

LOGICAL FRAMEWORK

	Narrative summary	Objectively verifiable indicator (OVI)	Means of Verification (MOV)	Important Assumptions
1	<p>Project goal: The household incomes of Petty Traders in Mbagala ward is improved</p>	Purchasing power and living standards improved	Baseline survey and end of project evaluation reports	Government and donor Policies continue to be favorable
2	<p>Project Purpose:</p> <ul style="list-style-type: none"> • Enhanced governance within UWAMAMI and Mbagala Ward local Authority • Promote lobbying capacity of UWAMAMI members • Improve working relations between local authority and UWAMAMI members • Enhance access to resources and working premises to Petty Traders 	<ul style="list-style-type: none"> • Harassment and practices of poor governance effectively addressed • Number of conflicts is reduced • Number of Petty traders accessed to permanent working premises raised 	<ul style="list-style-type: none"> • Survey reports • Annual and end of the project reports • Physical check 	<p>Local government Authority in Temeke Municipality willing to corporate with UWAMAMI</p> <p>Other Civil societies will provide technical experiences</p>

3	<p>Results /Outcomes:</p> <ul style="list-style-type: none"> • Members of UWAMAMI and their close stakeholders are knowledgeable of Petty traders rights • Local leadership is rendering appropriate services to the community • Conflicts between the revenue collectors and petty traders in Mbagala ward id reduced • Petty traders in Mbagala have access to permanent working premises • Par-legal and Animation committees are established and functioning efficiently 	<ul style="list-style-type: none"> • Members of UWAMAMI effectively addressing their rights in petty trading • Number of reported conflicts is reduced • Numbers of Petty traders with permanent working premises is constantly increasing • Number of cases of by-laws training and conflict resolution attended by paralegals is raising • Number of events where local leadership and UWAMAMI 	<ul style="list-style-type: none"> • Baseline and end of project evaluation reports • Physical check • Annual and quarterly progress review reports 	<p>Local government authority in Temeke Municipality provide adequate corporation to UWAMAMI for this project</p>
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		are collaborating are increased		
4	<p>Main activities:</p> <ul style="list-style-type: none"> • Carry out baseline survey • Training of UWAMAMI members and their close stakeholders • Organize public forums on the right of petty traders • Organize exchange visits • Lobby for permanent working premises for Petty traders in Mbagala ward • Undertake capacity building to par-legal and Animators • Organize specific debates for Youths and Women 			Budget details is attached

Annex III

BUDGET SUMMARY

	ITEM	Year 1	Year 2	TOTAL
1.0	SKILLS TRAINING AND AWARENESS CREATION			
1.1	Undertake a baseline study	2,700,000	-	2,700,000
1.2	Sensitization workshops	4,900,000	-	4,900,000
1.3	Skills training (for UWAMAMI members and Local Leaders)	4,900,000	4,900,000	9,800,000
1.4	Undertake dissemination theatre and materials costs(calendar, brochure, posters,...)	6,000,000	6,000,000	12,000,000
1.5	Organize and hold open forums on governance	3,100,000	3,100,000	6,200,000
2.0	Organize debates for Youths and Women on the rights of Petty Traders	2,600,000	2,000,000	4,600,000
3.0	SUPPORT TO NETWORKING & BUSSINESS DEVELOPMENT			
3.1	Organize external look and learn/exchange Visits	-	1,900,000	1,900,000
3.2	Market campaigns for UWAMAMI members	-	600,000	600,000
3.3	Workshops on the role of petty trade to Economy of Mbagala Ward and Temeke Municipality	800,000	500,000	1,300,000
3.4	Organize Petty traders competitions & award ceremonies for the best practices	1,400,000	1,400,000	2,800,000
3.5	Undertake capacity building training for Par-legal /Animators	3,300,000	2,800,000	6,100,000
3.6	Assist UAMAMI and member groups to develop business plans	2,700,000	1,300,000	4,000,000
3.7	Undertake lobbying activities for permanent working premises	2,800,000	1,200,000	4,000,000
4.0	MONITORING			
4.1	Monitoring and Evaluation /MI System	2,000,000	2,500,000	4,500,000
4.2	End of project Evaluation (External)	-	4,000,000	4,000,000
5.0	INSTITUTIONAL DEVELOPMENT COSTS			
5.1	Office facilities	3,000,000	-	3,000,000
	Photocopier, 1 Pc	4,000,000	-	4,000,000
	Internet and Email /Fax services	2,500,000	2,500,000	5,000,000
5.2	Transport			
	Motorcycles 1 Pc (1 st years)	4,000,000	-	4,000,000
	Bicycles (1 -3 years @10 Pcs)	1,000,000	1,000,000	2,000,000
6.0	PERSONNEL COSTS			
6.1	Salaries and Allowances	9,800,000	10,900,000	20,700,000
6.2	NSSF and Payee	1,200,000	1,600,000	2,800,000
	Total	63,700,000	48,200,000	111,900,000
7.0	<i>Running costs/Administration & Overheads (20%)</i>	12,740,000	9,640,000	22,380,000
	GRAND TOTAL	76,440,000	57,840,000	134,280,000

Gosbert Katunzi
P.O.BOX 10242
Dar es Salaam

22/March/2002

Mwenyekiti,
UWAMAMI
P.O.BOX 104726
Dar es Salaam

YAH :MAOMBI YA KUFANYA MAFUNZO KWA VITENDO UWAMAMI

Tafadhali kichwa cha habari hapo juu chahusika

Mimi ni Mwanafunzi wa Shahada ya udhamili/ya pili ya maendeleo ya kiuchumi wa jamii (MSC.Community Economic Development). Programu hii inaendeshwa kwa ushirikiano baina ya chuo kikuu uria cha Tanzania na Chuo kikuu cha Southern New Hampshire cha Marekani.

Programu hii inawapa wanafunzi ujuzi mbalimbali katika maswala ya maendeleo ya kiuchumi . Aidha, programu inawataka kila Mwanafunzi kujifunza kwa vitendo na kwa ushirikishwaji wa jamii katika miradi ya maendeleo .

Ili kutekeleza adhima hii ,naomba kushiriana na shirika lako, na niko tayari kutoa mchango wangu katika kufanikisha programu za UWAMAMI. Baadhi ya maeneo ambayo nina ujuzi na uzoefu nayo ni; kubuni miradi/programu, kuratibu na tathimini ya programu, menejiment n.k

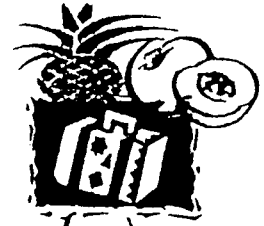
Natarajia kama nitakubaliwa ombi langu , kufika ofisini kwako kujitambulisha rasmi na kutengeneza mpango wa utekelezaji kwa pamoja.

Natanguliza shukrani

Gosbert Katunzi
Mwanafunzi Programu ya CED

UWAMAMI

NGO NO. 10643



(Umoja wa wauza matunda na mitumba)

P.O. BOX 104726 DAR ES SALAAM, TANZANIA TEL: NO. 0744-599914

25/Machi/2002

Ndugu Katunzi

YAH: KUKUBALIWA KUFANYA MAFUNZO KWA VITENDO-UWAMAMI

Tadhali husika na kichwa cha habari hapo juu.

Baada ya kutafakari maombi yako katika barua ya tarehe 22/03/2002, uongozi wa UWAMAI imekubali kukukaribisha ili ushiriki kuboreha programu zetu

Kwa barua hii nakukaribisha rasmi ili tuweze kutengeneza mpango wa utekelezaji kama ulivyopendekeza

UWAMAMI ittoa ushirikiano unaotakiwa ili kufanikisha shughuli hizi

Ahsante

A handwritten signature in black ink, appearing to read 'Suwedi Rajabu'.

Suwedi Rajabu
KATIBU

ANNEX II
MKUTANO WA PAMOJA KATI YA VIONGOZI WA UWAMAMI NA GOSBERT KATUNZI
MWANAFUNZI SNHU – CED PROGRAMME

6 April 2002

Mbagala Rangitatu

Waliohudhuria:

- | | | |
|--------------------|---|---------------------------|
| 1. Muharami Mnyeta | - | M/Kiti UWAMAMI |
| 2. Suwed Rajab | - | Katibu -do- |
| 3. Said Mateka | - | M/hazina -do- |
| 4. Abdalla Omary | - | Makamu Mwenyekiti |
| 5. Ally Kuta | - | Mjumbe |
| 6. Ramadhani Ngota | - | Mjumbe |
| 7. Gosbert Katunzi | - | Mwanafunzi CED (SNHU-OUT) |

Ufunguzi:

Mkutano ulianza saa 9:10 hadi saa 11:15

Lengo:

1. Kujitambulisha na kueleza kwa kifupi madhumini ya mkutano na programu ya CED ni nini
2. Pamoja na matarajio mengine ni kuona maeneo ya ushirikiano kati ya Mwanafunzi na shirika jinsi ya kubuni au kuboresha programu zilizopo. Yaani lengo ni kutafuta kikundi cha jamii (CBO) au shirika lisilo la kiserikali na kwa pamoja kuangalia tatizo la msingi linalowakabili wanachama na wadau wao ambalo mwanafunzi pamoja na shirika hilo wataweza
 - (a) kulizungumza
 - (b) kuliwekea mkakati wa kulitatu
 - (c) ikiwezekana kulitatu kwa pamoja.

Programmu ya CED

1. Hii Programmu ya Shahada ya pili ya Maendeleo Ya Kiuchumi wa Jamii
2. Programmu inaendeshwa kwa ushirikiano baina ya Chuo Kikuu Huria Cha Tanzania na Chuo Kikuu Cha Southern New Hampshire cha Marekani
3. Programmu inawapa wanafunzi, ujuzi, mbinu na mikakati ya kuweza kusaidia jamii iweze kujitendeleza kiuchumi na kuwa na maendeleo endelevu.
4. Aidha programu inamtaka kila mwanafunzi kujifunza kwa vitendo kwa ushirkishwaji na jamii katika miradi ya maendeleo ,yaani ;kubuni ,kuratibu , kutathimini n.k

Programu ya CED na UWAMAMI

1. Mbagala ni moja kati ya maeneo ya jiji la Dar es Sallam lenye watu wengi ,na pia kukabiliwa na matatizo ya kimaendeleo yakiwemo;uchafuzi wa mazingira, vitendo vya rushwa ,maradhi ukosefu wa ajira hasa kwa vijana n.k
2. UWAMAMI hapo siku za nyuma iliwahi kufika katika ofisi za CARE International (T) katika jitiada za kutafuta msaada wa kifedha , msaada amboa hata hivyo hakupatikana kwa wakati huo.
Hivyo Mwanafunzi wa CED ambaye kwa sasa ni mtumishi wa CARE baaada ya kupata habari hizi ,aliamua kujitambulisha kwa UWAMAMI ili kuangalia uwezekano wa kufanyakazi nao katika eneo ambalo wanalipa kipaumbele

3. Mwanafunzi angependa kusaidiana na shirika hili kwa kuangalia ni matatizo gani yanayowakabili, mikakati ya kuyatatua na uwezo na au rasilmali zilizopo ndani ya shirika zinazoweza kutumika kwa kazi hiyo.

Majadiliano:

Majadiliano ya muda mrefu kuhusu matatizo mbalimbali ambayo yanayolikabili shirika, hatimaye matatizo yaligawanywa katika makundi na vipaumbele vifuatavyo:

1) Matatizo ya Msingi:

- **Kuimarisha muundo wa shirika na kutayarisha mipango ya utekelezaji**
Shirika halijaweza kuwa na watumishi wa kudumu kutokana na kutokuwa na mapato ya uhakika. Programu zilizopo zinatekelezwa kwa njia ya kujitolea hasa kutoka kwa viongozi wa shirika. Kadhalika muundo wa shirika unahitaji kutafsiwa kutokana na katiba ya UWAMAMI ili uweze kuwa wazi zaidi kwa matumizi ya ndani na nje ya shirika, hasa mgawanyo wa majukumu.
- **Mchanganuo wa miradi:**
Shirika linahitaji mafunzo ya kujenga uwezo na kuwezesha shirika kuandaa mchanganuo wa miradi na kisha kuwasilisha kwa wafadhili mbalimbali.
- **Mazingira yasiyoridhisha ya kufanyia biashara**
Wanachama hawaridhishwi na hali ya maeneo yao ya biashara. Baadhi ya matatizo ni pamoja na usumbufu wa mara kwa mara kutoka kwa Askari/wakusanya ushuru wa Manispaa.
Tatizo hili linachangiwa kwa kiwango kikubwa na uwelewa mdogo wa sheria ndogondogo za Manispaa hasa zinazohusu biashara, mfano; ukusanyaji wa ushuru leseni n.k
- **Mahusiano na habari**
Shirika halijaweza kuwa nahabari zakutosha kuhusu mashirika na wadau wengine weneye programu zinazofanana au zinazohusiana. Habari hizi zingesaaidia kubadilishana na kuchangia baaadhi ya vitendea kazi, ujuzi na uzoefu. Kutokana hali hii, shirika limeshindwa kupata habali za kutosha kuhusu wafadhili wanoweza kulisaidi, hivyo hadi kipindi cha mkutano huu, shirika halijaweza kupa mfadhili wa kusaidia katika utekelezaji wa programu zao.
- **Undeshaji wa shirika.** Pamoja na kwamba baadhi ya viongozi waliwahi huko nyuma kupata mafunzo ya awali ya undeshaji wa vikundi na mashirika ya hiari, bado wanahitaji mafunzo zaidi kwani mafunzo ya awali hayatoshelezi kukidhi hali ya sasa inayozikabili jumuiya za kiraia. Aidha uwezo wa shirika ni mdogo kugharamia mafunzo yatolewayo na vyuo mbalimbali.. Hivyo wanahitaji kwa pamoja kuangalia uwezo wa shirika na jinsi ya kuliongoza ili kuboresha uwezo wake.

Mgawanyo wa Utekelezaji kati ya Mwanafunzi na WAMAMI

(a) Mwanafunzi wa SNHU-OUT

- Kutoa ushauri wa kuanda mafunzo
- Kutoa ushauri na mafunzo ya kuandaa michanganuo
- Kushauri kuhusu Wawezesha mafunzo
- Kuto ushauri wakitaalam katika kuandaa muundo wa shirika na mgawanyo wa majukumu

(b) Viongozi wa shirika

- **Kuandaa na kusimamia mafunzo**
- Kutarisha mchanganuo na kuwasilisha kwa wafadhili
- Kuhamasisha wanachama na wadau wengine ikiwemo serikali ya mitaa kushiriki maandalizi na utekelezaji wa programu ya shirika.

II) Ratiba

- Rasimu ya ratiba ya kazi iandaliwe na Katibu wa shirika kwa kushiriana na Mwanafunzi, baadaye ipelekwe kwenye kikao cha uongozi wa shirika kijadiliwa na kupitishwa kufikia 13 Aprili 2002

III) Vitendea kazi

- Shirika litatoa vitendea kazi vitakavyohitajika. Hata hivyo kutokana na uwezo wake mdogo kifedha, Mwanafunzi atatarajiwa kujitolea pale itakapowezekana

IV) Gharama za programu

- Shirika litachangia baadhi ya gharama, na fedha za kuendesha mafunzo zinatarajiwa kutoka kwa wafadhili
- Viongozi hawatapata posho ya kuhudhuria mafunzo hayo

V. Mengineyo

(a) Ushirikiano na serikali na wadau wengine

Wajumbe walipendekeza, viongozi wa WAMAMI washirikishe serikali ya mtaa na Manispaa ya Temeke kadri inavyowezekana.

Kadhalika, Uwamami iwashirikishe wanavikundi wengine wanofanya biashara katika eneo la soko la Mbagala super genge

(b) Kukamilisha maandalizi ya upatikanaji wa ofisi

Kikao kilijadilili na kukubaliana juu ya umuhimu wa kukazania upatikanaji wa ofisi mapema iwezekanavyo

VI. Kufunga mkutano

Mkutano ulifungwa mnamo saa 11.15 jioni

Programme for the implementation of the fieldwork

DATE	ACTIVITIES	PLACE	RESPONSIBLE	METHODOLOGY	EXPECTED OUTPUT
March	Preparation for the assignment	OUT & SNHU	Katunzi	Consultation of Instructors and NGOs	NGO and Literature materials identified
1 st week April	Organize appointment with leaders of NGO	Temeke	Katunzi	Through visit to site	Appointment fixed
1 st week April	Introductory meetings	Temeke	Katunzi and UWAMAMI	Discussion in the meeting	Background and programs of CED discussed
2 nd week April	Meetings with UWAMAMI Leaders to discuss and approve the workplan	Temeke	UWAMAMI Leaders and Katunzi	Discussion in the meeting	Objective of the assignment is clear and work plan is approved
15-24 April	Needs assessment and Stake holders analysis	Temeke	Katunzi and 3 People of UWAMAMI	Questionnaire and focus group discussion	Priority problems identified
25 th April	Presentation of the assessment report	UWAMAMI Offices	Katunzi and secretary of UWAMAMI	Review CED documents and Presentation and plenary discussion	Revised tools suitable for the Solid waste management community Priority problems identified
1 st 10 th May	Designing and preparation of the project proposal	Temeke	Katunzi and UWAMAMI	Proposal writing using CSP format	Proposal is developed
11 th – 15 th May	Submit the proposal to CSP	CSP/CARE T	Secretary UWAMAMI	-	Proposal submitted to donor
June	Work out organization structure and internal regulations	Temeke	Katunzi and UWAMAMI	Review of UWAMAMI constitution and other literature	Organization structure and lines of responsibilities are clear
July	Preparation of Training (Ref. project proposal)	Temeke	Katunzi & UWAMAMI	Consultation of Training and experienced organization	Training materials and training schedule are developed

1 st week Aug 02	Presentation and submission of progress report	OUT/SNHU	Katunzi	Class presentation and plenary discussion	-Progress report available Input for improving workplace and implementation are solicited
Mid Aug- Sept 02	Conduct training (ref.project proposal 3 workshops)	Mbagala	UWAMAMI and Katunzi	Participatory methodologies	Awareness on legislations and by laws related to micro business is raised
October	Evaluation of the project (3 months project)	Mbagala	Katunzi and UWAMAMI	Focus group discussion and se-structured interviews and key informant	Lessons, challenges and opportunities for second phase project identified
Nov 02	Design a proposal for one year project	Mbagala	-do-	Literature review and lessons from experience	Draft proposal is available
1-2 nd week Dec 02	Annual Evaluation and reporting	Magala	-do-	Key informant meeting	Evaluation report is available
3 rd -4 th week Dec 02	Finalization of the proposal	-do-	-do-	Literature review and key informant	Proposal is ready for submission to donor
1 st -week Jan. 2003	Submission of proposal to donor (CSP/CARE)	CARE/CSP DSM	UWAMAMI	As per CSP Policy	Proposal submitted to donor for funding
2 nd -3 rd week Jan 2003	Final report writing	Mbagala	Katunzi & UWAMAMI	Normal report presentation	Report is available
4 th week Jan 2003	Submission of final report to SNHU-OUT	OUT	Katunzi	Presentation and discussion	Report submitted to OUT-SNHU f

(Needs Assessment Questionnaire) Annex VII

TATHMINI YA PAMOJA YA UWEZO WA SHIRIKA LA UWAMAMI

JINA LA KIKUNDI Umoja wa Wauza Matunda na Mitumba (UWAMAMI)

Vigezo

(1) Siafiki kabisa (2) Sikubaliani (3)wastani (4) Nakubaliana (5) Naafiki kabisa (6) Haihusiki

Mwelekeo

	1	2	3	4	5	6
Shirika letu lina mwelekeo maalum						
Wanachama wote wa shirika wanaelewa Mwelekeo wa shirika						
Mikakati yetu inaoana na mwelekeo wetu						
Miradi na kazi za shirika letu zinachangia kufanikisha mwelekeo wetu.						

Wanachama kama raslimali yetu

	1	2	3	4	5	6
Kuna mgawanyo wa kazi ambapo kila mtu anajua shughuli na majukumu yake na mpango huu unatumika kupima matokeo ya utendaji kazi						
Upimaji wa utendaji na motisha vinazingatia utendaji na ni wa haki						
Mikutano ya wanachama inafanyika mara kwa mara na kwa kuafuata katiba						
Taratibu za kutatua matatizo na migongano kazini na katika uongozi zipo na zinafuatwa						
Marupurupu/mishahara imepangwa, inajulikana na inavutia Wanachama						

Programu

	1	2	3	4	5	6
Kazi zetu zinaungwa mkono na walengwa kwa vile ni zao na zinawanufaisha						
Miradi yetu inajitahidi kukidhi mahitaji ya walengwa						
Huduma na kipaumbele cha mipango ya shirika hili hupangwa kwa ushirikiano kati ya uongozi na wanachama						
Huduma zinazotolewa na shirika kwa wanachama na watu wengine ni kionyeshi tosha cha uwezo shirika letu						
Ujuzi wa kupanga na kuendesha miradi mabalimabali umo ndani ya uwezo wetu						

Fedha kama raslimali

	1	2	3	4	5	6
Shirika letu linawanachama wanaotafuta wafadhili mbalimabali kwa bidii						
Shirika letu linatoza pesa kidogo kama njia ya kugharimia uendeshaji na uboreshaji wa shughuli za shirika						
Tuna vyanzo vingi vya mapato						
Mipango ipo ya upatikanaji wa fedha za ziada za uendeshaji miradi						
Shirika letu lina uwezo wa kuandika mchanganuo na uwezo wa kukusanya fedha						

Mipango

	1	2	3	4	5	6
Shughuli zetu za kila siku zinachangia kufanikisha malengo yetu ya muda mrefu						
Tunao mpango wa kazi unaoeleweka						
Mipango yetu inaoana na mgawanyo wa raslimali						
Wanachama wanashiriki katika kuandaa mipango yetu						
Wadau wetu wanashirikishwa katika upangaji mipango						
Tunao mpango kamili wa kufuatilia na kutathmini maendeleo ya mipango yetu						
Tunavyo vigezo tunavyotumia katika kuangalia mwelekeo wa mpango						
Matokeo ya tafiti mbalimbali za walengwa wetu zinajumuishwa katika mipango yetu						

Muundo wa Taasisi

	1	2	3	4	5	6
Shirika letu linajulikana katika ofisi za kata na Wilaya						
Shirika letu limesajiliwa katika taasisi husika/Wizara ya mambo ya ndani						
Uongozi wa juu wa shirika wana ufahamu wa dhamana na majukumu yao						
Shirika letu lina muundo wazi wenye kuonyesha mamlaka na majukumu tofauti						
Mikutano ya wanachama inafanywa kama inavyopangwa/kwa mujibu wa katiba						
Kuna miundo ya uhakika ya kuwafikia wanachama na walengwa wetu						

Taratibu (mifumo)

	1	2	3	4	5	6
Kuna taratibu maalum za kukusanya, kuchanganua na kutumia taarifa na habari katika mipango yetu						
Taratibu zetu za fedha zinatimiza matakwa ya wafadhili						
Taratibu zetu za ndani zimebainishwa bayana kimaandishi						
Vionyeshi vya mabadiliko na mafanikio ya shughuli na mradi/miradi yetu vimewekwa wazi na vinaratibiwa						
Habari na taarifa mbalimbali zinawekwa wazi kwa wote katika shirika letu						

Mashirikiano

	1	2	3	4	5	6
Shirika letu linashiriki katika mitandao mbalimbali ya maendeleo						
Shirika letu lina ufikia uma kwa taarifa kuhusu kazi zetu						
Watoa maamuzi katika sehemu tunazofanya kazi wanatufahamu na kutuunga mkono						
Mahusiano yetu na wafadhili na serikali ni mazuri sana						
Tunajifunza kutoka kwenye mashirika, vikundi na miradi mingine						

Washauri

	1	2	3	4	5	6
Shirika letu lina washauri wanaojitolea						
Washauri wanatafuta mapato na vyanzo vya mapato na inajenga mahusiano						
Washauri wetu ni wanawake na wanaume						

Uendelezi

	1	2	3	4	5
Mradi wetu unafanya kazi kwa ushirikishaji wa vikundi vidogovidogo vya walengwa wetu					
Jamii tufanyazo kazi zina nia ya kuweka mazingira katika usafi hata kama wanalipia uzoaji taka					
Washiriki wetu wanajua wazi kuwa kama hawatalipa kuzoaji taka tutashindwa kuendelea					
Jamii tufanyazo nazo kazi wanatuona kama wenzao					
Serikali za mitaa/halmashauri zinatufahamu na zinathamini mchango wetu					

Suwedi Rajabu
Secretary
Umoja wa Wauza Matunda na Mitumba(UWAMAMI)
P.O. Box 104726
Dar-es-salaam

18 July, 2002

Dear Mr Rajabu,

**Re: Status of your application to the Civil Society
Programme CSP 00635**

Thank you for your application to the CSP.

Your application has been carefully reviewed, firstly by the CSP's Management Agent – CARE Tanzania – and secondly by the CSP Rolling Small Grant Committee whose members include representatives from DFID and civil society.

The Rolling Small Grant Committee has recommended that the CSP support your proposed project as described in your application form but also encourages you to link with other organizations doing similar work.

To assist us in preparing a contract, you are requested to provide a breakdown of your budget and activities by quarter. Please plan your activities assuming that the first quarter transfer of funds will be released from CARE no later than 3rd September/ 26th August 2002. Please provide us with a soft copy of the quarterly breakdown using the attached format. You may send the soft copy to us by electronic mail to the address provided below, or you may drop a diskette off at our offices.

We expect to receive this from you as soon as possible, and not later than 29th July 2002. We will then be in a position to finalise a contract, which we will forward to you for your review and signature.

If you require any clarification, please contact us by phone, fax or e-mail. If you wish to meet with a CSP staff member we request you to make an appointment in advance so that we are well prepared to discuss your application. Appointments are available Monday to Friday from 2.30-4.30pm.

The Grants Management Officer designated to your project is Alfred Futeh. Please address all future communications regarding your application to him, at CARE's CSP office and on afuteh@care.or.tz.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dorcas Robinson', written in a cursive style.

Dorcas Robinson

Project Manager – CARE Management Agent