

APPENDICES

APPENDIX 1. PROPOSED TIME TABLE FOR THE MANUAL

DAY 1	
0900 - 0920	Welcome words and getting to know each other
0920 - 0930	Introduction to the Workshop
0930 - 0950	Participants expectations
0950 - 1010	Agree on time table and participants contract
1010 - 1030	Physical and physiological change with ageing continues
1030 - 1100	Morning - Tea break
1100 - 0100	Physical and physiological change with ageing continues
0100 - 0200	Lunch break
0200 - 0430	Physical and physiological changes with ageing continues
0430	Closure
DAY 2	
0900 - 0910	Recapturing
0910 - 1030	Physical and physiological changes continues
1030 - 1100	Morning - Tea break
1100 - 0100	Prevention of bed sore
0100 - 0200	Lunch break
0200 - 0430	Nutrition and Old Age
0430	Closure
DAY 3	
0900 - 0910	Recapturing
0910 - 1030	Nutrition and Old Age
1030 - 1100	Tea break
1100 - 0100	Working with vulnerable older people
0100 - 0200	Lunch break
0200 - 0430	Working with vulnerable older people continues
0430	Closure
DAY 4	
0900 - 0910	Recapturing
0910 - 1030	Counselling
1030 - 1100	Tea break
1100 - 0100	Counselling continues
0100 - 0200	Lunch break
0200 - 0430	Counselling continues
0430	Closure
DAY 5	
0900 - 0910	Recapturing
0910 - 1030	Facilitation skills
1030 - 1100	Tea break
1100 - 0100	Facilitation skills continues
0100 - 0200	Lunch break
0200 - 0400	Facilitation continues
0400 - 0500	Development of the plan of action
0500 - 0515	Course Review
0515	Closure

APPENDIX 2: BIBLIOGRAPHY

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APPENDIX 3: BACKGROUND INFORMATION OF THE COMMUNITY BASED ORGANIZATION

RATIONALE FOR SELECTING VUMILIA WOMEN COOPERATIVE SOCIETY

Vumilia Women Cooperative Society (VWCS) is the organization that I have worked with throughout my period of pursuing this course. I was attracted to work with Vumilia Women Cooperative Society among many other CBOs because of three main reasons, which are:

Firstly, the organization has an office at Mikocheni, Kinondoni area, which is close to my office, thus it was easy for me to visit the organization frequently to fulfil my obligations without incurring a lot of cost and time. Likewise it was easy for the leaders of VWCS to visit my office whenever there was the need for them to do so.

Secondly, the organization is committed to work with and for older people, which is the most marginalized section of the population. So with my background and experience in working with vulnerable groups, I thought my support was going to be of help to this emerging organization.

Thirdly, Ageing is a new area for NGOs/CBOs sector in Tanzania, and the fact that it is not the priority for both government and donor community, poses strong challenge for whoever decide to work in this area. In my view all these challenges provide ideal situation for a student who wants to develop his or her skills in community economic development.

PROFILE OF VUMILIA WOMEN COOPERATIVE SOCIETY

Vumilia Women Cooperative Society (VWCS) is a small women organization. It was established in December 1996 by three women and registered in May 1997. Since then the number of members has increased to 19, however only 12 of them are active. The office of the organization is hosted in the compound of one member at Mikocheni, Regent Estate, plot no 118.

Mission

When (VWCS) was established it had a mission of enhancing academic and economic advancement of the women. However in 1999, which was International year of older person, the organization revised its mission to include older people. Since then, the mission of (VWCS) is to enhance academic and economic advancement of the women and care for older people in the community.

Organizational structure

Vumilia women is led by the executive committee which include Vumilia Women Cooperative Society Chairperson, Executive Secretary, Treasurer and Project Coordinator. All leaders work on voluntary basis, there is no paid staff.

MAIN ACTIVITIES

Mushroom production

This project was established since 1999 with the aim of assisting women to generate income for supporting their families. Moreover the project was to be used for training purpose (demonstration) to equip women with skills and knowledge on how to establish mushroom project both as source of income and nutrition for their families.

Batik and candle production.

Vumilia Women Cooperative Society runs batik and candle production training to women. This training started in 2000 after two of its members accomplished similar course at Bagamoyo in 1999. In 2001 Vumilia Women Society received the grant amounting to Tsh 1,300,000 from Community Development Trust Fund (CDTF) to enable the organization to run three training to women and youth. Although in their records this project is reflected as one of the project, which is continuing, in reality it has been dormant since the fund for running this project from CDTF came to an end about six months ago.

Older People Program

The organizations put priority to work with disadvantaged older people. Since 1999, which was UN year's for older people, the organization has been working with vulnerable older people in Mikocheni ward especially in the week of October 1st, which is an international day for older persons. Its involvement with vulnerable older people in that week has been characterised by home visits, provision of clothes, soap and food items to 24 vulnerable older people. In 2004 VWCS win a grant worth Tsh 5 millions from Foundation of Civil Society to run a HIV/AIDS awareness campaign for older people in Chanzulu ward, Kilosa district in Morogoro region.

Despite the good intention to work with older people, VWCS like many other local age care organizations in Tanzania has been unable to train any person on ageing because of the absence of an institution in East and Central Africa which offers this kind of training. The cost of sending one person abroad to attend such training is beyond reach of a small organization like VWCS. For example, not less than Tsh 6 millions is needed to enable one person to attend a

threes weeks course on Ageing in Malta. Consequently, VWCS operate without having necessary skills on how to work effectively with older people

DEVELOPMENT OF THE WORK PLAN

The meeting to agree the area of work

On 28th, November 2003, I had a meeting with the top leadership and members of the organization to discuss my work plan in the organization. In this meeting I was requested to work on the following:

- i) Activate older peoples' program through assisting the organization to develop a proposal to be presented to donors for funding.
- ii) Conduct a training need assessment for older people's caregivers and other people who work with elderly in the community.
- iii) Develop an age care training manual to guide Vumilia work with older people

Basing on the above-mentioned objectives, the following work plan was agreed

	Main task	Sub task	Starting date	Finishing date	Status
1	Activate older peoples' program through assisting them to develop a proposal that will be presented to donors for solicit funding.	<i>Workshop on proposal development</i>	2 nd March 2004	3 rd March 2004	Done
		<i>Preparation of proposal and submitting it to donor</i>	6 th March 2004	8 th March 2004	Proposal was developed and submitted to FCS. Tsh 5,000,000 grant was released to enable VWCS to implement HIV/AIDS awareness project for older people in Chanzulu ward in Kilosa

2	Conduct a training need assessment for older people's caregivers and other people who work with elderly in the community	<i>Developing questionnaires</i>	23 rd April 2004	24 th April 2004	Done
		<i>Testing questionnaire</i>	30 th July 2004	8 th August 2004	Completed to plan
		<i>Administering questioners</i>	16 th August 2004	27 th August 2004	Completed to plan
		<i>Analysing data</i>	14 th October 2004	23 rd October 2004	Completed to plan
		<i>Report writing</i>	23 rd October 2004	27 th October 2004	Completed to plan
3	Develop appropriate Training manual to guide Vumilia in its work with older people in the community	<i>Use the finding to develop an age care training manual</i>	16 th November	20 th December 2004	Manual has been developed – <i>Mark the end of my official assignment</i>
		<i>Testing the manual -TOT</i>	10 th April 05	15 th April 05	
		<i>Reviewing and Refining training manual</i>	23 rd June	3 rd July 05	

APPENDIX 4: A LETTER TO REQUEST A PERMISSION TO WORK WITH VWCS

Smart Rwegasila Daniel
Box 9846
Dar es Salaam

3rd November 2003

Executive Secretary.
Vumilia Women Group
Box 14144
Dar es Salaam

Dear Madam,

Re: Request for the permission to work with your organizations for the period of 18 months as a student of Master's of Science in Community Economic Development (CED)

I am a Tanzanian aged 35 years old currently pursuing Master's of Science in Community Economic Development at Southern Hampshire University that runs the program in collaboration with the Open University of Tanzania

Students in this course are encouraged to volunteer their services to local NGO/CBOs for the period of 18 months. While this is regarded as the contribution of the Open University of Tanzania and Southern Hampshire University to the social and economic development of this country, it is also an opportunity to students in this course to sharpen their skills and knowledge in the field of CED.

I have been motivated to work with your organization as I believe that the work which your organization does is very much related with my previous experience, and will provide enough challenges that will enable me to practise the new skills that I have acquired through CED program, hence become more competent and highly effective in the field of community economic development.

Throughout my career, I have been working with disadvantaged groups particularly older people and disabled to enable them to attain sustainable social and economic development.

My previous employers include: the Department of Social Welfare (DSW) as the Regional Rehabilitation Officer, Rural service program (RUSERP) as the Assistant Team Leader and UNHCR as the Extremely Vulnerable Individual Liaison Officer for Kagera refugee camps. These posts enabled me to gain wider experience in different areas of works such as development of micro enterprise support initiatives for vulnerable groups, devising appropriate strategies of

developing the long term capacity of the community based groups for vulnerable people and mobilising resources within and outside the government to support vulnerable people.

I have also participated in various field-based researches. Some of the researches which I participated either as a principal researcher or as a normal researcher, are as follows: An assessment of the needs of older and disabled people in Karagwe district following the influx of refugee in the area (1995), Socio-economic impact of refugees in the hosting countries – Tanzania experience (1996), The situation of older people in Tanzania. (1998), Safety Networks for Vulnerable People (2000) and Situation of Older People in Bukoba district. These researches enable me to practice and widen my understanding of different research methodologies.

Since 1998 to date, I have been working as the program officer for HelpAge International (HAI). HAI is a global network of not for profit organizations with the mission to work with and for disadvantaged older people worldwide to achieve a lasting improvement in the quality of their lives.

As the program officer responsible for capacity building, my main task has been to facilitate the process of enabling these organizations to be more effective in addressing the needs and rights of poorer older people.

In my capacity as a program officer, I am also involved in planning and delivering of various skill training to HAI 's partners. Project design, financial management, proposal writing, business skill training, management of NGOs and working with disadvantaged groups, are some of the training HAI offers to its partners.

Lastly but by no means least, as a senior staff in HAIT, I am also responsible with the overall program development and management, which entails project design, proposal writing, budget preparation and management, preparation of donor financial and narrative reports just to mention a few.

CED program which I am pursuing now enables me to do all the above in a more professional way. Some of the key skills provided in this program are:

- Design and implement projects
- Write proposals
- Conduct highly effective monitoring and evaluation
- Conduct strategic plan for an organization
- Conduct field based research
- Basic understanding of accounting systems and practices
- Transfer those skills to other trainers and extension workers.
- Manage small and medium size organizations
- Provide technical assistance to community based organization and institutions

It is therefore my expectation that you will grant me an opportunity to work with your organization for the benefit of the people you are serving, and for my career development in this field of community development.

Looking forward for positive response

Yours sincerely,

Smart Daniel
CED student

APPENDIX 5: A LETTER FROM VWCS ALLOWING ME TO WORK WITH THE ORGANIZATION

Vumilia Women Cooperative Society Ltd,
P. O. Box 14144,
Dar es Salaam.

27th January, 2004

Mr Smart Daniel
P. O. Box 9846
Dar es Salaam.

Dear Mr Smart,

RE: PERMISSION TO WORK WITH VUMILIA WOMEN COOPERATIVE SOCIETY.

Refer to your letter of 3rd November 2003 asking for permission to work with my organization for 18 months so as to pursue a Master's course with the Open University of Tanzania. I would like to give you my sincere gratitude for the interest you have shown to work with our organization.

All the members of Vumilia say KARIBU SANA and promise to work with you, give you any possible help available and hope that you will enjoy working with us.

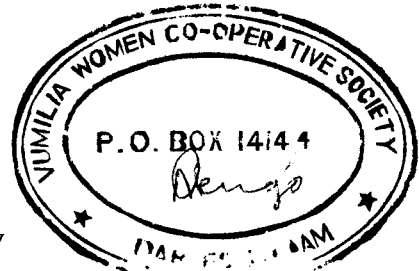
With regard to the long experience you have, working with disadvantaged groups, it is my belief that you will be of great potential to improve our organization in order to render better services.

Good Luck on your studies.

Yours Sincerely,



N. Okeng'o
Executive Secretary



APPENDIX 6: – PHOTOGRAPHS TAKEN DURING THE INTERVIEWS



Older women in Mikocheni being interviewed by the author of the manual, Smart Daniel supported by the Executive Secretary of Vumilia Women cooperative Society, Mrs Nancy Okengo



Author of the manual, Smart Daniel, interviewing an older person at Mikocheni A

APPENDIX 7: SEMISTRUCTURED INTERVIEW FORMS**SEMISTRUCTURED INTERVIEW FOR OLDER PEOPLE**

Interview no _____

Ward _____ Street _____

Vumilia Women Cooperative Society (VWCS) has been working with community in Mikocheni ward in Kinondoni, Dar es Salaam and Chanzulu ward in Kilosa district, Morogoro for almost three years. VWCS now intends to increase its works with older people. It is therefore collecting the views of older people in its area of operation that will guide its future works with you. As an older person you are requested to support the process through responding to these questions. We assure you that the information you provide will be confidential and used exclusively for the stated purpose.

1. Sex

1. Male

2. Female

2. Age group

1. 60 - 65

2. 66 - 70

3. 71 - 75

4. Above 75

3. Level of education

1. Never attended school

2. Primary education (1 - 8)

3. Secondary

4. Diploma

5. University

4. Number of people living in house

1. Living alone

2. (2- 4)

3. (5 - 8)

4. 9 and above

5. Marital status

1. Married and staying with spouse

2. Widow /widower

3. Separated

4. Divorced

6. Relationship to householder

1. Yourself/ spouse

2. Brother/sister

3. Child

4. Grandchild

5. Others – Specify

7. What is your main source of income?

1. None
2. Pension
- 3 Salary
4. Remittance from children
- 5 agriculture

8. Do you have any serious health problem?

1. Yes
2. No

9. If yes, what is it?

1. Eyes
2. Hears
3. Lower extremities
4. Diabetes
5. Cardiac problems
6. Backaches
7. Others – Mention

10. How many meals do you take daily

1. One
2. Two
3. Three
4. More than 3

11. If it is less than three meals what is the reasons

12. What is your favourite activity

1. Business -selling goods
2. Business - selling services
3. Employed
4. Agriculture
- 5 Other- specify

13. Is there any obstacle that prevents you to carry out that activity?

Yes

No

If yes, please mention the obstacle you face

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14. Comment on the quality of care / support you get from relatives you live with

1. Poor
2. Fair
3. Good
4. Very good

15. Comment on the support you get from neighbours and friends

1. Poor
2. Fair
3. Good
4. Very good

Thank you for responding to this questionnaire

SEMISTRUCTURED INTERVIEW FOR OLDER PEOPLE'S CARE GIVERS

Interview no _____

Ward _____ Street _____

Vumilia Women cooperative Society (VWCS) has been working with community in Mikocheni ward in Kinondoni, Dar es Salaam and Chanzulu ward in Kilosa district, Morogoro for almost three years. VWCS now intends to expand its works with older people. It is therefore collecting the views of older people and their caregivers in its area of operation that will guide its future works with older people. As one of the caregiver, you are requested to support the process through responding to these questions. We assure you that the information you provide will be confidential and used exclusively for the stated purpose.

1. Sex

1. Male
2. Female

2. Age

1. 15 - 25
2. 26 - 35
3. 36 - 45
4. 46- 55
5. Above 55

3. Level of education

1. Never attended school
2. Primary education (1 - 8)
3. Secondary
4. Diploma
5. University

4 Is there any specific health problem affecting your older person?

1. Yes
2. No

5. If yes, what is it?

1. Eyes
2. Hears
3. Lower extremities
4. Diabetes
5. Cardiac problems
6. Backaches
7. Others – specify

6. Comment on the quality of food you provide to your older person

7. How do you ensure that the meal you provide to your elderly help provide balanced diet and what is your view about the concept of balanced diet for older people

8. What additional skills do you need to enable you to look after your older person

9. Comment on the support you get from your neighbours to enable you to fulfil your caring roles

1. Not available
2. Little
3. Reasonable
4. Substantial

Thank you for allocating your time to respond to these questions

SEMISTRUCTURED INTERVIEW FOR COMMUNITY LEADERS

Questionnaire no _____

Ward _____ Street _____

Vumilia Women cooperative Society (VWCS) has been working with community in Mikocheni ward in Kinondoni, Dar es Salaam and Chanzulu ward in Kilosa district, Morogoro for almost three years. VWCS now intends to increase its works with older people. It is therefore collecting the views of older people, care givers and community leaders that will guide its future work with older people in its area of operation. As a community leader, I request you to support this Process through responding to these questions. We assure you that the information you provide will be confidential and used exclusively for the stated purpose.

1. Sex

- 1. Male
- 2. Female

2. Name the organization/institution you work with

- 1. Village government
- 2. Ward government
- 3. Religious institution
- 4 NGO/CBO
- 5. Other specify

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3. What is your position in that organization

--

4 What are the first three critical problems facing older people in your area

1.
2.
3.

5. Comment on the quality of care provided by the community to vulnerable older people

- 1. Very poor
- 2 poor
- 3 fair
- 4 Good

6 What is the involvement of the organization/institution you work with in addressing the problems you have just mentioned

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7. Are you aware of the national ageing policy (NAP)

- 1. Yes

--

2. No

8. If you are aware could you explain whether your organization/ institution has done anything in line with this policy

9. Have you attended any training on the area of ageing

1 Yes

2. No

10. If yes what the training was all about

11. As the community leader, what additional skills and knowledge do you need to enable you to be more supportive to older people

a.

b

c

Thank you for responding to these questions