

## **PROPOSAL SUMMARY**

**TITLE OF THE PROJECT:** Training Program for community Development officers.

**TARGETED AREA:** Municipality Dar es Salaam Region.

**TARGETED GROUP:** Community Development Officers (Ward Level)

### **SPECIFIC OBJECTIVE**

To induce skills and knowledge on preparing proposals / write up and related methodology in relation to the nature of the project.

To empower them and enabling them to become trainee of trainees to quite different groups and community at large.

To provide techniques that implies on preparation of proposals / writes ups for local and international level.

To create resources on project Planning and Management and Planned projects by the government to be into positive magnitude.

### **01.BACKGROUND INFORMATION**

Today's Development and Skills Promotion (TDSP) is Non-Governmental Organization and Partner Development and partner Technical Expertise both has committed to join the skills and professionals to provide training program on preparation of proposals / write ups to community Development Officers in Dar es Salaam Municipality. Both parties has committed to share hands and ensuring that the officers are well provided skills and knowledge since themselves acts as the basis for community.

### **2.0 PURPOSE OF INTRODUCING TRAINING PROGRAMME**

TDSP and Government both parties has seen the importance of supporting the community and Government efforts to speed up the life standard of a people and National Development.

There is a great need of empowering to Participate fully on planning various projects from local or grass root level even in other side on projects implementation on monitoring and evaluation and ensuring that the project are positively implemented, for example during ODC meeting and meeting from grass root level, District level themselves play a great part on preparing, formulating projects that close in touch in relation to duties and responsibilities.

### **3.0 ROLES OF PRIVATE NON GOVERNMENTAL AND STATE ACTORS**

Both parties Non-governmental organization and Non state Actors they have given opportunities and roles to support the government effort to speed the National Development through implementation of National policies and National strategies that also could removal the gap and link with quite different sectors.

#### **4.0 ROLE OF COMMUNITY DEVELOPMENT OFFICERS.**

Community Development Officers are part of leadership with duties of conducting research, collecting ideas, challenges and problems faces with community which in the end otherside need the right solution through intergrated approach of share bonds with similar aims and goals of development for the community.

#### **5.0 CURRENT PLAN**

TDSP in collaboration with Global giving together has agreed to conduct training for community Development Officers in Kinindoni Municipality, Temeke Municipality, Kigamboni Municipality, Ilala Municipality, Ubungo Municipality to provide skills, knowledge and ability of preparing proposal projects from minor stage to final stage.

#### **6.0 CHALLENGES**

These are some challenges faces community Development Officers;

Proposal preparation and Appraisal

Lack of proper format, guidelines and principles of preparing proposals / write ups to meet the standard Either for local and international donor/ financier.

Lack of proposal / write ups uniformity approach, or system of proposal preparation according to steps and stages.

#### **7.0 SOLUTION**

TDSP and Global giving in collaboration with Head of Department In charge has agreed together to conduct such training as being stated before in this proposal.

#### **8.0 TARGETED GROUP**

The training program on preparing of proposal / write ups shall involve Community Development Officers under local government .

#### **9.0 NUMBER OF PARTICIPANTS**

The training program shall involve about 120 Ward Development Officer in all wards of , Dar es Salaam. Municipalities.

#### **10. TRAINING THEMATIC AREA**

The training / seminar shall involve the following syllabus

Methodology of conducting Research (Data and information collection, find out challenges to the community )

Problem statements and needs to the community and to get solution

Proposal / write ups preparation

Evaluation and monitoring

#### **11.0 TRAINING METHODOLOGY**

Training shall be conducted by using the following approach;-

Training by providing lecture

**TENTATIVELY BUDGET**

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Training through the use of training materials (I E C) Such as booklets and pamphlets, Group Discussion Test for trainees to be given to prepare proposal / write ups.

**12.0 VENUE**

The training shall conducted at Kinondoni kigamboni ,Temeke and ilala municipals

**13.0 EXPECTED OUTCOME**

The training on Basic proposal / write ups preparation react as a foundation on short term planning that aims to empower community Development Officers to be capable on preparing proposal/ write ups even though education in similar way vice versa as we expect skills and knowledge to be multiplied to the community. And also to increase life standard of people who living in difficult life due to the education provided .

**14.0 BENEFICIRIES**

The training program shall benefit about 120 Community Development Officers in Dares Salaam Municipalities and communities in general form local government .

**15.0 CONCLUSION AND RECOMMENDATION**

The training Program on Basic Training on proposal / write ups preparation has been analyzed and approved shall be contribute to equip Ward Development Officers and communities in general , hence to speed up them ready to react from any project that shall be raised from ward, community group , Government and sharing of resources on all levels.

**16.0****TENTATIVELY BUDGET**

S/N	DISCRIPTION	QTY	UNIT COST (TZS)	TOTAL AMOUNT (TZS)
1	TRAINING MATERIALS (I E C)			
1.1	Pumphelets 120@ 5,000.00	120	5,000.00	600,000.00
1.2	Booklets 120@ 5,000.00	120	5,000.00	600,000.00
	<b>SUB TOTAL</b>		<b>(Tshs)</b>	<b>1,200,000.00</b>
2	STATIONARIES			
2.1	Ball pens	2 doz	10,000.00	20,000.00
2.1	Writing pads	120	2,500.00	300,000.00
2.2	A4 Paper Reams	10 ream	12,500.00	125,000.00
2.3	Slide Board	2	100,000.00	200,000.00
2.3	Flies Bags	120	600.00	72,000.00
2.4	Note Book	120	850.00	102,000.00
	<b>SUB TOTAL</b>		<b>(Tshs)</b>	<b>819,000.00</b>
3.0	PREPARATION CERTIFICATE AWARD			
3.1	120 Certificate Awards	120	5,000.00	600,000.00
4.0	ENTRETAINMENT			
4.1	Bitthing	120	4,500.00 X dys	1,620,000.00
4.2	Lunch	120	5,000.00 x dys	1,800,000.00
	<b>SUB TOTAL</b>		<b>(Tshs)</b>	<b>4,020,000.00</b>
	3			
5.0	Facilitator Allowance	3 Facilitat	500,000.00 x dy	500,000.00 1,500,000.00
6.0	Emergency	1 day	900,000.00	400,000.00

6.1	<b>MONITORING AND EVALUATION</b>			500,000.00
6.2	Evaluation meeting			500,000.00
7.0	<b>AUDIT</b>			500,000.00
7.0	Transport for participant			500,000.00
	<b>SUB TOTAL</b>			<b>(Tshs) 5,400,000.00</b>
	<b>GRAND TOTAL COST</b>			<b>Tshs 11,439,000.00</b> <b>USD (5,000)</b>

