

APPENDIX I

Cosmas Mwaisobwa
P.O.Box 14711
Dar Es Salaam
16th December 2003

Director
TRACE
P.O.Box 105110
Dar Es Salaam

RE: ATTACHMENT TO YOUR ORGANISATION

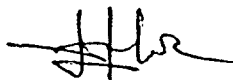
I have the honour to submit a request for an attachment to your organisation in order to offer my free service to your organisation.

I am currently undertaking a Masters in Community Economic Development at the Open University of Tanzania in collaboration with the Southern New Hampshire University (USA). I am a holder of a bachelor's degree in Library and Information Science obtained from Makerere University, Kampala. I have over seven years experience of working with both National and International NGOs in information related activities. I also have competencies in youth development activities, facilitation and project proposal development. My present job with UNICEF as Documentalist cum Child Participation Officer has exposed me to a great deal to policy work at national level.

I am seeking to offer this free service to your organisation as part of my studies for the Masters degree in Community Economic Development.

I wish to reiterate that the services that I shall offer are free of charge. If accepted, I can commence in January 2004 depending on the action plan that shall be drawn and agreed upon.

Many thanks



Cosmas Mwaisobwa

c.c. Michel Adjibodou - CED Program Director



OD Training and Facilitation Centre (TRACE)

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16th December 2003

Cosmas Mwaisobwa.
P.O Box 14711
Dar es Salaam

Dear Cosmas

Re: Attachment to TRACE as Part of your studies.

I am pleased to inform you that your request to be attached to TRACE as part of your studies for the Master Degree in Community Economic Development has been accepted. Your being accepted to work with TRACE is in line with our policy on working with interns and you will be considered as such.

You will be attached to the Information and Publication Team of which will be responsible for your performance and upkeep in TRACE. You will be directly responsible to the team leader Mr. Rogers Cidosa.

Please contact him for further details regarding this attachment and for developing a work plan.

Looking forward to working with you.

Paul Bottelberge
Director
TRACE

Appendix II

A plan of action drawn between TRACE and Cosmas Mwaisobwa

This plan was made as a result of a meeting between Mr. Rogers Cidosa (Team Leader - Information and Publication team) on one hand and Cosmas Mwaisobwa on the other hand.

1.0 The Assignment.

Four major areas were identified in which the "consultant" is asked to make contributions. These are as follows:

1.1 Re-organisation of the Resource room

TRACE has managed to acquire and/or produce a number of publications all of which are so essential in both training and consultancy services. As these are invaluable resources, there is a need to make them secure and facilitate easy handling of the materials. In this regard, the "consultant" is expected to assist in cataloguing, classifying and organising of all publications in the Resource room.

1.2 Documentation and dissemination of good practices

This is another area where the "consultant" is requested to provide inputs into. TRACE is embarking on extracting and documenting major lessons learnt in its activities. This is important in demonstrating good practice and as a multiplier effect to other organisations or communities. Lessons learnt will then be published in an acceptable format and disseminated widely.

1.3 Public forums and debates

TRACE organises public forums and debates on a number of themes. The aim is to engage people from all sectors to discuss and understand issues tabled. It enhances understanding of various policy issues and serves a purpose of informing the public. The "consultant" is therefore asked to extend services in the preparations and general organisation of the forums including making the necessary contacts and undertaking simple researches on the selected themes for discussion. He is also expected to play an active role in the reporting of the proceedings of the forums/debates.

1.4 TRACE website

For purposes of public relations, advocacy and awareness creation, TRACE has deliberated on establishing a website. It is envisaged that this website will further

build the image of TRACE and make it known. The "consultant" is expected to provide inputs throughout the whole exercise of designing.

2.0 Work schedule

It was agreed that the "consultant" will work for four hours a week i.e. on Fridays from 2:30pm to 6:30pm and on Saturdays depending on the need and volume of work.

A meeting has been scheduled for Friday 20/02/2004 at 2.30 p.m. to brainstorm the content and structure of the website in order to come up with suggestions/recommendations which will help the designer to proceed.

Appendix III

Interview Questions for TRACE Staff

1. What is the reason behind TRACE's organization of public policy debates?
2. Who is the primary target when organizing public forums?
3. How does TRACE as an organization benefit from these forums?
4. What are the common problems associated with organization of public forums?
What practical solutions have you found for these problems?

Appendix IV

Questionnaire for Public Forums organised by TRACE

(To be administered to the participants of the forums)

We would greatly appreciate knowing what you think about the Public forums organized by TRACE. Your views are essential to our attempts to improve the organization of these forums. Please take a few moments to answer the questions below

A: Attendance to the forums

1. How frequent have you been to these forums? *(Please tick)*

1st time

2-3 times

3-5 times

More than 6 times

2. For what purpose do you attend the forums? *(Please tick)*

For information acquisition

For education

For entertainment

For networking

3. Is your attendance to the forums part of your... *(Please tick)*

Job requirement

Studies

Personal interest

B: Publicity/Advertisement of the forums

4. How did you get to know about this public forum? *(Please tick)*

Through a notice board

Through TV

Through a friend

Through Radio

Through E-mail

5. How would you rate your accessibility to the following communication channels? *(Please tick)*

Channel	V.Good	Good	Poor	V.poor
Radio				
Newspapers				

TV				
E-mail				

6. If you were to rank the modes of advertising/publicing the forums that you prefer, what would be your ranking on a scale of 1 (highest rank) to 5 (lowest rank) *(Please tick)*

Mode	Rank				
	1	2	3	4	5
Notice board					
Newspapers					
E-mail					
Radio					
TV					

C: Usefulness of the forums

7. Are these public forums informative? YES/NO (If YES, go to question # 8)

8. How informative are the public forums? *(Please tick)*

Very informative
 Somehow informative
 Not informative

9. Are these public forums educative? YES/NO (If YES, go to question # 10)

10. How educative are these public forums *(Please tick)*

Very educative
 Somehow educative
 Not educative

11. Which part of the forum did you like most? *(Please tick)*

Presentations part
 Plenary Discussions Part
 After-forum/Networking part

12. Are the public forums a best way to express people's views/concerns? YES/NO

D: Other:

13. Do you think that you need copies of the presentations made during the forum?
YES/NO
If YES, in what format?

14. If you were given the right to choose the language for these forums, what language would you choose and why?
.....

15. What are the key issues that came up from this particular forum that you have attended?
.....
.....
.....
.....

16. With regard to the above issues which actions do you think should be taken?
.....
.....
.....
.....

17. If these debates are to continue, which topics would you like to be tabled for discussion and why?
.....
.....
.....
.....

18. What improvements should be done on the organization of the public forum with regard to the following aspects?

Venue:.....
.....
.....
.....
.....

Publicity/Advertising of the forums.....

Choice of
Speakers.....

Timing/Allocated
time.....

19. Suggestions/Comments.....

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Questions for Public Forums organised by TRACE
(To be administered to the participants of the forums)

We would greatly appreciate knowing what you think about the Public forums organized by TRACE. Your views are essential to our attempts to improve the organization of these forums. Please take a few moments to answer the questions below

A: Attendance to the forums

1. How frequent have you been to these forums? *(Please tick)*

1st time

2-3 times

3-5 times ✓

More than 6 times

2. For what purpose do you attend the forums? *(Please tick)*

For information acquisition ✓

For education

For entertainment

For networking ✓

3. Is your attendance to the forums part of your... *(Please tick)*

Job requirement

Studies

Personal interest ✓

B: Publicity/Advertisement of the forums

4. How did you get to know about this public forum? *(Please tick)*

Through a notice board ✓

Through TV

Through a friend

Through Radio

Through E-mail

5. How would you rate your accessibility to the following communication channels?

(Please tick)

Channel	V.Good	Good	Poor	V.poor
Radio	✓			
Newspapers		✓		
TV		✓		
E-mail			✓	

6. If you were to rank the modes of advertising/publicing the forums that you prefer, what would be your ranking on a scale of 1 (highest rank) to 5 (lowest rank)
(Please tick)

Mode	Rank				
	1	2	3	4	5
Notice board	✓				
Newspapers		✓			
E-mail				✓	
Radio		✓			
TV			✓		

C: Usefulness of the forums

7. Are these public forums informative? YES/NO (If YES, go to question # 8) ✓

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Very informative ✓
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Very educative ✓
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11. Which part of the forum did you like most? (Please tick)

Presentations part
Plenary Discussions Part ✓
After-forum/Networking part

12. Are the public forums a best way to express people's views/concerns? YES/NO ✓

D: Other:

13. Do you think that you need copies of the presentations made during the forum?

YES/NO

If YES, in what format?

Hard Copies

14. If you were given the right to choose the language for these forums, what language would you choose and why?

Kiswahili - National language

15. What are the key issues that came up from this particular forum that you have attended?

Need to raise public awareness of consumer rights
The role of the Food & Drug Control Authority
Mechanism to check importation of food & drugs

16. With regard to the above issues which actions do you think should be taken?

Educate people on consumer rights
TCPA spread all over TZ
Check corruption at Food & Drug Control Authority

17. If these debates are to continue, which topics would you like to be tabled for discussion and why?

Human Rights
Civil Society participation
Corruption

18. What improvements should be done on the organization of the public forum with regard to the following aspects?

Venue: OK

Publicity/Advertising of the forums

use notice boards
newspapers & Radio

Choice of Speakers

Good choice!

Timing/Allocated time

OK

19. Suggestions/Comments.....

Arrange these debates every month

Such debates should be given more publicity
to facilitate better attendance

Thank you for your cooperation!

Appendix V.

Interview Questions for Foundation for Civil Society Staff

1. What has propelled the Foundation for Civil Society to fund TRACE to organize public forums?
2. In what ways does the Foundation for Civil Society benefit from funding public forums activities?



HOW DO WE DEVELOP OUR OWN CAPACITY?

- The Organisation Development approach is central to TRACE as a learning organisation. We value practicing "OD within" in its holistic nature where we attempt to build our own learning capacity by focusing on all important elements of our organization. (structures, systems, strategies and policies, culture and resources as well as skills and abilities of our staff).
- We use action-learning as central to our own learning and development because we believe that in order to improve our practice we need to consciously learn from our own experiences/actions and those of others. We allocate sufficient time to STOP and REFLECT on each piece of assignment "Icons."
- TRACE encourages critical feedback from clients and trainees in order to improve the quality of our work.
- Our trainers and facilitators engage in a continuous process of personal and professional development and they attend relevant workshops and training.
- We have linkages and collaboration programmes with Olive (South Africa), TPP (Uganda), CABUNGO and TSP (Malawi) and Ibis Ghana.



OUR BOARD OF TRUSTEES

Cornelius Kariwa (Chairperson), Olive Luena, Marie Binti Shaba, Thabita Sivale, Prudence Kaijage, Rosebud Kurwijila, Auguli Mushi, Stephen Shayo, Casmir Makoye and Agnes Mwaiselage



HOW ARE WE FINANCED?

- Through professional fees charged for facilitation and training.
- Through donations and grants for training/information activities.



WHO ARE OUR CLIENTS?

TRACE serves a wide range of local and international NGOs, CBOs, government and local government institutions as well as foreign embassies in Tanzania that have a strong commitment to empowerment of poor and marginalized Tanzanians and aim at increased impact on the ground.

To date TRACE is facilitating OD processes in about 15 organisations per year and have an average participation of 100 organisations per year in its leadership and other training programmes.



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TRACING OUT YOUR ROUTE TO IMPROVED ORGANISATIONAL PERFORMANCE



*Through
Training and Facilitation
in
Organisation
Development, Leadership
and
Participatory Approaches.*



WHAT IS TRACE?

TRACE stands for “**Training and Facilitation Centre for CSOs**”. It is a non-profit making NGO dedicated to providing training and facilitation services to NGOs, CBOs, government institutions and other local and international organizations involved in development work. TRACE started in 1998 and was formally registered under the Trustees Incorporation Ordinance (CAP 375 of the laws of Tanzania) on 13 April 2000.



WHY DO WE EXIST?

TRACE grew out of the practice of providing training and consultancy services to organizations in Tanzania in the framework of a programme pursued by an international NGO called VECO (then Coopibo). This was (and is supported by CORDAID.

The motivation behind the inception of TRACE lies on the deeply felt need for Organisational Development services by development organizations in Tanzania.



OUR VISION

TRACE has a vision of organizations, which are substantially more effective in

- contributing to a vibrant civil society and
- imparting on sustainable development.



OUR MISSION

TRACE mission is to build and strengthen the capacity of both individuals and organizations, through

- training in a range of capabilities (OD, participatory approaches, facilitation, leadership etc.),
- facilitating a range of processes with clients groups/organisations
- publishing useful, user-friendly materials on organisation and societal issues.



OUR VALUES

TRACE staff and practitioners strongly:

- Believe in hardwork, team spirit and respecting our clients
- Value openness, transparency and creating a friendly working environment
- Have a sense of ownership of TRACE, and sense for efficiency
- Believe in democracy at all levels, learning and professionalism.



OUR GOALS/OBJECTIVES

- To promote Organisation Development (OD) approaches as means for strengthening organisations
- To promote effective use of participatory approaches to development.
- To facilitate change processes with organisations
- To publish and disseminate materials on OD and mobilise debates on organisation and civil society issues.
- To enhance the capacity of TRACE as an OD service provider

Debates For 2005

From: Public Debates Coordinator
 To: All
 Subject: Proposed Themes for the regular policy forum and debates for 2005 to be submitted to the Foundation for Civil Society.
 Date: 01 December 2004

(Please read and comment before Friday 03rd Dec, you can as well come up with new themes)

	Proposed Theme	Proposed/possible guest speakers	Proposed date	Proposed venue/location
1	People with disabilities: Why has it been difficult for our society to change its negative attitudes towards disabilities and disabled people?	<ul style="list-style-type: none"> Ministry of Labour, youth and Sports. Organisations of people with disabilities (ADD, Chawata, SHIVYAWATA, Tanzania Institute for the Blind etc). Social Welfare Institute 	January	Dar es Salaam
2	Orphans: Who is to support them in an increasingly individualistic world?	<ul style="list-style-type: none"> MCDGC Social Action Trust Fund. Envirocare 	March	Dar es Salaam
3	New East African Community: Are Tanzanians ready to face its challenges and optimally harness its opportunities?	<ul style="list-style-type: none"> Ministry of Foreign Affairs Member of the EA Parliament/Commission ESRF 	April/May/June	Dodoma, During the Parliament Session
4	2005 General Election: What does it mean to the marginalized groups and the poor in Tanzania?	<ul style="list-style-type: none"> TGNP President's or Prime Minister's Office. REDET (UDSM). 	July	Dar es Salaam
5	Alcoholism: What is its magnitude and impact as a social and health problem in Tanzania?	<ul style="list-style-type: none"> Ministry of Health IOGT 	September	Dar es Salaam
6	Renewable sources of energy: Are they sufficiently promoted as part of a solution to environmental degradation problem in Tanzania?	<ul style="list-style-type: none"> Ministry of Minerals and Energy. NEMC TATEDO 	November	Dar es Salaam