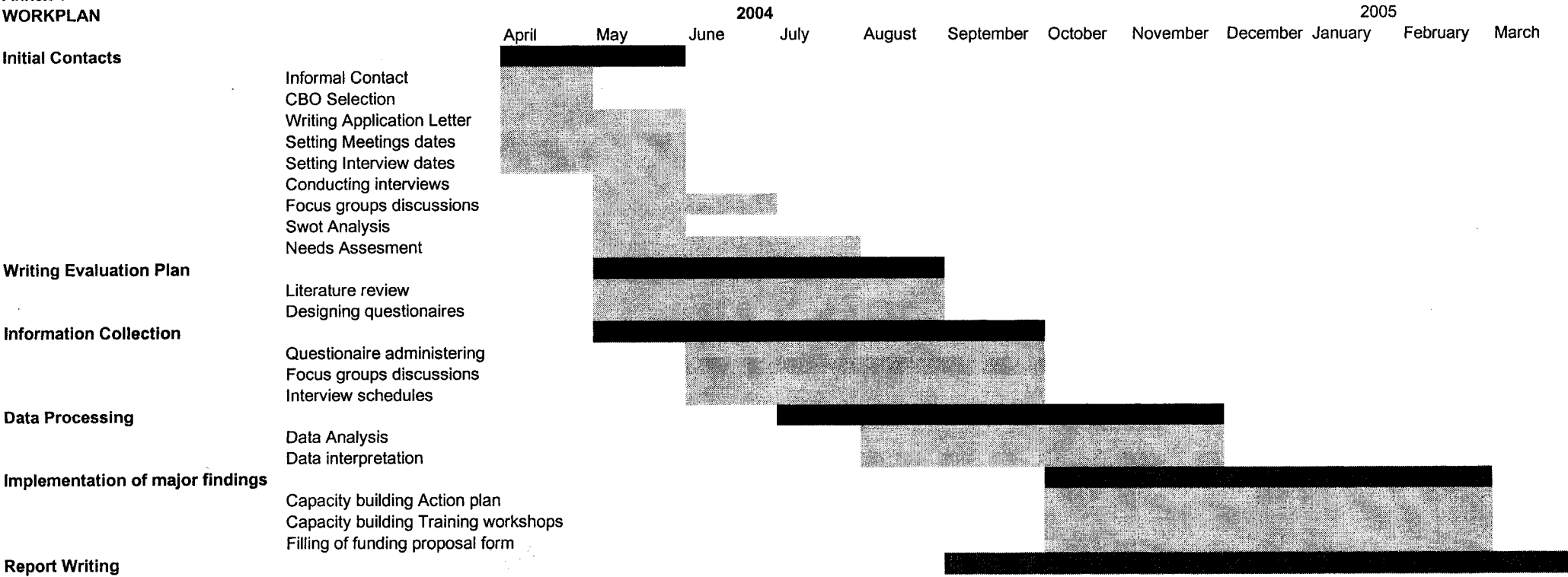


Annex 1
WORKPLAN



Annex 2**COMMUNITY MEMBERS QUESTIONNAIRES**

The Open University of Tanzania & Southern New Hampshire University.
Community Economic Development Program.

Dear Sir/ Madam,

I am a student at the Open University of Tanzania. I am carrying out this research to find out the effectiveness of community based organizations performance in Tanzania. Please answer the following questions as honestly as possible. There is no need to disclose your name. All information given will be treated with highest confidentiality and used only for the purpose of this study.

I thank you in advance for your cooperation.

Caroline M.

Researcher

1. (a) Age
- (b) Education level
- (c) Gender
- (d) Marital status
- (e) Income generating activity
- (f) Average income per month
- (g) Location

2. Are you aware of WAMKUTU Community Based Organization's (CBO) existence?

(√ Tick the answer)

- a. Yes
- b. No

3. Do you participate in this CBO's activities? (√ Tick the answer)

- a. Yes
- b. No

If your answer to the above question (3) is Yes, in what ways do you participate?

.....
...

If your answer to the above question (3) is No why don't you participate?

.....

4. Do you benefit from the CBO activities? (√ Tick the answer)

- a. Yes
- b. No

If your answer to the above question (4) is Yes in what ways do you benefit?

.....
...If your answer to the above question (4) is No why don't you benefit?
.....
...

5. Do you think the existence of this CBO is important? (√ Tick the answer)

- a. Yes
- b. No

6. Has this CBO's activities contributed to improving your life/ livelihood? (✓ Tick the answer)

a. Yes

b. No

If your answer to the above question (6) is Yes. In what ways has this CBO contributed to improved livelihoods? Explain briefly

.....

7. Does the CBO promote the community members development initiatives?

a. Yes

b. No

c. Others (please specify)

8. In what ways does this CBO promote community members development initiatives. Explain briefly

.....

9. What are the most pressing problems that your community faces? (✓ Tick the answer)

a. Water shortage

b. Environmental problems of dirty surrounding

c. Theft and other criminal activities

d. Flooding during the rainy seasons

e. All the above

f. Any other (please specify)

10. Does this CBO mobilize the community to solve their own problems? (✓ Tick the answer)

- a. Yes
- b. No
- c. I do not know

11. Does the CBO meet your needs? (✓ Tick the answer)

- a. Yes
- b. No
- c. Others (please specify)

12. How effective are the CBO activities in service delivery and it's operations? (✓ Tick the answer)

- a. Very effective
- b. Effective
- c. Not effective
- d. Others (please specify)

13. What shortcomings do you think the CBO has? State briefly

.....
.....
.....
.....

14. What expectations do you have from the CBO?

.....
.....
.....
.....

15. What improvements would you like the CBO to make in their operations?

.....

.....

.....

.....

COMMUNITY BASED ORGANIZATION (CBO) MEMBERS QUESTIONNAIRES

The Open University of Tanzania & Southern New Hampshire University.
Community Economic Development Program.

Dear Sir/ Madam,

I am a student at the Open University of Tanzania. I am carrying out this research to find out the effectiveness of community based organizations performance in Tanzania. Please answer the following questions as honestly as possible. There is no need to disclose your name. All information given will be treated with highest confidentiality and used only for the purpose of this study. Additionally recommended appropriate action will be used to improve your organization's performance.

I thank you in advance for your cooperation.

Caroline M.

Researcher

1.0 Demographic features and population characteristics

1. (a) Age

(b) Education level

(c) Gender (Male/ Female).....

(d) Marital status

(e) Income generating activity

(f) Average income per month.....

2. Do you participate in the activities of (WAMKUTU) Community Based Organizations (CBO)? (✓ Tick the answer)

a. Yes

b. No

If your answer to question (2) above is yes in what ways do you participate?

.....

If your answer to question (2) above is no why is it that you do not participate?

.....

3. Do you benefit from WAMKUTU organization's activities? (✓ Tick the answer)

a. Yes

b. No

If your answer to question (3) above is yes in what ways do you benefit?

.....
 ...

If your answer to question (3) above is no state briefly why you do not benefit.

.....
 ...

4. Is the organization is meeting your needs? (✓ Tick the answer)

a. Yes

b. No

5. Do you think the organizations activities contribute to improving the community's livelihoods/ living conditions? (✓ Tick the answer)

a. Yes

b. No

State briefly

.....

6. How does the community perceive your organizations activities? (✓ Tick the answer)

a. Very good

b. Good

c. Bad

d. Others (please specify)

7. Do you think the organization has achieved its intended outcomes? (✓ Tick the answer)

- a. Yes
- b. No

8. Does your organization facilitate community mobilization in promoting people's development initiatives? (✓ Tick the answer)
- a. Yes
 - b. No

2.0 Effectiveness of the Organization: Design and development

9. (a) Are you aware of your Organizations Vision, Mission statement, Long-range goals, and Target groups? (✓ Tick the answer)
- a. Yes
 - b. No

If your answer to the above question 9(a) is yes. List down the ones you are aware of.

.....

- (b) How well do your project activities reflect this mission, vision, goals, objectives and target groups? (✓ Tick the answer)

- a. Fully
- b. Partly
- c. Not reflected
- d. Others (please specify)

.....

- (c) Does your organization review their mission, vision, goals, objectives and defined target groups? (✓ Tick the answer)

- a. Yes
- b. No

- (d) If your answer to the above question 9(c) above is yes, how often are they reviewed? (✓ Tick the answer)

- a. Once per year
- b. Twice per year
- c. Not reviewed
- d. I do not know
- e. Others (please specify).....

10. What are the criteria of identifying target groups in your organization? (✓ Tick the appropriate answers)

- a. Depends on collectively identified community needs
- b. Target group approaching the organization seeking assistance
- c. Organization conducting research
- d. Others (Please specify)

11. (a) Are the needs of identified target groups clearly defined in the organization?
(√ Tick the answer)

- a. Yes
- b. No
- c. Others (please specify)

(b) Does your organization's beneficiaries match with your actual target group?
Explain briefly.....

12. How was the organization identified and initiated? (√ Tick the answer)

- a. Resulted from community's felt needs
- b. Donors designed it
- c. Resulted from a research/ survey
- d. Community members with similar needs started it
- e. Others (please specify)

13. Who is responsible for planning the organizations activities? (√ Tick the appropriate answers)

- a. Organization's leaders
- b. Organization workers
- c. Every member in the organization (participatory planning)
- d. Community members
- e. Others (please specify)

14. Do you have work plans? (√ Tick the answer)

- a. Yes
- b. No

15. Who implements the organizations activities? (√ Tick the appropriate answers)

- a. Organization leaders
- b. Organization workers
- c. Organization members
- d. Beneficiaries
- e. Others (please specify)

16. Are the implementation procedures following work plans/ or planned activities?
(√ Tick the answer)

- a. Yes
- b. No

17. What constraints are frequently encountered when implementing project activities? State briefly

.....

18. What is the level of beneficiary participation in the implementation? (✓ Tick the answer)

- a. Fully participate
- b. Partly participate
- c. Do not participate
- d. Others (please specify)

19. Does the organization follow the activities, which will help meet the desired objectives and stated goals? (✓ Tick the answer)

- a. Yes
- b. No

20. Does the organization carry out monitoring of its activities? (✓ Tick the answer)

- a. Yes
- b. No

I

21. If your answer to the above question (20) above is yes, who conducts monitoring? (✓ Tick the appropriate answers)

- a. All Organization members
- b. Organization Leaders
- c. Donor development officers
- d. Beneficiaries
- e. Others (please specify)

22. What do you think is the significance of monitoring activity in an organization? (✓ Tick the appropriate answers)

- a. Measuring progress
- b. Enhance reaching project goals
- c. Identify weaknesses
- e. Others (please specify)

23. Does your organization have indicators that are used in monitoring process? (✓ Tick the answer)

- a. Yes
- b. No

24. If your answer to the above question (23) above is yes, what are the indicators used in monitoring?

State them

.....

25. Who identified these indicators? (✓ Tick the answer)

- a. All Organization members
- b. Organization Leaders
- c. Donor development officers
- d. Beneficiaries
- e. All the above
- f. Others (please specify)

26. Does the organization evaluate its activities? (✓ Tick the answer)

- a. Yes
- b. No

If your answer to the above question (26) is yes what action has been taken in response to recommendations and observations made? Explain briefly

.....

.....

.....

27. Does your organization ensure that its activities are sustainable? (✓ Tick the answer)

- a. Yes
- b. No

28. Which measures are currently being taken to enhance sustainability? State briefly

.....

.....

.....

3.0 Management practices

29. How do you rate the effectiveness of leadership in your organization? (✓ Tick the answer)

- a. Very effective
- b. Moderately effective
- c. Effective
- d. Least effective

30. How can you rate leadership accountability and good governance in your organization?

- a. Highly accountable

- b. Accountable
- c. Moderately accountable
- d. Not accountable

31. How is decision-making done in your organization? (✓ Tick the answer)

- a. Use of Participatory approaches
- b. Organization Leaders
- c. Use of committees and boards
- d. All the above
- e. Others (please specify).....

32. How is your organizations information system and reporting done? Explain briefly

.....

33. Does the organization write timely and relevant reports? (✓ Tick the answer)

- a. Yes
- b. No

34. What is your organizations identity? (✓ Tick the answer)

- a. Environmental management
- b. Income generating activities
- c. Poverty reduction
- d. Others (please specify).....

35. Do you think there is good communication and coordination of issues and activities in

the organizations operations? (✓ Tick the answer)

- e. Yes
- f. No

3.1 Organization Structure

36.(a) Does your organization have an organization structure? (✓ Tick the answer)

- a. Yes
- b. No

(b) If your answer to question 36(a) above is yes, does it show lines of responsibility, communication, and reflection major activities of the organization? (✓ Tick the answer)

- a. Yes
- b. No

37. (a) Does the organization have appropriate written by-laws? (✓ Tick the answer)

- a. Yes
- b. No

(b) If your answer to question 37(a) above is yes, are these by-laws consistently applied to run the organization? (✓ Tick the answer)

- a. Yes
- b. No

3.2 Human resource

38. Does the organization have guidelines or procedures for workers or members management? (✓ Tick the answer)

- a. Yes
- b. No

39. Does the organization have workers or member's development plans and strategies for training needs? (✓ Tick the answer)

- a. Yes
- b. No

If your answer to question (39) above is yes, state the current workers development plans briefly.

.....
...

If your answer to question (39) above is No, why don't you have any plans for workers development? State briefly.

.....

3.3 Administrative management

40. Does your organization have a general office system? (✓ Tick the answer)

- a. Yes
- b. No

41. Does it include the following: (✓ Tick the appropriate answers)

- a. Clear identification of the office
- b. Reliable address
- c. Proper filing system/ procedures
- d. Office equipment maintenance procedures

42. Does your organization have internal control procedures e.g. purchase of equipments; labeling of equipments? (✓ Tick the answer)

- a. Yes
- b. No

If your answer to question (42) above is yes, state them briefly

.....

3.4 Financial management

43. Do you have organizations accounting procedures, which ensure security, proper, use of funds, accurate and timely reporting? (✓ Tick the answer)

- a. Yes
- b. No
- c. Others (please specify)

44. Who prepares budgets? (✓ Tick the appropriate answers)

- a. Organization Leaders
- b. Participatory teamwork
- c. Others (please specify).....

45. Who does accounting record keeping?

.....

46. How effective is your organization's financial management procedure? (✓ Tick the answer)

- a. Very effective
- b. Effective
- c. Not effective
- d. Others (please specify)

4.0 External relations

47. Does your organization work with other organizations like other CBO's, NGO's, the local government? (✓ Tick the answer)

- a. Yes
- b. No

If your answer to question (47) above is yes, please specify the organizations, which you work with.

.....

48. How can you rate your organization's relationship with other organizations? (✓ Tick the answer)

- a. Good
- b. Bad

- c. Fair
- d. Others (please specify)

5.0 Fund raising

49. Does your organization have any fund raising procedures or activities in your organization? (✓ Tick the answer)

- a. Yes
- b. No

50. How does your organization acquire/raise fund? (✓ Tick the answer)

- a. Donor funds
- b. Beneficiary contributions
- c. Mobilization of funds from other sources
- d. Others (please specify).....

51. Do you think your organizations fund raising activities are effective? Explain briefly

.....
.....
.....

52. Do you think your organizations fundraising activities are sustainable? Explain briefly.

.....
.....
.....

6.0 Any other comment that you think will contribute to improving your organization.

.....
.....
.....

Annex 3

A checklist of questions used to guide SWOT Analysis

The questions used in interviews included:

1. What is the name of your organization?
2. What is the Location and Full address?
3. Who are the contact personalities?
4. When was your organization formed?
5. Is the organization registered? If yes when was it registered?
6. Show your organization structure?
7. How is your organization leadership?
8. How do you elect new leaders?
9. How many members does your organization have, how many are male and how many female members?
10. Do you have a constitution? If yes do you abide to its rules and regulations?
11. What does your organization do in terms of activities and programs?
12. Who are your target groups?
13. Which are your target areas?
14. How does the community perceive your activities?
15. What is your division of responsibilities and duties?
16. Do you work with other organizations?
17. Do you work with the local government?
18. Do you have any donors?
19. What is your vision?
20. What is your mission statement?
21. What is your goal?
22. What are your objectives? How relevant are your objectives?
23. Do you follow your objectives?
24. Do you follow the activities, which will help you meet your objectives?

25. Do you use the indicators to assess your progress in relation to objectives and goal?
26. What are your strengths and why do you think they are strengths?
27. What are your weaknesses and what are you doing about them?
28. What are your opportunities?
29. What are your threats?
30. What are your needs?
31. What are your most immediate needs: in terms of any professional assistance that one is ready to offer?
32. What are your current priorities?
33. What are the sources of your income?
34. How do you make payments to your selves and your casual laborers?
35. What are your achievements?
36. What are your constrains?
37. What is your future plans and what are you doing to achieve them?

UHAI WA MAZINGIRA NA WATU (ENVIRONMENTAL AND HUMAN SURVIVAL) — UMAWA.

P.O. BOX 36174 DAR ES SALAAM, TANZANIA. Tel: 0744 599 301 or 744 801597 Or 255 22 2820251

Email: kigamboni@yahoo.com Website: www.umawa.sm.net.

May 26, 2004

Muthoni Caroline Wairimu

P. O. Box 75178

Dar es salaam.

Dear Caroline,

Re: request to work with UMAWA for your field attachment.

The heading above refers your letter dated 19th May 2004.

We were very happy to receive your letter showing interest to work with UMAWA and offer a free consultancy in project planning, designing and implementation, monitoring and evaluation as well as community mobilization.

UMAWA as a community non government organisation is pleased to inform you that your request has been accepted.

We expect that you will work closely with UMAWA management team and our grass root community and see to it that improvements, achievements and differences are noted at the end of your field study.

During your stay, UMAWA will not be able to pay you anything from its scarcity financial sources; therefore, you will have to depend on your own sources to do your course to cover all costs as per your field study.

Wishing you all the best and waiting to see you soon at Kigamboni,

Sincerely,



Obed Michael

Programme Coordinator.

UHAI WA MAZINGIRA NA WATU (UMAWA)

ENVIRONMENTAL AND HUMAN SURVIVAL

P. O. Box 36174

DAR ES SALAAM, TANZANIA

Mwenyekiti,
Wanamazingira Mitaa ya Mkundunge na Tumbo
(WAMKUTU C.B.O.)
P. O. Box 67501,
Tandale.
Dar-es Salaam.

Muthoni Caroline Wairimu,
P. O. Box 75178, Dar es Salaam.
Tel 0748-465275
25-5-2004-05-25

YAH: KUJITOLEA KUFANYA KAZI NA C.B.O. YANGU

Husika na kichwa cha habari hapo juu.

Mimi kama mwenyekiti wa C.B.O. ya Wanamazingira Mitaa ya Mkunduge na Tumbo (WAMKUTU), nimeipokea barua yako ya kutuomba tukuruhusu kufanya kazi na C.B.O yetu. Mimi mwenyekiti na wanachama wenzangu katika C.B.O. tumelizungumzia hilo swala, na tumekubaliana kwamba tukukaribishe ili tuweze kushirikiana nawewe katika kuboresha shughuli zetu.

Tunayo furaha kukujulisha kwamba ombi lako limekubaliwa, na umekaribishwa rasmi kushirikiana nasi. Karibu.

Wako,

Mwenyekiti,


Bwana Mtengereka

Annex 6

Muthoni Caroline Wairimu,
P. O. Box 75178,
Dar es Salaam.
Tel 0748-465275
E-mail caromuthoni2000@yahoo.com
19th may 2004

The Chairperson,
Uhai wa Mazingira na Watu
(UMAWA)
P. O. Box Kigamboni,
Dar es Salaam.

**RE: REQUEST TO WORK WITH YOUR COMMUNITY BASED ORGANIZATION
ON MY FIELD ATTACHMENT**

Am a student in the Community Economic Development program of Southern New Hampshire University & Open University of Tanzania, whereby am pursuing a masters course. The program requires that I participate in activities of a community-based organization, to bring in my skills to help improve the areas that you are pursuing and would like me to assist you in.

The purpose of this letter is to request you to allow me to offer free consultancy to your organization, and offer the skills that am gaining from this program. These include project planning, project design and implementation, monitoring and evaluation, as well as community mobilization.

I hope my request will be considered, and acceptance confirmed soon.

Yours truly,



Caroline W. Muthoni

Annex 7

Muthoni Caroline Wairimu,
P. O. Box 75178,
Dar es Salaam.
Tel 0748-465275

E-mail caromuthoni2000@yahoo.com
19th may 2004

The Chairman,
Wanamazingira Mitaa ya Mkunduge na Tumbo
(WAMKUTU C.B.O.)
P. O. Box 67501 TANDALE,
Dar es Salaam.

**RE: REQUEST TO WORK WITH YOUR COMMUNITY BASED
ORGANIZATION ON MY FIELD ATTACHMENT**

I am a student in the Community Economic Development program of Southern New Hampshire University & Open University of Tanzania, whereby am pursuing a masters course. The program requires that I participate in activities of a community-based organization, to bring in my skills to help improve the areas that you are pursuing and would like me to assist you in.

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I hope my request will be considered, and acceptance confirmed soon.

Yours truly,

Caroline W. Muthoni

Muthoni Caroline Wairimu,
P. O. Box 75178,
Dar es Salaam.
Tel 0748-465275
E-mail caromuthoni2000@yahoo.com
19th may 2004

Mwenyekiti,
Wanamazingira Mitaa ya Mkunduge na Tumbo
(WAMKUTU C.B.O.)
P. O. Box 67501 TANDALE,
Dar es Salaam.

YAH: KUJITOLEA KUFANYA KAZI NA CBO YAKO.

Husika na kichwa cha barua hapo juu.

Mimi mitajwa hapo juu ni mwanafunzi ninayesomea shahada ya pili chou kikuu (Southern New Hampshire University of USA & Open University of Tanzania). Chuo kinanitaka nitoe msaada wa kitaaluma katika CBO ambayo nimeipenda katika masuala yanayohusu kuboresha shuguli za CBO.


Lengo langu kuu la barua hii ni kuwaomba ridhaa yenu mniruhusu nitoe taaluma yangu kwenu kutokana na mahitaji yenu.

Natarajia ombi langu litapokelewa na kukubaliwa.

Nawatakia kazi njema.

Asante:

Wenu,



Caroline Muthoni.

CONCERN WORLDWIDE
GRANT APPLICATION FORM

For Official use only

Application Code No

Date received:

Form: CON.CSSP No.

This form will apply to both full partners and Potential Partner organisations

SECTION 1:
Organisation Information

1. Registered name of Organisation

UHAI WA MAZINGIRA NA WATU – (UMAWA)

2. Partnership status (e.g Preparatory & Cooperative phase, Full partner)

FULL PARTNERSHIP.

3. Registration status & Registration Number

Civil Society Organisation (CSO) Reg. No. SO. 11084

4. Name and Location of proposed Project

VOCATIONAL TRAINING FOR KIGAMBONI YOUTH AND WOMEN ON TAILORING
AND BATIK MAKING.

5. Organisation current address:

Postal Address...Box 36174
Region: DAR ES SALAAM
District: TEMEKE.
Street: TUNGI, KIGAMBONI
Phone: 0744 599 301/ 22 2820251
Email:kigambonin@yahoo.com

6. Language Preference (please Tick):

• English ☒

• Swahili ☐

7. **Contact Person:**

Name: OBED MICHAEL

Position: PROJECT COORDINATOR

Contact time: WORKING HOURS Telephone (if any)

Postal address (If different from above) THE SAME

8. **Is your organisation a branch and/ or a member/ Affiliated to another organisation?**
(Tick)

• Yes ☐

• No ☒

If "yes", please give the name (s) of the larger organisation

SECTION 2
Type of Organisation

1. **Nature of your organisation (Please Tick)**

NGO

☒

CBO

OTHER (Specify)

2. **Focus of your work (you may tick more than one box)**

▪ Health	v
▪ Education/Training	v
▪ Environment	v
▪ Micro Finance	
▪ Water & Sanitation	v
▪ Gender	
▪ Human rights	
▪ Governance	
▪ Agriculture/Marketing	
▪ HIV/AIDS	v
▪ Transport Infrastructure	
▪ Business/Commercial	
▪ Others (specify)	

SECTION 3 Membership & Staff

1. Does your organisation have members? (Please Tick)

- Yes ☒ v
- No ☐

2. Number of Current members

Male Female

3. Membership Meetings: Describe the frequency of meetings per year

- ☐ Board of Directors meets quarterly.
- ☐ Management team meets after every two months
- ☐ General meetings is done semi annually

4. Does your Organisation have paid staff? (Tick)

- Yes ☒ v
- No ☐

If "Yes" how many? 3

5. What has been your total income from Membership fees this year/last year?
140,000 Tshs

6. **Number of staff** – How many staff did you start with? How many do you have now?

Number at start (paid) 2

Number at present (paid) 3

Number at start (unpaid) 6

Number at present (unpaid) 4

7. **Describe your recruitment procedure (for paid/unpaid staff)**

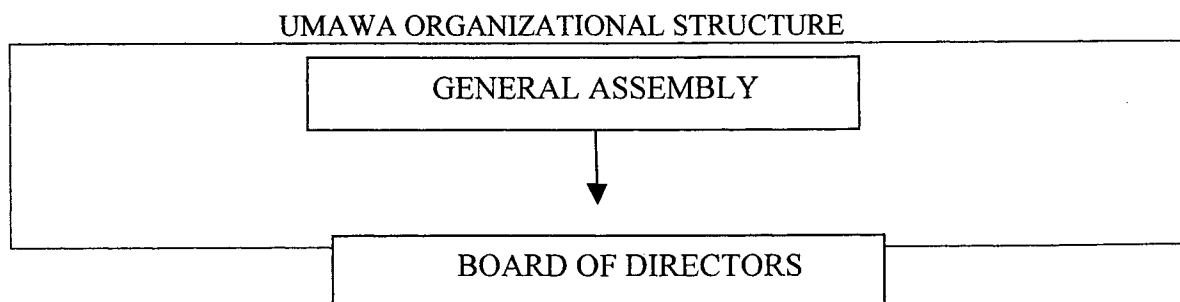
The vacancy is advertised on the public notice board, and then qualified candidates are short listed by the UMAWA Management team for interview and get informed of the dates and venue. Two members of board of directors and two of the management team organize interviews. The qualified persons are informed to come and sign a job contract

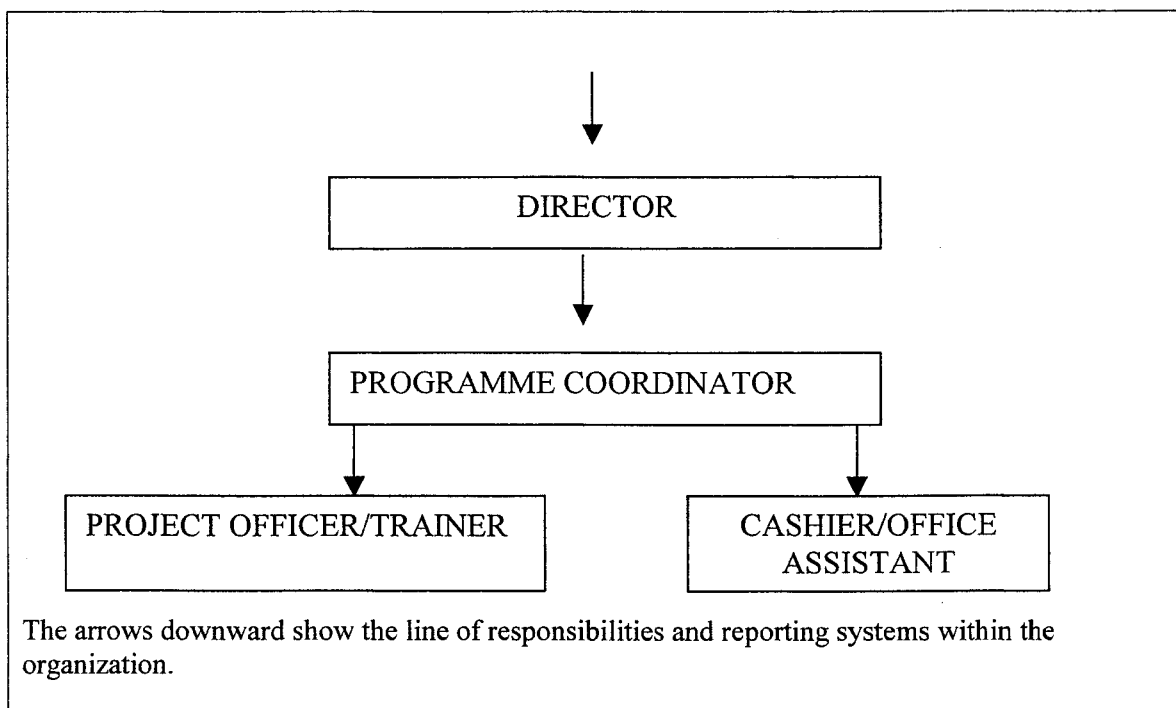
SECTION 4 Project Management

1. **Who will be involved in the day-to-day management team of this project/Grant?**

Position	Area of responsibility (eg. Supervision, Accounting etc)
○ Project Director	Over all in charge of the organization and is over seer of the organization policy
○ Project Coordinator	Daily project supervisor, trainer and report writing.
○ Programme trainer	Tailoring training and head of training department.
○ Cashier	Control of the organization fund in and out flow of cash

2. **What is the structure of your Organisation and how do positions relate to each other?** (Please draw organisation chart that shows the members and the management people in your organisation and how they work with each other.





3. What is the vision and mission of your organisation? and how does this project relate to the organisation's vision and mission?

The Vision: A poverty free community that enjoys a prolonged and full filled life.

The Mission: UMAWA strives to reach poor communities by providing basic social services including supply of clean and safe water, health education, environment conservation, income generating activities, and vocational education trainings to both youth and women.

How does this project relate to the Vision and Mission? UMAWA vision is to see poverty reduced among the poorest groups in the community including youths and women. The Mission statement among other things is to provide vocational education trainings to both youth and women as part of the organization strategy to alleviate absolute poverty.

The target group (youth and women) representing one of the poorest and most vulnerable group of Kigamboni community. Through vocational and batik making training will have increased confidence for the future and a sense of purpose in the lives of these groups. A number of these youth will be able to join the community as useful productive members of society instead of joining immoral groups who lacks this kind of support. In so doing; it will contribute to poverty alleviation, which is part of the organization vision and mission.

4. What are your plans for organisation development and capacity building this year and how does this project relate to those plans.

UMAWAs plans this year including:

- Get equipped with skills on financial management.

- To enhance relationship with other stakeholders including local government authorities.
- To become familiar on issues of policy planning, lobbying and advocacy.
- To be acquainted with different fund raising methodologies.
- Get knowledge on how to prepare the realistic work plans for project implementation.
- To impart skills to UMAWA members on the different participatory techniques and their applicability.
- Exchange visits to share experiences and enhance the relation ships.
- To review monitoring and evaluation tools used by UMAWA to improve monitoring system.

The project will mainly focus on the tailoring training of batik making and small business management; skills related to participatory methodologies is essential as well as monitoring and evaluation which is very important in all sectors including private which is part of UMAWA annual plans. Further to that, Training on Planning of activity will be incorporated in this project where by all trainers will be facilitated to plan and implement realistic activity, how to make fund raising in relation to Batik and Tailoring courses, how to lobby and advocate for poor youths will be incorporated in the project.

5. What are the objectives of the project?

- To provide and impart vocational training skills to 95 youths and women on tailoring and batik making to become self reliant and useful members of society.
- To empower vulnerable groups (women and youths) by providing them with proper technical know how on small business management.
- To empower vulnerable groups -youths and women with knowledge and skills of income generating activities through study visits to civil society organizations doing similar activities.

6. What are the expected results?

- At least 95 youth and women are enrolled and trained on tailoring and batik making by September 2005.
- All 95 trainees will be equipped with skills on principles of small business management
- Subsidized tool kit will be provided to youths who can demonstrate 80% proficiency in their skill and who is a minimum of 18 years of age. (Tool kits will be repaid over the following 12 months.)
- The common interest groups are facilitated and formed for income generating activities after the graduation.
- Life skills imparted to the training participants (youth and women) on cross cutting issues including HIV /AIDS and negative effect of drug abuse.
- The UMAWA trainer will be equipped with technical skills on tailoring and batik making through the attachment to the expert hired.

7. Project activities (What will be done to achieve the results)

- Hiring technical staff for tailoring and batik making for nine months.
- Purchase and provide necessary equipment, training materials and other project related needs.

- Screen, identify and enrol 95 youth and women.
- Supervise trainers who will be training 95 youths and women in the courses of Batik and Tailoring.
- Prepare suitable place for conducting Batik making training.
- Prepare daily, weekly, monthly work plan.
- Facilitate study visit for the trainees to visit similar training centres (such as. TYDF, AFRICA SANA, TUKOLENE, etc) and small business centres.
- Conduct training workshop on the principles of small business management and entrepreneurship skills.
- Conduct weekly Life skills training workshop to the trainees pursuing the 9months courses on cross cutting issues including HIV /AIDS and negative effect of drug abuse.
- Provide a (subsidized) tool kit for trainees who will demonstrate 80% proficiency.
- Provide on-going theoretical and practical support during one year of follow up after graduation from the course.
- Keep and maintain records of all trainees during and for one year after training to determine effectiveness of training and make follow-ups to new formed business groups.

8. Project methodology (how will it be implemented?)

UMAWA management staff team will be the general supervisor of the project. Tailoring trainer will run the tailoring course in the whole period of the project life (nine months) being assisted by one organizational volunteer.

Batik trainer will run batik making courses in three phases of three months each. Each phase will take 15 trainees who will be nominated by local government authority in collaboration with UMAWA management team from their areas. The selection and screening will be targeting the most poor youths and women from poor families.

During and before completing the course, trainees will be facilitated to form common interest groups for income generating activities. Experience to supporting similar project revealed that, working with common interest groups proved to be more effective following the formation of two groups who received similar training from Concern funding.

Who will benefit from the project? (Please list)

- 95 Youths and women aged 15 and above from poor families of Kigamboni.

9. How Many? 95 total: Men 50 and women 45 Total to be served 95

10. Describe the project background with emphasis on how you that this project is needed.

Project background:

This project is a continuation of the activities supported by CONCERN late in 2003 with focus to train youths and women in three months course for Batik making and tailoring training. These trainings imparted batik making skills to 13 trainees who successfully graduated in the course. Tailoring course is also an efforts started after the US –Embassy to Tanzania supported 35 sewing machines for the vocational education where by CONCERN also added a support to the project for enabling UMAWA to afford to rent more classrooms from one classroom to seven classrooms currently used for Tailoring, Batik making, Life skills and English courses. CONCERN supported UMAWA capital equipment such

as desks/tables, chairs, and materials that enabled the project to grow to some extent of enrolling more than 155 trainees in Batik, Tailoring, Life skills and English courses.

After conducting batik and tailoring courses, more than 30 youths and women have been coming in to seek for trainings in both Batik and tailoring others have been failing to join due to lack of training fees. This showed us that the need was great as the studies showed also. During the training we proposed only ten participants, but more than 20 youths and women expressed the need of joining at UMAWA seeking the admission at that time and they have continued to come since then.

How do we know that there is a need for this project?

The implementation of the previous project has created more demand for this project. More over, the initial project identification created a good foundation for this project as from the explanations bellow; In order to know to what extend this project was needed, UMAWA in collaboration with different development partners conducted several studies in different periods since 2000, UMAWA collaborated with One Family International (OFI), with CONCERN, Responsible Government Ministry and community based groups in different areas of Kigamboni Division. Studies were conducted using different participatory methodologies such as Venn diagrammes, problem tree, focussed group discussions and public meetings with communities. Findings showed the need not only for vocational education but also health education, water need was numbered one in Vijibweni, Kibada, Magogoni and Tungi areas. Vocational need was numbered one by youths and women in Kigamboni ward, and Kimbiji ward, Gezaulole top numbered health education needs. Part of the survey identified the following in short.

- Several crime events, armed robbery, thievery, drug abuse, early child bearing, school studies termination/drop outs, rural –urban migration, sexual transmitted diseases, Malaria, HIV/AIDS, TB, water born related diseases such as typhoid, dysentery, cholera, diarrhoea and common worms. Other problems were said to be lack of capital to do big business, lack of skills and modern equipment.
- People said that the root causes of these were lack of opportunities in post primary schools, high costs in private secondary schools; few selected to join secondary schools (10% to 18% of primary school leavers according to the Ministry Of Education) leaving a big number of youth in villages/urban, lack of vocational schools at Kigamboni for most who miss opportunities in secondary schools, Lack of sufficient income to meet all basic needs to most families, large or extended families, lack of sufficient capital and knowledge/skills of various business. Other problems were said to be lack of safe water sources, poor environmental sanitation and hygiene. This community-based survey balanced the data from the Ministry of Labour, Youth, and sports Development and Ministry of Education.
- Basing on the analysis above, the biggest root cause of all problems (85%) was said to be lack of education and entrepreneurship skills among youth and women. So, something to uproot the biggest root cause to the above problems must be done

To justify this project UMAWA visited the Ministry of Youth Development and Sports to get information balanced. This then rationalised implementation of this project at Kigamboni.

According to the statistics from the Ministry of Labour and Youth Development; youth employment rate in formal sectors both private and government is 3.4%. Also the data show that 60% of the unemployed populations are youths and women. In Temeke District where UMAWA works, 24% of the populations are youths aged between 15 and 24. The population of Temeke district is 768,451 according to the

Tanzania population census of 2002. This has caused more than 60% of youths and women to engage non-economical activities such as prostitution, drug abuse and others. The data show that at Kigamboni there is no vocational schools owned by government despite of the vast and growing population of Kigamboni reaching more than 80,000 whose 25% are youths aged 15 to 25. This information convinced UMAWA to forward proposal for vocational trainings to different partners.

11. What is your previous experience in this project(s), if none, what plans do you have to ensure that the project is implemented successfully?

- This is a continuation of a small successful project funded by CONCERN year 2003 and implemented by UMAWA where by the total 15 youth and women participated in vocational training for 3 months. The lessons learned was incorporated into year 2004 project plan for UMAWA where the need to expand the project revealed. The community members including youth have consulted UMAWA requesting to implement the same project following positive impact realized by the community themselves. From those requests and feasibility study conducted by the UMAWA team proved the reality on the ground. Hence facilitated the organization to develop this project which will enrol youths and women from 4 wards of Kigamboni Division: Vijibweni, Kigamboni, Mjimwema and Gezaule.

12. Who is involved with the project and how? – Describe the different actors in the project and what their roles will be. These actors might include community groups, your organisation's members, consortium members, government officers / representatives, the media, or others.

Actor or Interest Group	Their interests / expectations	The role you expect them to play	Potential Strength	Potential Weakness	Implications For planning
Youth and women	Acquire knowledge in tailoring and Batik fields	To attend the courses	Aspire for vocational knowledge	Lack technical skills and financial capacity to run business	Support them capital equipment and loans
UMAWA members	To see all activities implemented efficiently	To participate fully in the trainings as trainers or trainees	They are ready to participate and work as volunteers	They have limited time to do UMAWA activities	Support them technically and skilfully
UMAWA staffs	They need to see effectively and efficiently implemented project	Daily supervise implementation of the project at a reasonable time	They are ready to do the task	Some times they are busy with their own family affairs- breeding winning	Support them some little allowance a this project implementation
Local government authorities	To see their people acquiring technical skills and new employments in their areas	Mobilise youths and women at local level to participate and attend to the end of the courses	They are influential to community and accepted	They are not much cooperative sometimes due to political perceptions	Avoid any political element in the meeting with them or any official contact and cooperation among them and com.
CONCERN Dar.	Projects initiated by UMAWA are successful implemented and sustained	To fund the project	Provide funding and provide advice	Not all request are get support	If adequate support is not provided distort the plan

13. How will this project continue in future? How is it sustainable?

The nine months of the project implementation would have empowered the UMAWA trainers, trainees and the UMAWA management team to implement similar project without external technical support. Further to that, project sustainability is assured in the following areas of the project:

- The youths who take subsidized tool kits will be assisted to become self supporting either through self employment or through getting employment with other similar existing institutions.
- The skills learned by these trainees will remain with them, regardless of the presence UMAWA or not.
- These skills even if not used now, in the cases of young people who participated, will be of use to them in future. With a rudimentary grasp of small business management they can find self-employment or be employed by others performing similar job.
- All students will be followed up for one year after the completion of training, to provide on going technical and moral support and assistance where requested by the student.
- Vocational training centre would have been empowered with adequate skills to continue provide similar services in future.
- With improved services, the vocational training centre will increase the enrolment and hence generate more funds to sustain the vocational centre.

14. How will you monitor project progress and how will you evaluate outcomes?

Monitoring of this project is vested in UMAWA Board of Directors, Project Director, Project Coordinator, trainers, Local government leaders, our development partners and Vocational training students.

There will be a continuous assessment of the project progress over time by the Project Director, Project Coordinator and the trainers through visits, surveys, reports and collection of other project progress supporting data.

This will be done through semi annual discussion with the above-mentioned stakeholders under coordination and supervision of the Project Director and Coordinator. Semi annually meeting will be done with them to evaluate the planned activities and expected results. They will assess project progress by visiting trainees in the classrooms, seeing the practical work done by the trainees, ask them questions, and/or by reading project progress reports which will be prepared by coordinator and disseminate to relevant stakeholders.

Trainers will prepare weekly reports focusing on attendance, weekly tests performance, health problems of trainees (if exists), monthly tests performance and quarterly exams reports. Trainers will be reporting to project coordinator who will be reporting to the Project Director. The reports will be documented and filed for final project evaluation which will be done after the project period (nine months)

More over, Project coordinator in collaboration with the trainees, community members and local government authority will be recording impact realized by trainees as a result of the nine months

project implementation on the individual and family level income within one year after the project has phased out.

The major indicators:

- At least 95 youths and women enrolled for tailoring and batik making are graduated by September 2005.
- At the end of the training all the youths will be proficient in tailoring and Batik making and have a sound understanding in the principles of small business management.
- At least 5 common interest groups are formed and functioning as self employed groups.
- During the year follow up, those students who took tool kits, will be gainfully self-employed or will be in paid employment.
- Increased awareness on the negative effect of HIV/AIDS and drug abuse among youth in Kigamboni area.
- UMAWA trainer demonstrates ability to work independently without external technical support.
- At least 50% of the graduate trainees are either self employed or employed by other sectors within one year after graduation.

SECTION 5
Project Funding & Bank
information

1. **What is the total budget for this project?** 16,397,000/=
2. **How much funding are you requesting from Concern?** Tshs 14,340,000/=
3. **How will you use it?** Please provide a detailed budget and activity plan for funds needed for each activity. (See appendix I for activity plan & Budget. Also see Appendix II for examples on how to fill activity plan & budget)
4. **How can your organisation contribute?** Please mention other sources of Income

The staff of UMAWA and the management team will contribute in terms of time devotion and financial support in the project implementation. These include training materials, top up of staff allowances and re-current costs. However, UMAWA staffs will continue to volunteer for some of the activities, which are within their capacity.

The total contribution estimated to come from Community members, trainees, water services, and consultation charges is estimated to be **2,057,000/=** for the entire project.

5. **Have any other donors been approached for this project?**

• Yes ☐

• No ☒

6. a. If "Yes", please provide information of each donors and their contributions to the project:

Donor
NONE

Amount contributed
Nil

Budget Item (s)
Nil

b. Which donor has agreed to contribute and by how much? Please explain NONE

7. Bank details: List all Bank Accounts and their type

Bank name NATIONAL MICROFINANCE BANK

Type of Account SAVINGS

Branch name MOROGORO ROAD

Bank Address P.O.BOX DAR ES SALAAM

Account Number 6801038723

Account Name UHAI WA MAZINGIRA NA WATU (UMAWA)

Bank name _____

Type of Account _____

Branch name _____

Bank Address _____

Account Number _____

Account Name _____

8. List of signatories:

Name of Signatories

Position within Organisation

1. OBED V. MICHAEL

PROGRAMME COORDINATOR

2. MATHIAS S.MILINGA

DIRECTOR (CHAIRPERSON)

3. CASSIAN MBAGATA

BOARD MEMBER

4. _____

9. Number of signatories per transaction 2

SECTION 7 DECLARATION OF INTENT

This declaration of intent must be read and signed by one of the managers of your project as referred to in section 5. It must not be the same person as the main contact in your organisation as referred to in section 1 of this application.

I confirm on behalf of UHAI WA MAZINGIRA NA WATU (UMAWA) (name of organisation) that I am authorised by the governing body to sign this declaration and that to the best of my knowledge all answers to the questions on this form are accurate. If this application is successful, this organisation will use the grant only for the purpose specified in this application, and will comply with other terms and conditions attached to this grant as stipulated by Concern. I confirm that the organisation has the power to accept the grant subject to conditions and to repay the grant if the conditions attached to it are not met.

Name OBED V. MICHAEL

Position : PROGRAMME COORDINATOR

Post address P.O. BOX 36174 DAR ES SALAAM

Location TUNGI KIGAMBONI

Phone (If any) 0744 599 301 Email (If any) kigambonin@yahoo.com

Signature _____ Date _____

BUDGET SUMMARY

	TOTAL COST	CONCERN	UMAWA	(%)CONCERN CONTRIBUTION
A. Direct Project cost	9,287,000	8,835,000	452,000	62%
B. Project related cost	3,540,000	3,540,000	0	25%
C. Direct staff costs	2,280,000	1,320,000	960,000	9%
D. Recurrent costs	1,290,000	645,000	645,000	4%
GRAND TOTAL	16,397,000	14,340,000	2,057,000	100%

CONCERN CONTRIBUTION

- Direct project cost A (8,835,000) 62% + B (3,540,000) 25% = 12,375,000 (87%)
- Administration cost C (1,320,000) 9% + D (645,000) 4% =1,965,000(13%)

BUDGET BREAK DOWN BY ACTIVITIES.

No.	ITEM/ SERVICES DESCRIPTION	Unit/Periods	Unit costs	Total cost	FUNDING AGENCY		
	A. DIRECT PROJECT COST				UMAWA	OTHER DONORS	CONCERN
	<i>Batik making project</i>						
	• Equipment and materials for Batik making						
	Drums 3 @ 15,000	3	15,000	45,000	15,000	0	30,000
	Charcoal ovens 4 @ 5,000	4 Pcs	5,000	20,000	20,000	0	0
	Basins 10 @ 10,000	10 Pcs	10,000	100,000	20,000	0	80,000
	Hand Gloves pairs 20	20	3,000	60,000	0	0	60,000
	Plastic buckets 10 @ 2,500	10	2,500	25,000	25,000	0	0
	Fire woods 30 bundles @ 5000 =	30	5,000	150,000	150,000	0	0
	Water 240 drums @ 300/- = 72,000	240	300	72,000	72,000	0	0
	Packets of different colours 70 @ 5,000 =	70 packets	5,000	350,000	0	0	350,000
	Textile training materials 50 bales	50 bales	40,000	2,000,000	0	0	2,000,000
	Chemicals and waxes 180,000 x quarters	4	180,000	720,000	0	0	720,000
	Wood tables 5 @ 30,000 = 150,000	5	30,000	150,000	150,000	0	0
	Sub total			3,692,000	452,000		3,240,000
	<i>Small business management training</i>						
	• Meals for 95 participants to be trained in 3 phases for 3 days each phase	9 days for 95 people	4,000	3,420,000	0	0	3,420,000
	• Hall rental	9 days	40,000	360,000			360,000
	• Stationary	95 people	1,000	95,000			95,000
	• External facilitator 1	9 days	40,000	360,000			360,000
	Sub total			4,235,000	0		4,235,000
	<i>Facilitate study visit</i>						
	Meals for 20 of 95 training participants	20 people	4,000	80,000	0		80,000
	Fare for 20 people (round trip)	20 people	4,000	80,000	0		80,000
	Sub total			160,000	0		160,000
	<i>Tailoring project</i>						
	Tailoring Training materials 20 bales for 50 trainees for the whole course	25	25,000	625,000	0	0	625,000
	Video deck and TV sets for the audio visual at the centre during training sessions.	1 Set		265,000		0	265,000

Theory vocational training books for tailoring 25 @ 6,000	25	6,000	150,000	0	0	150,000
Videotapes for tailoring practices as teaching aid.	10	10,000	100,000	0	0	100,000
Material transportation from dealers	40	1,500	60,000	0	0	60,000
Sub total						1,200,00
Sub total for Direct project cost			9,287,000	452,000		8,835,00
B. PROJECT RELATED COST						
Allowance for Qualified Tailoring trainers (certified with VETA) 100%	12 months	100,000	1,200,000	0	0	1,200,00
Allowance for Qualified Batik making trainer for nine months 100%	9 months	100,000	900,000	0	0	900,000
Project coordinator allowance 40%	12 months	40,000	480,000			480,000
Allowance for UMAWA tailoring trainer (not yet certified by VETA) 100%	12 months	80,000	960,000	0	0	960,000
Sub total for Project related costs			3,540,000	0	0	3,540,00
C. DIRECT STAFF COST						
Project coordinator allowance 60%	12	60,000	720,000	240,000	0	720,000
Cashier/ Office assistant allowance 100%	12	50,000	600,000	120,000	0	600,00
Security guard allowance 100%	12	50,000	600,000	600,000	0	0
Sub total for direct staff cost			2,280,000	960,000	0	1,320,00
D. RECURRENT COSTS						
Office rent for 6 months	6 months	80,000	480,000	240,000	0	240,000
Ink cartridge for computer printer 1 last for 2 months for duration of 6 month	6 months	40,000	120,000	30,000		90,000
Stationeries for 6 months	6 months	20,000	360,000	260,000		100,000
Electricity for 6 months	6 months	20,000	120,000	85,000	0	35,000

	Telephone, email, internet and postage for 6 months.	6 months	35,000	210,000	30,000	0	180,000
	Sub total recurrent costs	6 months		1,290,000	645,000	0	645,000
	GRAND TOTAL OF THE PROJECT			16,397,000	2,057,000	0	14,340,000