

## APPENDIX I

### INTERVIEW GUIDE TO CBO/COMMUNITY MEMBERS

(Translated from Swahili Version)

1. Name.....
2. Age.....
3. Education..., None, Std 4, Std 7, Form 4, Form, 6 Above (*Circle that apply*)
4. Any other training/skills? .....
5. Occupation .....
6. Marital status ..,Single, Married, Widow, Separated, Divorced (*Circle that apply*)
7. (For those who are married)
8. Who provides for your family requirements?
9. Does your husband have any reliable source of income?
10. Does it satisfy your family requirements?
11. Are you engaged in any income generating activity?

**(For the widows, separated, divorced)**

12. Who provides for your family requirements?
13. Who were providing for your family requirements before being in that status?
14. Has your current marital status affected the provision of requirements in your family? If Yes How? How are you coping with the situation?
15. Are you engaged in any income generating activity?

**(For the single)**

16. Who provides for your requirements?

17. Are you engaged in any income generating activity?

18. Will you continue with your income generating activity after getting married?

Why?

**For all)**

19. Do you have any opinions on women participating in contributing to household income?

## APPENDIX II

### INTERVIEW GUIDE TO COMMUNITY LEADERS

(Translated from Swahili Version)

1. Name.....
2. Age.....
3. Sex.....
4. Education..., None, Std 4, Std 7, Form 4, Form, 6 Above *(Circle that apply)*
5. Occupation.....
6. Who is responsible for providing family requirements in the households in this community? Men only, women only, men and women. *(Circle that apply)*
7. What is your opinion for the families where men only are responsible for providing household requirements? (if any)
8. Are there any income generating activities run by women in this community?
9. Is there any difference for the families where men only are providers for the household requirement and for the families where both (men and women) contribute? If yes please explain .....
10. What is your comment regarding women participation in raising the standard of living in the household?

**APPENDIX III****FOCUS GROUP DISCUSSION GUIDE**

(Translated from Swahili Version)

1. Introduction
2. Purpose of the focus group discussion
3. Who should provide for family requirement in the household? Why?
4. Is there any need for women participating in income generating activities for raising income in their households? Why?
5. Are there any difficulties facing families where one person only is the provider for household requirement? Mention.
6. What is your opinion regarding women participation in raising the standard of living in the household?

## APPENDIX IV

### APPLICATION LETTER (Translated from Swahili Version)

Neema N. Mwakilembe  
Box 1263  
Kigoma  
October 1, 2005

The Chairperson  
Women Promotion Centre (WPC)  
Kigoma

Madam,

#### RE: REQUEST FOR PERMISSION TO WORK WITH WPC CBO

I am a student at the Open University of Tanzania, undertaking a Masters Degree in Community Economic Development. It is a n eighteen months program, it started I September 2005 and it will end in January 2005.

As part of my studies, I am required to work with a CBO to build its capacity through providing technical assistance free of charge. I shall work with you in implementing activities that will be identified in the needs assessment. This will collaboration will be of beneficial to both, you and I.

I have been interested to work with your CBO because you are serving the poor communities and you are committed at improving their living standard. Your CBO complies wit my studies.

Hopefully, my request shall be accepted.

Yours truly,

Neema N. Mwakilembe

## **APPENDIX V**

### **JOB DESCRIPTION**

(Translated from Swahili Version)

#### **1. The Chairperson**

##### **Duties and Responsibilities:**

- i. Head of all CBO operations
- ii. Overall supervisor of daily project activities
- iii. Accounting officer for the CBO
- iv. Liaising with various stakeholders

#### **2. The Secretary**

##### **Duties and Responsibilities**

- i. Coordinating all CBO project activities
- ii. Preparation of CBO meetings
- iii. Writings minutes of the CBO meetings and keeps all CBO records
- iv. Acts as Public Relations Officer to the CBO
- v. Liaising with various stakeholders

#### **3. The Treasurer**

##### **Duties and Responsibilities**

- i. Keeping accounting records
- ii. Effecting various payments

- iii. Preparation of monthly and annual financial reports
- iv. Preparation of budget estimates
- v. Perform any other duties that may be assigned by the Chairperson

#### **4. The CBO Members**

##### **Duties and Responsibilities**

- i. Management of the poultry project
- ii. Looking for markets for poultry products
- iii. Advertising to the public on the availability of poultry products for sale
- iv. Implementation of all CBO group projects

#### **5 The Poultry Keeper**

##### **Duties and Responsibilities**

- i. Preparation of poultry food
- ii. Feeding chicks/hen and providing them with medicines when required
- iii. Cleaning the chicken house
- iv. Recording daily poultry progress
- v. Collecting eggs and submitting them to the CBO member in charge

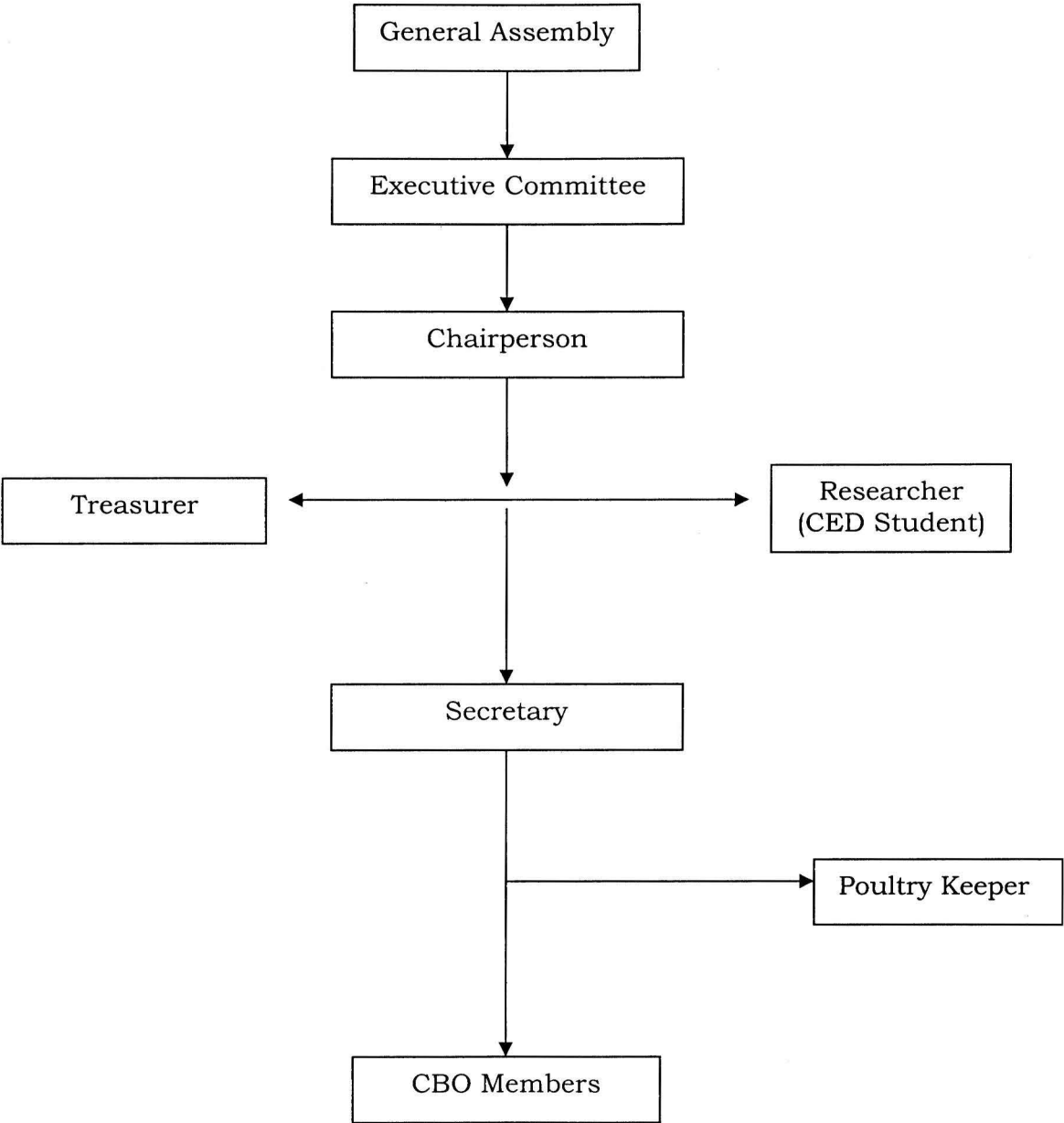
#### **6. The Researcher (CED Students)**

##### **Duties and Responsibilities**

- i. Conduct needs assessment with the CBO members
- ii. Provide technical assistance to the CBO members
- iii. Supports the CBO in its daily activities
- iv. Conduct monitoring and evaluation of the project with the CBO members

APPENDIX VI

ORGANIZATIONAL CHART





## APPENDIX VII

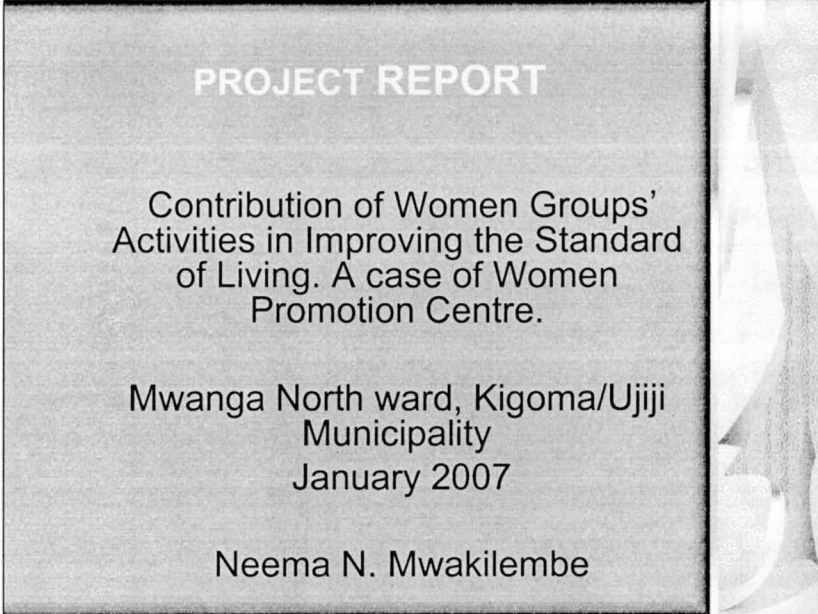
### BUDGET

#### (Budget Summary)

Item	Cost (Tshs)
Construction of a chicken house	1,500,000
Allowance for masonry	150,000
Feeding utensils	250,000
Poultry food	1,800,000
Chicks	2,250,000
Pesticides	450,000
Saw dust	150,000
Allowance for livestock officer	360,000
Water bill	90,000
Electricity bill	180,000
Stationery	100,000
Allowance for poultry keeper	270,000
<b>Total</b>	<b>7,550,000</b>

**APPENDIX VIII**  
**Power Point Presentation**

Slide 1

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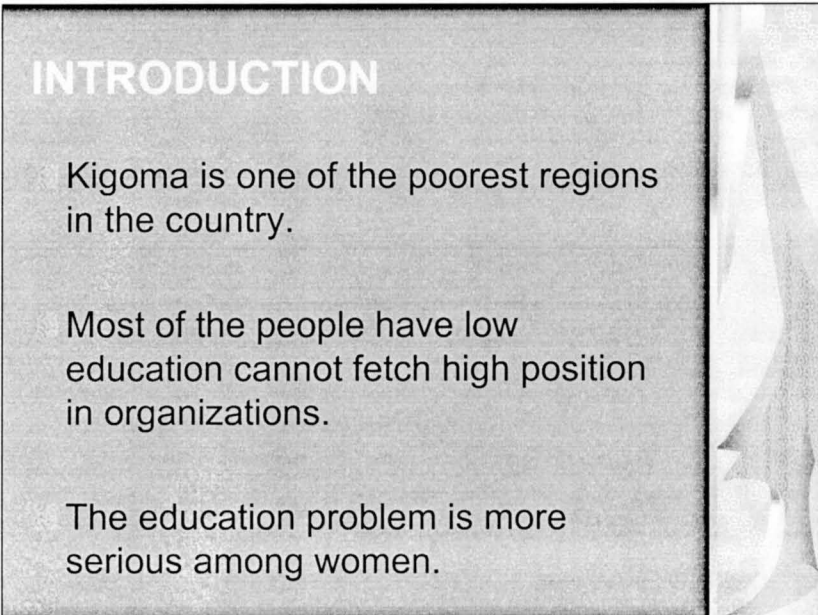
**PROJECT REPORT**

Contribution of Women Groups'  
Activities in Improving the Standard  
of Living. A case of Women  
Promotion Centre.

Mwanga North ward, Kigoma/Ujiji  
Municipality  
January 2007

Neema N. Mwakilembe

Slide 2

The slide has a grey background with a vertical decorative strip on the right side featuring a pattern of small circles. The text is centered and reads:

**INTRODUCTION**

Kigoma is one of the poorest regions  
in the country.

Most of the people have low  
education cannot fetch high position  
in organizations.

The education problem is more  
serious among women.

## Slide 3

## INTRODUCTION cont.,

Most of women depend solely on men for provision household requirement.

Men earn low income as most of them have no reliable sources of income and those who are employed are in junior positions hence earn low salaries.

This leads to low standard of living among many families.

## Slide 4

