

THE FOUNDATION FOR CIVIL SOCIETY



ANNUAL FORUM



Proceeding of an Annual; Forum Held on 15th -16th
August, 2005 at Bank of Tanzania, Training Institute,
Mwanza, Tanzania.

15th AUGUST 2005

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1.0 INTRODUCTION AND BACKGROUND

Foundation for Civil Society is a Non profit company established in September 2002 incorporated under the company ordinance. The Foundation's mission is to provide grants and other capacity building supports to civil society organisations to enhance economically disadvantaged and vulnerable citizens to: access information and understand laws, policies and their rights, engage effectively in policy monitoring and dialogue on poverty reduction and contribute to social development and to constructively hold the government and private sector into account.

The Foundation provides grants to:-

- Strengthening of lobbying, advocacy and networking abilities of civil society organisations.
- Participation in policy development and implementation.
- Enhancing good governance and civil rights.
- Promotion of safety nets and support of vulnerable.

The Foundation also provides opportunity for networking, coalition building and sponsors public debates on topical policy issues. It aims at reaching and supporting civil organisations all over the country and is actively engaged to ensure that this is attained.

The Annual Forum for Civil Society held at Bank Of Tanzania (BOT), Training Institute in Mwanza on 15th August 2005, is indeed a deliberate mechanism of measuring how the Foundation for Civil Society has achieved its goals set for the past twelve months. As a learning institution the Foundation believes that there is a need to open new ideas and innovations so as to adjust new approaches to serve its clients in a better way.

The Forum attracted 350 people mainly representing Non Governmental Organisation (NGOs), Community Based Organisation (CBOs), Professional

Organisations, Co-operatives, Trade Unions, Media Organisations particularly from the Lake Zone Regions but which was also attended by participants from other parts of the country. People with Disabilities were also represented by eleven (11) participants from People with Disabilities organisations.

The Forum gave opportunity for participants to learn and discuss the Foundation's existing activities that are on going, newly introduced programmes and its relation with the National Strategy for Growth and Reduction of Poverty (MKUKUTA) and the Tanzania NGOs Act No. 24 of 2002. For the detailed of the program and topics covered see Annex I.

Participants were given an opportunity to ask questions that were responded jointly by the Foundation's Council Members, Board Members and the Organisation's dedicated staff who were present during the Forum in Mwanza. The Foundation management also provided clarifications on the previous concerns or issues raised in the last years Annual Forum held in Dodoma.

Posters were presented by four civil society organisations on their activities that receive funds support from the Foundation for the Civil Society. The organisations were Maendeleo ya Maji Dodoma (MAMADO) and CMSR of Dodoma: Kigoma and Kasulu NGO Network (KIKANGONET) of Kigoma and Foundation Help of Musoma, Mara. For details of posters please Annex II.

Also during the forum the participants were facilitated to provide feedback on the various services provided by the Foundation. The tools used to stimulate discussion are shown in Annex III. Therefore the comments, views and recommendation regarding the Foundation services were gathered.

Lastly, the Facilitator read the summarised comments, views and suggestions obtained during workshops that led the participants to come up with way forward which are the forum resolutions.

1.1 OBJECTIVE OF THE ANNUAL FORUM

The organizers of the forum aimed at discussing the Foundation's services and performance over the previous year and their future development, direction and activities for the coming year.

2.0 THE PROCESS

2.1 REGISTRATION

Participants of the Annual Forum started to arrive at BoT, Training Institute in Mwanza before 8 am which proves their keen interest in the event. Registration of participants thereafter started at 8:00 am as planned with participants required to fill registration forms which were given at the main entrance of the seminar hall.

The Forms were used for the registration which require each participants to fill his/her particulars such as full name, position, name of the organisation he/she represent, full address, street name., telephone number, email address and fax number.

At the registration desk participants were given chance to pick the Foundation various documents and MKUKUTA related reports. These documents were Annual report, 2004; The Foundation Brochure; The Foundation For Civil Society 's Thematic Areas; Strategic Plan 2005-2008; The Summary of the National Strategy For Growth and Reduction of poverty; Questions and Answers; and all these documents were provided in both official languages i.e. Swahili and English.

2.2. WELCOMING REMARKS

The welcoming speech was delivered by Hon. Peter Toima the Commissioner of Nyamagana District who represented the Mwanza Regional Commissioner. He first told the participants that Mwanza Region is 35,187 square kilometres in size of which 20,095 sq. km is land and 15,092 sq. km is covered by water of Lake Victoria. The region has a population of 3 million people of which 56% are youth under 18 years and 50% of the total

population is female. The region has a relatively hot climate with two major rains seasons per annum.

He said the major economic activities in the region include business, agriculture, livestock keeping, fishing industries, mining and banking. He informed further the guest of honour and participants of the annual forum that Mwanza has 40 registered and active NGOs most of them found in urban centre particularly in the city.

He further emphasised the need for the Civil Society organisations to collaborate with the Government to fill the gaps of development. He said the role of the civil society is recognised by the Government and assured the participants that the civil society organisations is more important now when the Government can not do everything for the people. NGOs, CBOs roles are therefore unquestionable as they serve the communities.

2.3 OFFICIAL OPENING

The official opening was done by the Guest of Honour Mrs Mary I. Mushi, Principal Secretary of Vice President's Office. In her speech, Mrs Mushi expressed her gratitude to the organisers of the Annual Forum for inviting her particularly to officiate the opening of the 3rd Annual Forum for Civil Society held on 15th August at BoT , Training Institute in Mwanza.

She assured the participants that the invitation is a sign of good co-operation that exists between the Civil Societies and the Government in fighting against the prevailing poverty in the country.

The Principal Secretary also thanked Council and Board Members of the Foundation for Civil Society especially those who come from Government Departments and from other civil organisations for volunteering their time, wisdom and other contributions that has enabled the achievement of the Foundation for Civil Society.

She also commended the Donor Governments through their Technical Cooperation agencies in the country which enabled the formation of the Foundation for Civil Society. She gave special thanks to the British Government through DFID, Swiss Government through Swiss Development Cooperation (SDC), Netherlands Government through Royal Netherlands Embassy (RNE), Government of Ireland through Development Co-operation of Ireland (DCI), and Government of Norway through its Embassy in Dar es Salaam and the Government of Canada through Canadian International Development Agency (CIDA). Mrs Mushi said their contribution has enabled Foundation for Civil Society to be what it is now whereby various stakeholders have received grants.

She also appreciated the attendance of all participants from various Civil Societies. It is through such Forums that various civil societies can effectively contribute in betterment of its strategies, efforts and all operations aimed at improvement of quality of life and social well being and war against poverty in the country.

Mrs. Mushi also was pleased to learn that this year's Motto for the Annual Forum is " Civil Societies and Development" (*Mashirika ya kijamii na maendeleo*). For that matter she anticipated that the participants of this Annual Forum will also have the opportunity to discuss the success of the Foundation for Civil Society particularly in giving grants and capacity building of civil societies in the country.

She noted that the contributions of the Civil Societies in the National Strategy for the Growth and Reduction of Poverty (MKUKUTA). She said for example the Foundation for Civil Society gave grants to various organisations in the country.

She hoped that the Civil Societies will utilise grants well and bring about development to the communities represented. She stressed that economic growth can be possible only if poverty among the people is reduced. The

Foundation's goals comply with those of the Government. The Government as stipulated in the MKUKUTA has three (3) core clusters or pillars in its National Strategy for Growth and Reduction of Poverty (MKUKUTA).

These are:

- i. Growth and Reduction of income poverty
- ii. Improvement of quality of life and social wellbeing
- iii. Good Governance and accountability.

It is the Government priority goal to ensure that there is good management of the economy, the social wellbeing is uplifted, there is improved availability of food for all and at all times and Per capita income is raised for both men and women. For the detail of the opening speech see annex IV.

3.0. VOTE OF THANKS

Chairman of Mwanza NGOs Network, MNGON and on behalf of Civil Society Organisations Mr. Abubakar Karsan thanked the organisers of the 3rd Annual Civil Society Forum for particularly holding it in Mwanza. He said the Lake Zone Regions of Mwanza, Mara, Shinyanga and Kagera among the poorest regions in the country while are rich in natural resources. He said the result of this Forum will be seen on responses of Civil organisations who will be aspiring for grants that are attended to build their capacities and fight against poverty in the area.

He particularly emphasised the entire Forum participants to seriously fight against HIV/AIDS for the sustainability of the communities and the programme will be requesting grants support and cited on transparency and accountability within the Civil Society organisations as an important pre-requisite for success.

4.0 FOUNDATION'S OVERVIEW

The Acting Executive Director of the Foundation for Civil Society Mr. Amon Mruttu first introduced himself to the Annual Forum participants and thereafter introduced the Foundation for Civil Society as an institution established in September 2002 as a non-profit company incorporated under the companies' ordinance.

He said the Foundations missions is to deliver a range of support services to the Tanzanian Civil Society organisations as a means of strengthening their capacities to more effectively to the countrys' poverty reduction efforts. Mr. Mrutu further said that the Foundation provides grants for various activities including advocacy, policy, governance and safety nets.

He mentioned that the Foundation is led by the Board of Council and the Board of Directors. The Foundation has three (3) Departments namely:

- i. Development,
- ii. Grants and,
- iii. Administration and Finance.

The grants are given in three (3) categories

- i. Small grants,
- ii. Medium grants and,
- iii. Large grants.

The Foundation currently fund activities within the four thematic areas

- Policy,
- Safety Nets,
- Governance and,
- Lobby and advocacy



Fig. 1 The Acting Executive Director of Foundation for Civil Society Mr. Amon Mruttu presenting the Foundation's overview.

He further explained the success attained by the Foundation from 2003-2005 as follows::

- Year 2003-2004 - 24 projects were supported
- Year 2004 - 2005 - 66 projects were supported

He said that the grants were utilised for capacity building to improve the Foundation's Services such as evaluation of the grant making systems, to define and translate thematic areas.

The Foundation has faced challenges including;

- To meet stakeholders anticipation for year 2005 - 2008.
- New programmes that will attain the anticipated success.

On future plans as cited by the Acting Executive Director are:

- Commencement of the large grant,

- Commencement of a small grant for registration of NGOs intending to be our clients and,
- Formation of on New Strategic Plan.

He lastly thanked all participants of the Forum for coming and wished them good participation for the betterment of all the Civil Society in Tanzania.

5.0 QUESTIONS AND ANSWERS

After the presentation on the Foundation's overview, participants had an opportunity to ask questions regarding the Organization. Here are some of the questions and their responses:

Question: Apart from capacity building what is the role of the Foundation for Civil Society to stakeholders?

Response: Capacity building is a very wide term, it involves training and skills owning but it also involves financial boost to enable an organisation implement activities required in achieving a specific objective. One has to understand the prevailing problems and find out solutions for a sustainable development. It is important to understand policies as your guide to problem solving.

Question: Why has a Foundation grant been directed to urban centres only?

Response: The Foundation for Civil Society has received most of the application from the urban centres. In deed our intention to support rural based organisations but unless we receive good and well organised project proposals from the rural based civil societies, it will be difficult to support them.

What the Foundation for Civil Society has done is to simplify the conditions of grants approvals so as to favour the rural/village based organisations. The Forum has omitted

conditions like two referees, audited accounts for the applying organisation etc.

Question: What was the cause of approving/granting only 66 applications out of the total 564 received at the Forum?

Response: The causes for approving few projects include

- Insufficient/low standard project proposal
- When CSO are asked to review and corrected their applications they do not do it.
- Unrealistic budget
- No correlation between the objectives and the expected results of the projects.

Question: The Foundation's stakeholders/clients are in the regions, then why are most of the organisations seminars held in Dar es Salaam?.

Response: Foundation is still young and had very few workers. However as we have held the 3rd Annual Forum in Mwanza similarly other sessions including seminars/workshops can be held elsewhere.

Question: What are the Foundation plans in providing brail materials to the blind in the programme?

Response: This is a challenge and the Foundation will see to it that the blind clients are taken care through availing brails and other teaching materials that will enable them fully participate in the programme.

Question: Can the Foundation for Civil Society endorse and grant all projects applied regardless of their irregularities?

Response: Any serious organisation must work according to agreed principals and the Foundation agreed conditions for grants must be followed in order to give out any grant.

Question: What are the Foundations plans to ensure it has a representative in the Parliament?

Response: There is no plan for that at the moment but the Foundation is trying to see a possibility to finance a youth and women programme that will allow them get a representation at the parliament and even in the town municipal and city councils.

Question: What plans has the Foundation to ensure that a project application can be funded within the shortest period say 3 - 4 weeks?

Response: The Foundation is now rectifying the process of grant approval and in future a grant can be approved and availed within a period of 3-4 weeks. He said this is possible through creation of regional representatives who can assist in projects appraisal and hence be able to approve an application within a period of 3-4 weeks.

Question: How has the Foundation loosened its grants application conditions?

Response: Has formulated a simple application form to be used instead of writing a project proposal.

Has left the condition of audit report from the applying organisation of grants not exceeding 5 million shillings.

Has started a grant of TSh. 200,000/= for registration of NGOs.

Question: Is there a possibility for the Foundation for Civil Society to start a projects department?

Response: This issue is still under consideration and no concrete answer can be given.

Question: How does the Foundation assist the victims of HIV/AIDS?

Response: More than 38% of Foundation budget for the past two years was directed to HIV/AIDS projects.

Question: Why is the Foundation for Civil Society so rigid?

Response: The Foundation is now very flexible, it is no longer rigid.

Question: Why are there no projects funded by the Foundation in the Lake Victoria Zone?

Response: It is not true that there are no projects funded by the Foundation in the Lake Victoria Zone. There are a number of projects that have already received grants in this area but it must be born in mind that the number of grants given also depend on the number of applications sent to Foundation for Civil Society. There were very few applications from the Lake Victoria Zone regions.

Question: Is there any plan to open regional offices to ease communications with the Foundation office in Dar es Salaam?

Response: The need to open regional office is being considered.

Question: Can network organisations benefit grants from the Foundation for Civil Society?

Response: Yes, network organisations can apply for grants from the Foundation for Civil Society.

Question: Why is it necessary/or a pre condition for applications from branches at district level to get an endorsement letter from there head offices before their applications for grants can be considered by the Foundation?

Response: It is so because this will enable the head office to know what is going on at their sub offices at District level. This brings about coordination/coherence of the organisation.

The list of questions and comments are shown in Annex

6.0 WORKSHOPS

The Annual Forum participants the broke into groups (workshops) to discuss the following:-

1. The Foundation's thematic areas and its relation to the National Strategy for Growth and Reduction of Poverty (MKUKUTA). Halima Omari, Rehema Shija of the Foundation for Civil Society and a representative from VPOs were facilitators for this forum.
2. Application Process and Application Form - January Basela and Peter Sitta were facilitators.
3. Capacity Building by the Foundation - Lilian Pendaeli and Deogratius Mlay were facilitators.
4. Consultation and networking by the Foundation - Onali Salem and Fatma Alloo were the facilitators.

6.1 OBJECTIVES OF THE WORKSHOPS

Workshop 1- To discuss on the relationship between Foundation's funded areas and the MKUKUTA (Strategy) identified clusters of concern.

The group members discussed on the areas that are found in the Foundation programmes and in the National Strategy for Growth and Reduction of Poverty (MKUKUTA) and came with some resolution as read after.

Workshop 2 - Grants application process

The main objective of this workshop was to look on the existing process of application of grants.

The group members had opportunity to look on the weakness of the existing application processes and resolved all together that changes must be done as will be read in the final resolutions of each workshop.

Workshop 3 - Capacity Building programme provided by the Foundation for Civil Society.

The main objective of this workshop was to look and evaluate the capacity building services of the Foundation and see if they satisfy the needs of the Civil Society in the country.

After a long discussion and exchange of knowledge the participants of this group finally came with some resolution as expressed later.

Workshop 4 - Discussion on Consultation and Networking services provided by the Foundation. The objective of the workshop was to look and measure if the Foundation consultations and Networking services to the Civil Society are enough.

The group participants realised some shortfalls in both consultations systems and networking services between the Foundation for Civil Society organisation particularly those organisation yet to establish grant relationship and advised on measures to be taken as remedy to the situation as read in the resolutions.

The tools used to stimulate discussion are shown in annex IV.

6.2 FEEDBACK FROM GROUPS

GROUP I - Discussion on relationship between the Foundation for Civil Society thematic areas and MKUKUTA's thrust areas

(a) Group identified the three clusters of broad on National Strategy for Growth and Reduction of Poverty

- Growth and Reduction of income poverty,
- Improvement of quality of life and social well being
- Good governance - There is bottom up approach in the process of MKUKUTA which is participatory.

- (b) The Foundation for Civil Society should incorporate CSO in planning of the National Strategy for Growth and Reduction of Poverty (MKUKUTA)
- (c) A branch office be opened in Mwanza to serve the Lake Zone Regions

GROUP 2 - Discussion on Grants application process

The group started with some questions:

- (a) Who constitute the Grant Committee and what are the criteria followed to grant a project.

Answer: The Committee Constitute members from various organisations of different age groups and sex. The Committee follows all the criteria as described by the Foundation for Civil Society.

- (b) What are the main areas required for giving grant?

Answer: The question was postponed

- (c) Is time given sufficient? Is the approach to reach the rural communities okay?

Answer:

- A letter from DAS/RAS recognising a CBO be accepted by the Foundation as a recognition.
- Foundation for Civil Society should establish agencies at District level
- Application forms from the Foundation be simplified
- Grants be given in the shortest time possible
- The ratio between forms for grant application and approved grants reveal that there is a problem. Efforts be done to approve more application for grant.

- (d) What should unregistered NGO/CBO do so that they qualify for grants?

Answer: They must be registered before applying for grant

(d) What shall be done after NGO/CBO have received grants?

Answer: Stakeholders must send development report to Foundation for Civil Society in every three months after evaluation.

(e) When will the Foundation provide small grants for registering new NGO/CBOs?

Answer: The Foundation will start this very soon.

(f) Why does the Foundation take 4 months before an application for grants is successful?

Answer: This is so in order to meet all necessary internal procedures in grants consideration.

(g) How do we ensure that questions and answer given in group discussions will be implemented?

Answer: All answers to questions raised in the Forum will be sent to the Foundation office for implementation.

GROUP 3- Discussion on Capacity building programme provided by the Foundation

The group discussed on the topic and realised that there is a need to provide the following services so as to expand/increase the Foundation Capacity building programme:-

(a) Establishment of an Information Centre/ Point

- This can be done in identifying the existing networking in Mwanza i.e. the Mwanza Press Club
- Provide a computer electronic copies for application forms in Mwanza
- Establishment of decentralised offices in the regions.

(b) The group also noted that seminars conducted by the Foundation were insufficient

- NGOs should co-operate in information sharing and in capacity building
 - The group asked the Foundation to assist in capacity building in fund raising and project proposal writing.
- (c) Ensure that the efforts/initiatives of the Foundation are sustainable, as well as seminars should be held in regions.
- (d) Training for organisation that have received grants from Foundation for Civil Society organised/given by TRACE be 7 days instead of 2 days now.
- (e) An organisation based in Mwanza that can provide capacity building training to NGO/CBOs be identified and supported by Foundation for Civil Society.
- (f) The Foundation for Civil Society should assist to show shortfalls so that SNV can build the capacity of NGOs particularly in applications
- (g) The Foundation should visit and assist in capacity building failures of grants applications rather than those who are successful.

GROUP 4- Discussion on Consultation and Networking Services provided by the Foundation

The group noted that the existing information and networking services provided by the Foundation are good but require an improvement. They recommended building capacities of existing networking in districts so that it can assist NGOs/CBOs.

- (a) Use of trained TOT to give reports and information for those areas where none has been trained
- (b) Networking be built capacity depending on their needs
- (c) Application Forms be increased, be stamped with NOT for sale to control illegal selling of the forms.

7.0 PRESENTATION ON NGO ACT, 2002

The presentation on NGO Act was done by Mr. Marcel Katemba the Registrar of NGOs in the office of Vice President. In his paper Mr. Katemba emphasises on NGO registration, accountability and self regulation.

He said the Government of Tanzania realises the immense contributions of NGOs in social and economic development in general. He said already NGO Act has been passed by the parliament and it is now as Non Governmental organisation Act No. 24 of 2002.

The objective of the law is to enable registration and coordination of Non Government Organisation. The Act emphasises formation of NGO Board whose main role will be to give directions on policy that will be inline with the National Development Plan.

He further said that the Non Governmental Organisations will have the following qualifications:

- i. An association formed to work sustainably with a structure and with frequent meetings and which will abide to regulations and codes of operations.
- ii. An organisation formed freely by people or group of people or organisation. The organisation must be a free association.
- iii. NGOs have their own internal administrative structure that will enable them run.
- iv. NGOs do not share profits but any income is dedicated to achieve the objectives of the organisation.
- v. NGOs are non political
- vi. NGOs do not aim at improving themselves but aim at improving the social and economic position of the people or the community in general.
- vii. NGO can be started by people or other organisations. The NGO Registrar further emphasised on the need for NGO accountability and truthfulness in running of the organisations. He emphasised on keeping records in all financial transactions so as to allow auditing of organisation. He said the need for accountability gives trust to donors and hence more projects benefits.

In his presentation Mr. Katemba also explained a request for Certificate of Compliance. He said all request for NGO registration are done in NGO A Form No. 1 and will require following attachments:

- i. Constitution of the NGO
- ii. Minutes of a meeting of founder members with their signatures
- iii. C.V. of members and photographs (Chairperson, Secretary and Treasurer)
- iv. Address and physical location of the headquarter of the Non Governmental Organisation
- v. Any other information or reports as may be required by the Registrar.

He said all NGOs registered under the 1954 Act must be registered and will be given Certificate of Compliance. Conditions for Certificate of Compliance are:

- i. Photocopy of the NGO registration certificate.
- ii. Any other registration certificate different from NGOs registration certificate.
- iii. Report/minutes with names and signatures of founding members
- iv. C.V. of Chairperson, Secretary and Treasurer with their photographs
- v. Any other information or report as may be required by the Registrar

The Forum was told that there are various registration fees according to various stages:

1. District level

• File fee	15,000/=
• Registration fee	25,000/=
• Stamp duty	1,500/=
<u>Total</u>	<u>41,500/=</u>

2. Regional level

• File fee	15,000/=
• Registration fee	40,000/=
• Stamp duty	1,500/=
<u>Total</u>	<u>56,500/=</u>

3. National level

• File fee	15,000/=
• Registration fee	50,000/=
• Stamp duty	1,500/=
<u>Total</u>	<u>66,500/=</u>

4. International organisation

• File fee	US\$ 15
• Registration fee	US\$ 250
• Stamp duty	US\$ 2
<u>Total</u>	<u>US\$ 267</u>

All NGOs registered under this Act are required to pay TSh. 50,000 per annum while international organisations are required to pay US\$ 60 per year.

He emphasised that all NGOs are also required to write annual reports which must be submitted in special NGO A Form No. 10. The form must be submitted to the Chief Registrar via the Assistant Registrar.

Finally the NGO Registrar wished participation of the Annual Forum a good participation for the benefits of the Civil Society in Tanzania. The comprehensive presentation please see Annex VIII.

8.0 QUESTIONS AND ANSWERS

Question: How can the Foundation for Civil Society involve NGOs for the disabled in their programme? This question was raised because it

was claimed by participants that the Foundation does not involve the disabled in their programmes.

Answer: This question was answered by a Board member who is also disabled by asking another question that how many NGOs do involve the disabled in their activities. It was realised in that there are very few NGOs which involve the disabled in their programme. It is only when NGOs do this then the Foundation can come in to assist.

Q2. Why cannot the Foundation neglect mistakes of applicants in filling forms and decide to avail funding of projects even if the forms were wrongly filled?

Ans: Forms filling is a pre-requisite for funding consideration. Thus the stakeholders must learn to fill them rightly. The Forum was also informed that the forms have been simplified to enable easy filling by all applicants.

Q3. Is there a possibility for the Foundation for Civil Society to conduct appraisal visits to applicants in order to witness prevailing problems on ground?

Ans: It is very expensive exercise to visit every project for appraisal so the use of forms will remain. Until the Foundation has employed more staff in the development department, this request can not be possible. However, the Foundation has nominated representatives who can assist in this work.

Q4. Is there a possibility to start District or Regional offices that can work as agencies of the Foundation for Civil Society?

Ans: Likewise mean while the Foundation is considering this request.

Q5. Can the Foundation make forms in braille so that the blind can also benefit?

Ans: The Foundation for Civil Society is considering this request.

9.0 RESOLUTIONS

1. Similar symposium be held after every 3 months.
2. Foundation for Civil Society should organise another workshop on environmental education and conservation of Lake Victoria
3. The need to build capacity of NGOs/CBOs in problem identification is important because such organisation will be able to find solutions of the problems.
4. Application forms will be simplified to enable applicants fill easily.
5. The need for the headquarters of applying organisations to get copies of the applications is valid as it enables the head office to know what is happening in the organisation.
6. Foundation for Civil Society should open agencies in district and regions
7. Foundation for Civil Society should identify and fund centres that will be responsible for financial management and project proposal writing.
8. Foundation for Civil Society should arrange to organise symposiums according to levels of NGOs e.g. low, medium, high level.
9. During similar symposium the Foundation should consider paying some allowances and fare to participants.
10. There is a need to improve networks and networking among them.
11. Forum participants have noted and accepted the need for accountability, proper financial keeping and trustworthy.
12. NGOs must abide to the NGO Act of 2002
13. Registered Civil Societies should assist to build capacities of those yet to be registered.
14. Young CBOs be assisted in building their capacity.
15. NGOs must be transparent.

10. CLOSING REMARKS

The closing remarks was made by Vice Convenor Mr. Mondiat. He thanked the Foundation for Civil Society for organising/holding the Annual Forum and also thanked all the NGOs, CBOs and other civil societies for attending.

The Vice Convenor further thanked the Foundation staff for their involvement in the preparation of the Annual Forum. He said without them there was no success. He also commended the Civil Society for their involvement in the development process thereby relieving the government as the only player in this task.

Mr. Mondiat asked the civil societies to be accountable and be of integrity to justify more activities for the Foundation. He also commended and acknowledged the commitment of the Foundation services which he said is meant to fight and eradicate poverty among the people.

He wished the Civil Societies to be serious in projects implementation to prove the worth of the grants issued.

Lastly, he noted that the Lake Zone has many resources for development and congratulations all the participants for coming and wished them all to attend the 2nd day session which would mainly deal with application form for grants.

11.0 ANNEXES

11.1 Annex I. Tentative programme for the annual forum held on 15th and 16th august, 2005, BOT Training Institute, Mwanza

DAY 1: 15th August, 2005

1.	8:00-9:00	Arrival and Registration	All
2.	9:00-9.10	Introduction and welcoming remarks	Convenor/Vice Convenor
3.	9:10-9:25	Official opening	Guest of Honour
4.	9:25- 9:30	Vote of thanks	CSOs representative
5.	9:30-10:15	Announcements/Tea Break	All
6.	10:15-10:30	Foundation Overview	The Foundation's Executive Director
7.	10:30-10:45	Questions and Answers	All
8.	10:45-10:55	Breaking into workshop groups	Facilitator/All
9.	10:55-12:55	Workshops -briefing and discussion on <ul style="list-style-type: none"> • The Foundation's Thematic areas/MKUKUTA (2 groups) • Application process and Application form (2 groups) • Capacity building by the Foundation • Consultation and networking by the Foundation 	Groups and group facilitators
10.	12:55-2:00	Lunch	All
11.	2:00-3:10	Feedback from groups	Group leaders
12.	3:10-3:30	Presentation on NGO Act (NGO registration, accountability and self regulation)	Mr. Marcel Katemba, Registrar of NGOs, Vice President Office
13.	3:30-3:45	Questions and answers	All
14.	3:45-4:30	Ways forward (suggestions)	All
15.	4:30-5:00	Closing and refreshments	Convenor

11.2 Annex II. Posters presentation held during the Forum

11.3 Annex III. Answers of questions posed as from July 2004 to June, 2005 (include Annual Forum held in Dodoma)

Maswali yaliyolizwa kati ya Julai 2004 na June 2005 na Majibu yake

1. Je Foundation inafanya jitihada gani kuhakikisha inaboresha mapungufu yanayojitokeza katika ujazaji wa fomu na uandikaji wa michanganuo ya miradi kwa ujumla?

Kwa kawaida siyo jukumu la wafanyakazi wa Foundation kurekebisha au kuboresha mapungufu katika mchanganuo wa mradi unao wasilishwa. Hata hivyo, Foundation imefanya jitihada kadhaa, mojawapo ikiwa ni vigezo na mfumo wa tathmini wa ubora wa maombi / mradi, unao tuwezesha kupata miradi bora na kuwahimiza waombaji kuboresha maombi yao. Foundation haina miradi maalumu ambayo waombaji wanahimizwa kuandaa, bali wao wenyewe wanapewa fursa ya kubuni miradi kulingana na jinsi walivyoona tatizo na mkakati (mchakato) wake wa kulitatua. Mwombaji anaye fuata na kutekeleza masharti na vigezo vilivyo ainishwa kwenye kabrasha la maombi ya ruzuku, anakuwa amejijengea uwezo tayari.

Mbali na tathmini ya maombi, Foundation imekuwa ikitoa mafunzo maalumu kipindi hadi kipindi kwa waombaji na wapokea ruzuku wapya kupitia wakala wetu TRACE. Pia Foundation imemwajiri mwezeshaji wa kitaifa ambaye hutembelea mashirika yote yaliyofadhiliwa na Foundation na kuwawezesha namna ya kuimarisha na kusimamia miradi yao.

2. Je Mradi bora una sifa au vigezo gani?

Mradi bora ambao unaweza kupata ufadhili kutoka Foundation, hauna budi kuwa na vigezo au sifa zifuatazo:

- Uwe na malengo yaliyo wazi katiaka kutatua tatizo la kijamii.
- Uwe na shughuli zilizo ainishwa wazi na zinazo weza kutekelezeka na kuleta matokeo yanayokusudiwa.
- Uwe na Matokeo maalum, yanayopimika, kutimizika na dhahiri, katika muda maalumu
- Uwe na walengwa maalumu na mkakati wa kuwafikia.
- Uwe na watekelezaji wa kutosha,
- Uwe na bajeti halisi na
- Mpango / mkakati wa ufualiaji na tathmini ya matokeo ya mradi.

3. Baadhi ya waombaji watarajiwa wanashidwa kupata ruzuku toka Foundation, hususani asasi za kijamii za vijijini ambako njia za mawasiliano ni ngumu kwa wafanyakazi wa Foundation kuweza kuwafikia na kuwapa maelekezo uso kwa uso. Je Foundation inamikakati gani ya kulitatua hili?

Foundation imejitahidi kutumia njia anuwai za mawasiliano kufikia wadau wake na kuwapa maelekezo ikiwa ni pamoja na na; barua, simu, na faksi kama njia ya haraka kadri iwezekanavyo. Pia Foundation imejitahidi kuondoa vipengere vilivyo leta utata kwa waombaji. Hata hivyo, ofisi ya Foundation ipo wazi kwa mtu yeyote kuonana na maafisaruzuku waliopo.

4. Shirika letu lilituma maombi Foundation na muda mrefu umepita hatuja pata majibu, tatizo ninini?

Kwa kwaida kila mwombaji anayetuma maombi Foundation anajibiwa. Kwa ruzuku za kati, waombaji wanajulishwa kupokelewa kwa maombi yao baada ya siku 18 tangu tarehe ya mwisho ya kupokea maombi. Kwa maombi yote, inachukua takribani majuma 8 kujulishwa hatima ya maombi yake, na majuma 16 kwa waombaji waliofanikiwa kupokea ruzuku.

5. Je, vyama vya wafanyakazi ni miongoni mwa asasi zinazo weza kufadhiliwa na Foundation? Kwanini hawapati ufadhili kutoka Foundation? Je hawana miradi bora?

Vyama vya wafanyakazi ni miongoni mwa walengwa wa Foundation, na wamekuwa wakihimizwa kuleta maombi kwa ajili ya miradi ya sera na uimarishaji wa utetezi. Mwongozo wa maombi ya ruzuku umebainisha wazi wanaostahili kuomba ruzuku, ikiwemo vyama vya kiraia. Asasi zote zinazopata ufadhili Foundation zimekuwa zikitangazwa katika magazeti.

6. Ni kwanini fedha ambazo hazikutumika katika bajeti ya Foundation zinarudishwa kwa wafadhili? Kwa nini zisitumike kughalimia au kuziwezesha asasi za kijamii kuhudhuria tamasha kama hili?

Fedha za Foundation zilizopo ni pesa zilizoidhinishwa na wafadhili au wahisani na wadau wa maendeleo kufadhili miradi inayohusu maeneo manne yanayo fadhiliwa na Foundation, na siyo vinginevyo. Na kimsingi hazirudi kwa wafadhili, badala yake wanapunguza bajeti kwa ajili ya ufadhili wa miradi kama hiyo. Njia pekee ya kutumia fedha yote iliyoidhinishwa, ni jamii kuamka na kujitahidi kuwasilisha miradi bora na si vinginevyo.

7. Je Foundation inatumia vigezo gani kubaini asasi zilizo anzishwa kwa hiari na wananchi wakawaida na zile zilizo anzishwa na viongozi wa serikali?

Vigezo vya msingi vinavyo zingatiwa na Foundation ni usajili halali wa asasi, katiba, muundo wa asasi na kuwa na akaunti ya benki. Kimsingi siyo jukumu letu kufuatilia nani alianzisha asasi fulani, Foundation hutoa ufadhili kwa asasi yoyote inayo wasilisha mradi bora, na yenye uwezo wa kutekeleza mradi huo na kubadili hali ya maisha ya watanzania.

8. Mna maanisha nini kwa neno "maeneo ya Mradi" (Thematic Areas)? Je kuna utafiti wowote uliofanyika kubaini watanzania wanahitaji nini katika kupunguza umaskini? Na je hamuoni kuwa ukubwa na ugumu wa

fomu ya maombi ni chanzo cha pesa nyingi ya ruzuku kubaki bila kutumika kila mwaka?

Kuna tafiti kadhaa ambazo zimefanywa, siyo tu na Foundation, bali na wadau mbalimbali. Kutokana na taarifa zilizopo, mahitaji ya watanzania na ufadhili wa miradi siyo jambo geni, lililo anzishwa na Foundation. Labda tu, kwa kuwa Foundation ina mwaka mmoja tu tangu ianze kufanya kazi zake. Hayo ni maeneo makuu yaliyo ainishwa katika sera za serikali za kupambana na umaskini kama PRSP na dira 2025. Mahitaji mengine yanawezekana endapo maeneo hayo yatatekelezwa kwa ufanisi.

Kuhusu ugumu wa fomu, Foundation imejitahidi hata kutafsiri fomu katika lugha ya Kiswahili, ili kuwawezesha wadau wote kusoma, kuelewa na kujaza fomu. Tunaona kuwa tatizo kubwa ni uwezo mdogo wa asasi nyingi za kijamii, na uadilifu wa asasi / viongozi wa asasi. Hata hivyo, mwakani Foundation inampango wa kupunguza ukubwa wa fomu, kwa kuifanya fupi na nyepesi zaidi hasa kwa maombi ya ruzuku ndogondogo za mzunguko.

9.Ni kwanini kumekuwepo ongezeko la matumizi ya Bodi ya wakurugenzi wa Foundation kwa mwaka 2004 ikilinganishwa na 2003?

Sababu ya msingi kwa ongezeko la matumizi ya Bodi ya wakurugenzi kwa mwaka 2004 kumetokana na ongezeko la wakurugenzi watanzania kutoka mikoa mbalimbali, ambapo kimsingi kumeongeza gharama za usafiri, kujikimu na malazi wanapohudhuria vikao vya Bodi na shughuli nyinginezo za Foundation ikilinganishwa na hapo nyuma ambapo wakurugenzi wengi wa bodi walikuwa wawakilishi kutoka kwenye mashirika ya wafadhili, na hivyo gharama hizo ziligharimiwa na mashirika yao.

10.Ni sababu gani zimechangia kuongezeka kwa utendaji na ufanisi katika utoaji na usimamizi wa ruzuku?

Mafanikio yaliyobainishwa kwenye taarifa ya mwaka ya Foundation ki msingi yametokana na jitihada za makusudi zilizofanywa na shirika hapo mwaka jana, hususani;

- Mabadiliko katika sera za ndani za utendaji kwa kuzingatia zaidi mahitaji ya walengwa (wadau).
- Kiwango cha hali ya juu cha ufafanuzi wa kimaandishi kwa waombaji ambao hawakufanikiwa, na kupitia maelekezo ya ana kwa ana yanayotolewa na maafisa ruzuku kwa waombaji wanao kukutana nao.
- Ubora wa ushauri unao tolewa na maafisa ruzuku kwa waombaji wanaofika Foundation.
- Ongezeko la ubora na vipindi vya mikutano ya habari mikoani kuhusu Foundation na utaratibu wake wa ruzuku kwa ujumla, ambapo, Kiswahili kimekuwa kikitumika zaidi kama njia ya mawasiliano (kufundishia).
- Ongezeko la uelewa wa maeneo ya miradi yanayo fadhiliwa na Foundation miongoni mwa wanachama wa jumua za kiraia.

- Ongezeko la ustadi, uwezo na imani ya kazi vilivyojengeka miongoni mwa wafanyakazi wa kitengo cha ruzuku.
- Marekebisho yaliyofanyika katika vigezo na taratibu za kutathmini maombi, hivyo maombi mengi yameweza kupelekwa mbele kwa uchambuzi wa mwisho.

11. Taratibu za kushughulikia maombi ya Ruzuku zinaonekana kuwa ngumu, je haziwezi kurahisishwa?

Hisia za wengi walioshiriki katika kuanzisha Foundation, hisia zao zilikuwa kuhakikisha inakua kwa huku wajihami dhidi ya waombaji wasio waadilifu, uendeshaji mbovu, n.k, matokeo yake, taratibu za maombi ya ruzuku zikajikita zaidi katika kujihami zaidi na au kupunguza mashaka hayomatokeo yake ikasababisha usumbufu na ugumu wa taratibu za ruzuku kwa walengwa. Cha kusikitisha zaidi ni kwamba, mfumo huo uliwesha ruzuku kutolewa kwa waombaji wachache waliokuwa na uwezo (utaalamu) wa kuandika na kuwasilisha michanganuo ya miradi kinyume na malengo na maazimio ya Foundation. Hata hivyo, suala hili limekuwa likijadiliwa karibu katika vikao vyetu vyote kwa umma, pamoja na wanachama wa jumua za kiraia kama kero yao kubwa. Matokeo yake, kama hatua za awali na za mpito, sera za ndani za tathmini ya maombi zimepitiwa upya kwa kuzingatia zaidi maoni na mahitaji ya wadau (walengwa) wetu. Pia tumeongeza na kuboresha vipindi vya mikutano ya habari mikoani kuhusu ruzuku. Mabadiliko ya msingi na ya kudumu yaliyofanyika ni pamoja na kuptia upya na kufupisha na kurahisisha fomu ya maombi, na tunatarajia kurekebisha mfumo wa uombaji, uchambuzi na uamuzi wa maombi ya ruzuku kwa kuzingatia matokeo au mabadiliko katika jamii yatakayoletwa mradi huo, yaani dhana ya (mkabala wa) “uwekezaji kwa matokeo”, ambayo malezo yake yanapatikana katika Mpango wa Kimkakati (Strategic Plan) 2005 - 2008.

12. Ni dhahiri kwamba kimsingi kumekuwepo ongezeko katika kiwango cha utoaji ruzuku, je ni mabadiliko (matokeo) gani katika jamii yaliyotokana na ruzuku inayotolewa?

Kubaini mabadiliko yanayotokana na fedha tunazotoa ni kipau mbele cha msingi, hata hivyo, kwa hatua hii, tunaweza kuzungumzia tu shughuli na matokeo ya muda mfupi ya ruzuku iliyo na Foundation, lakini siyo rahisi kuelezea kwa kina mabadiliko au matokeo ya muda mrefu katika jamii yaliyotokana na ruzuku, japo tungependa iwe hiwe hivyo. Mwanzoni (kati ya 2002 na 2003), Foundation ilibobea zaidi katika shughuli za uainzishwaji wake na kuhakikisha kuwa wanapatikana wahisani wa kutosha kama nguzo ya kusimamia. Kwa hali hiyo basi, nguvu nyigi zilielekezwa kutengeneza mifumo ya maombi na kuanza “utoaji ruzuku” wakati tukidhibiti mashaka (athari) yanayoweza kutokana na shughuli hizo. Japo mkakati madhubuti wa kufanya ufuatiliaji na tathmini, ni muhimu sana, haukutayarishwa kwani mifumo ya ufuatiliaji iliyowekwa wakati huo ilizingatia zaidi utekelezaji wa masharti na udhibiti wa matumizi mabaya yanyoweza kujitokeza kwa ruzuku zinazotolewa. Foundation imekwishaliona hilo na imeshachukua hatua za

msingi za kulitatua kwani kwa sasa tumo katika harakati za kutengeneza mpango kababe wa ufuatiliaji na tathmini ambao utaanza kutumika baadaye mwaka huu. Pia tumeweka wakala (wataalamu) wa kufanya tathmini kwa baadhi ya miradi iliyofadhiliwa na Foundation ili kutuwezesha kujua ufanisi na matokeo yaliyotokana na shughuli hizo hadi sasa. Hata hivyo, tathmini hiyo inaweza kuwa na ugumu kiasi fulani kwa kuzingatia kuwa Foundation inapambana na umaskini wa hali kupitia maeneo manne yanayotolewa ufadhili. Pengine mkabala wa “Uwekezaji wa Matokeo” utakaoanza kutumika katika mchakato wa utoaji ruzuku utakuwa dira muhimu kubaini miradi yenye mwelekeo wa kuleta matokeo na mabadiliko katika jamii, na hivyo kuwa mwekezaji mwenye mikakati na mafanikio.

13. Je Foundation ina mamlaka gani Kisheria? I.e. Je ni hatua gani zinazo chukuliwa dhidi ya wale wanaokiuka mkataba wa ruzuku?

Kimsingi, ruzuku inapotolewa, wadau wote wanapaswa kuridhia masharti na kanuni zilizoainishwa kwenye mkataba wa ruzuku unaosainiwa na pande zote mbili. Mpokea ruzuku hanabudi kutekeleza mradi wake kwa kuzingatia shughuli na viwango vya pesa vilivyoainishwa ndani ya mkataba huo. Utaratibu wetu wa kushughulikia wanao kiuka masharti ya mkataba upo wazi kabisa. Kwanza tunachunguza na kutathmini kuona kama matatizo hayo ni ya makusudi au ni bahati mbaya tu kutokana na uwezo mdogo wa mdau wetu. Ikiwa ni bahati mbaya, tutamwelekeza na kumsaidi mdau wetu ili atekeleze mradi wake kama ulivyopangwa, lakini kama ni kwa makusudi au ubadhilifu, tutathimini kiwango cha tatizo, kasha mpokeaji ruzuku atakiwa kurudisha fedha yote iliyopokelewa toka Foundation upesi iwezekananvyo, na kufungua mashitaka polisi kama ya kesi ya jinai.

14. Ni kwa namna gani Mpango wa kimkakati na Mpango wa utekelezaji utakavyo shughulikia mapendekezo 11 yaliyomo kwenye taarifa ya Ukaguzi wa mahesabu ya fedha na tathmini ya matokeo ya miradi inayofadhiliwa na Foundation?

Swali hili litashughulikiwa kwa uwazi na namna ya pekee yake kama njia rasmi ya kutekeleza mapendekezo ya EDI.

15. Ni kwa namna gani suala la VVU/UKIMWI limezingatiwa katika mpangao wa Kimkakati ikizangitiwa kuwa ni suala linalogusa kila nyanja ya maendeleo katika jamii?

Ni kweli Foundation inatambua wazi kuwa UKIMWI ni janga la kitaifa, hata hivyo, mpango wa kimkakati haulengi kushughulikia UKIMWI kama suala la kipekee. Hata hivyo, kama sehemu ya mkakati na mchakato wetu, tunafahamu kwa mapana athari ya suala hili katika uwanda mzima wa umaskini nchini. Tunatambua pia kuwa mashirika na wahisani wanaofadhili miradi ya UKIMWI nchini. Tunaona ni bora kutumia rasilimali ndogo tuliyonayo kwa kufadhili miradi mbadala inayofafanua maeneo makuu manne yanayofadhiliwa na Foundation. Kwa sehemu kubwa Kipaumbele kiliwekwa katika kuweka mikakati ya kutafiti na kutathmini asasi zipi fadhili na zinashughulikia suala gani kwa ufanisi zaidi kwa kuzingatia utaalum na rasilimali zilizopo na kipengere gani kjinahitaji ufadhili zaidi. Wakati Fulani

tunaweza kusaidia masuala hayo ili kupata ufanisi unaokusudiwa lakini pengine kutoa ufadhili wa wastani tu. Hata hivyo, Foundation inaendelea kufuatilia na kutathmini jinsi hali ilivyo itakuwa tayari kushughulikia kila suala lolote kulingana na jinsi linbavyojitokeza katika jamii.

16. Ni kwa namna gani tatizo la idadi ndogo ya wapokea ruzuku iliyooneshwa katika taarifa ya mwaka na mpango wa kimkakati litashughulikiwa?

Kwa hakika, taarifa ya mwisho wa mwaka 2004 imeonesha ongezeko halisi la kiwango cha ruzuku kulichotolewa. Hata hivyo, mkabala wa kuwekeza kwa matokeo uliobainishwa katika mpango wa kimkakati wa shirika letu umedhamiria kuongeza kiwango cha ufadhili kwa kujali zaidi matokeo ya mradi kuliko utalaam wa ujazaji maombi ya ruzuku. Katika mchakato huu tunatarjia kutoa misaada zaidi ya kifedha na kujenga uwezo kwa asasi zitakazo leta miradi yenye kuleta matokeo mazuri (maelezo zaidi kuhusu mchakato huu yamo kwenye mpango mpya wa kimkakati wa Foundation).

17. Je, The Foundation ina mpango gain wa kuzifikia Jumuiya za Kiraia zilizoko vijijini?

The Foundation imeshaanzisha mlolongo wa semina/warsha za kupasha habari (juu ya The Foundation na huduma inazozitoa) mikoani. Tayari vituo vitano vimeanzishwa kwenye mikoa mitano kwa madhumuni hayo. Aidha The Foundation imeanzisha mpango wa majaribio wa kutoa mafunzo kwa mashirika yenye mtazamo unaofanana ili yawe kama daraja la kuunganisha The Foundation na mashirika mengine yaliyoko wilayani na vijijini.

18. Ni Kwa jinsi gani the Foundation itahakikisha kuwa shughuli zake za kujenga uwezo hazipingani Na Dira Na Malengo Makuu, na shughuli binafsi za Jumuiya za Kiraia?

The Foundation inayo Dira yake na Lengo Kuu. Ruzuku na huduma za kujenga uwezo zitolewazo kupitia The Foundation zinaenda sambamba na malengo na madhumuni yatokanayo na Dira kama yalivyoainishwa kwenye Mpango wa Kimkakati. The Founadtion haina nia ya kupingana na Jumuiya za Kiraia. Hata hivyo, tutaendelea kuwa wazi kwa mashirika yote yenye nia ya aidha kuendesha mradi au kupata huduma ya kujengewa uwezo kutoka kwetu. Hatutarajii mashirika yenye mtazamo tofauti na The Foundation kubadili misimao yao kwa nia ya kupata ruzuku na huduma zingine kutoka kwetu. Badala yake tutayatia moyo mashirika yatakayojikuta katika hali hii kutafuta njia mbadala ya kupata msaada kutoka sehemu nyingine.

19. Ni kwa jinsi gani the Foundation itahakikisha kuwa Jumuiya za Kiraia zinapata nguvu na kuwa na hali ya kujiamini?

The Foundation ilianzishwa kwa kusudi hili kama inavyodhihirishwa na Dira na Lengo kuu na uhalisi wake kuainishwa kwenye Mpango wa Kimkakati. Dhumuni mahsusi la shughuli zote zaThe Foundation limejengwa katika haja ya kuwa na Jumiya za Kiraia imara zenye kujiamini kwa kuzijengea uwezo wa kujiendesha na kuzipatia ruzuku kwa lengo lakuleta mabadiliko katika

jamii. Aidha The Foundation inajihusisha kikamilifu katika kushawishi mashirika mengine kutoa rasilimali kwa ajili ya kuendeleza mchakato wa kuleta maendeleo endelevu ikiwa ni pamoja na kuyashawishi mashirika binafsi kuchangia maendeleo ya Jumuiya za Kiraia nchini.

20. Suala la uendelevu wa shirika la Foundation linaangaliwaje?

The Foundation imebaini kwamba uendelevu ni muhimu kama inataraji kuwa shirika makini lenye ufanisi. The Foundation inatambua umuhimu wa haja ya kuwa shirika endelevu linalojitegemea hivyo basi mpango wa kimkakati wa muda mrefu utaandaliwa kwa madhumuni ya kufikia azma hii. Mkakati huu pamoja na mambo mengine ni kuhakikisha kuwa The Foundation inamiliki ofisi zake yenyewe na kuwa na vianzio vingine vya mapato. Hata hivyo, haya ni malengo ya muda mrefu. Inaweza kuigharimu The Foundation miaka kadhaa kutimiza dhamira hii. Kwa kuanzia The Foundation itashughulikia uwezekano wa kupanua wigo wa vianzio vya mapato kwa kulenga maeneo mengine ikiwa ni pamoja na sekta binafsi.

21. Ilipendekezwa kuwa litafutwe neno mbadala kwa ni matumizi ya neno "Ruzuku" yanaweza kujenga hali tegemezi miongoni mwa Jumuiya za Kiraia kwa kudhania kuwa fedha wanazopewa (kama ruzuku) ni "fedha za bure" (free money).

Suala la "hali tegemezi" na haja ya kuwa na Jumuiya za Kiraia endelevu zinazojitegemea limejadiliwa kwa kina ndani ya The Foundation. Hata hivyo The Foundation inatambua ugumu uliopo kwa asasi zisizolenga kupata faida kufikia lengo la kujitegemea bila kujihusisha na shughuli za kibiashara ili kuzungusha faida itakayopatikana kwa shughuli za hisani. Hali hii (ya kulenga kupata faida) inaweza kuleta mtanziko kwa mashirika mengi kuamua mambo ya msingi ya kuepwa kipaumbele. Kutokana na mtazamo huu The Foundation inatoa ruzuku kwa mashirika na Jumuiya za kiraia ambazo zinafanya shughuli zinazoendana na malengo, madhumuni na dira yake. Ruzuku zitolewazo zinadhihirisha nia ya The Foundation yakuona juhudi za kupunguza umaskini zikichukua kasi na vikundi vya kijamii vikitoa huduma kwa jamii kwa kujitegemea katika mchakato huu (wa kupunguza umaskini). The Foundation inayaona mashirika yanayopokea ruzuku kama "wabia" katika juhudi za pamoja za kuboresha hali ya maisha ya Watanzania kote nchini. Licha ya kuwa na msimamo huu katika mpango wa ruzuku, The Foundation inakaribisha mjadala wenye nia ya kushughulikia suala hili (la mashirika mengi kuwa na hali tegemezi) kimkakati. Aidha kuhusu uwezekano wa kutumia neno mbadala la ruzuku The Foundation inakaribisha mawazo kuhusu neno gani litumike kwa sharti kwamba neno litakalopendekezwa litajadiliwa na kubaliwa na washikadau wote ili kuondoa mkanganyiko.

22. Je, mashirika yanayofadhili The Foundation yaendeleo kuwakilishwa kwenye baraza au baraza au baraza liundwe na Watanzania?

Sababu ya msingi inayopelekea watu wengi kuuliza swali hili ni hofu ya uwezekano wa utendaji wa The Foundation kushawishiwa zaidi na matakwa

ya wafadhili wa nje kutokana na nguvu ya fedha badala ya mahitaji ya jumuiya za Kiraia. Wajumbe wa Bodi na Baraza la The Foundation linaliangalia suala hili kwa makini. The Foundation ilianzishwa baada ya mashirika haya ya kimataifa kukaa pamoja na kuunga mkono wazo la kuwa na chombo kama hiki na kasha kutoa fedha za kuanzisha na kuendesha shughuli za shirika (The Foundation) kwa kipindi cha miaka mitatu. Hivyo basi ilionekana kuwa vema kwa mashirika yaliyoanzisha The Foundation kuhusishwa kikamilifu katika hatua za awali za uanzishaji na kukua kwa shirika. Hata hivyo, kutokana na maendeleo yaliyofikiwa kwa kipindi cha miaka miwili ya kuwepo kwa The Foundation Baraza na Bodi imeona haja ya kuwa na wawakilishi wakitanzania katika vyombo hivi ili kuwa na uwiano wa mawazo na kufikia maamuzi yenye maslahi kwa maendeleo ya jumuiya za Kiraia Tanzania.

Mjadala unaendelea kuona ni jinsi gani inawezekana kuwa na Bodi ya Wakurugenzi yenye wajumbe wote kutika Tanzania kwa ajili ya kusimamia utendaji wa shughuli za The Foundation Discussions na kuwa na uwakilishi wa Watanzania katika Baraza kwa kiwango kisichopungua 50%. The Foundation inaamini kwamba hali hii italetu uwiano mzuri na kulilinda shirika kutokana na uwezekano wa wahisani kusababisha msongo kiutendaji. Ni nia ya Baraza na Bodi kuona hali hii inafikiwa mapema iwezekanavyo. Hata hivyo haja ya kuendelea kuwa na uwakilishi wa wahisani katika Baraza imeonekana kuwa muhimu kutokana na sababu zifuatazo:-

- Haja ya wazawa kuendelea kujifunza na kupata uzoefu wa uendeshaji na maendeleo ya jumuiya za kiraia kutika nchi zingine.
- Kuhakikisha kuwa makusudi ya kuanzishwa kwa The Foundation yanadumishwa.
- Kuendelea kutoa ushauri wa kitaalamu, mtandao mpana wa ushawishi na kuwa kama kinga ya usalama kwa The Foundation.
- Kujenga mahusiano kwa misingi ya ushirikiano badala ya yale ya "mfadhili aliye mbali".

23. Ni kwa jinsi gani The Foundation itahakikisha uendeleo wa rasilimali fedha?

Angalia swali la 20

24. Ni kwa jinsi gani The Foundation itahakikisha kuwa Jumuiya za Kiraia nchini zinakua na kujitegemea badala ya kuendelea kutegemea wafadhili katika shughuli zao?

Angalia swali la 19

25. Je, kuna matarajio ya kuigeuza The Foundation kutoka kuwa shirika lenye muonekano wa "wahisani" na kuwa lenye muonekano wa Kitanzania kwa siku za baadaye?

Angalia swali la 22

11.4 Annex IV. The Tools used to stimulate discussion in the four topics of the workshops

Guideline during - Group Discussion.

The topics to be discussed are as summarized per facilitators as follows;

1. MKUKUTA and Foundation's Thematic Areas (to facilitate by Halima, Rehema and VPO staff).

- Aim: to let CSOs understand government strategy on poverty reduction (MKUKUTA), and how Foundation's thematic areas address it. Also to be able
- Objectives of MKUKUTA i.e. Key areas to be addressed are:
 - ✓ Economic growth and reduced income poverty
 - ✓ Improved live hood of the people and social wellbeing, and
 - ✓ Good governance and accountability
- Briefly the 4 thematic areas funded by the Foundation are Policy, Safety nets, Governance and Advocacy Strengthening (as summarized in the Strategic plan) or clearly described on the leaflets to be distributed during the Forum.
- Ask feedback on
 - ✓ Whether MKUKUTA clearly known to them and its priorities
 - ✓ Whether MKUKUTA address key areas affecting people (causing poverty) in the community.
 - ✓ Whether thematic areas are clearly understood
 - ✓ Whether thematic are relevant to poverty reduction (as per MKUKUTA)
 - ✓ What should be done by the Foundation to enable CSOs design projects that fall within the thematic areas / MKUKUTA?
 - ✓ Any suggestion on things to be funded by the Foundation.

2. Application Process (to be facilitated by January and Sitta)

- Aim: to enable CSOs understand, apply and qualify for the services provided by the Foundation. Also to know tat specific criteria were set so as to support the CSOs to meet their objectives and mission of the Foundation with controlled (minimized) risks on the services provided.
- Briefly the application process (journey of Application)
 - ✓ It starts with starts with Info dissemination about the Foundation and its grants services to CSOs (NGOs, BCOs, Trade Unions, Professional Associations, and Media COs.) about Foundation and its funding programmes, mainly, through regional information session's public debates and distribution of application packs.

- ✓ Filing and submission of forms in specified deadlines for eligible applicants (those registered, with bank A/c, constitution / set of rules, established more than 1 year. The process allows consistency and management of applications.
 - ✓ Screening / assessment of application (1st level, GO level and SC level). The levels are geared on assessing the quality and credibility of applicants.
 - ✓ Giving feedback to applicants (unsuccessful ones) by highlighting areas that need improvement so that may reapply next round
 - ✓ For successful ones processing contract, disbursement and monitoring the project).
- Ask feedback for each stage on;
 - ✓ System / approach used i.e. distribution, assessment and feedback process on whether are fair, transparent and effective?
 - ✓ Duration / timing i.e how fair is the timing for submission, assessment and feedback to applicant?
 - ✓ Geographical Coverage How relevant are the requirements / eligibility criteria for CSOs
 - ✓ General comments regarding the application process

3. Capacity building for CSOs (Facilitated by Lilian and Deo)

- Aim is to empower CSOs with knowledge and skills on Organizational development (accountable and transparent NGO leadership/management), Project design and implementation as well financial management capacity to enable the citizen participate in development process in Tanzania by addressing the 4 thematic areas of the Foundation.
- Briefly the current capacity building is mainly through;
 - ✓ Info session whereby members of CSOs are trained on how to apply (9 sessions held 2004 and 1630 people attended)
 - ✓ filling of application form whereby CSOs are reminded of / made to evaluate themselves against the key aspect of Organizational Development like leadership, membership, registration, financial regulations etc as requested in the form
 - ✓ detailed feedback to unsuccessful applicants
 - ✓ Front desk services (one to one clarification).
 - ✓ TRACE public debate on topical issues in the community to enable CSOs identify problem areas to design projects to be funded by Foundation
 - ✓ TRACE training to new grant holders whereby 8 sessions were held in 2004 and 203 people attended.
 - ✓ Grants projects implementation: Through quarterly reports and supportive advice given during monitoring visits.
- Get feedback on

- ✓ Whether the programme is adequate / relevant and effective in terms of coverage, and approach/ methodology for improving capacity of CSOs?
 - ✓ What should be the additional / optional means to enhance capacity of CSOs?
4. Consultation and Networking (to be facilitated by Fatma Alloo and Onali)
- Aim: To enable CSO doing similar activities understand each other and exchange knowledge and experience i.e. success and challenges they face in their poverty reduction initiatives.
 - Briefly the current consultation and Networking system is currently done through;
 - ✓ Site visit by National Grantees' Facilitator. An independent Consultant who periodically and strategically visits to CSOs receiving funds from the Foundation and give them advice and strategies to improve their advocacy and networking (linkage) with other CSOs to better maximize the outputs and outcomes of their projects in the society.
 - ✓ Site visit by Foundation staff and encourage grantees to enhance their linkages and exchange of their knowledge and experience.
 - ✓ Information sessions whereby CSOs from the same region come together and know who is doing what in the region and facilitate formation of regional / district NGOs' clusters / networks.
 - ✓ Filling of application forms; applicants are reminded to identify CSOs who are doing similar projects and indicate how they intend to network during project implementation.
 - ✓ Annual forums; Like information session, CSOs come together and know who is where and doing what in reducing poverty in the country.
 - Get feedback on;
 - ✓ Whether the current system is adequate in terms of methodology, approach and coverage.
 - ✓ What should be done to enhance the process among CSOs

**Dodoso wakati wa Majadiliano kwenye vikundi.
Ukumbi wa Benki Kuu - Mwanza, 15 Agosti, 2005.**

Ndugu Mshiriki, tunaomba maoni yako bayana kuhusiana na mada hii mliyoadili kwenye kikundi chenu. Maoni au mapendekezo yako yatapewa kipaumbele sana na uongozi wa Foundation katika kuboresha mipango, utendaji na utoaji wa huduma zake kwa wadau mbalimbali. Toa Mapendekezo yako kwa mjibu wa kila kipengele kama ifuatavyo;

1. Taja mambo matatu (3) ambayo umeridhika nayo katika Mada hii na ungependa yaendelee katika mada hii.

- (a)
- (b)
- (c)

2. Taja Mambo matatu (3) ambayo ungependa yaboreshwe / yaongezwe katika mada hii (kipengere hiki).

- (a)
- (b)
- (c)

3. Toa Mapendekezo yako matatu (3) kwa ujumla kuhusiana na majadala huu wa leo.

- (a)
- (b)
- (c)

Asante sana kwa kushirikiano wako na Foundation for Civil Society.

11.5 Annex V. Opening speeches by Principal Secretary of Vice President's Office Mrs Mary I. Mushi,

HOTUBA YA MGENI RASMI NDUGU, RAPHAEL MOLLEL, KATIBU MKUU OFISI YA MAKAMU WA RAIS KATIKA UFUNGUZI WA TAMASHA LA TATU LA JUMUIA ZA KIRAIA KWENYE UKUMBI WA BENKI KUU (BOT), JIJINI MWANZA

TAREHE 15 AGOSTI 2005.

Ndugu, katibu tawala mkoa wa Mwanza

Mheshimiwa, mwenyekiti wa baraza la Foundation for Civil society,

Mheshimiwa, Mwenyekiti wa bodi ya Foundation for Civil Society,

Wajumbe wa baraza na Bodi ya Foundation,

Wafadhili wa Foundation,

Wawakilishi wa Jumuiya za kiraia,

wadau wa Foundation,
Wafanyakazi wa Foundation,
Mabibi na Mabwana.

Kwanza kabisa napenda kutoa shukrani zangu za dhiti kwa kunialika kuwa Mgeni rasmi katika ufunguzi wa tamasha la tatu la jumua za kiraia (foundation for civil society) hapa Mwanza. Nachukua mwaliko huu kama ishara ya ushirikiano mzuri uliopo kati ya jumua za kiraia na Serikali katika vita dhidi ya umasikini nchini. Aidha, napenda kuchukua fursa hii kuwashukuru wajumbe wa baraza na bodi ya Foundation ambao huteuliwa kutoka taasisi mbalimbali zikiwemo za serikali na jumua za kiraia kwa kujitolea muda wao, mawazo yao na juhudi zao ili kuhakikisha kuwa malengo ya Foundation yanatimia.

Lakini pia napenda kushukuru serikali wafadhili kupitia mashirika yao ya maendeleo hapa nchini ambao ndio waanzilishi wa shirika hili. Kipekee napenda kuishukuru; Serikali ya Uingereza kupitia Shirika la Maendeleo la Uingereza (DFID), Serikali ya Uswisi kupitia Shirika la Maendeleo la Uswisi (SDC), Serikali ya Uholanzi kupitia ubalozi wa Uholanzi (RNE), Serikali ya Ireland kupitia Shirika la Maendeleo la Ireland (DCI), Serikali ya Norway kupitia ubalozi wa Norway na Serikali ya Canada kupitia Shirika la Maendeleo la Canada (CIDA).

Mheshimiwa Mwenyekiti, napenda pia kutoa shukrani za dhiti na kuwapongeza wawakilishi wa jumua za kiraia kote nchini kwa kuitikia wito wa kuhudhuria tamasha hili. Fursa hii itaziwezesha jumua za kiraia kushiriki kikamilifu katika kuboresha mikakati, juhudi na harakati zote katika mapambano dhidi ya umaskini na ukuzaji wa uchumi nchini. Msimamo wa serikali ni kuhakikisha kuwa ushirikiano huu unaimarishwa katika ngazi zote ili kuleta nguvu ya pamoja katika vita hii.

Mheshimiwa Mwenyekiti, Nimefurahi kusikia kuwa mada kuu ya tamasha hili mwaka huu ni *jumua za kiraia na maendeleo*, lakini pia mtajadili maendeleo na utendaji kazi wa Foundation, hasa katika kutoa ruzuku na kujenga uwezo kwa jumua za kiraia nchini. Ni matumaini yangu kuwa tamasha hili litatoa changamoto na mapendekezo ambayo yatawezesha kuboresha huduma za Foundation na kukuza ushirikiano baina ya jumua za kiraia na wadau wengine katika vita hii ya kupambana na umaskini na kuleta na maendeleo nchini.

Mheshimiwa mwenyekiti, napenda kwa niaba ya serikali kutoa pongezi kwa wafanyakazi wa Foundation kwa mafanikio makubwa waliyoyapata katika uchambuzi na usimamizi wa miradi ambapo kulingana na takwimu nilizonazo miradi 107 yenye thamani ya shilingi 3,136,364,089/= za kintanzia ilipitishwa kwa mwaka 2004 pekee. Ongezeko hili ni kubwa ukilinganisha na idadi ya miradi 36 yenye thamani shilingi 717 milioni za kintanzia iliyoidhinishwa mwaka 2003, ongezeko hili ni zaidi ya asilimia 400. Ni matumaini yangu kuwa jumua za kiraia zinatamia pesa hizi kutekeleza miradi iliyoombwa kwa uaminifu na kulingana na malengo mazuri ya kuleta maendeleo hususani katika kupambana na umasikini.

Mheshimiwa mwenyekiti, Katika ufunguzi wa tamasha hili ningependa kujadili mchango wa jumua za kiraia katika mkakati wa kukuza uchumi

naupunguzaji umaskini nchini Tanzania, hasa ikizingatiwa kuwa mada kuu mwaka huu inahusiana zaidi na MKUKUTA.

Mheshimiwa mwenyekiti, Jumua za kiraia nchini Tanzania zinanafasi kubwa sana katika harakati za kupiga vita umasikini. Katika mkakati wa kupunguza umaskini na kukuza uchumi nchini Tanzania (MKUKUTA), serikali imeainisha maeneo mbalimbali ambayo yamepewa kipaumbele, na ambayo jumua za kiraia zimepewa nafasi kubwa ya kuyatekeleza. Eneo la kwanza ni kuijengea uwezo jamii nchini ili iweze kushiriki kikamilifu katika kupanga, kufuatilia na kutathimini shughuli za maendeleo katika ngazi zote. Jamii nyingi hasa vijijini wanahitaji kupanga, kutekeleza na kufutulia shughuli zao za maendeleo, hata hivyo si kila jamii inauwezo wa kufanya hayo, hivyo ni jukumu la jumua za kiraia kuwawezesha ili wafikie malengo yao.

Mheshimiwa mwenyekiti, eneo jingine muhimu ambalo jumua za kiraia zinatakiwa kufuatilia kwa makini katika utekelezaji wa MKUKUTA ni ufuatiliaji na utekelezaji wa shughuli zote za maendeleo katika ngazi za serikali kuu na serikali za mitaa. Zaidi ya yote jumua za kiraia zinatakiwa kuhakikisha kuwa serikali inawajibika kwa jamii katika ngazi zote, lakini si serikali pekee bali pia hata jumua zenyewe kuwajibika na kuhakikisha utawala bora unaimarika katika ngazi zote. Jumua za kiraia zinategemewa pia kufanya kazi kwa karibu na wizara, serikali za mikoa na wilaya katika maswala yote ya mtambuko hasa UKIMWI, Mazingira na Jinsia.

Mheshimiwa mwenyekiti, pamoja na nafasi iliyopewa jumua za kiraia katika ufuatiliaji na utekelezaji wa MKUKUTA, pia jumua za kiraia zinanafasi kubwa ya kushiriki katika mchakato mzima wa kuandaa, kutekeleza na kufuatilia sera zote zinazohusu maendeleo ya nchi yetu. Ni wajibu wa jumua pia kuhakikisha kuwa wanajimii katika maeneo yanayotuzunguka wanashiriki kikamilifi katika mchakato mzima wa uandaaji na utekeleza wa sera ili sera zote tunazozindaa ziwe zinakidhi na zinaendana na hali halisi ya jamii zetu.

Mheshimiwa mwenyekiti, Pamoja na fursa hii ambayo jumua za kiraia zinayo katika kuleta maendeleo na upunguzaji umaskini nchini, bado jumua za kiraia zinakabiliwa na changamoto nyingi. Changamoto kubwa zaidi kwa sasa ni uwezo wa jumua za kiraia kuleta mabadiliko. Ili mchango wa jumua za kiraia kuwa wa kiwango cha juu, kunahitajika kuangaliwa upya uwezo wa jumua zetu na kuzijengea uwezo wa kiutawala na kiutendaji.

Changamoto nyingine ambayo pia inazikabili jumuiaza kiraia hapa nchini ni suala zima la utawala bora na uwajibikaji kwa wananchi. Maranyingi tumekuwa tukidhani kuwa suala la utawala bora ni suala la serikali pekee. Baadhi ya jumua hapa nchini zimekuwa zikipata fedha nyingi toka kwa wafadhili lakini pesa hizo hazitumiki kama inavyokusudiwa. Hata hivyo serikali imeliona hilo na kuamua kutunga sheria ya asasi zisizokuwa za kiserikali (NGO) ya mwaka 2002 ambayo utekelezaji wake umeanza hivi karibuni. Kama mtakavyoelekezwa katika tamasha hili, lengo la sheria hii ni kuhakikisha kuwa jumua za kiraia zinatekeleza malengo yake kwa ukamilifu na pale wanapotumia vibaya fedha za wafadhili serikali iwe na nafasi ya kuziwajibisha kisheria.

Mheshimiwa mwenyekiti, ni matumaini yangu kuwa tamasha hili na mengine ambayo Foundation huandaa yatahamasisha na kuimarisha mshikamano ulipo na kujenga mahusiano mapya miongoni mwa jumua za

kiraia. Ninaamini matunda yaliyoonyeshwa na Foundation yatasaidia sana katika uimarishaji wa Jumua za kiraia nchini.

Ushirikiano wa Foundation, jumua za kiraia pamoja na wadau wengine wakiwemo wafadhili na serikali utaruhu mafaniko na maendeleo ya haraka nchini na pia utakua chachu ya ukuaji wa sekta ya jumua za kiraia.

Mheshimiwa mwenyekiti, naona nyuso nyingi za wasiriki katika

tamasha hili wanashauku kubwa kusikia mlichowaandalia leo.

Naamini haitakuwa busara kuendelea kuchukua muda mwingi

kuwahutubia. Baada ya kusema hayo machache natamka ya kuwa

tamasha hili limefunguliwa rasmi.

11.6 Annex VII. Detailed Comments and Question raised during the Forum

Annual Forum Questions

Questions	Comments
1. Is it possible the Foundation to facilitate the Mwanza Policy Forum? Remarked that the main focus of Mwanza Policy Initiative is MKUKUTA.	Ni njia zipi za kufuata ili jumua ipate ruzuku la usajili kushauri Foundation watoe umuhim mkubwa katika kufadhili miradi
The Foundation ina mkakati gani wa kuwafikia	ambayo mabaniwa na asasi zina mpango
2. Foundation ina mkakati gani wa kusaidia NGOs na CBOs changa ambazo kubuni miradi ya baadaye haifadhiliwi	Thabiti wa kusaidia mikoa ambayo NGOs na CBOs wiliyane umasikini mkali. Hali ya sasa ni kwamba ile mikoa ambayo inafadhiliwa
3. Mpango wa baadaye wa foundation ni pamoja na kutoa ruzuku ya kusaidia gani wa kutoa vifaa wa kujengea uwezo wa asasi changa ili waweze kutafuta teknolojia vya kurehisisha tendaji wa kazi.	Capacity building for CSO and NGO is highly needed to improve their project proposal submitted from the Foundation report zingine pia zitolewe kwa kutumia Braille.
4. What strategy The Foundation for the civil society has to open other branches in Tanzania especially in Mwanza and other regions.	Ombi kwamba mpango ambazo ruzuku uwezo usajili the Foundation pia iwe mlazi wa jumua na jiji kwa kiandaa cha mkoa mrefu.
5. What strategy The Foundation for the civil society has to support CSO to attend meetings and workshops on development (local and international)	Ombi maalumu kutoka kwa asasi za kirai building centre at regional level um by The Foundation na VVU kundi hii linahitaji
6. Ombi la kupunguza masharti ya ruzuku kwa asasi changa na ndogo wilaya ya Magu mkiombwa (mafunzo)	Msaada mkubwa also to device a programme to support grant CSOs in order to comply mafunzo vya kuandika saliasi.
7. Ma the Foundation ina uwezo wa kufadhili asasi ngani kwa mwaka?	Request from CSO form to be available online but physically filled.
Kwengine the Foundation inatoa ruzuku kwa	Urasimu wa kushughulikia maombi ni mrefu
8. Pendi za mikoa zina kama Mwanza, Dar es Salaam, Kuna ufadhili mdogo san kwenye mikoa mingine ama Kigoma na kadhalika	Pili maalokozo ya awali havyazingatii barua maubhu ya miradi iliyoombwa. Hali hii Pia itoke hatalekezo kika mpaik. Mara nyingine asasi kutika kupata fua upata jibu la
One of the Millineum Development Goal and MKUKUTA is to enhance of information and communication technology. What is the foundation strategy to improve communication with CSO in this are? From awareness, win - win ownership of the foundation strategic plan, process and	Maombi ya kwa the Foundation kupunguza kupata na hujia zingine kuibuka. Kasoro zingine zianzosabaisha kukuosa ruzuku ni ndogo mno kiasi cha kukatisha tamaa. Kwani maswala mengine yanaweza kurekebisha wakatoji wa mkataba kama vile kukosa la kujumlisha mbajeti n.k.
Procedures vya angikishwa of apisiza wakuu wa wilaya zaina barua za utambulisho. Kwanini the	Pamoja na kuendesha tamasha na midahalo, Foundation ina mpango gani wa utoaji elimu
Foundation haizitambui barua hizi za serikali Request from CSO that the grants guideline to incorporate more guide on budget preparations.	Ni kuhakikisha makundi mengine ravyo wawezo hita kwa na kuif kuongezwa ya the Foundation?
Kwanini the Foundation ina masharti makali na kwamba inaelewa kwamba wadau wa jumua za kiraia ni masikini na pia wa uwezo mdogo	Ombi kwamba kigezo la audited accounts kiondolewe hasa kwa zile asasi changa na ambazo zimedhihirisha kwamba zinafanya
Kuna mpango gani katika the Foundation wa kusaidia vijana katika umasikini?	kazi vizuri.

	Je, kuna utaratibu wowote wa the Foundation kuanzisha kitengo cha uboreshaji wa proposal, kwani wadau wengi hawana uwezo wa kutosha. Pia uandishi wa proposal ni ghali sana.	
	Kulingana na wingi wa jumuiia za kiraia kuna mpango gani foundation kufungua ofisi kila mkoa au kand?	

JAMHURI YA MUUNGANO WA TANZANIA



**MAPITIO YA SHERIA YA MASHIRIKA YASIYO YA
KISERIKALI NA. 24 YA MWAKA 2002**

MADA ILIYOTOLEWA KWENYE TAMASHA LA TATU LA JUMUIYA ZA KIRAIA
LILILOANDALIWA NA TAASISI YA JUMUIYA ZA KIRAIA
KWENYE UKUMBI WA CHUO CHA BENKI KUU (BOT)

1.0 UTANGULIZI

Serikali ya Tanzania kwa muda mrefu imetambua mchango mkubwa wa Mashirika Yasiyo ya Kiserikali (NGOs) katika maendeleo ya jamii na uchumi kwa jumla. Hii ni kutokana na ukweli kwamba Serikali na NGOs ni wabia muhimu katika maendeleo. Kwa kutambua umuhimu huo na kwamba kila mmoja wetu analo jukumu la kutekeleza katika nafasi yake ilionekana kuna haja ya kuwa na mwongozo wa kitaifa utakaosimamia uendeshaji wa shughuli za NGOs nchini. Serikali kwa kushirikiana na wadau iliandaa Sera ya Taifa ya Mashirika Yasiyo ya Kiserikali ya mwaka 2001. Sera hii ambayo inahimiza kuwepo mazingira muafaka yatakawezesha NGOs kutenda kazi/majukumu yao kwa ufanisi, uwazi na uwajibikaji. Aidha, sera hii imebainisha kutungwa kwa sheria mahsusi ya NGOs nchini. Ili kutekeleza kauli mbiu ya Sera ya Taifa ya NGOs, Sheria ya kusimamia usajili na uratibu wa NGOs ilipitishwa na Bunge la Jamhuri ya Muungano wa Tanzania ambayo inaitwa Sheria ya Mashirika Yasiyo ya Kiserikali, Sheria Na. 24 ya mwaka 2002 (Non-Governmental Organizations Act No. 24 of 2002). Mada hii inalenga kutoa ufafanuzi wa Sheria hii kwa ufupi na pia kuelezea taratibu za utekelezaji wake.

2.0 MAPITIO YA SHERIA NA. 24/2002

LENGO: Lengo la sheria hii ni kuwezesha usajili na uratibu wa Mashirika Yasiyo ya Kiserikali.

YALIYOMO: Sheria hii imegawanyika katika sehemu saba (7) i.e sehemu ya 1 - V11. Hali kadhalika sheria hii pia imegawanyika katika vifungu "sections", mengineyo "miscellaneous provisions", na taratibu/jedwali "schedule". Pia vifungu vya Sheria hii vinaendana na kanuni zilizotengenezwa kwa madhumuni ya Sheria hii.

Sehemu ya 1: Kichwa cha habari.
Tafsiri.

Sehemu ya 2: Utawala na uratibu wa Mashirika Yasiyo ya Kiserikali

Sehemu ya 3: Taratibu za Usajili wa Mashirika Yasiyo ya Kiserikali

Sehemu ya 4: Ngazi za Usajili

Sehemu ya 5: Uwajibikaji na udhibiti binafsi

Sehemu ya 6: Makosa na adhabu

Sehemu ya 7: Mengineyo

Utaratibu "Schedule"

Mojawapo ya mambo muhimu yanayopendekezwa na sheria hii ni kuwepo kwa Bodi ya Mashirika Yasiyo ya Kiserikali itakayokuwa na majukumu mbalimbali ikiwemo kutoa miongozo ya kisera kwa Mashirika Yasiyo ya Kiserikali kwa ajili ya kuoanisha shughuli za Mashirika hayo na mpango wa Taifa wa maendeleo.

3.0 MAPITIO YA BAADHI YA VIFUNGU VYA SHERIA

Kifungu Na. 2 cha Sheria Na.24/2002, kinatoa maana na tafsiri ya maneno mbalimbali kama yalivyotumika na kukubalika katika sheria hii.

Tafsiri ya Mashirika Yasiyo ya Kiserikali kama ilivyoainishwa na kauli mbiu ya Sera hii katika aya ya 5.1, Mashirika Yasiyo ya Kiserikali yatakuwa na sifa ambazo zitayatofautisha na Mashirika ya Serikali au makundi mengine binafsi yaliyosajiliwa. Maana ya Shirika Lisilo la kiserikali itatumika kwa Mashirika yenye sifa zifuatazo:

- (i) Hii ni Taasisi iliyoanzishwa na ya kudumu, ambayo itaonyeshwa kwa kiwango cha muundo wake kisherika, yaani mikutano ya mara kwa mara na kufuata kanuni na taratibu za uendeshaji.
- (ii) Hivi ni vyombo vinavyoundwa kwa uhuru, hiari, utashi na watu, makundi ya watu au Mashirika vikiwa na kipengele cha ushirika wa hiari.
- (iii) Mashirika Yasiyo ya Kiserikali yana muundo wake wa ndani wa kujiongoza na kujiendesha kwa mujibu wa Sheria kwa ujumla.
- (iv) Mashirika Yasiyo ya Kiserikali ni Mashirika ambayo kuanzishwa kwake si kwa ajili ya kugawana faida. Mafao yanayopatikana si kwa faida ya mtu binafsi, wanachama au viongozi bali kuendeleza malengo ya Shirika hilo.
- (v) Mashirika Yasiyo ya Kiserikali ni Mashirika ambayo hayatafuti madaraka ya kisiasa au kupigia kampeni chama chochote cha siasa.
- (vi) Mashirika haya hayalengi kujihudumia yenyewe bali kuboresha hali na matarajio ya kikundi fulani au kutetea mambo ya msingi au hoja ambazo zina madhara kwa ustawi, hali na matarajio ya watu au jamii kwa ujumla.
- (vii) Shirika Lisilo la Kiserikali linaweza kuanzishwa na watu binafsi au Mashirika
- (viii) Hivyo Shirika Lisilo la Kiserikali hapa Tanzania linatafsiriwa kama Kikundi binafsi cha hiari cha watu au mashirika ambayo ni huru na si kwa ajili ya kugawana faida ambacho kimeundwa katika ngazi ya jamii, kitaifa na kimataifa kwa lengo la kukuza maendeleo halali ya kiuchumi, kijamii au kiutamaduni au kushawishi au kutetea juu ya hoja zenye maslahi kwa umma au maslahi ya kikundi cha watu au mashirika. Tafsiri hii haihusishi vyama vya wafanyakazi, vyama vya siasa, vyama vya starehe na burudani au vikundi vinavyoeneza imani.

Kifungu Na.6 kinaanzisha Bodi ambayo itajulikana kama Bodi ya Taifa ya Uratibu wa Mashirika Yasiyo ya Kiserikali.

Kifungu Na. 4(2) cha sheria hii, kinampa mamlaka Mkurugenzi wa Mashirika Yasiyo ya Kiserikali, ambaye ameteuliwa na Raisi kwa mujibu wa kifungu 3(1), kuwa Katibu wa Bodi hii.

Kifungu cha 7(2) kinatoa mamlaka kwa Bodi kuteua idadi yoyote ya maofisa kama itakavyohitajika, halikadhalika Bodi inaweza kukasimu madaraka yake kwa Mkurugenzi katika utekelezaji wa majukumu yoyote ya Bodi kwa malengo ya kuhakikisha ufanisi wa kazi za Bodi.

Kifungu cha 7(3) kinasisitiza kwamba katika utekelezaji wa majukumu yake chini ya sheria hii Bodi itadumisha kama inavyowezekana mfumo wa kuhusisha, kuratibu na kuhusisha Wizara, Taasisi za Kiserikali au Chombo chochote cha Umma au binafsi kilichoanzishwa chini ya Sheria yoyote iliyoandikwa, kilicho na shughuli zinazofanana na zile zinazofanywa na Mashirika yoyote Yasiyo ya Kiserikali.

4.0 MAJUKUMU YA BODI YA MASHIRIKA YASIYO YA KISERIKALI

Kifungu Na 7(1) (a) - (m) cha sheria hii Na.24/2002 kinaelezea majukumu ya Bodi hii ambayo yatakuwa:

- Kupitisha na kuratibu Usajili wa Mashirika Yasiyo Kiserikali.
- Kuwezesha utekelezaji wa Sera ya Taifa ya Mashirika Yasiyo ya Kiserikali.
- Kuwezesha Kuratibu shughuli za Mashirika Yasiyo ya Kiserikali.
- Kupitisha maombi ya Usajili au maombi ya Cheti cha kutimiza masharti "Certificate of Compliance".
- Kutoa maelekezo juu ya kusimamishwa au kufutiwa usajili Shirika lolote Lisilo la Kiserikali.
- Kukagua taarifa za kila mwaka za Mashirika Yasiyo ya Kiserikali.
- Kuishauri Serikali kuhusu shughuli za Mashirika Yasiyo ya Kiserikali.
- Kufanya mapitio kwenye daftari la usajili la Mashirika Yasiyo ya Kiserikali.
- Kutoa miongozo ya kisera kwa Mashirika Yasiyo ya Kiserikali kwa ajili ya kuoanisha shughuli za Mashirika hayo na mpango wa Taifa wa maendeleo.
- Kupokea, kujadili na kupitisha taarifa za kawaida za Baraza, na kutoa ushauri katika mikakati kwa mpango endelevu na usimamizi wa shughuli za Mashirika Yasiyo ya Kiserikali.

- Kuwezesha ubadilishanaji wa taarifa na kutoa miongozo ya kutandaa kati ya Mashirika Yasiyo ya Kiserikali na Serikali.
- Kuchunguza na kuhoji jambo lolote ili kuhakikisha kila Shirika Lisilo la Kiserikali linazingatia Katiba yake.
- Kufanya kazi nyinginezo kama zitavyoelekezwa na Waziri.

5.0 UTEUZI WA WAJUMBE WA BODI YA MASHIRIKA YASIYO YA KISERIKALI (MUUNDO NA TARATIBU ZA BODI)

Kwa mujibu wa sheria hii Na 24/2002, kwenye jedwali/taratibu (schedule), kifungu 1(1) (a) - (c) Bodi itajumuisha Wajumbe wafuatao na uteuzi wa wajumbe wa Bodi ya Mashirika Yasiyo ya Kiserikali utakuwa kama ifuatavyo:

- Kutakuwa na Mwenyekiti ambaye atateuliwa na Rais kwa mujibu wa mapendekezo ya Waziri.
- Kutakuwa na Wajumbe wanne (4) watakaoteuliwa na Waziri kutokana na mapendekezo ya Baraza la Taifa la NGOs watakaowakilisha matakwa ya maeneo mbalimbali ya maslahi ya Mashirika Yasiyo ya Kiserikali katika Bodi.
- Kutakuwa na Wajumbe watano (5) watakaoteuliwa na Waziri kutokana na uwezo wao au uzoefu katika maendeleo na ustawi wa jamii ambao wataiwakilisha Serikali.

Kifungu cha 8(1) kinaeleza vyanzo vya mapato ya Bodi ambavyo vinajumuisha:

- Kiasi chochote kama itakavyokubaliwa na Bunge.
- Fedha ama samani itakazopata au itakazopokea Bodi kutokana na vyanzo vinginevyo kwa njia ya ada, misaada au njia nyingineyo.
- Kiasi chochote cha fedha, ambacho Bodi yaweza kukopa kwa madhumuni yake binafsi.

Kifungu cha 8(2) Bodi yaweza

- Kuwekeza fedha zake katika dhamana, kwa mujibu wa sheria inayohusiana na udhamini au katika rasilimali nyingine ambayo Bodi inaweza kuamua au
- Kuweka katika Benki, kiasi chochote cha fedha ambacho hakihitajiwi kwa wakati huo kutumiwa na Bodi.

Katika Kifungu cha 9(1), Bodi itapaswa kabla ya kuanza kwa mwaka wa fedha, kuandaa makadirio ya mapato na matumizi ya mwaka huo.

Kifungu 9(2), Makadirio ya mwaka yatatoa mchanganuo wa matumizi yote ya Bodi yaliyokadiriwa kwa mwaka wa fedha unaohusika na Bodi itapitisha matumizi ya muda na matumizi ya maendeleo/yajayo.

Kifungu 9(3) Makadirio ya mwaka yatawasilishwa kwa Waziri ambaye atayawasilisha Bungeni ndani ya kipindi cha miezi mitatu toka tarehe yalipowasilishwa kwake.

Katika Kifungu cha 9(4) Sheria inaweka wazi kwamba hakuna matumizi yoyote yatakayofanywa kwa ajili ya Bodi isipokuwa kwa mujibu wa makadirio ya mwaka.

Kifungu cha 10(1) cha sheria hii kinaeleza kwamba Bodi itapaswa kuweka vitabu sahihi vya mahesabu.

Kifungu cha 10(2) Baada ya kila mwisho wa mwaka wa Fedha, ndani ya kipindi cha miezi mitatu Bodi itawasilisha kwa Mdhhibiti na Mkaguzi Mkuu wa Mahesabu vitabu vya hesabu vya Bodi pamoja na:

- Maelezo ya shughuli za fedha na mapato na matumizi ya mwaka huo wa fedha na
- Maelezo ya samani na madeni ya Bodi yaliyopo kufikia mwisho wa mwaka huo wa fedha.

Kifungu 10(3) kinaeleza kuwa mahesabu ya Bodi yatakaguliwa na Mdhhibiti na Mkaguzi Mkuu wa Mahesabu.

Kama ilivyoelezwa awali kwamba sehemu ya tatu ya sheria hii inatoa utaratibu juu ya usajili wa Mashirika Yasiyo ya Kiserikali, hivyo basi kifungu cha 13 kinagusia mamlaka iliyopewa Bodi katika usajili huo.

Kifungu cha 11, kinatoa umuhimu/uhitaji wa kusajili (Compulsory registration).

Kifungu cha 12, kinaeleza kuhusu maombi ya usajili na viambatanishi, kwamba Maombi ya usajili wa Mashirika Yasiyo ya Kiserikali yatakuwa na viambatanisho vifuatavyo kama ilivyopendekezwa na Sheria hii katika kifungu cha 12(2)

- a) Katiba ya Shirika Lisilo la Kiserikali.
- b) Taarifa yenye majina na saina za wanachama waanzilishi.
- c) Maelezo binafsi ya wanachama (Mwenyekiti, Katibu na Mhazini) na picha mbili za pasipoti
- d) Ada ya usajili.
- e) Anuani na sehemu yalipo makao makuu ya ofisi za Shirika Lisilo la Kiserikali.
- f) Maelezo yoyote au taarifa kama itakavyohitajiwa na Msajili.

Kifungu cha 14 kinatoa mamlaka kwa Bodi, kwamba itakuwa na mamlaka ya kukataa maombi kama itahakikisha kuwepo kwa yafuatayo:

- ❖ Shughuli za shirika hili ni kinyume na sheria zilizopo au si kwa manufaa ya umma.
- ❖ Maombi yametoa taarifa na maelekezo potofu ya udanganyifu.
- ❖ Pendekezo kutoka katika Baraza kwamba shirika hilo lisisajiliwe.

Kifungu 14(2) Pale Bodi itakapokuwa imekataa usajili, italazimika kulitaarifu shirika lililokataliwa usajili sababu za kukataliwa usajili, ndani ya siku 21.

Kifungu cha 15 na 16 vinaeleza taratibu za kukata rufaa endapo mtuma maombi hakuridhika na uamuzi wa Bodi.

Katika Kifungu cha 19, endapo Bodi itapitisha maombi ya Shirika Lisilo la Kiserikali ambalo waajiriwa wake si Raia wa Jamhuri ya Muungano wa Tanzania itailazimu Bodi kutoa mapendekezo kwa Idara ya Utumishi wa Umma ambayo pia itapeleka maoni yake kwa Mkurugenzi wa Uhamiaji kwa ajili ya kupatiwa kibali cha kufanya kazi nchini kwa mujibu wa sheria ya uhamiaji ya mwaka 1995.

Kifungu cha 20 pia kinaipa Bodi mamlaka ya kufuta au kusimamisha cheti ya usajili kama itaridhika

- ❖ Hadidu na masharti yaliyoainishwa katika cheti cha usajili yamekiukwa.
- ❖ Shirika Lisilo la Kiserikali limeacha kuwa hai.
- ❖ Shirika Lisilo la Kiserikali linajiendesha kinyume na Katiba yake.
- ❖ Baraza limewasilisha mapendekezo yanayoridhisha Bodi kufuta au kusimamisha Shirika hilo.

Kifungu cha 22(1) cha Sheria hii kinampa mamlaka Msajili kuteua katika kila Mkoa au Wilaya Ofisa wa Umma ambaye atakuwa Msajili Msaidizi kwa ajili ya kuwezesha usajili katika ngazi ya Mkoa au wilaya.

Kifungu cha 22(2) (a) na (b) cha Sheria ya Mashirika Yasiyo ya Kiserikali, Sheria Na. 24 ya mwaka 2002, kinatoa majukumu yafuatayo:

- ❖ Wasajili Wasaidizi kwa niaba ya Msajili Mkuu watasajili Mashirika Yasiyo ya Kiserikali yaliyo ndani ya Mikoa au Wilaya walizoteuliwa.
- ❖ Wasajili Wasaidizi kwa niaba ya Msajili Mkuu watatoa vyeti vya usajili au vyeti vya ukubalifu kama itakavyohitajika.

Kifungu cha 25 cha Sheria hii kinaanzisha Baraza la Taifa la Mashirika Yasiyo ya Kiserikali, ambalo kwa mujibu wa kifungu 25(2) Baraza hili litakuwa jukwaa na mtandao wa Mashirika Yasiyo ya Kiserikali.

Kifungu cha 28(1) kinaelezea wajibu ya Bodi kuhakikisha kwamba kanuni za maadili katika uendeshaji wa Mashirika Yasiyo ya Kiserikali "code of conduct", taratibu na kanuni zilizoandaliwa na Baraza zinaendana na sera ya Taifa ya Mashirika Yasiyo ya Kiserikali na Sheria za nchi.

Kifungu cha 29 kinatoa wajibu kwa kila Shirika Lisilo la kiserikali kuwasilisha taarifa za mwaka.

Kifungu cha 30 kinatoa uzito wa taarifa muhimu kisheria; kwamba katiba na taarifa nyingine zilizowasilishwa na wanachama wakati wa kuomba usajili au katiba na makabrasha yaliyowasilishwa baadae kuhusiana na usajili huu vitapewa uzito kama makabrasha muhimu kisheria.

Kifungu cha 32, Shirika lililosajiliwa chini ya Sheria hii litaruhusiwa kuchangisha ili kutunisha mfuko wao katika uchangishaji unaokubalika kisheria.

Kifungu cha 33, umuhimu wa kutoa taarifa kila Shirika linapofanya mabadiliko kwenye katiba yake.

Kifungu cha 34, kinatoa umuhimu wa kukagua taarifa yoyote iliyowasilishwa katika ofisi ya Msajili.

Kifungu cha 38(1) Kwa kushauriwa na Bodi, Waziri anaweza kutunga Kanuni kwa ajili ya utekelezaji mzuri wa vifungu vya Sheria hii.

6.0 TARATIBU NYINGINEZO ZA BODI

Katika jedwali/taratibu (schedule), kifungu Na.2 - 15, taratibu nyingine za Bodi na wajumbe wa Bodi hii zinaelezwa. Kuanzia uteuzi wa Makamu Mwenyekiti wa Bodi, muda wa wajumbe wa Bodi kuwemo madarakani na muda wa mikutano ya Bodi.

Katika taratibu za Sheria hii "Schedule" Kifungu cha 1(2), Bodi yaweza kuchagua idadi ya nyongeza ya watu kuwakilisha maslahi yoyoye kama Bodi itakavyoona.

Kifungu cha 2 kwenye taratibu za sheria hii kinaeleza kwamba, Wajumbe watachagua mmoja toka miongoni mwao kuwa Makamu Mwenyekiti wa Bodi na Mjumbe yeyote atakayechaguliwa kama Makamu Mwenyekiti aweza ilihali anaendelea katika wadhifa wake huo, kushika madaraka au ofisi kwa kipindi cha miaka mitatu tangu tarehe ya kuchaguliwa kwake.

Kifungu cha 3(1) Wajumbe wa Bodi watahika wadhifa huo kwa kipindi cha miaka mitatu na watatakiwa kuwa tayari endapo watateuliwa tena kwa kipindi cha miaka mitatu.

Kifungu cha 3(2) Mjumbe yeyote wa Bodi anaweza kuacha kazi ya ujumbe kwa kutoa taarifa ya maandishi kwa Waziri na toka tarehe iliyooneshwa katika taarifa au toka tarehe ya kupokelewa kwa taarifa na Waziri, ataacha kuwa Mjumbe

Kifungu cha 3(3) Kwa Wajumbe ambao wamekuwa wajumbe kutokana na nyadhifa zao katika Ofisi nyingine wataacha kuwa wajumbe pindi tu muda wao wa ofisi hiyo nyingine utakapoisha.

Kifungu cha 4 Kama Mjumbe wa Bodi ni Mjumbe kutoka wadhifa wa Ofisi nyingine, endapo atashindwa kuhudhuria Kikao kwa sababu, anaweza kumchagua mtu mwingine kuhudhuria kikao badala yake.

Kifungu cha 5 Endapo Mjumbe ataacha kuwa Mjumbe kabla ya kumaliza muda wake, mamlaka ya kuteua yaweza kuteua mtu mwingine badala yake kushika ofisi kwa kipindi kilichobakizwa na mjumbe aliyeacha ujumbe.

Kifungu cha 6(1) Bodi kwa kawaida itakutana kwa kuangalia kazi zake katika muda na sehemu itakayokubaliwa nayo lakini itakutana angalau kila baada ya miezi mitatu.

Kifungu cha 7 Akidi katika Mkutano wowote wa Bodi ni lazima iwe nusu ya Wajumbe na pawepo angalau Wajumbe wawili kutoka Mashirika Yasiyo ya Kiserikali.

Kifungu cha 8, Masuala yaliyopendekezwa katika Mkutano wa Bodi ni lazima yaamuliwe kwa kura za Wajumbe walio wengi waliohudhuria, ikiwa kura zimelingana mtu anayeongoza mkutano atakuwa na uwezo wa kupiga kura ya pili au kura turufu kuongezea kura yake ya mwanzo.

Kifungu cha 10 Uhalali wa kanuni yoyote au mwenendo wa Bodi hautaathiriwa na nafasi yoyote ya Mjumbe iliyo wazi na mwenendo mbaya katika uteuzi wa yeyote kati yao.

Kifungu cha 13 Mhuri wa Bodi hautagongwa kwenye chombo/waraka wowote isipokuwa tu mbele ya Mwenyekiti au Makamu Mwenyekiti au Mkurugenzi.

Kifungu cha 14, Mjumbe wa Bodi atakuwa na haki ya kupata kipato, ada au marupurupu kwa ajili ya matumizi kama Waziri atakavyoona, kutokana na maoni au mapendekezo ya Bodi yatakavyoonyesha toka muda mmoja hadi mwingine.

Kifungu cha 15, Kutokana na Vifungu vya Sheria ndani ya Jedwali, Bodi inaweza kurekebisha mwenendo wake yenyewe.

7.0 SHERIA NA. 24/2002 KAMA ILIVYOREKEBISHWA

Sheria ya Mashirika Yasiyo ya Kiserikali kama ilivyorekebisha na kupitishwa rasmi katika Bunge mwezi wa Juni, 2005 imetoa marekebisha kwenye baadhi ya vifungu vya sheria hii. Pamoja na marekebisha mengine yaliyopitishwa, kifungu cha 18 cha sheria hii kimeongezwa kifungu kidogo cha pili; ambacho kinatoa hadhi ya kisheria "corporate status/legal personality" kwa Mashirika yote yanayosajili chini ya sheria hii. Hadhi hii ni pamoja na kuingia mikataba au kumiliki mali kwa jina la shirika.

8.0 TARATIBU ZA USAJILI WA NGOs

Maombi ya usajili wa Mashirika Yasiyo ya Kiserikali yatakuwa na viambatanisho vifuatavyo kama ilivyopendekezwa na Sheria hii katika kifungu cha 12(2)

- (i) Katiba ya Shirika Lisilo la Kiserikali.
- (ii) Taarifa yenye majina na saina za wanachama waanzilishi.
- (iii) Maelezo binafsi ya wanachama na picha (Mwenyekiti, Katibu na Mhazini).
- (iv) Ada ya usajili.
- (v) Anuani na sehemu yalipo makao makuu ya ofisi za Shirika Lisilo la Kiserikali.
- (vi) Maelezo yoyote au taarifa kama itakavyohitajiwa na Msajili.

Maombi ya usajili wa Shirika Lisilo la Kiserikali yatakuwa kwenye fomu maalum *NGO A Form No. 1*.

Maombi ya Cheti cha ukubalifu (certificate of Compliance) yatakuwa na viambatanisho vifuatavyo:-

- a) Kivuli halisi cha Katiba ya Shirika Lisilo la Kiserikali.
- b) Cheti cha usajili chini ya Sheria nyingine tofauti na Sheria ya Mashirika Yasiyo ya Kiserikali.
- c) Taarifa yenye majina na saina za wanachama waanzilishi.
- d) Maelezo binafsi ya wanachama na picha.
- e) Anuani na sehemu yalipo makao makuu ya ofisi za Shirika Lisilo la Kiserikali.
- f) Maelezo yoyote au taarifa kama itakavyohitajiwa na Msajili.

Maombi ya Cheti cha ukubalifu yatakuwa kwenye fomu maalum *NGO A Form No. 3*.

8.1 Ada ya usajili

Ada ya usajili ngazi ya Wilaya itakuwa ni **Shs 41,500/=** kama ifuatavyo:

- Ada ya faili 15,000/=
- Ada ya usajili 25,000/=

- Ushuru wa stempu 1,500/=

Ada ya usajili ngazi ya Mkoa itakuwa ni Shs 56,500/= kama ifuatavyo:

- Ada ya faili 15,000/=
- Ada ya usajili 40,000/=
- Ushuru wa stempu 1,500/=

Ada ya usajili ngazi ya Taifa itakuwa ni Shs 66,500/= kama ifuatavyo:

- Ada ya faili 15,000/=
- Ada ya usajili 50,000/=
- Ushuru wa stempu 1,500/=

Ada ya Mashirika ya Kimataifa itakuwa ni USD 267 kama ifuatavyo:

- Ada ya faili US\$ 15
- Ada ya usajili US\$ 250
- Ushuru wa stempu US\$ 2

Kila Shirika lisilo la Kiserikali lililosajiliwa chini ya Sheria hii, linatakiwa kulipa ada ya mwaka ya Shs. 50,000/= au US\$ 60 kwa Mashirika ya Kimataifa.

Mashirika haya pia yatapaswa kuwasilisha taarifa zake za kazi za kila mwaka (Annual Report) ambazo zitakuwa kwenye Fomu maalumu *NGO A Form Na. 10* kwa Msajili Mkuu kupitia kwa Wasajili Wasaidizi.

Mashirika ya Kitaifa na Kimataifa yatasajiliwa moja kwa moja na Msajili Mkuu. Taratibu zake zitakuwa kama zilivyo taratibu za usajili katika ngazi nyingine isipokuwa kutakuwa na tofauti katika ada ya usajili, halikadhalika maombi ya usajili katika ngazi hizi yatawasilishwa moja kwa moja kwa Msajili Mkuu.

8.2 Mambo mbalimbali ya kuzingatia

Ngazi za Rufaa

Endapo Muombaji wa usajili hataridhishwa na maamuzi ya Msajili Msaidizi atakata rufaa kwa Mkurugenzi wa NGOs ambaye ndiye Msajili Mkuu, na Msajili ndani ya siku thelathini baada ya kupokea taarifa atakuwa na mamlaka ya kutengua au kukubaliana na maamuzi ya Msajili Msaidizi au atahitaji maelezo zaidi toka kwa Msajili Msaidizi au Muombaji usajili.

Endapo muombaji hataridhishwa na maamuzi ya Msajili Mkuu anaweza kukata rufaa kwenye Bodi ya Taifa ya Mashirika Yasiyo ya Kiserikali. Au endapo muombaji hataridhishwa na maamuzi ya Bodi anaweza kukata rufaa kwa Waziri.

8.3 Utaratibu wa malipo ya ada ya usajili/mwaka

Malipo ya ada ya usajili wa NGOs na ada za mwaka yatafanyika kama ifuatavyo:

- (i) NGOs zote zitakazosajili katika ngazi ya Mikoa na Wilaya watalipa fedha katika Akaunti Nambari **16:29 Miscellaneous Deposit** (Akaunti hii ni ya Hazina Ndogo - Sub-Treasury iliyoko katika kila mkoa) kwenye matawi ya Benki ya NMB katika maeneo yao na kuambatanisha slip/stakabadhi halali ya malipo hayo au wanaweza kulipa moja kwa moja kwenye Hazina Ndogo mkoani na kupewa stakabadhi halali ya malipo.

- (ii) NGOs zitakazosajili ngazi ya Kitaifa na Kimataifa watalipa fedha zao katika Akaunti Nambari **16:140 Miscellaneous Deposit** (Akaunti hii iko Benki Kuu). Kiutendaji Idara ya Uhasibu, Ofisi ya Makamu wa Rais itapokea fedha hizo na kutoa stakabadhi halali ya malipo hayo.