Appendix 7

Project schedule