

KILANGORO – IFAKARA COMMUNITY GROUP

Project visit october 2009 – Capacity Building.

Recommendation.

The following recommendations are based on the conclusions from the workshop in Mangula and the the follow-up meeting with the participants on the final meeting in Ifakara before our departure.

The Executive Committee

An appointed executive committee of 3 board members - *Kalunde, William and Elias* will do an extraordinaire work for **3** months, *December, January and February* to improve communication between board members internally and Kilangoro externally, and create an open transparent environment around the accountancy and decisions made in ICG. They must work out a *'Plan of Action'* and a *'Time Table'* for the activities.

They are supposed to meet once in a week to make status on 'Plan of Action' and make decisions for the coming week.

Once every month the committee must elaborate a *'Monthly Progress Report'* and *'Financial Status Report'* in Kiswahili and present it to the board for approval - **All** board members **must** approve and **sign** the report.

A signed English version of the report must be send to Kilangoro every month based on a revised Kilangoro-format, **not later than end of the second week of the month.**

The 3 members are to receive 50.000 T.shs./month for their work and a SIM-card of 5000 T.shs./month. William can receive mileage for transport.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara, but only for the 3 month Dec.'08, Jan.'09 and Feb.'09.

Activities the Executive Committee should put in to action:

Economy.

The financial outlook for ICC is very serious for next year. The air-condition should be sold as soon as possibly for the best price and the profit reinvested in an income generating activity - as discussed during the workshop.

Refrigerator should be connected and put in use – sale of cold water, sodas etc

Urgent !! - ICC will lose the Internet connection if nothing is done!!

Meetings.

1. At least 4 Board meeting should be held every year. Refreshment can be served at the meetings. Timetable for board meetings should be elaborated and pinned on the wallboard in Ifakara Community Centre.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara.

2. All board members shall have their photo taken and pinned on the wallboard in Ifakara Community Centre, together with their name and position in the board.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara.

3. Two General meetings in ICG – including all members must be planned and held before the end of 2009.

Expenses: - will be covered from the 'Capacity Building' money from Kilangoro DK upon approval of budget.

Transparency.

Accountancy

A support for accounting is needed. A local qualified accountant (maybe somebody from the bank) should be hired on consultancy/contract basis to assist the accountancy and to put up a local transparent bookkeeping/accountancy system.

Expenses: - will be covered from the 'Capacity Building' money from Kilangoro DK upon approval of budget.

Inventory

An inventory list of all equipment, furniture etc should be elaborated. It is possible to pay Grema one-month salary to elaborate lists and computerize it.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara.

Reports

All monthly report must be available and ready at hand for all members of ICG on demand in ICC.

Membership – the need for 50 members – the democracy issue

Making ICG visible in Ifakara

All members of Ifakara Community Group should have a **membership-card** and an updated database or list of members must be worked out.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara.

Local name for ICG - a Kiswahili or local name is needed for ICG. Poul will donate 25.000 T.shs to the person who comes up with the best local name.

Expenses: - Poul will donate 25.000 T.shs to the person who comes up with the best local name selected by the ICG board.

A logo should be designed. One or more local artist should be asked to come up with proposal for a design.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara.

A brochure - telling the story of Ifakara Community Group and Ifakara Community Centre and the activities, ideas and philosophy of the organization should be elaborated in Kiswahili and English.

Text is to be elaborated in Tanzania.

Proposal for design and layout will be done in Denmark by Poul.

We will decide later where to print - in Tanzania or in Denmark.

Expenses: - will be covered from the 'Capacity Building' money from Kilangoro DK upon approval of budget.

Membership campaign – small rallies in Ifakara employing local traditional music&dance groups informing about ICG and hopefully attracting new members.

Expenses: - can be covered from the 'Capacity Building' money left in the ICG account in Ifakara.

New projects

Project Committee A project committee should be formed. The project committee should look into the **'tractor-project'** decided upon during the workshop as the most favoured project - budget, sustainability, the type/brand of tractor, equipment etc.

- *but not at least, how to identify people in dire need, poor people, not so poor people, ordinary people, and 'well of people?'*
- *Who will do an honest justified assessment of the beneficiaries?*
- *How to balance between helping poor people and keeping ICG flowing as an organization?*

New ideas for other Projects are very, very welcome.

The 3. - Month trial period.

After this 3-month period December'08, January'09 and February'09, an evaluation should be conducted and the sustainability assessed by your-self, as no representative from **'Kilangogoro'** can be around at the time.

The Over-all Budget for 'Capacity-building' - available money:

Left in Tanzania/Ifakara	14/10/08 app.	600.000 – Ths.
Remaining in Denmark	22/11/08 app.	2.100.000 – Ths.

Please, balance your expenses for the 'plan of action' to the available budget.

Good luck.

Gugga&Poul