

## 8.0 APPENDICES

### Appendix 1: Letters of Introduction/Acceptance

#### HALMASHAURI YA MANISPAA IRINGA

Simu.Na.026-2702647  
Fax Na. 026-2702203



Ukumbi wa Manispaa  
S. L. P. 162  
IRINGA

Kumb. Na. IMC/T.40/33/146

30/09/2005

Afisa Mtendaji,  
Kata ya ILALA.....,  
IRINGA MJINI.

YAH: NDUGU PATRICK GOLWIKE KUFANYA MAFUNZO KWA  
VITENDO KUANZIA SEPTEMBER 2005 – MPAKA JANUARI 2007

Tafadhali rejea mada hapo juu.

Ndugu Patrick Golwike ni mwanafunzi wa Shahada ya uzamili ya Maendeleo ya Uchumi wa Jamii.. Anahitaji kutoa ushauri kwenye vikundi vya kijamii (Community Based organisation CBO's).

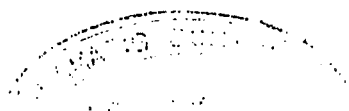
Tafadhali naomba umpe ushirikiano wa karibu ili aweze kukamilisha mafunzo yake.

Natanguliza shukrani.

F. M. CHUWA

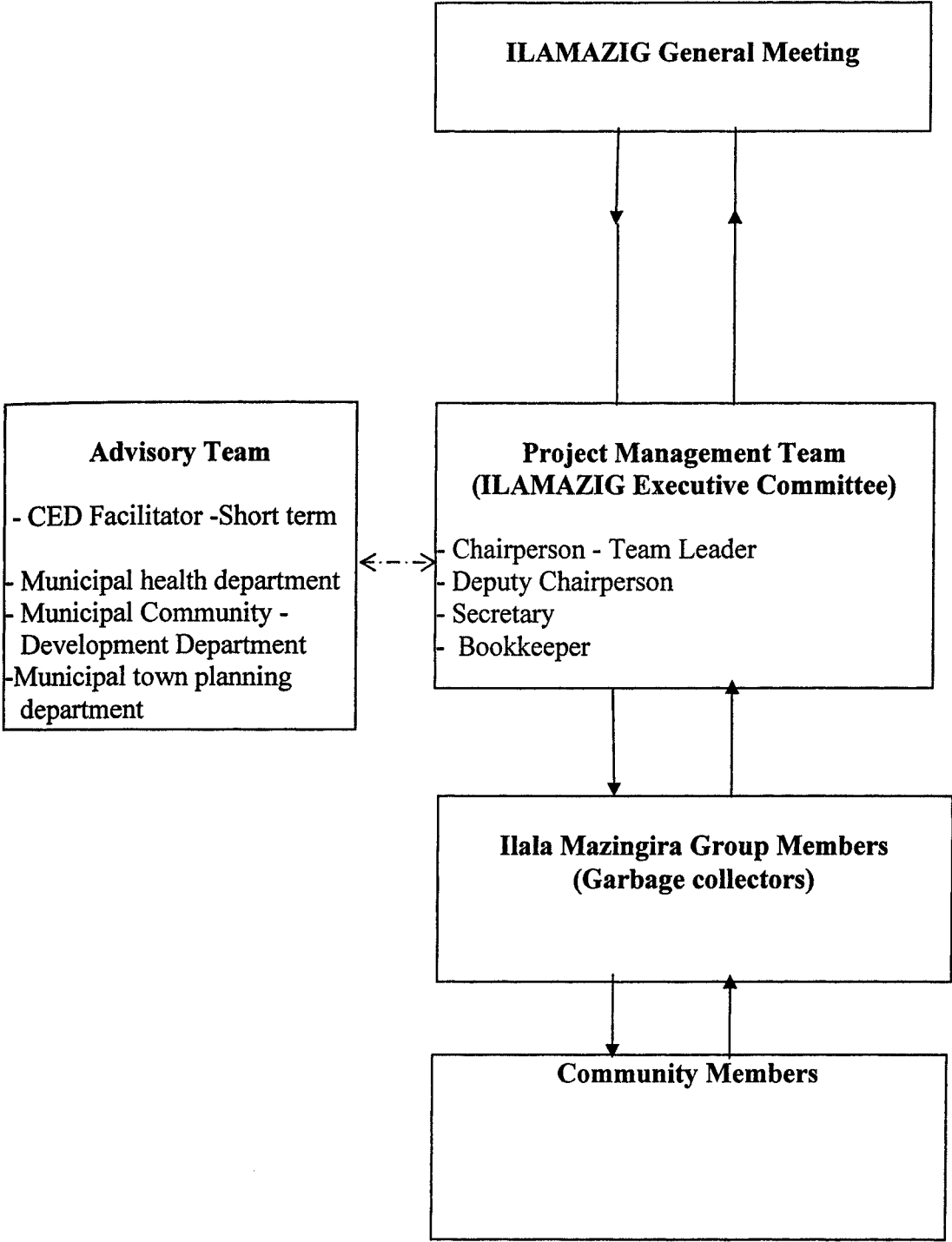
Kny: MKURUGENZI WA MANISPAA  
IRINGA

Nakala kwa:- ILAMAZIG (CBO),  
KATA YA ILALA - Ninaomba umpe ushirikiano wa karibu.



*TUMEPOKWA WA TUMAKIWA  
TUTAMTUMIA IPASAYE  
- KUHILIKWA -*

Appendix 2: Project Organization and Management Chart



### Appendix 3: Project Implementation GANNT Chart

[illegible]

[illegible]

#### **Appendix 4: Staff Job Descriptions**

**Title: Project Team Leader:** Reports to the Executive Committee and ILAMAZIG

General meeting

**Responsibilities:**

- ◆ To facilitate participatory planning and budgeting
- ◆ To organize funds rising for the organization.
- ◆ To supervise implementation of plans.
- ◆ To facilitate monitoring and evaluation.
- ◆ To facilitate preparation of progress and financial reports.

**Title: Bookkeeper -** Reports to the Team Leader and Executive Committee

**Responsibilities**

- ◆ To maintain financial records of the Project.
- ◆ To record all transactions on the books of accounts.
- ◆ To prepare monthly financial reports.
- ◆ To prepare annual financial reports and present to the Executive Committee.
- ◆ To make payment as authorized by the project management as per developed financial management regulation.

**Title: Garbage collectors – Reports to ILAMAZIG management team**

Garbage collectors are responsible for collecting garbage from households, sweeping the streets, processing of compost and collection of waste fees.

**Title: Short Term Community Economic Development Facilitator - Reports to the executive Committee**

The terms of reference for the CED student were as follows:

- (i) In collaboration with ILAMAZIG members and other stakeholders, facilitate participatory project design, implementation, monitoring and evaluation.
- (ii) Facilitate a participatory process of ILAMAZIG constitution review including development of vision and mission statements as well as redefining roles and responsibilities of different actors of community based solid waste management.
- (iii) Facilitate development of a simplified financial management system reflecting collection of solid waste fee, disbursement of funds, and authorization of funds, bookkeeping, control of funds and reporting of financial matters.
- (iv) To conduct socio economic study to gather information that would help in improving the project design

**Appendix 5: Detailed Project Budget**

<b>No</b>	<b>Item</b>	<b>TZS</b>
1.	PERSONNEL WAGES	
	-Solid waste collectors 45 x 5,000 (per week) x 4x12	10,800,000.00
2.	CONSULTANCY	
	-Business plan management consultancy fee	600,000.00
	-100,000 x 6 days	
)	-Compost processing experts consultancy fee	
	-100,000 x 6 days	600,000.00
	-Constitution experts fee	100,000.00
	-Marketing information system consultancy fee	300,000.00
	-Per diem for consultants 50,000 x 24 days	1,200,000.00
	<b>Sub total</b>	<b>2,800,000.00</b>
3.	TRAVEL AND TRANSPORTATION	
	-Bus fare for consultants 20 trips x 30,000x 4 consultants x 12x 2	600,000.00
	-Hired transport for ferrying materials (collecting animal manual and decomposed solid waste from dumpsite)	600,000.00
	<b>Sub total</b>	<b>1,200,000.00</b>
4.	DIRECT COSTS – OFFICE OPERATIONS	
	-Office rent 10,000x12x2	240,000.00
	-Office supplies stationeries	
	-Photocopy papers 2 rims x 18 months x 6000	216,000.00
	-Stapler x 3500	3,500.00
	-Punch x 6,000	6,000.00
	-Office pins 500 x 10pkts	5,000.00
	-Electricity bills 20,000 per month x 2 yrs	40,000.00
	<b>Sub Total</b>	<b>510,500.00</b>
5.	EQUIPMENTS/TOOLS	
	- Cleaning tools	
	-Wheel barrow 20 x 65,000	1,300,000.00
	-Fork 20 pc x 10,000	200,000.00
	-Rake 20 pc x 2,500	50,000.00
	-Hand hoes 20 pc x 2,500	50,000.00
	-Small dustbin 30 x 10,000	300,000.00

	-Plastic materials m 1000 x 1100 (per meter)	1,100,000.00
	-PV pipes (vent pipe) 20 meters	10,000.00
	-Sisal rope 10pc x 2500	25,000.00
	-Gloves 90 pairs x 16,000	270,000.00
	-Gum boots 45 pairs x 16,000	720,000.00
	<b>Sub total</b>	<b>3,305,000.00</b>
<b>No</b>	<b>Item</b>	<b>TZS</b>
	-Mask 45 pc x 1,500	67,000.00
	-Overall 45 pc x 16,000	720,000.00
	-Galvanized steel 20m x 35,000	35,000.00
	-Cement 5 bags x 10,000	50,000.00
	-Weaving machine	400,000.00
	-Compost printed bags 500 x 10,000	5,000,000
	<b>Sub total</b>	<b>10,397,000.00</b>
6	COMPOST MAKING TRAINING FOR ILAMAZIG MEMBERS –VETA IRINGA	
	-Food& refreshments for 45 ppt x 3500 x 6 days	945,000.00
	-Fare for participants 5,000 x 45 x 6 days	1,350,000.00
	-Hall hire 50,000 x 6 days	300,000.00
	-Flip charts 5 rolls x 7500	37,500.00
	-Markers pens 3 boxes x 6000	18,000.00
	-Masking tapes 12 pc x 600	7,200.00
	-Writing pads 45 ppts x 600	29,250.00
	-Pens 1 box x 5000	5,000.00
	<b>Sub total</b>	<b>2,705,450.00</b>
7.	SOLID MANAGEMENT TRAINING FOR OTHER STAKE HOLDERS (“MTAA” AND WARD LEADERS)	
	-Food& refreshments for 40 ppt x 3500 x 6 days	840,000.00
	- Fare for participants 5,000 x 40 x2 days	400,000.00
	-Hall hire 50,000 x2 days	100,000.00
	-Flip charts 2 rolls x 7500	15,000.00
	-Markers pens 1 boxes x 6000	6,000.00
	-Masking tapes 5 pc x 600	3,000.00
	-Writing pads 45 ppts x 600	27,000.00
	-Pens 1 box x 5000	5,000.00
	<b>Sub total</b>	<b>1,396,000.00</b>



8.	MARKETING INFORMATION SYSTEM TRAINING	
	-Food& refreshments for 10 ppt x 3500 x 6 days	210,000.00
	-Fare for participants 5,000 x 10 x6 days	300,000.00
	-Hall hire 50,000 x6 days	300,000.00
	-Flip charts 5 rolls x 7500	37,500.00
	-Markers pens 3 boxes x 6000	18,000.00
	-Masking tapes 12 pc x 600	7,200.00
	-Writing pads 45 ppts x 600	27,000.00
	-Pens 1 box x 5000	5,000.00
	<b>Sub total</b>	<b>904,700.00</b>
9.	TRAINING ON PREPARATION OF COMPOST DEMO PLOT	
	-Food& refreshments for 10 ppts x 3500 x 6 days	210,000.00
	-Fare for participants 5,000 x 10 x6 days	300,000.00
	-Hall hire 50,000 x6 days	300,000.00
	-Flip charts 5 rolls x 7500	37,500.00
	-Markers pens 3 boxes x 6000	18,000.00
	-Masking tapes 12 pc x 600	7,200.00
	-Writing pads 45 ppts x 600	27,000.00
	-Pens 1 box x 5000	5,000.00
	<b>Sub total</b>	<b>904,700.00</b>
	<b>Grand Total</b>	<b>31,618,350.00</b>

**Southern New Hampshire University &  
The Open University of Tanzania**

Evaluation of a Community Based Solid  
Waste Management Project in Iringa  
Municipality, 2007

Mgongolwa, Patrick Golwike

**Contents**

- Project Description
- Community needs assessment
- Problem identification
- Research work
- Project implementation
- Monitoring
- Evaluation
- Conclusion
- Recommendations

**Project Description**

- The Ilala community based solid waste management project is an income generating environmental community initiative aimed at collecting, storing, recycling and disposing solid waste through Ilala Mazingira Group.(ILAMAZIG)

**Project Description**

**Project goal**

- Is to create employment and increase income of the low income households in the neighbourhoods of Iringa municipality by the end of 2007.

**Project objective**

- is to improve livelihood of low income neighbourhoods of Ilala ward in Iringa municipality through sustainable solid waste management by the end of December, 2007.

**Community Needs Assessment**

CNA was conducted to enable communities identify their needs

**Tools used:** Pair-wise ranking and record review

**Results-** The community priority need was to have an effective community based solid waste management system.

**Problem Identification**

**Problem statement**

- Ineffective solid waste management at ward level.
- caused by limited funds, poor tools, insufficient skills among municipal staffs and lack of proper dumping facilities.
- Effects- pollution, disease outbreak and blockage of storm drains

## Research work

### General objective

- To assess the effectiveness of Iringa municipality community based solid waste management system.

### Sample size

- 158 respondents comprised of 119 community members, 15 ILAMAZIG members, 12 business people, 3 Mtaa chairperson and 9 municipal staff were covered by the study.

## Research work cont.

### Tools used to gather information –

- Questionnaire, interview, observation and literature review.

### Findings

- Procedures for solid waste collection and disposal are in place
- Poor storage facilities at household level.
- Few tools and equipments

## Research Work cont.

### Findings

- Inadequate market for compost products.
- Few people pay waste fee due to Improper financial management system
- The benefits include: reduced distance to the dumpsite and improved cleanness

### The study recommends that:

- ILAMAZIG members should be trained in planning and management of solid waste, financial management and marketing skills.

## Research work cont.

### The study recommends that:

- Communities should be sensitised to enable them pay solid waste fee.
- ILAMAZIG should look for other sources of funds to finance project operations
- ILAMAZIG should establish financial management system
- ILAMAZIG should establish market information system
- Communities should be sensitised to enable them use proper storage facilities
- Review ILAMAZIG constitution to clarify roles and responsibilities

## Project implementation

**Actual implementation-** addressed recommendations of the study as follows:

- 12 members of ILAMAZIG were trained in planning and management of solid waste and financial management.
- Financial management system has been established and operational.
- Constitutional proposal for amendments has been prepared and ready for presentation

## Project implementation cont.

- Collection, storage and disposal system has been reviewed as planned.
- Project proposal for funding has been prepared and submitted.
- Household garbage collection and disposal is carried as scheduled.
- Participatory monitoring and evaluation system has been designed and conducted.

## Participatory monitoring

### Objective

To assess the progress of project activities and make adjustments where necessary.

### Category of information monitored include:

- Workplan/activities progress.
- Cost/expenditure of the project.
- staff skills and performance.
- Availability of tools and working gears.
- On going changes brought by project interventions.

## Participatory monitoring cont.

**Tools used to gather information :** - field visit, focus group discussion and record review

### Summary of results

- 60 percent of planned activities were done timely and 40 percents were delayed due to inadequate funds.
- Only tshs 1,653,399.96 out tshs 10,800,000/= own source budget.
- No funds were received from external sources.
- Garbage collectors perform their duties accordingly.

## Participatory monitoring cont.

### summary of results

- Insufficient knowledge and skills on marketing and customer care for ILAMAZIG management team.
- Insufficient skills on recording of transaction in cash book on the side of the bookkeeper.
- Collection and disposal procedures are in place and adhered to.
- Wages for garbage collectors has increased from tshs 2000 to tshs 5000/= by December, 2006.
- 45 jobs out of 75 were created by December, 2006.

## Evaluation

**Summative evaluation-** measured achievement of the project goal and objective.

**Formative evaluation-** Looked for recommendations to improve the project performance

**Sample size** – 50 respondents comprised of 20 ILAMAZIG members, 3 mtaa leaders, Municipal staffs and 24 community members was covered.

**Tools used include:** – Interview schedule, site visit and financial management record review.

## Evaluation cont.

### Achievement of project Goal

To a certain extent project goal has been achieved, whereas 45 jobs has been created and income level of ILAMAZIG garbage collectors has increased from tshs 2000 in 2005 to tshs 5000 by December, 2006.

### Achievement of project Objective

Project has achieved its objective to a satisfactory manner due to the fact that there is an: increased income, improved environmental cleanness and reduced cholera disease in Ilala ward.

## Conclusion

-To a certain extent the project goal and objective have been achieved. Though the outputs were not fully accomplished due to inadequate financial resources and timing of activity implementation.

## Recommendations

The research, monitoring and evaluation results suggests that:

- Project design should be based on community needs assessment.
- Research is pre-requisite for an effective project design.
- Community participation is key to project goal and objective achievement.

## Recommendations cont.

- Participatory monitoring enables project managers to make adjustments on the project design along with implementation.
- Market information system is pre requisite for a successful composting project.
- Public and CBO partnership is suitable management model.
- Clearly defined roles and responsibilities of project key players minimize conflicts.

## End of presentation

Thank you for listening

## Appendix 7: Project Matrix

Intervention	Measurable Indicators	External Factors (Assumptions and risks)
<p>1 Goal/Development Objective</p> <p>Create employment and increase income of low-income households in the neighborhoods of Iringa Municipality by the year 2007.</p>	<p>= Number of jobs created at Ilala ward in solid waste management</p> <p>= Increases from 45 people in the year, 2006 to 75 people in the year, 2007.</p> <p><u>Source of verification</u></p> <p>= Monthly&amp;Annual progress reports</p> <p>= Review/Evaluation reports</p> <p>= Monitoring/follow up reports</p>	<p>= Continued government policy support to private sectors and community based organizations in solid waste management.</p>
<p>2 Immediate Objective</p> <p>Improve the livelihood of low-income neighborhood at Ilala ward by establishing sustainable solid waste management in Iringa Municipality by December 2007.</p>	<p>= Income level of ILAMAZIG members increases from Tshs. 2000 to Tshs. 5000 per month in year, 2006 and from Tshs 5000 to Tshs.7500 per month in year, 2007.</p> <p>= Increased environmental cleanness from 70 percent in 2005 to 85 percent in December 2006. And from 85 to 90 percent in 2007</p> <p><u>Source of verifications</u></p> <p>= Project Progress Reports</p> <p>= Mid term review reports</p> <p>= Evaluation reports</p>	<p>= Long and short-term benefits are sufficiently attractive to encourage CBO members to continue collecting and disposing the neighborhoods.</p> <p>= Conducive policy and regulatory framework for private sector/ CBOs participation in solid waste management.</p>

<p><b>Outputs</b></p> <p><b>1 Strengthened capacity of community based organization and other stakeholders to plan and Implement Solid waste management plan</b></p>	<p>= 45 Community Based members trained in planning and management of solid waste.</p> <p>= 40 stakeholders trained in planning and management of solid waste.</p> <p><u>Source of verification</u></p> <p>Training reports</p>	<p>= Funds for conducting the training will be available.</p>
<p><b>2 Appropriate Institutional framework for community based solid waste management established at Ilala ward, Iringa Municipality</b></p>	<p>= ILAMAZIG constitution reviewed and amended by the year, 2006.</p> <p>= Reduced conflict incidences among staff</p> <p><u>Source of verification</u></p> <p>= Project progress report          = Minutes of the meetings          = Review reports          = Amended constitution          = Evaluation reports</p>	<p>= Government of Tanzania and Iringa Municipal Council supports development of Institution framework.</p>
<p><b>3 Neighborhood solid waste collection and disposal enhanced</b></p>	<p>= Amount of solid waste collected from household's increases 85 % in 2006 and 90% by the year 2007.</p>	<p>= Households will continue paying for solid waste collection fee.</p>

	<u>Source of verification</u> = Monthly project progress reports = Review reports = Evaluation reports	
4 Sustainable utilization of solid waste materials in compost production ensured.	= 50% of decomposed materials are re used in compost production. = Amount of compost production increases from 300 bags per year to 1000 bags year 2006 and 1000 bags to 4000 bags by year 2007.  <u>Source of verifications</u> = Project progress report = Financial report = Monitoring and follow up report	= Reliable market for compost produced is available.  = Urban farmer's willingness to use compost made from solid waste to fertilize their crops continues.



<p>5 A simplified financial management system established and operational</p>	<p>= 12 ILAMAZIG executive committee members trained in financial management by December, 2006.</p> <p>= A manual on financial management developed and operational by December 2006.</p> <p><u>Source of verification</u></p> <p>= Training report</p> <p>= Financial management manual</p> <p>= Monitoring and evaluation report</p>	<p>= The CBO management team will use and adhere to the establishment financial management procedures.</p>
<p>6 Community benefit from community based service increased</p>	<p>= Increased environmental cleanness by 85 % in 2006 and 90 % in 2007.</p> <p>= Number of jobs created increases from 40 to 75 percent by the year 2007.</p>	<p>= The stakeholders will respect the contract/agreement entered between CBO and Iringa Municipal Council.</p>

	<p>= Income level of ILAMAZIG members' increases fro Tshs 2000 in October 2005 to Tshs 5000 by December 2006 and Tshs 5000 in 2006 to Tshs 7500 by December 2007.</p> <p><u>Source of verification</u></p> <p>= Project progress report          = Review reports          = Evaluation reports</p>	<p>= The stakeholders will respect the contract/agreement entered between CBO and Iringa Municipal Council.</p>
<p><b>Activities for output 1</b></p> <p>1.1 Assess stakeholders capacity building needs and prepare appropriate training and awareness raising plans.</p>	<p><b>Inputs</b></p> <p>(i) Human Resource</p> <p>= Members of CBO</p> <p>= Technical Support</p> <p>= Municipal Staff</p> <p>= Short Term Technical</p> <p>= Support CED student.</p>	

<p>1.2 Develop and Implement training programmes for CBO</p> <p>1.3 development and Implement training programme for ward and “Mtaa” leaders and other stakeholders.</p> <p>1.4 Conduct training evaluation</p>	<p>(ii) Tools/Equipments</p> <p>= Wheel Barrows</p> <p>= Spades</p> <p>= Forks</p> <p>= Plastic materials</p> <p>= Ropes</p> <p>(iii) Field gears</p> <p>= Gloves</p> <p>= Overalls</p> <p>= Gum Boots</p> <p>(iv) Financial Resources</p> <p>(v) Office stationeries</p> <p>(vi) Transport</p> <p>= Hired transport</p> <p>(vii) Raw materials</p> <p>= Decomposed Solid Waste</p>	<p>◆</p> <p>◆</p>
<p>Activities for Output 2</p> <p>2.1 Review the CBO constitution</p> <p>2.2 Define roles and responsibilities of players.</p>		

<p><b>Activities for output 3</b></p> <p>3.1 Assess the source and quantities of solid waste generated.</p> <p>3.2 Develop/design appropriate solid waste collection system.</p> <p>3.3 Implement the solid waste collection and disposal system.</p> <p>3.4 Conduct review meetings.</p>		♦
<p><b>Activities for output 4</b></p> <p>4.1 Develop and organize compost making training for ILAMAZIG members.</p> <p>4.2 Develop market information system for produced compost.</p> <p>4.3 Produce compost for home use and sale.</p> <p>4. 4 Conduct project participatory monitoring.</p>		♦

<p><b>Activities for output 5</b></p> <p>5.1 Conduct financial management training for ILAMAZIG members.</p>		♦
<p>5.2 Develop financial management manual</p> <p><b>Activities for output 6</b></p> <p>6.1 Assess the existing and potential community/ CBO member's social and economic benefits from solid waste management.</p> <p>6.2 Liase with Iringa Municipal Council in collection and distribution of solid waste collection fee</p> <p>6.3 Undertake participatory evaluation of community benefits from solid waste.</p>		♦

**Appendix 8: Questionnaires and Interview Guides**

**Appendix 8 (a): Questionnaire for Iringa Municipal Staff at Headquarter and Ward Level**

**A. Personal Particulars**

Name of Municipal Council.....

Name of Respondent.....

Sex: Male ( ) Female ( )

Education.....

Position.....

**B. Questionnaire Questions**

**Instructions**

Dear respondent, Please I kindly ask you to respond to the questionnaire send to you which is meant to look for information that will suggest ways of improving the management of Ilala Ward Community Based Solid waste. Please put a tick (V) on the bracket following the answer to the question asked.

1. Are you informed on the existing of Ilala Mazingira Group (ILAMAZIG) Community Based Solid Waste Management?

Yes ( )

No ( )

2. Who informed you on the existence of the group?

- (a) ILAMAZIG leadership ( )
- (b) Mtaa Leadership ( )
- (c) Municipal Management ( )

4. When did Ilala Mazingira Community Based Organization start?

- (a) Six Month ago (.....)
- (b) One year ago ( ..)
- (c) Two years ago ( )
- (d) More than two years ( )

5. How do you rate the performance of the group in solid waste management?

- (a) Very good ( )
- (b) Good ( )
- (c) Poor ( )

6. What procedures are used in collecting the solid waste in the streets of Ilala ward?

- (a) Group members collect from the households ( )
- (b) Each household bring to the collection point ( )
- © No procedures at all ( )

7. What methods are used in reducing the volume of solid waste?

- a) Landfill ( )
- b) Incineration (Burning of refuse in a special place) ( )

- c) Burning of solid waste ( )
- d) Composting ( )
- c) Burning of refuse or garbage at road side ( )

8. Do the residents of Ilala ward at ‘Mtaa” level pay for waste collection fee?

Yes ( )

No ( )

9. If no why.....

if yes how much.....

10. What procedures are followed in collecting the solid waste service fee?

.....

11. Name three benefits accrued from Community Based Solid Waste activities in your area .....

12. Name three constraints that is facing the current community based solid waste management system.....

13. Suggest measures that should be taken to improve the constraints faced by the community based solid waste management system.....

.



## **Appendix 8 (b): Interview Guide for Ilala Mazingira Group Members**

### **Personal Particulars**

Name of Municipal Council.....

Name of Respondent.....

Name of Street.....

Sex:

Male ( )

Female ( )

Education.....

Position.....

- 1) When did you join the Ilala Mazingira group?
- 2) Why did you join the Ilala Mazingira Group?
- 3) What activities do you perform in your group?
- 4) Who started the idea of community based solid waste management activities in your area?
- 5) What procedures are used in collecting and disposing the solid waste at “Mtaa” level?
- 6) What methods are used in reducing the volume of solid waste in your area?
- 7) Do the neighborhoods at “Mtaa” level pay for solid waste collection service?
- 8) What procedures are followed in collecting solid waste service fee?
- 9) Is there any financial management procedures? (Existence of receipt books, payment

voucher, cashbook, collection procedures, disbursement, internal auditing and reporting)

10. Name three benefits gained from the activities performed by group in solid waste management activities?
11. Name the constraints faced by your group in carrying out solid waste management?
12. What measures should be taken to improve the community based solid waste management system?

## **Appendix 8 (c): Interview Guide for “Mtaa” Leaders**

### **Personal Particulars**

Name of Municipal.....

Name of ward.....

Name of Street.....

Name of respondent.....

Sex:

Male ( )

Female ( )

Education.....

Position .....

### **Interview Questions**

- 1) Are you informed on the existence of Ilala mazingira group?
- 2) What activities do they perform?
- (3) Are you satisfied with their performance?
4. How do you participate in solid waste management activities?
- 5) What procedures are used in collecting and disposing the solid waste at “Mtaa” level?
- 6) Do your people pay for solid waste collection fee?
- 7) How much do they pay? How often?
- 8) Which methods are used to reduce the volume of solid in Ilala ward?

- 9) What do you consider are benefits obtained from solid waste management activities?
- 10) Are there any financial management procedures (Existence of receipt books, payment vouchers, collection procedures, and internal auditing and presentation income and expenditure reports)
- 11) What constraints do you think the Ilala Mazingira Group is facing in the current solid management system?
12. Suggest measures to be taken to solve the constraints?

## **Appendix 8 (d): Interview Guide for Business Men)**

### **A. Personal Particulars**

Name of Municipal Council...../.....

Name of Respondent.....

Sex:

Male (     )

Female (     )

Education.....

Position.....

1) Are you informed on the existence of Ilala Mazingira group?

2) What activities do they perform?

(3) Are you satisfied with their performance?

4). How do you participate in solid waste management activities?

5) What procedures are used in collecting and disposing the solid waste at “Mtaa” level?

6) Do your people pay for solid waste collection fee?

7) How much do they pay? How often?

8) Which methods are used to reduce the volume of solid in Ilala ward?

9) What do you consider are benefits obtained from solid waste management activities?

10) Are there any financial management procedures (Existence of receipt books,

payment vouchers, collection procedures, and internal auditing and presentation income and expenditure reports?)

- 11) What constraints do you think the Ilala Mazingira Group is facing in the current solid management system?
- 12 Suggest measures to be taken to solve the constraints?

## **Appendix 8 (e): Interview Guide for Community Members**

### **Personal Particulars**

Name of Municipal Council.....

Name of Respondent.....

Name of Street.....

Sex:

Male ( )

Female ( )

Education.....

Position.....

1) Are you informed on the existence of Ilala Mazingira group?

2) What activities do they perform?

(3) Are you satisfied with their performance?

4 How do you participate in solid waste management activities?

5) What procedures are used in collecting and disposing the solid waste at "Mtaa" level?

6) Do your people pay for solid waste collection fee?

7) How much do they pay? How often?

8) Which methods are used to reduce the volume of solid in Ilala ward?

9) What do you consider are benefits obtained from solid waste management activities?

- 10) Are there any financial management procedures (Existence of receipt books, payment vouchers, collection procedures, and internal auditing and presentation income and expenditure reports?)
- 11) What constraints do you think the Ilala Mazingira Group is facing in the current solid management system?
- 12) Suggest measures to be taken to solve the constraints?



## **Appendix 8(f): Structure Interview for Evaluation of Ilala Community Based Management project**

### **Community members, Municipal staffs and ILAMAZIG members**

Name of the street.....

Sex.....

Age.....

Marital status.....

Activities performed.....

1 Does the training provided to ILAMAZIG bring any changes in the management of solid waste project?

(i) Yes ( )

(ii) No ( )

(iii) I don't know ( )

2 Mention the changes.....

3 Is there changes occurred as result of ILAMAZIG constitutional review?

(i) Yes ( )

(ii) No ( )

(iii) I don't know ( )

4 Mention the changes.....

5 Do the communities adhere to the collection, storage and disposal procedures set by ILAMAZIG in Ilala ward?

- (i) Yes ( )
- (ii) No ( )
- (iii) I don't know ( )

6 To what extent composting is contributing to the solid waste reduction in Ilala ward?

- (i) Very little ( )
- (ii) On average ( )
- (iii) Not very useful ( )
- (iv) None ( )
- (v) I don't know ( )

7 How many bags of compost have been produced from October, 2005 to December, 2006?

- (i) 50-100 ( )
- (ii) 101-150 ( )
- (iv) 151-200 ( )
- (v) 201 and above (.....)

8 Is the established financial management system functioning well?

- (i) Yes ( )
- (ii) No ( )
- (iii) I don't know ( )

9 Which of the following financial management procedures is performed well?

(i) Transparency on waste fee collection ( )

(i) Use of receipt and payment voucher

(ii) Recording of transaction in cash book

(iii) Preparation of financial report

(iv) Internal auditing

10 Mention the benefits gained from activities performed by Ilala mazingira group?

11 Mention three constraints to ILAMAZIG performance in solid waste

12 To what extent the project goal has been achieved?

(i) Very little ( )

(ii) On average ( )

(iii) To the larger extent ( )

(iv) None ( )

(v) I don't know ( )

13 If yes give three reasons.....

14 To what extent the project objective has been achieved

(vi) Very little ( )

(vii) On average ( )

(viii) To the larger extent ( )

(ix) None ( )

I don't know ( )

15 If yes give three reasons.