

APPENDIX

1. Letter of Introduction

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18th September 2003

Project Director

Tumaini Trust Fund

P.O. Box 71029
Dar Es salaam

Dear Sir/Madam

APPLYING TO WORK WITH YOUR ORGANIZATION

Kindly refer the above heading.

I am Tanzanian male, B.Sc. Ed degree holder. Currently I am pursuing Masters degree program in Community Economic Development. Southern New Hampshire University offers the program in partnership with Open University of Tanzania.

I am requesting your organization to offer me an opportunity to work with you in specific project within your program. This is a part of my studies and requirement of my degree course.

I have four years experience working with non-profit making organization and developed some useful experience and skills in the following areas.

- Participatory rural Appraisal (PRA)
- Community based research
- Project design and proposal writing
- Management, planing, implementation, monitoring and evaluation.
- Organization and facilitation
- Documentation and report writing
- Preparation of advocacy and operation plan
- Working with children and children participation
- Representation

- Partnership

If accepted I will provide required technical assistant free of charge.

Please arrange a meeting for more discussion.

Yours truly,

Tibuhinda A.M

2. Work plan

WORK PLAN:- TERM I, AUGUST 2003 – JANUARY 2004

Week	Activity	Clarification
8 th -13 th Sep, 15 th -20 th Sep	<ul style="list-style-type: none"> • Making a survey for eligible CBO to work with • Liaising with the identified CBO-Tumaini Trust Fund (TTF) 	At least two days per week to be devoted for working with the organization. The plan is flexible to allow needed support/participation in case of events or activities out of the scheduled.
22 nd -27 th Sep	<ul style="list-style-type: none"> • Sharing experience, familiarizing with the organization, visiting field activities, discussing and agreeing on the required technical assistance • Developing terms of reference on agreed technical assistance 	
20 th -25 th Oct, 28 th -31 st Oct	<ul style="list-style-type: none"> • Assisting the organization to fill out the application form for grant application (from the Foundation for Civil Society) 	
17 th -22 nd Nov	<ul style="list-style-type: none"> • Working with Project Director re-developing contact with Swedish NGO Centre for Development Cooperation, for Partnership Programme Support. 	
8 th -13 th Dec	<ul style="list-style-type: none"> • Assisting the organization to prepare Annual Project Report. 	
15 th -20 th Dec	<ul style="list-style-type: none"> • Participating on the Annual Stakeholders Review Workshop (organized by Concern Worldwide, partnership funding organization) 	
5 th -10 th Jan	<ul style="list-style-type: none"> • Assisting the organization to fill out the application for funding from Concern Worldwide for 2004 partnership programme 	
26 th -31 st Jan	Attending internal reflection meetings and assisting to develop way forward for 2004	

Workplan for term II-III

Week	Activity	Clarification
2 nd - 7 th Feb	<ul style="list-style-type: none"> Regular technical advice on improving the organization performance 	<ul style="list-style-type: none"> At least two days per week to be devoted for working with the organization. The plan is flexible to allow needed support/participation in case of events or activities out of the scheduled. Not all planned activities will follow due dates as some of the activities will be involving organizations we are not working with.
16 th - 21 st Feb	<ul style="list-style-type: none"> Visiting the supervisor, sharing the organization project and carried activities, debriefing on technical assistance provided so far, discussing and agreeing the way forward for other terms With the organization, reviewing supervisor's advice discussing and agreeing the service to be provided. 	
23 rd - 28 th Feb 1 st - 6 th March	<ul style="list-style-type: none"> With the organization, developing an evaluation plan and developing questionnaires 	
15 th - 20 th March	<ul style="list-style-type: none"> Sharing the evaluation plan with course instructor 	
22 nd - 27 th March	<ul style="list-style-type: none"> Visiting TACAIDS office to collect information 	
5 th - 10 th April	<ul style="list-style-type: none"> Working on literature review on HIV/AIDS 	
26 th - 30 th April	<ul style="list-style-type: none"> With the organization, reviewing evaluation plan and developing tentative evaluation schedule Orienting peer educators (staff volunteers) with questionnaires and refining them Identifying other HIV/AIDS actors for interview Liaising with identified HIV/AIDS actors re permission to carry out interview 	
17 th - 22 nd May	<ul style="list-style-type: none"> Liaising with identified HIV/AIDS actors, where possible sending them letters and setting appointment for interview. 	
24 th - 29 th May	<ul style="list-style-type: none"> Where possible, carrying interviews with other actors 	
1 st - 5 th June 7 th - 12 th June 14 th - 19 th June 21 st - 26 th June	Primary data collection within project area <ul style="list-style-type: none"> Interview /FGD with communities, village councils, staff and board members, funding organization Caring interview/discussion with other actors (PASADA, TVT?)	
July - August	<ul style="list-style-type: none"> Secondary data collection, literature review Consulting supervisor re debriefing on ongoing activities and seeking for technical advice 	

3. Survey Questionnaires

<p>Tumaini Trust Fund (TTF)</p> <p>Project Evaluation plan</p> <p>1. Introduction</p> <ul style="list-style-type: none"> Organization profile/background <p>2. Rationale for the evaluation</p> <p>3. Evaluation objectives</p>
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4. Evaluation methodology

Part I:

Theoretical

(Literature and secondary data review)

1.1 Problem:- HIV/AIDS

- Prevention/Control measures
- Care of affected
 - Those living with HIV/AIDS (sick)
 - Relatives who are taking care of people living with HIV/AIDS
 - Orphans
- HIV/AIDS policies

1.2 HIV/AIDS actors with their roles and responsibilities and action taken

Government

- Policies
- Developed plan and action
- Funding
- Community
 - Roles
 - Action taken
- Individual
 - Special initiative and action
- Firms
 - Media
 - Etc
- Household
- NGOs/CBOs
 - What done
 - Success
 - Failure
- Donor
 - Funding and commitment
 - Policy initiative

1.3 Project mission/goal/activities, budget

- Overall design and implementation strategies of the project in order to determine its effectiveness in achieving its objectives
- Attempt to establish which factors promote or hinder the project activity implementation (cultural, social, political, economic factors)
- Project approach in influencing change of attitude among communities re HIV/AIDS prevention, control, reduce of stigmatization, etc
- Effecting local policy changes, regulations and procedures to support efforts to prevent, control and care for affected people and their families
- The cost involved in the overall project, human resources,
- Sustainability strategies
- Who are targeted

2. Main resources for activity implementation (when the resources are available? if not why? Resource constrains)

- Financial
 - Donor
 - Individual
 - Business firm
- Human
 - Expertise
 - Etc
- Equipment

3. Project time frame/phase

- Short term
- Medium term
- Long term
- Evaluation plan

Part II

Primary data

Interviews and focus group discussions with TTF beneficiaries

- Communities (parents, youths, orphans, affected, influential people,)
- Village council, village HIV/AIDS control committee
 - What activities are carried by TTF)
 - How did they participate to develop the project
 - Who are they targeting
 - How are they participating in the implementation process
 - Who owns the project and how
 - Is it a relevance project
 - What do they contribute (financial/human resource) and how resources are used
 - How the project is/will be sustained
 - What is the role of Village council
 - What are successes, failures, problems and why
 - What promote or hinder the project activity implementation (cultural, social, political, economic factors)
 - How the project is contributing to local policies, regulations and procedures with regard of the issue of HIV/AIDS
 - Is there any other HIV/AIDS programs/projects (and what they are doing)
 - What is recommended for improvement (present/future projects)
- Staff and board members
 - Level of participation in developing the project (how did they come up with the project)
 - Who are targeted
 - How did/do they develop the implementation plan
 - How do they raise fund
 - What they have achieved/not achieved, how and why
 - What are failure and major problems
- Donor
 - How they are supporting the organization/ project

- What are their major opinion

Interviews with other NGOs and Media with HIV/AIDS programme

- Motive behind programme initiative
- Target group and coverage
- Approach (methodology)
- Activities carried out
- Source of funding
- Success
- Failure
- Problems
- How the programme influences the policy related to HIV/AIDS issues
- How funding agencies (Donors) are influencing policy.
- Recommendation (policy level, various projects, etc)

Part III

1. Analysis

2. Recommendations

3. Produce a short focused programme/project

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Checklist

- Literature review:- what have been written about HVI/AIDS
- Visit TACAIDS (Gv't policies, commitment, funding)
- Interviews with NGOs/Media with HIV/AIDS Programmes
- Review of project document/proposal
- Interviews, FGD with communities, village council, staff/board and donor

3.1. Survey Questionnaires to specific groups

Tumaini Trust Fund

Dodoso ya tathmini (Serikali ya mtaa, kamati ya UKIMWI ya mtaa (VIHAC))

Hojaji za vikundi.

Serikali mtaa wa kata.....

- Serikali ya mtaa, kamati ya UKIMWI ya mtaa (VIHAC).
 - Taja shughuli zinazofanywa na TTF
 - Mlishiriki vipi kuandaa mradi
 - Mnashiriki vipi katika utekeleza wa mradi
 - Mradi unamlenga nani
 - Nani anamiliki mradi na kwa njia ipi
 - Je mradi unalenga yanayotakiwa kufanywa katika jamii
 - Mnachangia nini katika mradi (raslimali watu/pesa), raslimali zinatumiakaje
 - Je mradi utaendelezwaje (sustainability)
 - Nini jukumu la serikali ya mtaa
 - Yapi ni mafanikio, yasiyomafanikio, matatizo na kwa nini
 - Mambo gani yanawezesha au kuzuia utekelezaji wa shughuli za mradi (sababu za kimila, kijamii, kiuchumi na kisiasa)
 - Je mradi unachangiaje mabafiliko ya sera, taratibu, kanuni zinasohusiana na suala la UKIMWI ngazi ya jamii hadi taifa.
 - Je kuna miradi/programu nyingine za UKIMWI katika eneo lenu (nini kinachofanywa na miradi/programu hizo)
 - Nini mapendekezo yenu kuhusu uboreshaji wa mradi (kwa wakati huu na wakati ujao)

Tumaini Trust Fund

Project evaluation

Questionnaires for TTF management (Project Director)

1. Project mission/goal/activities including design, policy influence, budget, etc

- What is the mission statement?
- How the project was designed?
- Who is the targeted group?
- What are the implementation strategies?
- Which factors (cultural, social, political, economic factors) promote the project activity implementation?
- Which factors (cultural, social, political, economic factors) hinder the project activity implementation?
- Which project approach is used in influencing change of attitude among communities re HIV/AIDS prevention, control, reduce of stigmatization, etc?
- How the project is effecting local policy changes, regulations and procedures to support efforts to prevent, control and care for affected people and their families?
- What are the total costs (budget) involved since the project was started?

- What are strategies for sustainability?

2. Main resources for activity implementation (when the resources are available? if not why? Resource constrains)

- Source of financial and amount
 - Donor?
 - Individual?
 - Business firm?
- Human resource available
 - Expertise?
 - Etc
- Available equipment?

3. Project time frame/phase

- Short term (explain)
- Medium term (explain)
- Long term (explain)
- Evaluation plan (explain)

3.2. Letters to other organizations: PASADA, WAMATA TVT and ITV

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21st May 2004

Programme Director

PASADA

P.O. Box
Dar Es salaam

Dear Sir/Madam

REF: APPLICATION FOR A SHORT STUDY ON HIV/AIDS PROGRAMME

Kindly refer the above heading.

I am Tanzanian male, B.Sc. Ed degree holder. Currently I am pursuing Masters Degree program in Community Economic Development. Southern New Hampshire University offers the program in partnership with Open University of Tanzania.

One of the requirements of my degree course is to work with a Community Based Organization Project, where I am required to offer my services.

I managed to identify Tumaini Trust Fund (TTF) a Community Based Organization (CBO) to work with. It is a registered non-governmental organization having an HIV/AIDS project within Mbagala Division, Temeke Municipal, Dar es salaam Region.

With organization, my Supervisor and Instructor, we agreed my services will focus on project evaluation. The complete evaluation is demanded to go beyond what that particular organization is doing to other HIV/AIDS actors with their roles and responsibilities and action taken. From my knowledge of understanding, PASADA is among the organization with HIV/AIDS programme. With that in mind, I kindly request your organization to offer me an opportunity to make a short study on HIV/AIDS programme in order to complete my task. I declare that will be an immense contribution in my studies

The short study will take a look at: motive behind programme initiative; target group and coverage; approach (methodology); activities; source of funding; success, failure, problems; influence of the policies related to HIV/AIDS issues; recommendation (policy level, various projects, etc).

I expect my request will meet a positive consideration.

Yours truly,

Tibuhinda A.M

Questionnaires

Motive behind programme initiative

Target group and coverage

Approach (methodology)

Activities carried out

Source of funding

Success

Failure

Problems

How the programme influencing the policy related to HIV/AIDS issues

How funding agencies (Donors) are influencing policy.

Recommendation (policy level, various projects, etc)