



Upendo Daima

Project for street children

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1.0 GENERAL PROJECT INFORMATION

NAME OF IMPLEMENTING AGENCY: UPENDO DAIMA

PROJECT PERIOD: 1st JAN 2013 – 31st DECEMBER 2013

PROJECT LOCATION: MWANZA

REPORTING PERIOD: 1st JANUARY – 31st DECEMBER, 2013

PROJECT CENTERS: BACK HOME HOUSE AND MALIMBE FAMILY

2.0 INTRODUCTION

This is the progress report of integrated Projects implemented by UD in Mwanza region for the period of 1st JANUARY to 31 December 2013. Integrated projects covers the following: Education project with the component of funding in Secondary education, Primary education, vocational training and informal education. Street work and Reintegration, counseling, Health care, home visiting, sports and games, and capacity building of UD. The full report of each activity is attached.

The report will explain the planned and accomplished activities, challenges during the project implementation and the way forward towards the project sustainability.

3.0 PROJECT RESULTS ACHIEVED

The following is the list of activities planned and accomplished

BACK HOME HOUSE

| No | PLANNED ACTIVITIES | ACTUAL ACTIVITIES UNDERTAKEN TO DATE |
|----|---|--|
| 1 | Street work | <ul style="list-style-type: none"> • About 40 children are contacted every week • Rapport building was done for 312 children. • 212 children were registered at social welfare department. • 212 children were registered at BHH center. • 10 children were received from Partners network and Social welfare department. |
| 2 | Home visiting | <ul style="list-style-type: none"> • 78 Families were visited. |
| 3 | Re integration | 49 children were Reintegrated, 13 children were taken by their families, 20 children went to Malimbe Family, and 2 were taken by other organization. 19 children were back in the street after Reintegration and 15 came back to the center after Reintegration. |
| 4 | Counseling | <ul style="list-style-type: none"> • 209 got Individual counseling. • 352 got Group therapy. • 35 boys got Mobilizing peer counseling. • 195 sessions on capacitor training were conducted. • 313 children got spiritual therapy. • 206 children got psychotherapy. • Devin services every morning and evening. |
| 5 | Education Program Informal education for new registered children at BHH | <ul style="list-style-type: none"> • Informal education was provided. 313 Boys were taught how to read and write mathematics, drawings and language. • 1 boy was taken to Montessori school for further development. |
| 6 | Sports, games, celebration and condolence | <ul style="list-style-type: none"> • 313 boys attended football training every Wednesday and Saturday and also they watched football games to increase their knowledge in football. • About 200 boys participated in acrobatics trainings and performed in different event. • 25 boys participated in walking session once a month. |

| | | <ul style="list-style-type: none"> • 52 Children participated in table tennis training in the center. • Indoor games were introduced in the center by a Dutch lady who was volunteering in the center. Almost 120 children participated in these games. • 33 boys participated in the Day of the African Child on the 16th June 2013. • 2 boys participated in a constitution forum in La Kairo Hotel. • 35 boys celebrated their Birthdays in the center. • 21 boys participated in the burial ceremony of late Justina who was sponsored by UD Dr Rosario from Italy | | | | | | | | | | | | | | | | |
|-------|--|--|--------|--------|---------|---------|-------|--------|---------|-------|---|---|---|----|----|---|---|----|
| 7 | Health care for children | <ul style="list-style-type: none"> • 112 children were taken to the Hospital for treatment and further check up. • About 200 children got First Aid in the center. • 4 boys were taken to the Hospital direct from the street as a result of street work. • 17 boys were circumcised. • 30 boys participated in health education training and as a result they learned how to prevent communicable diseases and how to fight mosquitoes. | | | | | | | | | | | | | | | | |
| 8 | Follow up | <ul style="list-style-type: none"> • 105 follow up were made, 32 physical and 73 phone calls and by using local leaders. | | | | | | | | | | | | | | | | |
| | MALIMBE FAMILY | | | | | | | | | | | | | | | | | |
| | EDUCATION 1.Primary education | <ul style="list-style-type: none"> • In the beginning of the year 2013, there were 49 children at the center • 49 children continued to attend primary school education. • Registration of boys to primary school • Supervision and advise on education and their result <p>Number of children in different classes</p> <table border="1"> <thead> <tr> <th>STD I</th> <th>STD II</th> <th>STD III</th> <th>STD IV</th> <th>STD V</th> <th>STD VI</th> <th>STD VII</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>9</td> <td>14</td> <td>10</td> <td>5</td> <td>4</td> <td>49</td> </tr> </tbody> </table> | STD I | STD II | STD III | STD IV | STD V | STD VI | STD VII | TOTAL | 3 | 3 | 9 | 14 | 10 | 5 | 4 | 49 |
| STD I | STD II | STD III | STD IV | STD V | STD VI | STD VII | TOTAL | | | | | | | | | | | |
| 3 | 3 | 9 | 14 | 10 | 5 | 4 | 49 | | | | | | | | | | | |

| | | |
|--|--|---|
| | <p>i. Purchase and distribute boys' uniform and school materials</p> <p>ii. 2013 STD seven examination result</p> <p>iii. Holiday for boys</p> | <ul style="list-style-type: none"> • The library is open for studies every day except on Sunday • School and center tuition was done for boys • About 10 school meetings were attended • School follow ups were done. <ul style="list-style-type: none"> • Purchasing school materials, uniforms and excises books • 50 boys were given uniform and school materials continuously • School uniform were repaired • Inspection of school uniform and materials done daily. <ul style="list-style-type: none"> • 3 boys completed STD seven and they were selected to join Luchebele Secondary School. • 38 Primary boys went to their families during school holidays <ul style="list-style-type: none"> • 12 Boys went to BHH for holiday. • 38 receive Commitment and report letters to parents No of meeting attended |
|--|--|---|

| | | | | | | | |
|-------------|--|---|------------|-------------|------------|-----------|--------------|
| | 2. Secondary education | FI | FII | FIII | FIV | FV | TOTAL |
| | | 12 | 6 | 2 | 6 | 1 | 27 |
| | Fees and accommodation | <p>School fees were paid to 20 boys form I to form IV</p> <ul style="list-style-type: none"> • Paid for 4 boys: Garage -3 Bagamoyo • -1Paid for 1 boy Form V • 2 meetings of staff and children were conducted at the center • 2 meeting of children, teachers and staff were conducted at Kinango Secondary and Nyamilama Secondary • 1 meeting of children staff and school board were conducted at Kinango Secondary School • 2 parents meeting at Kinango and Nyamilama were conducted • 2 graduation ceremonies were attended by the Staff at Kinango and Nyamilama. • Children had access to the Library 2 times a week • Books were purchased • More than 100 students attended the library. | | | | | |
| i. | Fee and accommodation cost for form 1 – IV | | | | | | |
| ii. | Fee and accommodation cost vocational training | | | | | | |
| iii. | Fee and accommodation cost Form V & VI | | | | | | |
| iv. | School meeting | | | | | | |
| | v. | Library | | | | | |
| | 3. Homevisiting and Holidays | <ul style="list-style-type: none"> • During the year 2013, 37 families were visited. The aim was to know the current situation of families, relationship between the children and their parents/guardians and it was found that children who went holiday, accompanied by staff, stayed together with their parents/guardians the whole holiday Secondary boys went for holiday 2 times a year | | | | | |

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> • 2 Home visiting were done during the holiday • Few parents came to the center to discuss with the organization |
| | 4. Counseling program Providing guiding and counseling. | <ul style="list-style-type: none"> • Devin services every morning and evening • Story telling every evening around the fire''chikome'' • Study tours were done to Saanane Island and Tunza. Lodge. |
| | 5. Celebration of “The Day of African Child” | <p>Children attended Day of the African Child on 16th June 2013:</p> <p>More than 2000 children from different organization in Mwanza city attended at Nyamagana Stadium this event. Many participated in carrying posters with different messages on children issues. Others were presenting different issues like child abuse, child neglect, within our communities, the cause of children living in most vulnerable conditions (like street children) through songs, poems, and drama. UD Boys performed traditional dance and acrobatics.</p> <p>Children were given various prizes as t-shirts, pens, pencils, , exercise books, sweets, biscuits etc.</p> |
| 3 | ADMIN | |
| | Capacity Building and Organization Developments | <ul style="list-style-type: none"> • 1 Staff went for a study tour in Nairobi and 1 Staff went to Kitare for Bio intensive training organized by Railway Children Africa • 3 Staffs were trained on Logical frame work development • 21 Staff were trained on action plan development • Hasanari Rutakamilya company did the auditing of 2011 and 2012 and submitted the audit report • An agreement was signed between TUWA (Tupende Watoto Organisation for Streetchildren) and Railway Children Africa on sponsorship from October 2013 • Different proposals was written to local donors from |

| | | |
|--|--|---|
| | | <p>September</p> <ul style="list-style-type: none"> • Integrated Response meetings were organized between three organizations (TUWA, COET and Adilisha) and Government officials. Facilitated by Railway Children Africa • The Chairman of UD Netherland) visited the organization in November • New organization (TUWA) was registered in Home affairs Ministry. • Due diligence was done by a consultant sponsored by Railway Children Africa • 3 interviews held to recruit new staff in the project • Review of UD budget was done by UD and UDN. • Director and Malimbe Family C.Manager visited UDN and conducted different meeting. • Networking with other organization were done • Two field students were recruited from Buhare Community Development institution for their field attachment • Two volunteers were recruited in the organization, one from Holland and the other one from Germany • The organization had received 262 visitors from various places/institutions. Some of them provided gifts, food, clothes, shoes, oil, soaps etc. to children. |
|--|--|---|

4.0 PROJECT SUCCESSES, CHALLENGES, DIFFICULTIES AND ACTIONS TAKEN.

4.1 Project Successes

Street work

Social workers managed to go to the street 2 days a week: Tuesday night and Thursday during day time

- 212 Children were registered in the social welfare department.

Re integration

- 49 children were re integrated with their families
- 13 children were taken by their families,
- 20 children went to Malimbe Family
- 2 were taken by other organization

Home visiting

- 78 families were visited in 2013

Sports

- UD football participated in street children world cup competition at Nyamagana stadium
- 2 boys were selected to join street children world cup training
- UD boys participated in the celebration of the **Day of the African Child** by performing Ngoma and Acrobatics
- UD boys participated in a study tour at ThaiFive Hotel, Tunza Lodge and Saa nane Island.

Health Care

- 17 Children were circumcised and more than 100 got medical treatment were admitted in the hospital.

Counseling

- Counseling sessions were given to 212 children in order to change their behavior and to work on their traumas. Some children accepted to go back to their families, some families accepted the return of these boys from the center. Children stated not to smoke, to sodomise others, to steal, to beat others, etc .
- Some Children were baptized as a symbol of accepting Jesus in their lives.

Capacity Building

- Different Staff were trained in order to increase their capacity in caring the children
- Audit report was submitted to UDN and Railway Children Africa
- New agreement was signed between TUWA (Tupende Watoto Organization for street children) and Railway Children Africa on sponsorship from October 2013
- Different donations were received from local donors
- Due diligence was done by a consultant sponsored by Railway Children Africa
- Review of Upendo Daima budget was done by UD and UDN.

Education

- 6 boys were send to Malimbe family from BHH to start primary education 2014
- 3 boys were selected to join O- level secondary education in 2014.
- Remedial classes will be conducted in January to help them to catch up with secondary education
- Good cooperation between Sec. School staff and Organization in improving of academic performance for sponsored boys
- Management Team, staff and children discussed the progressive reports (examination results) in meeting
- Raised awareness on boys' education (parents follow up on student's progress in school). Especially parents of day school boys who were sponsored by UD at home
- Increased community awareness on street children education
- Students used library services to improve academic performance and develop reading skills and habit
- 3 Boys graduated in O-level studies Form IV
- 3 Boys attended practical education in a garage
- 1 Student attended A-level Form V
- 1 Student attended Art College in Bagamoyo

5.0 Project Challenges

- Apart from all initiatives made by Upendo Daima and other Organizations, there is the increase of children in the street
- Some boys are reluctant to go to school
- Some boys still misbehave even after counseling
- Children are escaping from the center after being registered
- Children are dropping out of school
- Some parents are not committed to take care of their children, after and before reintegration
- Parents refuses to accept their children after reintegration
- Some children are going back to the street after Reintegration
- Staffs' behaviors are not changing even after being challenged
- The project is still lacking enough and skilled staff
- Inadequate funds which make it difficult to run activities in UD project
- There was no fund available for the Day of the African child, Day of the Street child, World AIDS day, Day of a girl child etc
- The suddenly death of the Financial and Human Resource Manager in March 2013 was a big shock for the staff and children of UD

- There was no auditing done from the start of UD. To start the auditing was a challenge
- Not enough funds available for staff development trainings and upgrading
- New initiatives were seen as a threat by some of the staff
- There was no clear structure in hierarchy and chain of command
- The budget line was not followed clearly by the centers
- There was no salary scale and structure of improving staff salaries and Staff performance Appraisals
- Poor sanitation in the Back Home House during rainy season which hinders the performance of normal activities
- Location of the Back Home House: it needs to be shifted because the Tanzanian policy does not allow the children centers to be situated in town and the space became too small to do activities for so many children
- There is no proper income generating activities what is leading to too much dependency of donors' funds.

5.3 Action taken: The Defamatory School and Vocational Training Institutions need to be developed so that even if they drop out of school they will be having some skills.

5.4 PROJECT BENEFICIARIES:

| No | ACTIVITY | DIRECT BENEFICIARIES |
|-----------|--|--|
| 1 | Fee ad accommodation cost for STD 1-7 | 49 boys were supported with school fees and accommodation |
| 2 | Fee and accommodation cost for form I and VI | 21 boys were supported with school fees and accommodation |
| 3 | Fee and accommodation for vocation Training | 3 boys were supported with fees and accommodation |
| 5 | To conduct sponsored boys meeting | 61 boys attended the meeting with staff |
| 6 | UD community library | 61 children from UDO and 20 community children benefit the Library |

| | | |
|----|--|--|
| 7 | Child right club | 4 Clubs at Malimbe Family. 2 Clubs at Back Home House and 6 Club guardians were identified. |
| | To provide general counseling | 422 Children were counseled |
| 8 | Celebrating the Day of the African Child on 16 th June 2013 | More than 2000 children participated. Under the supervision of 100 guardians. |
| 9 | Sports and Games -Street children World cup | More than 350 children participated in sports and games in the centers 12 boys from UD participated in the event 2 children were selected for further training |
| 10 | Reintegration | 49 children were reintegrated |
| 11 | Home visiting | 115 Families were visited |
| 13 | Education Program | More than 100 children benefited from the education program |
| 14 | Health care | More than 100 boys attended the health practitioners |

6.0 PROJECT MANAGEMENT

6.1 Changes of staff

The late Isabella Lukuba who was the Financial and Human Resource Manager passed away in March 2013 and her position was taken by Patricia Buswage who is working as an Ass. Financial Officer at the moment. Deus Naluyaga (Center Manager at BHH) resigned in March 2013 and his position was filled by Paschal who was acting as a Center Manager for 9 month. 2 New staff members are still in a probation time from November 2013. Amon Semberya to fill the Position of BHH Center Manager and Irine Bartazal to assist Malimbe Family Center Manager and Education Department in MF. Paschal Mpemba resumed his position to work as a social worker together with Milanga Ally who also went to BHH to work as a social worker.

7.0 CASE STORIES AND PHOTOGRAPHS

7.1 Case stories

Sanga Kachila (20 years old) is studying in Form V (advanced level) and he has chosen Physics, Chemistry and Biology combination (PCB). His dream is to become a doctor. Upendo Daima supports him because he is a serious and ambitious student.



Sanga Kachilla
FORM V



A child admitted in the Hospital



2 children waiting for help



Day of the African Child 2013



**Performance Traditional Dance
in THAIFIVE Hotel**



Graduation STD VII

THE STORY OF SWEETBERT KAZUNGU

Sweetbert is an enthusiastic child. His emotional state has a large range. Sweetbert can be a very happy child, especially when he gets attention. When he is sad, it only takes a little bit of special attention to make him very happy again. When he is happy he makes big movements, laughs and can jump in your arms without the slightest warning. When he is sad he sits somewhere with his head hidden in his arms. When his sadness is combined with anger he walks around crying. In this state it takes almost nothing to get to a more aggressive emotional state. Sweetbert gets angry very quickly. Especially when someone interferes with his original plan. His anger often leads to aggressive behaviour. In this state he isn't capable of communicating passively or actively. When calmed down he is able to talk again and to explain what happened. In the last couple of months he also learned to just go and talk to one of the members of staff when someone bothers him.

When Sweetbert gets a compliment he really lights up. He smiles and probably gives the one who made the compliment a hug. He also will continue doing whatever he did that got him a compliment. When he is proud of something he will go to as many people as possible to tell or to show them whatever it is he is proud of. He does this in order to get some positive attention. When he thinks he can't do a task, he will not even try. When someone he trusts offers to do the task together or to start the task so Sweetbert can finish on his own, he eventually will do it. When he actually finished the difficult task he is very proud again. When he thinks he can do a task he will continue trying till he gets it right. This will be to his own satisfaction not to the satisfaction of the one handing out the task.

Socially, Sweetbert is always looking for social connections. When he tries to get to know someone his first attempts are very kind, but can be boundless. This boundless behaviour can continue in the course of the relationship.

Sweetbert always wants to help others by offering to do chores or showing others how to do things. Although his attentions are very good, he sometimes steps on someone else's toes, without realising he does that. He gets confused when someone reacts negatively on his attempts to help.

Because Sweetbert likes to help, doing chores as a punishment isn't really a punishment. He is often very happy with the special attention and the possibility to help. The biggest punishment you can give him is to ignore him.

Sweetbert is always looking for attention from others. When he sees someone getting a complement he will try to copy this behaviour. Sometimes he even uses his clumsiness to get attention, for example he will drop his plate to make noise or stumble when everybody looks at him (which results in laughter).

Sweetbert is not able to ignore things and people around him, which also includes teasing behaviour on which he responds in a very angry way. The first two times he will respond by shouting something at the teaser, after that something in his mind goes blank and he starts acting very violent. Sweetbert gets teased more than other children, because of his different behaviour and the fact that he always responds to teasing. Because Sweetbert isn't able to ignore the things around him, he is always there where something is happening. He gets himself involved and afterwards he is the one getting punished.

THE STORY OF MUZAMILU IDD

Muzamilu is a boy who was found in town by upendo daima in the year october 2012 he was very young and lonely. He stayed in the Backhome house for 5 months, after the process of home visiting counseling in the Back Home House we came to know that he was raised in a difficult condition since he was leaving with his aunt who was not friendly to children(she is cruel to both children even her own) . The time we visited her she was in jail after she administered a corporal punishment to one of her child.

Muzamilus mother is 15 to 17 years and she is working as a commercial sex worker in Dar es Salaam city. Muzamilu was born as a result of this. Muzamilus father is unknown since his mother did not know who gave her pregnant. So after delivering she abandoned Muzamilu to her elder sister in Kigoma who raised Muzamilu but she couldn't due to financial problem, she transferred him to her elder sister in Mwanza whereby he escaped due to corporal punishment. He was found by our team begging in the street

Muzamilu is lonely, quite and stammered but also he has health problem. Since he was born he has a head deformation whereby he was having elongated head disorder. Her Aunt took him to the hospital whereby they managed to reduce the problem in some extent. After the school age he was taken to school but in standard two he left the school because his fellow was joking and despising him. He was taken to Malimbe Family so as he will continue with his studies but things was not ok to him thus he faced the same problem and due to this he escaped and came back to the back home house requesting to go back home to her Aunt who raised him.

Apart from difficult condition he is facing, Muzamilu is talented in sport since he was acknowledging in goal keeping in soccer at the Back Home House. He is also good in acrobatics as well as performing different daily task at the center

Our social workers did the home visiting and found that her aunt is married to a young boy who looks like her son, Due to financial problem they keep on shifting from one family to the other, this woman is selling porridge to her neighbors and her husband has no specific job. According to social workers the family is very poor but they agreed to accept Muzamilu.

8.0 WAY FORWARD

| S/NO. | ISSUE | ACTIVITIES | TIME FRAME | RESPONSIBLE PERSON |
|-------|-------------|--|---|---|
| 1 | FOOD | Procuring Cooking Storing Follow-ups Donations Report writing | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | Centre Manager Cook Store Keeper CM; ADM CM; ADM CM |
| 2 | GHH | Procuring Storing Uses Follow-ups Donations Report writing | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | Centre Manager Store Keeper Department CM; ADM CM; ADM CM |
| 3 | Health Care | First Aid Procuring Health Education Storing Uses Follow-ups Report writing | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | Health officer CM; ADM Admin,CM and Health Officer Store Keeper Department CM; ADM Health Officer,CM |
| 4 | Education | Informal Education Primary Education Sec. Education Vocational Trainings Procuring Storing Follow-ups Report writing | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | BHH MF MF MF CM; ADM CM CM; ADM CM |
| 5 | Counseling | Prayer Story Individual Counseling Group Counseling Group Therapy Capacitor Recreation Study Tour Follow-ups Report writing Planning | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | Sr.Monica J.King Sr.Monica and J.Mayige Sr.Monica Sr.Monica and J.Mayige CM; ADM CM; ADM CM; ADM Sr.Monica and J.Mayige Sr.Monica and J.Mayige |

| S/NO. | ISSUE | ACTIVITIES | TIME FRAME | RESPONSIBLE PERSON |
|-------|---------------|--|--|---|
| 6 | Sports | Acrobatic Traditional Dance Drama Football Table Tennis Basket ball Walking Athletics Volley ball Hand ball In door games | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | ADM Mashaka Mashaka Kamoli ADM ADM CM ADM ADM ADM ADM CM |
| 7 | Celebration | Birthdays World Child Day Day of African Child Girl Child Day Day of Street Children World AIDS Day Funerals Graduation Upendo Daima Day Bishop Days Public Holiday Wedding Days Family Days Staff retreat Day Staff Holiday | Jan-Dec 16th June 1st Dec Jan-Dec Oct-Nov 1st May August; 28th Dec Jan-Dec Jan-Dec Jan-Dec | CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM; CM ADM ADM |
| 8 | Meetings | Centre General Management Donor Integrated Response Street work Children Outside Board Workshop Seminars School Local Government | Weekly Jan and July Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Twice a year Jan-Dec Jan-Dec Jan-Dec Jan-Dec | CM ADM ADM ADM BHH ADM CM ADM ADM ADM ADM ADM CM CM |
| 9 | Home visiting | Family visit Follow up visit Holiday visit | Jan-Dec Jan-Dec Jan-Dec | Social worker Social worker CM |

| S/NO. | ISSUE | ACTIVITIES | TIME FRAME | RESPONSIBLE PERSON |
|--------------|-------------------|---|---|--|
| 10 | Street work | Street Visit Rapport Buliding Registration | Jan-Dec Jan-Dec Jan-Dec | Social worker Social worker Social worker |
| 11 | Environment | Cleaning Supervising Purchasing Gardening Harvesting Keeping Income Generating Activities Follow ups Housing Up keep Equipment and Infrastructure | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | Patron CM CM Dept Dept Dept CM and Dept. CM and Dept. CM and Dept. CM and Dept. |
| 12 | Capacity Building | Report writing Follow ups Travelling Fundraising Maintenance Fuel Budgeting Monitoring Evaluation Auditing Telecommunication Internet Transport Office Consumables Vehicle Purchasing Stationary Training Income Generating Activities Networking Water and Electricity | Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan Jan-Dec Nov March Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan-Dec | ADM- Benson; CM ADM ADM ADM ADM; CM Patricia Patricia ADM; CM ADM; CM Patricia ADM; CM ADM; CM ADM; CM Patricia ADM; CM ADM; CM ADM ADM; CM ADM; CM ADM- Patricia; CM |
| 13 | Security and Care | Centre Resources Supervision | Jan-Dec Jan-Dec Jan-Dec | Security Guard Security Guard Patron |

| S/NO. | ISSUE | ACTIVITIES | TIME FRAME | RESPONSIBLE PERSON |
|--------------|----------------------------|--|---|---|
| 14 | Organizational Development | Bio-Intensive Farming Policy Development Future Centre Location Safety Insurance Coding Inventory Hospital QT/IT School Salary Salary Scale Organization Profile Staff Contract Staff IDs Staff Loan Leaflets, Business Card | Feb Jan- Feb April Jan-Dec Feb Feb Feb Jan-Dec Jan-Dec Jan-Dec Jan-Dec Jan Jan -Feb Jan -Feb Jan -Feb Nov Jan-Feb | Social worker ADM ADM and Hoja ADM Patricia Patricia Patricia ADM ADM ADM ADM ADM ADM ADM ADM ADM ADM |
| 15 | Clothes | Purchasing Distribution Caring Store | Jan-Dec Jan-Dec Jan-Dec Jan-Dec | ADM; CM CM CM CM |

Benson Nyasebwa

Ass Director

Jan 2014