

APPENDIX NO. 1.

ASSIGNMENT SELECTION THROUGH PAIR WISE RANKING

NO.	TYPE OF INTERVENTION	1	2	3	4	5	6	7	8	9	SCORE	RANK
1.	CONDUCTING SURVEYS		3	2	1	7	4	3	2	8	30	4
2.	PROPOSAL WRITING			20	21	21	21	20	21	21	145	1
3.	PREPARATION OF REPORTS				4	5	10	4	3	6	32	3
4.	CONDUCTING EVALUATION					1	4	1	3	5	14	7
5.	TRAINING PACKAGE						10	15	11	16	52	2
6.	ADVOCACY							15	8	4	27	5
7.	CONDUCTING MONITORING								11	5	16	6
8.	POLICY DEVELOPMENT									9	9	8
9.	ANY OTHER DEV. ASSIGNMENT										2	9

APPENDIX NO. 2.

PROJECT SELECTION THROUGH PAIR WISE RANKING

NO	TYPE OF PROJECT	1	2	3	4	5	SCORE	RANK
1.	MILLING MACHINE		10	9	4	10	33	2
2.	NUTRITIONAL CARE TO PEOPLE LIVING WITH HIV/AIDS			21	20	20	61	1
3.	TREE PLANTING				8	8	16	3
4.	GARDENING					10	10	4
5.	RETAIL SHOP						5	5

APPENDIX NO. 3.
PROJECT WORK PLAN

N O	PLANNED ACTIVITY	PERIOD OF IMPLEMENTATION																	RESPONSIBL E	COST	COMMEN T / POSITION
		O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M		
1.	Identification of CBO																		- Student	-	DONE
2.	Meeting with CBO members; selection of intervention and type of project																		- Student - Society members	-	DONE
3.	- Identification of respondents - Development and administration of questionnaires.																		- Student - Society members - Partner NGOs	-	DONE
4.	A mini workshop with S&C members to read through the living well with HIV / AIDS manual																		- Student - Society members - District AIDS Coordinator - Partner NGOs	Born by the society	DONE
5.	Drawing a local vision manual																		- Student - Society action team - District AIDS Coordinator	Met by the society	DONE
6.	Collection and analysis of data																		- Student - Society action team	-	DONE
7.	Proposal writing																		- Student - Society	-	DONE

																				action team		
8.	Selling the proposal for funding																			- Student - Society members	To be born by the society	On progress
9.	Project implementation																			- Society members - The effected The community	-	On progress
10.	On going monitoring and evaluation.																			- Society members		On progress

APPENDIX NO 4.

QUESTIONNAIRE DESIGN:

This questionnaire is a simple survey on Nutritional care to people living with HIV / AIDS, this being a part requirement for the Masters of science Degree in Community Economic Development of the Southern New Hampshire University (USA). Each student's choice of study, depends on his / her own field of orientation and interest.

You; being a representative of the Partner NGOs that are already engaged in HIV / AIDS affairs in Bunda district, you are kindly requested to answer these brief and general questions; this being your NGO participation in trying to assist Bunda women Savings and Cooperative Society which has opted to engage in Provision of Nutritional care to people living with HIV / AIDS in Bunda Township.

Some of the questions require only a tick (V) and a few require a brief explanation. All of them are short questions, which will take you a very short time:

1. Name of Respondent: -
2. What is your position in the NGO you are working with?
 - 1)
 - 2)
 - 3)
 - 4)
3. In which of the following ways does your NGO involve itself in issues related to HIV / AIDS?
 - Home base care
 - Counseling
 - Support on Income generation
 - Nutritional care
 - Mobilization and Sensitization
 - Home visit
 - Support of Orphans and widows.
4. Briefly describe how your NGO operates its activities.

5. Is your NGO engaged in Nutritional care services to people living with HIV / AIDS?

- Yes
- No.

If yes; briefly describe how it operates.

6. Are you informed of other partner NGOs in the district you work with in fighting against HIV / AIDS?

- Yes
- No

If Yes; please name them.

7. What is your NGO's source of funding in fighting against HIV / AIDS?

- ' Dona funding
- Government funding
- Community Contributions
- Loans from financial Institutions
- Own sources.

8. Bunda Women Savings and Credit Cooperative Society intends to establish a Nutritional care project to assist people living with HIV / AIDS.

Do you think the CBO will succeed in this venture?

- Yes
- No

If Yes; what possible measures do you suggest for them to take in order to Venture successfully?

9. Who would you suggest for them to contact as a financier to the Venture?

10. Your organization has been dealing with issues related to HIV / AIDS for a long time. What other HIV / AIDS related issues has the CBO to consider in order to run the Nutritional project successfully?

11. Nutritional care entails usage of prototype of vegetables; fruits; fats and a combination of herbs.

Can you mention some of those recipes?

- | | | |
|---------|---------|---------|
| 1 | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

12. The CBO expects to supply nutritious foods and a mix of herbs (Semi Processed) at a low cost so as to keep the project operating.

- Do you think that the affected will be able to buy?
 - Yes ()

- No ()

- If not; how do you suggest the CBO to survive and keep on operating?

13. How do you think the community will consider this project? – Please explain.

14. Will the community accept the project?

- Yes ()

- No ()

If not, why.

APPENDIX NO. 5.

GUIDING QUESTIONS TO GROUP DISCUSSION HELD ON 13TH OCTOBER 2003:

The following questionnaire is a simple survey on Bunda Savings and Credit Co – operative Society; this being a part requirement for the Masters of science Degree in Community Economic Development of the Southern New Hampshire University (U.S.A.)

You are as a group requested to answer these brief questions that concern your Savings and Credit Co – operative Society.

1. BUNDA WOMEN SAVINGS AND CREDIT CO – OPERATIVE SOCIETY PROFILE:

1.1: Where is Bunda Women Savings and Credit Co – operative Society located?

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

1.2: When was it established? (Mention month and year of establishment)

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

1.3: Did it start as a saving and Credit Co – operative society?

- Yes ()
- No ()

1.4: If not; how did it start and how many were its start up members?

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

1.5: How many members does a society have at present?

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

1.6: How does a person become a member of the Bunda Women Savings and Credit Co – operative Society?

.....
.....

1.7: Is the society registered?

- Yes ()
- No ()

1.8: If yes; What is its Registration number?

.....
.....

- 1.9: If not; what are the plans of having it registered?

- 2.0: OBJECTIVES OF BUNDA WOMEN SAVING AND CREDIT COOPERATIVE SOCIETY:**
- 2.1: Briefly state the overall objectives of Bunda Women Savings and Credit Co – operative Society.

- 2.2: What are its implementation strategies?

- 3.3: MISSION OF BUNDA WOMEN SAVING AND CO OPERATIVE SOCIETY:**
- 3.1: What is the Mission statement of Bunda Women Saving and Credit Co – operative Society?

- 4.0: DEVELOPMENT PROJECTS:**
- 4.1: How does the Society secure funds for its operations?

- 4.2: Mention projects that are being run by Bunda Women S&C Co – operative Society.
 1.
 2.
 3.
 4.
 5.
- 4.3: What are activities involved in the operation of those projects?
 1.
 2.
 3.
 4.

4.4: What major problems do hinder progress of Bunda Women S&C Co – operative Society.

- 1.
- 2.
- 3.
- 4.

5.0: ABOUT THE ASSIGNMENT:

5.1: Select one among nine Interventions listed below that you would prefer a CED student's assistance:

- (i) Conducting surveys
- (ii) Report Preparation
- (iii) Proposal writing
- (iv) Conducting monitoring
- (v) Conducting Evaluation
- (vi) SACCOS Policy development
- (vii) Training
- (viii) Advocacy
- (ix) Any other Development Activity.

5.2: If No (ix); please indicate the Activity.

APPENDIX NO.6.

QUESTIONNAIRE TO CBO EXECUTIVE COMMITTEE:

The following questionnaire is a simple survey on Bunda Women Savings and Credit Cooperative Society; this being a part requirement for the Masters of science Degree in Community Economic Development of the Southern New Hampshire University (U.S.A.)

You are as a member of the Society's Executive Committee requested to answer the following brief questions:

1.The Society members have selected a Nutritional care project as an intervention they want to embark on. You being one of the implementing committee members, how do you think your Society is prepared to accommodate the project?

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2.Nutritional care is a health project. How best is your Society prepared to handle health related activities?

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3.What is your capability on issues related to Nutrition, HIV/AIDS counseling and handling of the HIV/AIDS sick persons?

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.....
.....

4.Does the CBO possess enough resources to establish and run a Nutritional care project?

YES...

NO...

If not, how much does it intend to request from external agencies and for what activities?

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.....

5. Do you think it is valid for your CBO to establish a Nutritional care project in Bunda Township?

YES...

NO...

If yes; briefly explain the justification.

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.....
.....

APPENDIX NO. 7.

QUESTIONNAIRE TO DISTRICT AIDS COORDINATOR, FORESTRY OFFICER AND DISTRICT HORTICULTURAL OFFICER:

This questionnaire is a simple survey on Nutritional care to people living with HIV / AIDS, done in partial fulfillment of the requirements for the Master of Science Degree in Community Economic Development of the Southern New Hampshire University (U.S.A.)

You, being a government implementer on areas related to Health / Natural Resources and Horticulture; you are kindly requested to respond to the following few questions.

- 1) What are recommended recipes for gaining weight and combating AIDS related diseases?
 - Please mention some you know.
- 2) What are recommended herbs for treatment of HIV / AIDS related diseases?
 - Please mention some you are aware of.

APPENDIX NO. 8.

**LIST OF MEMBERS FOR BUNDA WOMEN SAVINGS AND CREDIT CO –
OPERATIVE SOCIETY.**

NO	NAME	POSITION
1.	Chausiku Maregesi	Society Chair Person
2.	Mary Ruseke	Secretary
3.	Emmaculatha Joram	Treasurer
4.	Leticia Jahulula	Member
5.	Anna Panga	Member
6.	Scholastica Ncheye	Member
7.	Stellah Marimbe	Member
8.	Rosemary Maximillian	Member
9.	Eunice Bunoge	Member
10.	Amina Marumbo	Member
11.	Laurencia Kilambo	Member
12.	Anjelina Werema	Member
13.	Estomiah Kyangenyeka	Member
14.	Grace Butengo	Member
15.	Penina Kiranga	Member
16.	Scholastica Buhembere	Member
17.	Selina Mahuza	Member
18.	Fodia Nyamegeko	Member
19.	Oliver Oyier	Member
20.	Veneranda Msira	Member
21.	Happyness Mkono	Member

APPENDIX NO. 9.

LIST OF NGO's REPRESENTATIVES:

NO.	NAME	NAME OF NGO	POSITION
1.	Mr George Kanga	AMREF	Manager
2.	Mr. Elias Samson	HUYAMU	Manager
3.	Mr. Juma Biria	SHDEPHA +	Chair person
4.	Sister Victoria M.	KMH / CRS	Secretary
5.	Mr. Juma Makwaya	BAKWATA	Member
6.	Mr. K. Fumakule	K.K.K.T BUNDA	Secretary
7.	Mr. Julius Mugaya	HUMAWAYA	Manager
8.	Mr. Ernest O.	ANGLICAN CHURCH (AIDS- ABC)	Member
9.	Margareth E.	I.A.C	Secretary

APPENDIX NO. 10.

Lugira Silvan. S,
P. O. Box 126,
BUNDA.

Ref. No. HB / PF / CED / 1 / 1

16 / 09 / 2003

Secretary,
Bunda Women Saving & Credit Society,
P. O. Box 372,
BUNDA.

RE: WORKING WITH YOUR ORGANIZATION;

The above subject so refers.

I am a Master of Science student in Community Economic Development, a course offered by the Southern New Hampshire University of the U.S.A; in collaboration with the Open University of Tanzania

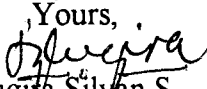
As one of the course prerequisites; I have to identify a Community Based Organization (CBO) with which we will work together (for a period of one and half years) in trying to solve any development problem facing it or formulating any development perspective.

Your organization has been my choice number one; and our area of concern will relate to one of the following issues: -

- (i) Conducting surveys in an Organization
- (ii) Preparation of reports
- (iii) How to conduct Evaluation
- (iv) How to design projects
- (v) How to design training programmes and
- (vi) Any other activity which is project oriented.

My choice will purely depend on what you want me to do with you.

I look forward to hearing from you.

Yours,

Lugira Silvan S.

Msc. STUDENT – CED PROGRAMME

APPENDIX NO.11.

BUNDA WOMEN SAVINGS AND CREDIT COOPERATIVE SOCIETY

**P.O.BOX 372
BUNDA.**

19/9/2003

Ref No.BND/BWSCS/35

Mr.Silvan S.Z.Lugira
P.o.Box 126
BUNDA.

Sir,

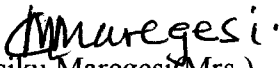
Ref: WORKING WITH OUR ORGANIZATION

Please refer to your letter Ref No.HB/PF/CED/1/1 dated 16th September 2003, concerning the above subject.

We are happy to inform you that your request of working with our organization has been accepted. We are ready to cooperate with you for the whole period of your study. We therefore advise you to meet the whole group on 23rd September 2003 at 10.00 a.m. in our office, so that we can arrange how to go about your plans, and to hear what are our arrangements and ideas.

Thanking you in advance.

Yours in SACCOS development,


Chausiku Maregesi (Mrs.)
**Chairperson
BWSCCS.**

APPENDIX NO. 12.

BUDGET BREAKDOWN:

Training No. (A) Processing of recipes and herbs for the affected – and studying the Local version Manual on HIV / AIDS:

A: TRAINING MATERIALS:

1.	Coppy books: 6pcs x 500	=	3000/=
2.	Bick pen: 6pcs x 100	=	600/=
3.	Flipchart papers: 3pcs x 15,000	=	45,000/=
4.	Marker pen: 2 boxes x 12000	=	24,000/=
5.	Photocopy papers: 5 reams x 9000	=	45,000/=
6.	Machine tapes: 5pcs x 1000	=	5,000/=
7.	Costs for practicals	=	300,000/=
	Sub total	=	<u>422,600/=</u>

B: TRANSPORT COSTS:

Purchase of Fuel (diesel): 300Lts x 100	=	300,000/=
Sub total	=	<u>300,000/=</u>

C: ALLOWANCES:

(i) Participants Allowances: 6 parts x 20,000 x 6 days	=	720,000/=
(ii) Facilitators Allowances: 4 facil. x 30,000 x 6 days	=	720,000/=
(iii) Driver's Allowances: 1 x 20,000/= x 6 days	=	120,000/=
(iv) Consultation fee (Lumpsum)	=	500,000/=
Sub total	=	<u>2,060,000/=</u>

D: REFRESHMENTS:

Soft drinks and snacks		
10 parts x 3000 x 6 days	=	180,000/=

E: HALL CHARGES: 40,000/= x 6 days	=	<u>240,000/=</u>
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GRAND TOTAL TRAINING NO. 1 (TSHS)	=	<u>3,202,600/=</u>
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TRAINING NO. B: Counseling and care taking techniques – and maintenance of project books of Accounts: -

A: TRAINING MATERIALS:

1.	Coppy books: 21pcs x 500	=	10500/=
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2.	Bick pen: 21pcs x 100	=	2100/=
3.	Flipchart papers: 3pcs x 15,000	=	45,000/=
4.	Marker pen: 2 boxes x 12000	=	24,000/=
5.	Photocopy papers: 5 reams x 9000	=	45,000/=
6.	Maskin tapes 5pcs x 1000	=	5,000/=
7.	Two column cash book: 3pcs x 8000	=	24,000/=
8.	Receipt voucher and payment voucher books: 8pcs x 1000	=	<u>8,000/=</u>
	Sub total	=	<u>163,600/=</u>

B: TRANSPORT COSTS:

Purchase of diesel: 300Lts x 1000	=	300,000/=
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C: ALLOWANCES:

(i)	Participants Allow. 15 x 20,000 x 2 days	=	600,000/=
(ii)	Participants Allowances: 6 parts. x 20,000 x 6 days	=	720,000/=
(iii)	Facilitators Allowances: 4 facil. x 30,000 x 6 days	=	720,000/=
(iv)	Driver's Allowances: 1 x 20,000/= x 6 days	=	120,000/=
(v)	Consultation fee (Lump sum)	=	<u>500,000/=</u>
	Sub total	=	<u>2,660,000/=</u>

D: REFRESHMENTS:

Soft drinks and snacks		
12 parts x 3000 x 6 days	=	216,000/=

E: HALL CHARGES: 40,000/= x 6 days	=	<u>240,000/=</u>
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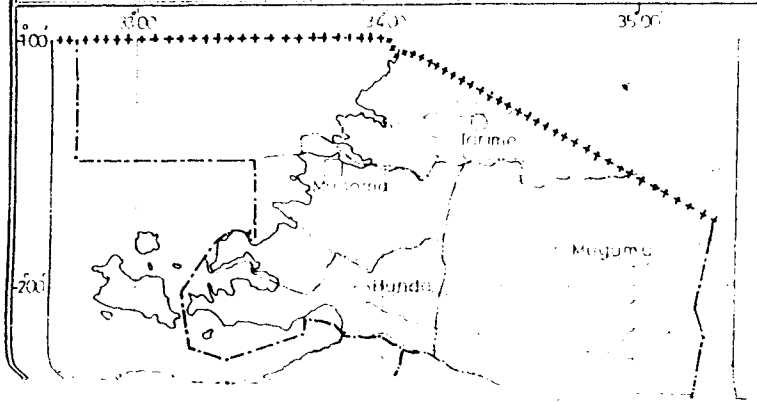
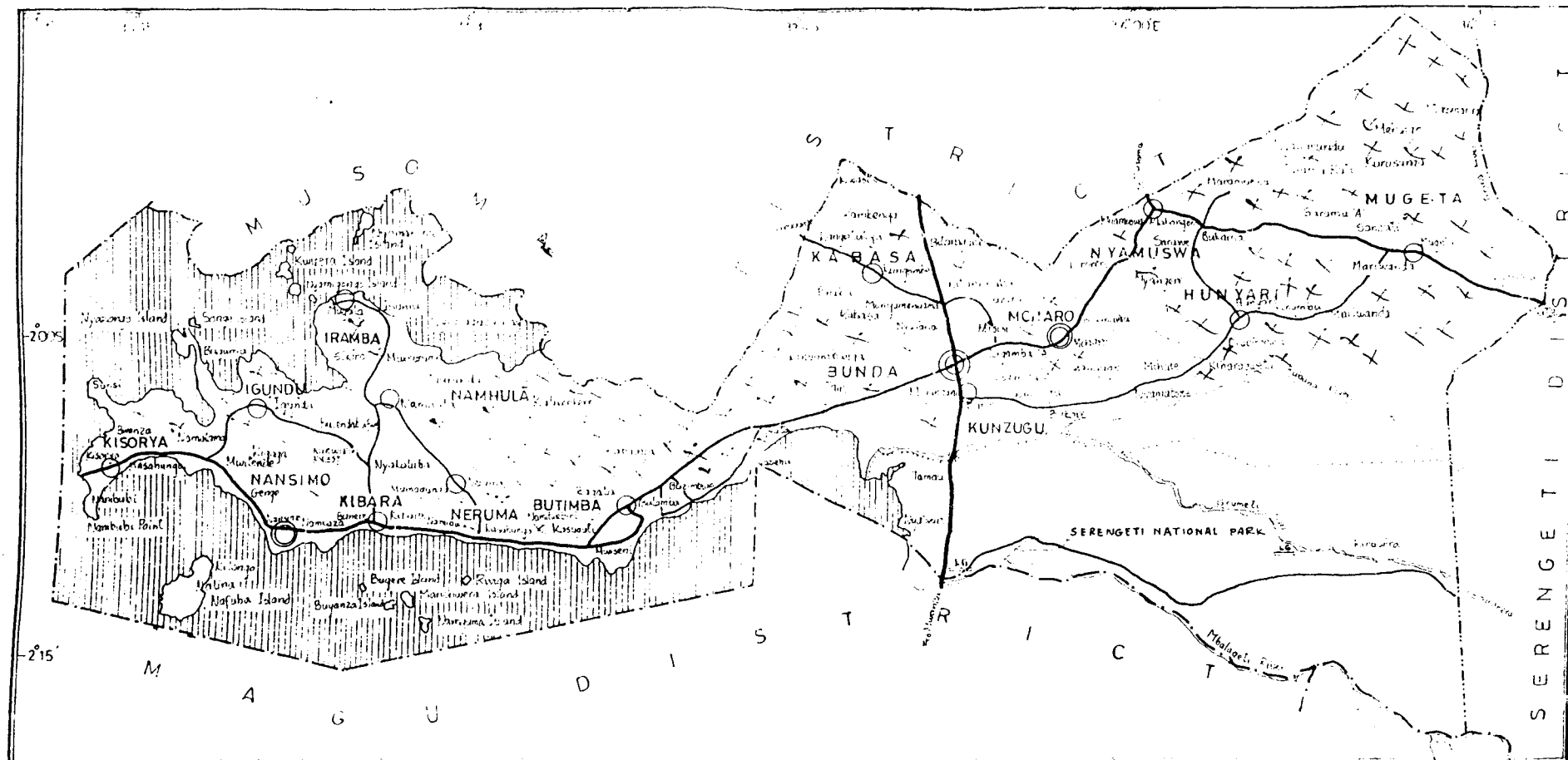
GRAND TOTAL (TRAINING NO. 2)	=	<u>3,539,600/=</u>
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GRAND TOTAL TRAINING NO A & B:	=	<u>6,742,200/=</u>
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6:2: **BIBLIOGRAPHY:**

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KEY

District
Division
Ward
Village

XXX

Scale: 1:50,000

MINISTRY OF WATER		
PLANNING & DESIGN SECTION		
REGION MARA	DISTRICT BUNDA	
BUNDA DISTRICT MAP		
APPROVAL	REDUCED I O I	JUNE 1989
	RETRACED I O I	AUG 1989
DESIGN ENGINEER	CHECKED	
RWE	DRG N ^o	