



Politiques **E**conomiques et **P**auvreté
overty and **E**conomic **P**olicy



***Community-Based Monitoring System
(CBMS) Network***

***Implementation of a
Community-Based Poverty
Monitoring System in Tanzania***

***Rangya Muro
Tanzania***

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PROJECT PROPOSAL FOR A CBMS NETWORK RESEARCH GRANT

**Implementation of a Community-Based
Poverty Monitoring System in Tanzania**

(June 2005 – August 2006)

A Project Proposal

**DODOMA MUNICIPAL COUNCIL
P.O.BOX 1249.
DODOMA**

May 30, 2005

I. PROJECT OVERVIEW

Implementation of a Community-Based Poverty Monitoring System in Tanzania

A Project Proposal

Abstract

The Government of Tanzania has sought to encourage participatory bottom-up planning since 1961. In 2004 the Government developed The Opportunities and Obstacles to Development Methodology (O&OD), which defines a process for municipalities to follow to achieve decentralization. The O&OD methodology is a holistic participatory planning process. Dodoma Municipal Council wishes to implement a Community-Based Poverty Monitoring System that concurs with the O&OD methodology. Good planning and decision making requires a comprehensive municipal information system, which captures pertinent data and produces meaningful reports. The development of a “statistical database” was identified as a priority item in Dodoma Municipal Council’s 2003-2007 Strategic Plan. Dodoma Municipal Council (DMC) has recently entered into a partnership with the City of St. Albert in Alberta Canada. The partners are working on developing a municipal database that will enhance the financial management, budgeting and planning processes of the municipality. The Community-Based Monitoring System (CBMS), with its aim to provide a good information-base for policy-making, and project-impact monitoring, is highly complementary to both the O&OD methodology and the current partnership that DMC has with the City of St. Albert. Therefore, as a means to improve program designs within the wards, in the effort to achieve a higher standard of living for the population, by fighting illiteracy, diseases and poverty, Dodoma Municipal Council submits the following proposal to the CBMS International Network for their consideration.

II. ADMINISTRATIVE INFORMATION


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III. BACKGROUND HISTORY


The United Nations Human Development Index (HDI) for Tanzania in 2004 was 162, which is two points worse than the previous year’s ranking of 160¹.

¹ <http://www.un.org/special-rep/ohrlls/ldc/HDI-LDC2004.pdf>

“Tanzania is one of the world's poorest countries. Around half of the population lives below the poverty line, one in six children die before the age of five, and almost one-third of the population will not live until the age of forty. These human welfare indicators are the culmination of almost two decades of slow growth and under-investment in basic social services. Economic reform programmes have succeeded in raising per capita growth rates during the 1990s, winning praise from the IMF and the World Bank. However, there is little evidence of the resulting benefits 'trickling down' to the rural and urban poor. On current trends over 40 per cent of Tanzania's population will remain extremely poor at the end of the decade, even with strong growth performance.”²



Municipal Development in Tanzania



Basic Facts about Tanzania

- Land Area = 945,087 sq km, slightly larger than twice the size of California
- Population: Tanzania – 36,588,225
Dodoma – 324,347
- Age structure: 0-14 years: 44.2% (Median age 17.6 years)
15-64 years: 53.2%
65 years and over: 2.6%
- Religions: Christian 45%, Muslim 45%, indigenous beliefs 10%

Needs identified by Dodoma

- Participatory Planning & Budgeting
- Financial Management & Resource Mobilization
- How to analyze data collected, process, and disseminate
- Capacity building with council, staff and community on financial management, planning & budgeting.
- Training and sensitization of staff, councilors and community on development of communication strategies.
- How to establish Private-Public Partnerships
- Women empowerment & participation in municipal system

The capital city of Tanzania is Dodoma, which is close to the geographical centre of the country, and home to Tanzania's Union Parliament. However Dar es Salaam remains the de facto capital, with virtually all government ministries and other major institutions, including diplomatic representation, still based there.³ Dodoma Municipal Council is located at 486 kilometers east of Dar es Salaam and 441 kilometers south of Arusha, the Headquarter of the East African Cooperation. It covers an area of 2,669 square kilometers of which 625

² http://www.oxfam.org.uk/what_we_do/issues/debt_aid/debt_tanzania.htm

³ <http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1007029394365&a=KCountryProfile&aid=1019745099478>

square kilometers is urbanized. Based on the 2002 National Population and Housing Census, the population of Dodoma was 324,347 of whom 157,469 or 48.5 percent are male and 166,878, or 51.5 per cent are female. The estimated total number of households is 74,914 with an average household size of 4.3 people.

The Government of Tanzania has sought to encourage participatory bottom-up planning since 1961. During the early 1960's, chiefdoms were abolished countrywide. The objective was to give decision-making to the people. The goal was to achieve a higher standard of living for the population by fighting illiteracy, diseases and poverty. People were encouraged to work hard and involve themselves in self-help projects. The catchphrase "UHURU NA KAZI" describes this era, which means "Independence and work." The late president Mwalimu Julius K. Nyerere, summarized this concept by saying "It can be done, play your part".

From the late 1960's to the early 1990's the focus was socialism and self-reliance. The Arusha Declaration articulated the strategy. In 1972 the Local Government Authorities of the colonial administration were abolished. This paved the way for the introduction of the Regional Decentralization Act of 1972. In 1982 the Local Government Authorities were re-established in order to facilitate the transfer of authority back to the people. Local Government Authorities have the right and power to participate, and to involve the people in planning and development programs.

Since 1992 the Government of Tanzania (mainland) has undertaken to change the role of the Central Government from service delivery to that of policy formulators, coordinators and advisors. Thereby allowing the Local Government Authorities to assume the role of service deliver and facilitating community development activities.

The Poverty Reduction Strategy Paper guides the country's efforts to reduce poverty. It is the blue print through which the Government of Tanzania achieved or qualified for the Highly Indebted Poor Countries (HIPC) Initiative, leading to cancellation of debts and applying the savings (revenue that would otherwise go for debt servicing) to the provision of social and economic services to the needy. It was a three-year programme, which has been completed as phase one of the initiative, and a new phase has just taken off under a slightly different title; the National Strategy for Growth and Reduction of Poverty (NSGRP). Swahili being the National language in Tanzania, the Strategy is known in Swahili as "Mkakati wa Kukuza Uchumi na Kuondoa Umaskini Tanzania-MKUKUTA. If you ask any person on the street, they will tell you what MKUKUTA is.

NSGRP is overseen at the policy level by the Vice President's Office, which holds the portfolio for Poverty Reduction, but at the operational/implementation level it is the responsibility of the LGAs overseen by the PORALG.

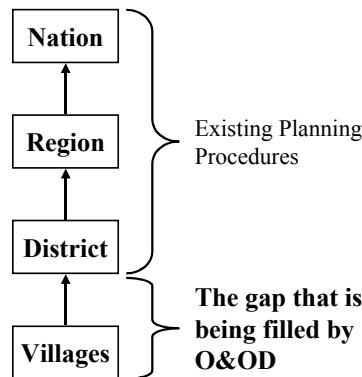
Built in the strategy is a Community-Based Poverty Monitoring System to ensure that the people participate not only in planning for their development

through the nationally accepted methodology (the O&OD), but also participate in measuring the outcomes of their efforts through the CBMS. In this regard, the Presidents Office – Regional Administration and Local Government (PORALG) oversees the rolling out of the O&OD methodology to the Local Government Authorities (LGAs), and to date about 50% of the LGAs have been covered.

The development of O&OD began in 2001 through the collaborative efforts of the Presidents Office – Regional Administration and Local Government, UNICEF, Presidents Office – Planning and Privatization, Ministry of Finance, Ministry of Health, University College of Lands and Architectural Studies, and Regional Secretariats of Iringa and Rukwa.

The O&OD methodology is an intensive consultative planning process that uses participatory tools to come up with village and district plans that focus on the Tanzanian Development Vision 2025 (TDV-2025), whose main objective is to guide economic and social development efforts up to the year 2025.⁴ Together the O&OD methodology and the TDV-2025 form the basis for implementing poverty reduction efforts. The O&OD methodology was developed in line with the governments aspiration to devolve powers to the communities, in an effort to restore the spirit of self reliance, local resource mobilization, transparency and accountability whereby communities take ownership of their development initiatives. This is a departure from the former top-down planning approaches, where there was no planning linkage between the District and the Village/Ward levels. The new O&OD methodology is illustrated Figure 1.

Figure 1: O&OD Planning Methodology



The O&OD Participatory Planning Methodology is supported by Articles 145 & 146 of the Constitution of Tanzania, which requires empowerment of the people in making decisions on their development endeavors. Furthermore, the Regional Administration Act No. 19 of 1997 and the Miscellaneous Amendment Act No. 9 of 1999 provide for the process of devolving power to the people. The overall

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<http://www.unhchr.ch/hurricane/hurricane.nsf/0/FBBAE9C780BB479AC1256A620025537F?opendocument>

objective is the improvement of service delivery by the public sector, for the ultimate eradication of poverty in the communities.

The government aspires to strengthen planning by increasing peoples participation through integrated bottom-up development planning. The Opportunities and Obstacles to Development Methodology (O&OD), which defines a process for municipalities to follow in order to achieve decentralization, is a holistic participatory planning process which has the following significant features:

- It has a positive outlook on the community, where the community is encouraged to identify available resources to overcome obstacles, thereby fostering self-reliance.
- It defines participatory tools, which assist with the bottom-up planning process; e.g. a village map, transect walk, historical time lines, seasonal calendar, institutional analysis, daily activities calendar by gender, household wealth ranking, focus groups and identification of sources of income and expenditure.
- It is a Planning Model, which enables the community to identify in a logical frame work specific objectives, opportunities, obstacles, steps for implementation, etc.
- It helps members of the communities become aware of their own resources and how to make better use of them.
- And finally, data is the basis of formulating the plans. During the process, secondary data is collected from village registers, files and institutions. Primary data is collected using participatory tools, including spatial data, historic/time related data, and socio-economic data.

In an effort to achieve a higher standard of living for the residents of Dodoma, Dodoma Municipal Council wishes to implement a Community-Based Poverty Monitoring System that concurs with the process as described by *The Opportunities and Obstacles to Development Methodology*.

IV. OBJECTIVES

The prospect of achieving a higher standard of living for the population, by fighting illiteracy, diseases and poverty, will be improved through the development of a Community-Based Monitoring System that supports planning, decision-making and the monitoring of activities in all sectors.

The objective is the development of a comprehensive municipal information system that captures municipal, ward and village level data, and produces reports and analyses that facilitates good planning and decision-making

The expected short-term result will focus on having in place a CBMS that increases the knowledge of community leaders, staff and council on the socio-economic realities of the community. The training and implementation surrounding the database and revised planning and budgeting processes will increase the capacity of community groups, staff and council. There already

exist a number of organized groups of marginalized women, widows and youth, whom the pilot CBMS will be able to track and assist in developing programs and policies to their immediate advantage. The short-term results will be achieved within the span of one year.

In a long run (i.e. three to five years), council expects to have a comprehensive, accurate and up-to-date CBMS that incorporates spatial, time related, and socio-economic data, as described in *The Opportunities and Obstacles to Development Methodology*, resulting in improved program designs within the wards and departments, all of which results in poverty alleviation within the municipality.

V. RESEARCH ACTIVITIES

The development of a “statistical database” was identified as a priority item in Dodoma Municipal Council’s 2003-2007 Strategic Plan. Many departments identified a substantial lack of meaningful information for program planning and budgeting purposes. Good planning and decision making requires a comprehensive municipal information system, which captures pertinent data and produces meaningful reports. It is for this reason that the 2003-2007 Strategic Plan identified, as a priority item, the development of a Municipal Database (a.k.a. CBMS) that captures spatial, time related, and socio-economic data at the village, ward and municipal level.

The CBMS will be developed and test piloted in

- one Mtaa (urban area) of Mlimwa, which has a population of approximately 800 people, and
- one Kitongoji (rural) of Barabarani in the village of Nala, which has a population of approximately 400 people.

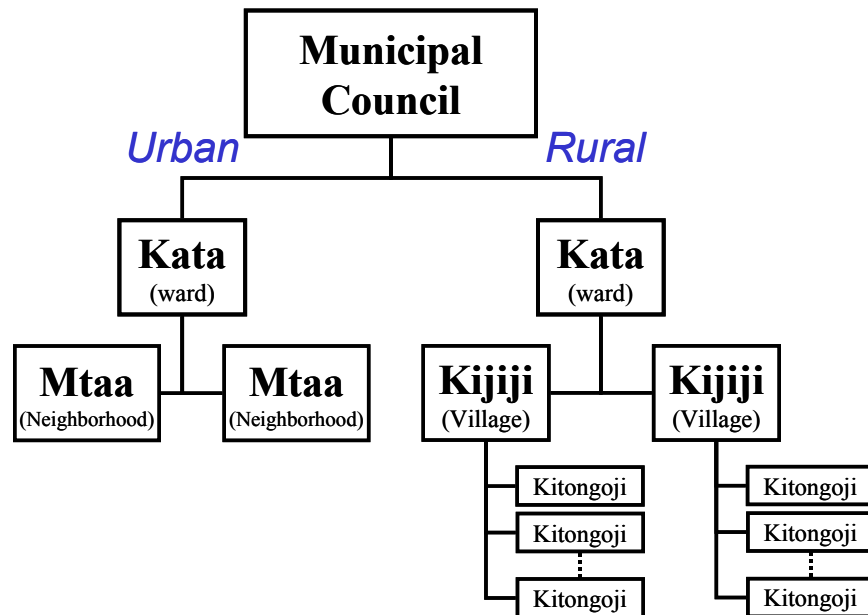
At this point it is appropriate to provide an overview of the local government structure and a summary of the current information collection activities.

Local government structure

The Tanzanian local government system dates back to pre-colonial times when in 1901, Communal Unions (Kommunal Verbandes) were established for some parts of the then German East Africa . Since then, local government in Tanzania has had a range of roles and responsibilities and experienced evolving structures.

The independent Tanzania inherited the colonial structure of Local Government, which lasted until 1972 when Local Governments were abolished and replaced by a system known as Decentralisation. Essentially this entailed extending the Central Government structure down to the Village level with no elected local representatives. Academicians call this “Decentralisation by Deconcentration”

In 1982, legislations were enacted re-establishing Local Governments in the form of Devolution as opposed to Deconcentration. Village Councils, Township authorities and district councils were established as the local government authorities in rural areas; and town, municipal and city councils as local government authorities in urban areas. These became fully operational in 1984



Earlier on, legislation had been enacted in 1975 to establish Village councils, so with the re-establishment of Local Government Authorities, Villages became part and parcel of the legal local government system. Local government elections have taken place in an interval of five years since the re-establishment of the local governments, since 1983. Villages Vitongoji and Mitaa conducted their recent elections in November 2004 under multiparty system. According to legislation, a council made up of elected councilors, local members of Parliament and women representatives governs every local government authority. A chair heads a district or town council, and mayors head municipal or city councils. Both chairs and mayors are elected from among the councilors.

Structural set-ups for these authorities exist starting at the grassroots – kitongoji in the case of rural councils or mtaa level in the case of urban councils - upwards to the ward and council level. Various committees are provided for, as are management structures. On the one hand, citizens participate in decision-making process through local assembly meetings and are represented at the various higher local government levels. On the other hand, the management set-up is meant to reflect the various operational departments within the councils. Among major problems that local authorities face at lower levels include limited resources and low capacity for effective formulation and implementation of their plans and for efficient and equitable delivery of basic services.

In as far as the administrative structure is concerned, it is true that a Village and a Mtaa are the lowest decision making units for development planning and not the Municipal level. Community involvement is very much possible and actually practiced at the Village and Ward levels. Concerning the collection of data, it is a matter of designing the methodology (questionnaire/interview/etc) and then involving the Village/Ward leadership.

The project will be implemented in one urban community/neighborhood (at mtaa level) and one rural area (village) at kitongoji level.

It is expected that council staff at these levels will benefit from training of trainers workshops completed by the higher-level council staff. This approach will enable staff and community personnel to effectively and efficiently carry out database information gathering to be transferred to the council level (bottom-up).

Current Collection Activities

Currently statistical information is collected in the vitongoji and mitaa on a form referred to as the Fomu ya Takwimu (or form of statistics, refer to Addendum "B"). The data collected on the Fomu ya Takwimu includes basic priority areas namely demographic, educational, health, agricultural, and public works information about the kitongoji and mtaa.

The Fomu ya Takwimu conforms to the Local Government Reform Program, which stresses the need to improve basic service delivery, and it conforms to the Opportunities and Obstacles to Development Methodology (O&OD), which is a holistic process where data is the basis for formulating plans.

As pointed out earlier, the government is rolling out the O&OD planning program. Under this methodology, villagers or dwellers of a mtaa or kitongoji are fully involved in the identification of the opportunities (or strengths) at their disposal and how they can be put to the best use in order to overcome their obstacles (or weaknesses) to their development. They identify the objectives, targets, activities and verifiable indicators. It is through monitoring the implementation of their development plans that the communities are expected to make use of the CBMS information. For example, they may decide to design a project that ensures food security within the village, the information that would be relevant for monitoring this project would be the number of households requiring food assistance or the amount of food surplus sold to other villages.

The current collection procedure of the information contained on the Fomu ya Takwimu is as follows:

- 1) **Collection and First Aggregation of Data:**
 - a. In the Urban communities the Mtaa Leader gathers the information, records it on the Fomu ya Takwimu, and submits the form to the Kata (ward) office.
 - b. In the Rural communities the Kitongoji Leader gathers the information, records it on the Fomu ya Takwimu, and submits

the form to the Kijiji (village) office. The Village Executive Officer then consolidates the information from all of the Vitongoji, and submits the consolidated form to the Kata (ward).

2) **Second Aggregation:** The Ward Executive Officer then consolidates the information from all of the Mitaa or Vijiji, and submits the consolidated information to the municipal office.

3) **Third Aggregation:** Finally, the municipal office consolidates all of the forms to produce municipal totals and analysis.

Proposed CBMS Project

It is proposed that the current manual procedures entailed in the collection and consolidation of the Fomu ya Takwimu be automated. The new automated procedure would require the Vitongoji and Mitaa leaders to travel to Dodoma municipal office to key the information on the Fomu ya Takwimu into a municipal computer program. The computer program would then automatically generate summary reports and analysis for all of the various levels of government, i.e the vitongoji, vijiji, mitaa, kata and munispaa.

The Benefits

The benefits of the new procedure are

- The freeing up of staff time at all governance levels; i.e. Vitongoji, Vijiji, Mitaa, Kata and Manispaa. This freed up time can now be spent on other more productive activities, as opposed to the mundane clerical activities that are currently employed in the adding up of numbers and the transposing of information from one piece of paper to another.
- Using the computer will
 - a) significantly simplify the storing and retrieving the data,
 - b) improve the accuracy and integrity of the information by reducing the potential for clerical errors that currently exists at each level of aggregation,
 - c) increase the ability to analyze and summarize the information, and thereby enhance the planning process at each level of governance.

In general the computer will allow for the provision of high level summary analysis, as well as the option to drill down to the detail, to the lowest level of aggregation at the kitongoji or mtaa level.

- The new reports produced by the CBMS will greatly enhance the ability of the various committees and councils throughout the municipality to plan and set priorities.

- The new CBMS process will bring transparency to the decision making process at all levels and in all sectors. It will help to minimize the disproportioned influence of certain individuals who inject biased anecdotal information into the planning and decision making processes. The new information system will enable the community members to verify information. It will improve the monitoring of the community and projects.
- Sometimes a Kata will miss a project or opportunity due to misinformation or unrealistic notions. With the ability to assess a Kata at the detailed level, and also to compare it to other Kata at the summary level, Dodoma Municipal Council will be in a better position to identify and illustrate the “real” needs to the Kata, based on accurate comparative summary analysis.
- With direct access to the CBMS information, common people will gain an understanding of the needs and opportunities of the kitongoji or mtaa and thereby provide informed input into community planning. For example, potential users of the new reports and analyses will include, but not be limited to the following:
 - Women’s groups
 - Home Based Care
 - Orphaned Children’s groups
 - Youth groups
 - Waste Management groups
 - Environmental groups (planting trees)
 - Working groups at the ward level, that provide training for employment opportunities
 - and others

The Pilot Communities

The pilot Mtaa is Mlimwa, which has approximately 800 people. Mlimwa is in the Kata of K/Ndege. This area is comprised of modern buildings and fairly distributed infrastructure. Spatial and no-spatial data/information is necessary for property tax assessment and collection. CBMS will form an effective and efficient environment of planning and monitoring of urban development functions, as it is able to link with the grassroots’ community.

The pilot Kitongoji is Barabarani, which has an approximate population of 720 people. Barabarani is in the Kijiji cha Nala, and the Kata ya Nala. The village and particularly Kitongoji cha Barabarani manifests significant lifestyle of rural communities, which are in transition to urban fabric. Employment opportunities, distribution of water points within walking distance, literacy, maternal services, passable roads and agricultural extension services are but a few needs identified in the pilot area. CBMS will be a tool for allowing fast and frequent access to the community in order to qualify and quantify those needs and hence pave way for appropriate strategies for improving the people’s livelihood.

The Project Tasks

Preliminary work on the project will include an assessment of existing information sources, paying particular attention to ensuring that the dataset designed for the CBMS will concur, as much as possible, with variable definitions found in the other sources. This will allow for meaningful comparative analysis of the CBMS village and ward data to municipal, district, regional and national totals. The plan to automate the Fomu ya Takwimu will satisfy this criteria. An initial list of other statistical surveys and organizations is as follows;

- Integrated Labour Force Survey, 2000/01
- The Tanzanian Household Budget Survey (HBS), 2000/01
- 2002 Population and Housing Census Results
- National Bureau of Statistics (NBS)
- General Data Dissemination System (GDDS)
- Tanzania Demographic and Health Surveys (TDHS)
- Tanzania Socio-economic Database (TSED)
- Tanzania Population Information Network (TPIN)

The first research objective will be to fully review the Fomu ya Takwimu process. The tasks involved in this first activity are as follows

1. Identify all data reports utilized by council, managers and ward representatives.
2. Identify individual staff roles & responsibilities within various departments & wards, relative to the Fomu ya Takwimu.
3. Identify technical capabilities of key players.

After evaluating the Fomu ya Takwimu, the second objective will be to identify the core reports to be produced by the Municipal Database (i.e. CBMS) to satisfy the information needs of the manispaa, kata, mitaa, vijiji and vitongoji for program planning and budgeting. In consultation with the municipal director, department managers, council and community leaders, the proposed reports to be generated from the automated Fomu ya Takwimu will be reviewed together with the list of data provided in Appendix III of *The Opportunities and Obstacles to Development – A Community Participatory Planning Methodology* (see attached Addendum “A”). The completion of this objective will result in the identification of the core set of data that needs to be captured within the Municipal Database.

After completing the evaluation of the Process Charts, and after identifying the required data and the desired reports, the project team can begin to undertake the third objective; i.e. the designing of the database. The design phase will include a continual review of the recommended datasets & management reports with the municipal director, department managers, council and community leaders, to ensure the relevance and utility of the final product.

Once the CBMS database design is complete, the fourth objective will be to develop the database. It has been determined that Dodoma Municipal Council does not have an IT department, nor does it have an IT specialist on staff. Therefore a portion of the CBMS budget needs to be allocated to the hiring of a local computer science student or graduate, or the secondment of an IT specialist from a local institute or government office. The IT specialist will work with the key individuals in the development of the database.

The data collection and processing will be as described above, i.e. the current manual procedures entailed in the collection and consolidation of the Fomu ya Takwimu will be automated. The Vitongoji and Mitaa leaders will travel to Dodoma municipal office to key the information on the Fomu ya Takwimu into a municipal database. The CBMS program will automatically generate and disseminate summary reports and analysis for all of the various levels of government, i.e the vitongoji, vijiji, mitaa, kata and munispaa.

Following is a general outline of Dodoma's approach to collecting, processing, disseminating the CBMS database.

1. Data will be collected for all households in the pilot mtaa and kitongoji. Spatial data will be collected using manually drawn maps, various schematics, and digital photographs. If sufficient budget is available, aero photographs will be taken. For the socio-economic information the existing Fomu ya Takwimu will be used. The data will be collected using this existing Fomu ya Takwimu.
2. The researchers identified in this proposal will process the data using a mixture of manual and computerized methods, with the help of the temporary full-time IT specialist. At the community level, the data processors will include teachers, community leaders in the ward and villages. The researchers will provide template worksheets and training to the teachers and community leaders.
3. Data validation will occur at two levels. For public issues we will use the Ward Development Committee and full council sessions, which are conducted quarterly. For private sector issues, data will be validated by a relevant NGO, such as the Chamber of Commerce for business issues.
4. Every sector will be responsible for disseminating it's own data to it's own sector. Dissemination will include posting the information publicly on billboards, the Internet, or will be made available to the appropriate groups and organizations in traditional print format. Frequent sharing of the data will assist in the ensuring that the information is continually updated and accurate. Development Committees will be responsible for disseminating the data to the wards and villages.
5. Every sector, kata, mtaa, kijiji and kitongoji will have access to it's own data. Depending on the personal nature of the information, or

the sample size, some information may not be shared publicly. Passwords for particular data sets may also be required to access the information.

6. The municipality will be establishing an Information Unit, which will assume responsibility for maintaining, updating and enhancing the CBMS database. This unit will serve Council and the departments as an Information Resource Centre.

The key personnel, listed in section VI below, will resolve, in greater detail, these issues in consultation with the various decision makers and stakeholders of Dodoma Municipal Council, during the 5 week Technical Mission of the City of St. Albert from June 27 to July 29, 2005.

After the establishment of the CBMS database for the pilot areas, it will be replicated to other mitaa and vitongoji of pilot wards and subsequently in other wards of Dodoma. It is expected that the CBMS database will then be implemented in other municipal councils of Tanzania.

VI. INSTITUTIONS AND PERSONNEL

There key personnel working on this project are as follows:

1. Mr. Rangya Kyulu Muro, PgDip Urb.Survey, M.A. Urban Management
Municipal Town Planner, Dodoma Municipal Council
2. Mr. Elinasi A. Pallangyo, Advanced Diploma Economic Planning
(Mzumbe University), Post-Grad. Diploma in Rural Development
Planning (Dodoma), MBA (in progress, Mzumbe University)
Economist, President's Office, Regional Administration and Local
Government - Dodoma Office
3. Ms.Domitila Bashemela, PgDip. Reg.Planning, MBA
Senior Lecturer, Institute of Regional Development Planning, Dodoma
4. Mr. Constantine J Mushi, Adv.Dip. Economic Planning
Municipal Economist, Dodoma Municipal Council
5. Mr. Celestine T. Kimaro, B.A. Sociology, Proj Mgt (Ottawa), Strategic
Planning (Netherlands)
Research & Development Officer, Association of Local Authorities of
Tanzania (ALAT), Dar es Salaam
6. Mr. Joel DeBlock, B.Sc. Mathematics, M.Sc. Agricultural Economics
Manager, Business Analysis, The City of St. Albert, Alberta, Canada

Adding to these, a network of personnel will be drawn from.

1. The Association of Local Authorities of Tanzania

2. National Institute of Local Governments, Dodoma
3. Ministry of Regional Administration and Local Government
4. The East African Statistical Training Centre, Dar es Salaam
Mr. Sindato, Senior Lecturer, (Ph.D in progress)
- 5 Mzumbe University, Morogoro
6. Ward Development Committees
7. The Federation of Canadian Municipalities
International Centre for Municipal Development
8. The City of St. Albert, Finance Department
Del Dyck, General Manager Corporate Services
Joel DeBlock, Manager, Business Analysis
Mike Dowler, Financial Planning Advisor

VII. TIME TABLE OF ACTIVITIES

Activities	2005						2006								
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
I Architectural design of CBMS database.															
a) Develop a Process Chart of existing information flows															
<i>Identify existing reports utilized in program planning</i>															
<i>Identify roles & responsibilities of staff</i>															
<i>Identify technical capabilities of key players.</i>															
b) Design proposed management reports															
<i>Identify core reports required for decision making</i>															
<i>Identify core dataset to be captured</i>															
c) Review proposed reports through workshops & interviews															
<i>Department Level</i>															
<i>Ward Level</i>															
<i>Mtaa Level</i>															
II Develop CBMS database															
Develop data collection & processing tools															
Identify key personnel in pilot wards and villages															
Train enumerators & surveyors															
Train data entry clerks															
III Test CBMS database															
Conduct survey of wards and Mtaa															
Enter surveys into database processing tools															
Process and analyze survey data															
Produce summary reports															
Review reports with management, council & community leaders															
IV Document results and recommendations															
Identify strengths and weaknesses of Pilot DBMS															
Recommend revisions & process for dissemination of DBMS															

DATA/INFORMATION TO BE CONSIDERED FOR COLLECTION

Source: *The Opportunities and Obstacles to Development – A Community Participatory Planning Methodology*; President's Office, Regional Administration and Local Government (April 2004), Dodoma, Tanzania.

Do we currently have access to this information? (X = Yes)	Do we need this for the Community Based Monitoring System? (X = Yes)
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1.0 ADMINISTRATION

1. Area: Ward/Village:				X	
2. No. of Kata/Mitaa/Kijiji/Vitongoji/Villages:				X	
	Males	Females	Total		
3. Members of Village Council				X	
4. WDC Members				X	
5. Population					
Total count:				X	
Able to work:				X	
Children:				X	
Orphans:				X	X
Street children:				X	X
People with disabilities:				X	X
Widows:				X	X
Elders:				X	X

2.1 PRIMARY EDUCATION

Population of school aged children (ages 7 to 13 only)	Males	Females	Total		
Children (7-13) who are supposed to be in school				X	
Number of children who drop out of school				X	
Children aged 7 years registered				X	
Average attendance per year				X	
Completion rate of primary school				X	
Passing rate				X	
Number of pupils joining in Secondary Education				X	
Number of pupils per classroom - Classroom deficiency				X	
Number of streams				X	
Ratio of pit holes				X	
Pit-hall deficiency				X	
Total number of Schools and equipment/supplies	Males	Females	Total		
Pre-schools				X	
Primary schools				X	
Secondary schools				X	
Colleges				X	
Number of teacher houses available				X	
Number of teacher houses needed				X	
Pupil's desks ratio				X	
Desk deficiency				X	
Availability of learning and teaching tools (e.g.. Pupils books ratio)				X	

2.2 ADULT EDUCATION

Education Level	Males	Females	Total		
Number registered in Adult Education - classes				X	
Adult Education - attendance				X	
Number of Adult Education Teachers				X	
Number of Adult Education Classrooms				X	
Number of established COBET classrooms				X	
Number of registered COBET pupils				X	

3.0 HEALTH

Common Principal Diseases	Males	Females	Total		
a) Malaria				X	
b) Tracoma				X	
c) HIV/AIDS				X	
d) Diabetes				X	
Sporadic diseases which occurred in 2004	Males	Females	Total		
a)					
b)					
c)					
d)					
Communicable diseases	Males	Females	Total		
a)					
b)					
c)					
d)					
Health services available and distance from community	Number	Kilometers			
Number of permanent latrines				X	
Dispensaries				X	
Hospital Centres				X	
Hospitals				X	
Private dispensaries				X	
Hospitals				X	
Community Preparedness/Organization					
Active Health Committees				X	
Availability of VHW				X	
How Village Health Days are organized in the village				X	
Household's visiting services (home visiting)				X	

3.1 QUALITY SERVICES OF REPRODUCTIVE HEALTH

	Males	Females	Total		
Number of children below one year of age				X	
Number of children under five years of age				X	
Nutrition status of under five years of age				X	
Severe malnourished children				X	
Moderate malnourished children				X	
Immunization - status of under one year				X	
BCG				X	
Polio 3				X	
DPT-HB3				X	
Measles				X	
Vitamin "A"				X	
Number of children bearing aged (19-45)				X	
Number of women gave birth below 20 years and above 35 years				X	
Number of women immunized against TT ₁ and above				X	

Available reproductive health services				
Number of Family Planning users				
Reproductive Health Service providers:				
During pregnancy				
During delivery				
After delivery				

3.2 HIV/AIDS

	Males	Females	Total		
Deaths caused by HIV/AIDS					
Number of affected by HIV/AIDS					
Rate of HIV/AIDS transmission					

4.0 AVAILABILITY OF CLEAN AND SAFE WATER SOURCES

List wells, pipe, and traditional water sources				
Distance to water sources				
Number of households with access to clean and safe water				
Water committee				
Water fund				

5.0 ECONOMIC STATUS

Yearly average income per	Males	Females	Total		
person					
household					
street/village					
ward					
Major economic activities					
Available institutions in the village/ward					

5.1 ECONOMIC SERVICES

Road: length of road (km)				
Power Sources				
Communication and other production				
Crop market				

6.0 PRIVATE SECTOR

Vocational Training Centers/Workshops				
Small Industries				
Hotels/Restaurants				
Shops				
Fuel petrol stations				
Economic groups				
Non-Governmental Organizations				

7.0 AGRICULTURE AND LIVESTOCK

Potential Agricultural land (hectares)				
Land under cultivations (by crop type)				
Major food crops				
Average yield per hecter (sacks)				
Major cash crops (name)				
Availability of farming/livestock implements				
Number of farmers cooperative unions				
Number of small agriculture and livestock processing industries				

Crop storage facilities			
Number of Headers			
Number of livestock			
Type of livestock			
Land area used for livestock in hectares			
Livestock diseases			
Number of animal dip			
Number of agriculture and livestock extension officers			

8.0 ENVIRONMENT

Forest area in hectares			
Number of planted trees			
Number of tree nurseries			

9.0 OTHER DATA NOT LISTED IN O&OD

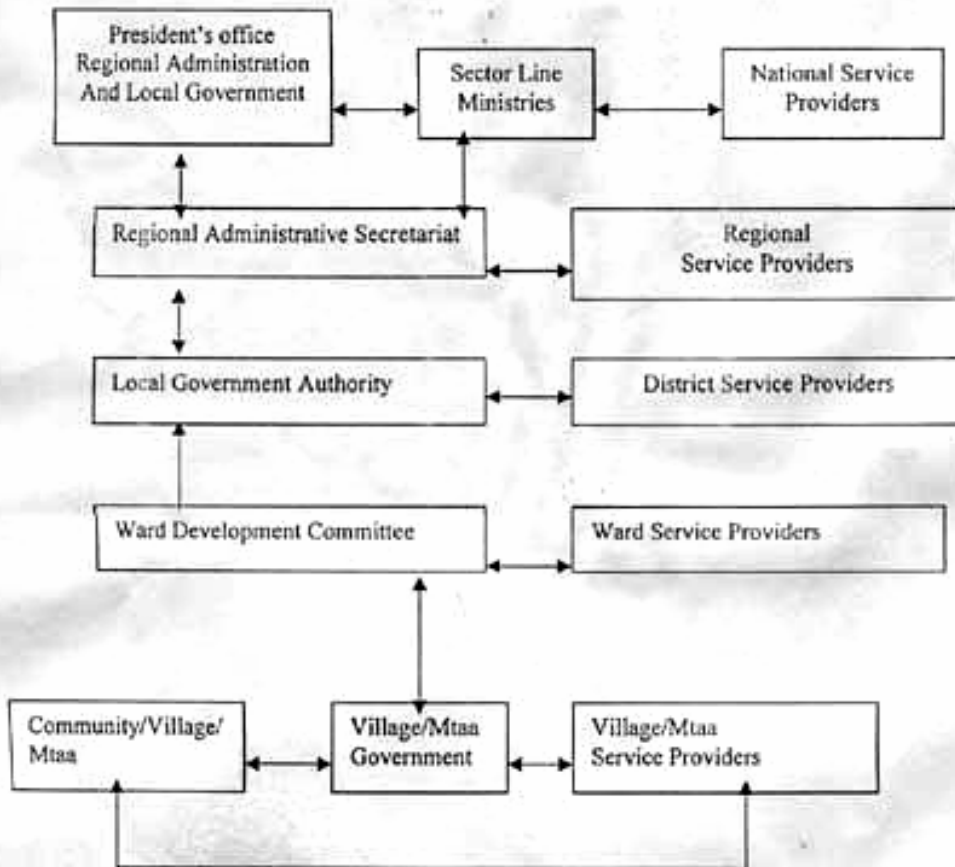
Unsurveyed Squatter areas			
Households in squatter areas			
Services in Squatter areas			

Fomu ya Takwimu

6.0 PROPOSED FLOW OF INFORMATION

Different RDS used by the sector ministries will continue to be used and data collection will follow suit, but they will be co-ordinate to provide common indicators defined in the PRSP monitoring and LG M&E system. All data generated at data collection points are copied and channelled first to the authority at the corresponding level before being forwarded to a higher level. The full set of data will be copied to PO-RALG, whereas the sector specific module of data will be copied to the respective ministry.

RDS = ROUTINE DATA SYSTEM, PRSP = POERTY REDUCTION STRATEGY PAPER



The new structure has the following advantages:

A unified and explicitly flow and storage of data will ensure better data accessibility and quality.

Fomu ya Takwimu

Fomu ya takwimu za kilimo mwaka 2001

Fomu : A1

Imejazwa na:	<input style="width: 95%;" type="text"/>
Cheo:	<input style="width: 95%;" type="text"/>
Tarehe:	<input style="width: 80%;" type="text"/>

	Geresho	Jina
Mkoa	<input style="width: 100%;" type="text"/>	<input style="width: 95%;" type="text"/>
Wilaya	<input style="width: 100%;" type="text"/>	<input style="width: 95%;" type="text"/>
Kata	<input style="width: 100%;" type="text"/>	<input style="width: 95%;" type="text"/>

Tarehe 31 Desemba 2001

Idadi ya kaya zinazotegemea kilimo katika kata A01

Kati ya tarehe 1 Januari na tarehe 31 Desemba 2001

Idadi ya wakulima waliotembelewa na maafisa ugani wa kilimo/mitugo katika mwaka A02

Idadi ya mashamba ya maonyesho A03

Idadi ya mikutano ya ugani iliyofanyika katika mwaka A04

Eneo la mashamba yaliyolimwa kwenye kata mwaka huo (ekari) A05

Malengo ya uzalishaji wa mazao ya chakula kwenye kata kwa mwaka (tani) A06

Makadirio ya uzalishaji halisi wa mazao ya chakula kwenye kata mwaka huo (tani) A07

Tarehe 31 Desemba 2001

Idadi ya matrekta kwenye Kata A08

Idadi ya majembe ya kukotwa na wanyama kazi kwenye Kata A09

Zao kuu la chakula kwenye Kata A10

Mavuno toka ekari moja ya zao kuu la chakula msimu uliopita (tani kwa ekari) A11

Idadi ya ng'ombe kwenye Kata A12

Idadi ya ng'ombe waliokufa kwa ugonjwa mwaka huo A13

Idadi ya maafisa ugani (kilimo/mitugo) katika Kata A14

Fomu ya Takwimu

Fomu ya takwimu za Shule za Msingi mwaka 2001

Fomu: E1

Jina la shule:	<input style="width: 95%;" type="text"/>
Namba ya usajili wa Shule:	<input style="width: 80%;" type="text"/>
Imjazwa na:	<input style="width: 95%;" type="text"/>
Cheo:	<input style="width: 95%;" type="text"/>
Tarehe:	<input style="width: 60%;" type="text"/>

Geresho	Jina
Mkoa	<input style="width: 95%;" type="text"/>
Wilaya	<input style="width: 95%;" type="text"/>
Kata	<input style="width: 95%;" type="text"/>
Kijiji/Mtaa	<input style="width: 95%;" type="text"/>

Tarehe 31 Desemba 2001 wavufana

wasichana

Idadi ya wanafunzi katika rejesta ya shule

Idadi ya wanafunzi wa darasa la nne

Idadi ya wanafunzi wa darasa la saba

Kali ya tarehe 1 Januari na tarehe 31 Desemba 2001 wavufana

wasichana

Idadi ya wanafunzi waliomaliza darasa la saba

Idadi ya wanafunzi waliotafu darasa la nne

Idadi ya wanafunzi waliotahajuliwa Kidato cha kwanza (Form I)

Tarehe 31 Desemba 2001

Idadi ya walimu shuleni

Idadi ya walimu wa daraja "A" shuleni

Idadi ya vyumba vya madarasa shuleni

Idadi ya madawati shuleni

Idadi ya vitabu vya kiada (text books) shuleni

Fomu ya Takwimu

Fomu ya takwimu za mapato na matumizi ya Halmashauri kutokana na vyanzo vyake mwaka 2001

Fomu :D1

Imejazwa na:	
Chee:	
Tarehe:	

	Geresho	Jina
Mkoa		
Wilaya		

Kati ya tarehe 1 Januari na tarehe 31 Desemba 2001

Shs 000

Jumla ya fedha zilizokusanywa na Halmashauri

001	
002	
003	

Jumla ya matumizi ya Halmashauri kutokana na vyanzo vyake

Jumla ya fedha za mapato ya Halmashauri zilizopelekwa katika vijiji/mitaa kwa ajili ya miradi ya maendeleo

Jumla ya fedha za mapato ya halmashauri zilizotumika kwa ajili ya barabara

004	
005	
006	

Kiasi cha fedha za Halmashauri zilizotumika kwa ajili ya ujenzi wa barabara mpya

Kiasi cha fedha za Halmashauri zilizotumika kwa ajili ya ukarabati wa barabara

Fomu ya Takwimu

Fomu ya takwimu za huduma za afya mwaka 2001

510 Fomu: H1

Jina la kituo	<input style="width: 85%;" type="text"/>
Namba ya MTUHA	<input style="width: 85%;" type="text"/>
Imejazwa na:	<input style="width: 85%;" type="text"/>
Cheo:	<input style="width: 85%;" type="text"/>
Tarehe:	<input style="width: 85%;" type="text"/>

	Geresho	Jina
Mkoa	<input style="width: 100%;" type="text"/>	
Wilaya	<input style="width: 100%;" type="text"/>	
Kata	<input style="width: 100%;" type="text"/>	
Kijiji/Mtaa	<input style="width: 100%;" type="text"/>	

Kati ya tarehe 1 Januari na tarehe 31 Desemba 2001

Idadi ya wagonjwa waliotumia kituo	<input style="width: 95%;" type="text"/>
Idadi ya waliougua magonjwa ya zinaa	<input style="width: 95%;" type="text"/>
Idadi ya wenye virusi vya UKIMWI	<input style="width: 95%;" type="text"/>
Idadi ya wagonjwa waliogundulwa kuwa na kifua kikuu	<input style="width: 95%;" type="text"/>
Idadi ya wagonjwa waliougua kipindupindu	<input style="width: 95%;" type="text"/>
Idadi ya watoto walioandikishwa chanjo	<input style="width: 95%;" type="text"/>
Idadi ya watoto ambao hawajamaliza chanjo	<input style="width: 95%;" type="text"/>
Idadi ya watoto waliomaliza chanjo	<input style="width: 95%;" type="text"/>
Idadi ya watoto wenye uzito mdogo ukilinganisha na umri wao	<input style="width: 95%;" type="text"/>

Tarehe 31 Desemba 2001

Idadi ya madaktari	<input style="width: 95%;" type="text"/>
Idadi ya wauguzi	<input style="width: 95%;" type="text"/>
Idadi ya vilanda vilivyo katika hali nzuri ya kutumika	<input style="width: 95%;" type="text"/>

Fomu ya Takwimu

Fomu ya takwimu za vijiji/mitaa mwaka 2001

Fomu: V1

Inejazwa na:

Chee:

Tarehe:

Geresho	Jina
Mkoa	<input type="text"/>
Wilaya	<input type="text"/>
Kata	<input type="text"/>
Kijiji/Mtaa	<input type="text"/>

Tarehe 31 Desemba 2001

Idadi ya kaya V01

Idadi ya kaya zinazojihugulisha na kilimo V02

Wakazi wa kijiji/mitaa Wanawake Wanaume

ali wenye umri kati ya miaka 61 na zaidi	<input type="text"/> V03	<input type="text"/> V04
Watu wenye umri kati ya miaka 36-60	<input type="text"/> V05	<input type="text"/> V06
Watu wenye umri kati ya miaka 18-35	<input type="text"/> V07	<input type="text"/> V08
Waloto wenye umri kati ya miaka 14 - 17	<input type="text"/> V09	<input type="text"/> V10
Waloto wenye umri kati ya miaka 7 - 13	<input type="text"/> V011	<input type="text"/> V12
Waloto wenye umri kati ya miaka 5 - 6	<input type="text"/> V13	<input type="text"/> V14
Waloto wenye umri kati ya mwaka 1 - 4	<input type="text"/> V15	<input type="text"/> V16
Waloto wenye umri chini ya mwaka mmoja	<input type="text"/> V17	<input type="text"/> V18

Kati ya tarehe 1 Januari na tarehe 31 Desemba 2001

Idadi ya watoto walozaliwa V19

Idadi ya vifo:

chini ya mwaka 1 V20

Kati ya mwaka 1 hadi miaka 4 V21

Kati ya miaka 5 na zaidi V22

Wanawake: Idadi ya vifo vinevyohusiana na uzazi V23

Kati ya tarehe 1 Januari na tarehe 31 Desemba 2001

Tshs 000

Jumla ya Mapato yaliyokusanywa V24

Kiasi cha fedha zilizotunika kwa ajili ya huduma ya maji V25

Kiasi cha fedha zilizotunika kwa ajili ya miradi ya maendeleo V26

Tarehe 31 Desemba 2001

Idadi ya vituo vya maji V27

Idadi ya kaya zinazopata maji safi V28

Idadi ya baisikeli V29

Idadi ya nyumba zilizozekwa mabafi V30

Idadi ya majembe ya kukokotwa na 'wanyama kazi' V31

Idadi ya njombe katika vijiji/mitaa V32

Idadi ya wakazi wanaojua kusoma na kuandika V33

Idadi ya wavulana waliofikia umri wa kwenda shule V34

Idadi ya wasichana waliofikia umri wa kwenda shule V35

Idadi ya wawakilishi katika kamati za serikali ya kijiji/kamati ya mtaa V36

Idadi ya wanawake wawakilishi katika kamati za serikali ya kijiji/kamati ya mtaa V37

Gharama ya kulipa kibaru kwa siku V38

Fomu ya Takwimu

Fomu ya takwimu za kata mwaka 2001

Fomu: W1

Imejazwa na:	<input style="width: 95%;" type="text"/>
Cheo:	<input style="width: 95%;" type="text"/>
Tarehe:	<input style="width: 60%;" type="text"/>

Geresho Jina	
Mkoa	<input style="width: 85%;" type="text"/>
Wilaya	<input style="width: 85%;" type="text"/>
Kata	<input style="width: 85%;" type="text"/>

Tarehe 31 Desemba 2001

Idadi ya vijiji/mitaa katika kata	<input style="width: 95%;" type="text"/>
Idadi ya vijiji/mitaa yenye mipango ya maendeleo	<input style="width: 95%;" type="text"/>
Idadi ya vijiji/mitaa yenye bajeti	<input style="width: 95%;" type="text"/>
Idadi ya vijiji/mitaa yenye mahesabu yaliyokaguliwa	<input style="width: 95%;" type="text"/>
Idadi ya vijiji/mitaa yenye akaunti kwenye benki	<input style="width: 95%;" type="text"/>
Idadi ya vijiji/mitaa iliyofanya mikutano sita (6) au zaidi	<input style="width: 95%;" type="text"/>
Idadi ya madaraja na makahvali kalika kata	<input style="width: 95%;" type="text"/>
Idadi ya madaraja na makahvali yaliyovunjika katika kata	<input style="width: 95%;" type="text"/>
Umbali kutoka makao makuu ya Kata hadi makao makuu ya Halmashauri (kwa kilometa)	<input style="width: 95%;" type="text"/>
Gharama ya usafiri wa basi, lori au garimoshi toka makao makuu ya kata hadi makao makuu ya Halmashauri (kwa Shilingi)	<input style="width: 95%;" type="text"/>
Idadi ya vijiji/mitaa isiyona barabara inayopitika kwa muda zaidi ya miezi miwili	<input style="width: 95%;" type="text"/>