



---

# ANNUAL ACTION PLAN FOR THE YEAR 2006

December 2005

# Table of Contents

ANNUAL ACTION PLAN FOR GRANTS DEPARTMENT FOR THE YEAR 2006..... 1

ANNUAL ACTION PLAN FOR DEVELOPMENT DEPARTMENT FOR THE YEAR 2006..... 3

ANNUAL ACTION PLAN FOR ADMINISTRATION AND FINANCE DEPARTMENT FOR THE YEAR 2006..... 7

# ANNUAL ACTION PLAN FOR GRANTS DEPARTMENT FOR THE YEAR 2006

No.	NARRATIVE SUMMARY	EXPECTED OUTPUTS	OBJECTIVE INDICATORS	LEAD OFFICER	J	F	M	A	M	J	J	A	S	O	N	D
AIM 1: To give financial support to the CSOs in more effective and efficient way to assist in the development of their capacity to engage impact on issues of social poverty.																
<b>Objective 1.1: Revise and develop policies, systems and tailored programs responding to the identified needs of CSOs to reflect outcome-investor approach</b>																
Activities for objective 1.1																
1.1.1	Review the simplified application forms for MG.	<ul style="list-style-type: none"> <li>Revised application forms for MG</li> <li>Screening tools developed</li> </ul>	<ul style="list-style-type: none"> <li>Corrected version available</li> </ul>	GPO												
1.1.2	Testing the new designed application form for RSG and developing screening tools	<ul style="list-style-type: none"> <li>Application form for RSG available</li> <li>Screening tools developed</li> </ul>	<ul style="list-style-type: none"> <li>Application form for RSG available</li> <li>Screening tools developed</li> </ul>	GPO												
1.1.3	Carry out customer care review through consolidation of results from rejection analysis and other reports	<ul style="list-style-type: none"> <li>List of identified needs</li> <li>Types of targeted beneficiaries</li> <li>Frequency of rejection reasons</li> <li>Number of application forwarded to SC</li> </ul>	<ul style="list-style-type: none"> <li>List of identified needs</li> <li>Review of FCS grant policy</li> </ul>	GO 6 & 3												
1.1.4	Reviewing and Managing Strategic Grants programme	<ul style="list-style-type: none"> <li>20 SG applications received and reviewed</li> <li>17 applications forwarded to SC.</li> </ul>	<ul style="list-style-type: none"> <li>Processing tools in place</li> <li>GOs Capacitated</li> </ul>	GO 5												
<b>Objective 1.2: Increased grants information dissemination</b>																
Activities for objective 1.2																
1.2.1	Conduct up to 16 information sessions and supportive services to CSOs and grantees	<ul style="list-style-type: none"> <li>16 information sessions conducted</li> <li>Quality application forms received</li> </ul>	<ul style="list-style-type: none"> <li>Information sessions reports</li> <li>Number /Quality of Application forms submitted</li> </ul>	GIO												
1.2.2	Distribute up to 6,000 application packs to potential applicants countrywide (1,500 at FCS and 4,500 during info sessions/information points)	6000 applications packs distributed	<ul style="list-style-type: none"> <li>Number of application packs collected at different points</li> </ul>	GIO												
1.2.3	Responding to front desk inquiries and visitors on a daily basis	95 % of inquiries of customers responded to satisfactory level	<ul style="list-style-type: none"> <li>Number of customers attended</li> <li>Reports from customers</li> </ul>	GIO												
Activities for objective 1.3																
<b>Objective 1.3: Applications Processing- Ensure that all applications received in each round are processed as per Foundation guidelines</b>																

1.3.1	Received and process up to 1,000 RSG, 300 MG , 20 SG applications and 200 RDG	Application received and processed 1000 RSG, 300 MG, 20SG and 200RDG	<ul style="list-style-type: none"> <li>Number of applications received in each round</li> <li>Number of application forwarded to SC for each round.</li> <li>Statistics of received and approved application</li> </ul>	SG - GO 5 MG - GO 1 RSG - GO 2 RDG - GO3															
<b>Objective 1.4: Grants management - Developing and managing contracts</b>																			
Activities for objective 1. 4																			
1.4.1	Sign up to 217 new contracts in yr 2006, with accuracy, high quality and within timeframe. (120 RSG, 40 MG, 10 SG & 47 RDG)	•217 contracts developed	<ul style="list-style-type: none"> <li>Up to 217 new contracts developed by the end of year</li> <li>Number of grant awards</li> </ul>	SG - GO 5 MG - GO 1 RSG - GO 2 RDG - GO3															
1.4.2	Conduct site visits to grantees based on established criteria (30 RSG, 40 MG, 10 SG)	40 MG Visited 30 RSG Visited 10 RG Visited	<ul style="list-style-type: none"> <li>At least 25% of projects will be visited by GOs.</li> <li>Consolidated GOs site visit report.</li> </ul>	GIO															
1.4.3	Process quarterly financial liquidations and disbursements requests from 217 new grantees and 100 existing grantees, within established deadlines	Quarterly reports from 317 grantees processed .	<ul style="list-style-type: none"> <li>Grantees Quarterly and final reports</li> </ul>	GPO															
1.4.4	Conduct SG contract set up meetings	10 set up meeting conducted	<ul style="list-style-type: none"> <li>Monitoring agreement submitted</li> </ul>	GO 5															
AIM 2: To support and improve grant making program and provide other capacity building services to our target groups through training development and research and expand coverage and accessibility across Tanzania																			
<b>Objective 2.1: Strengthened organizational and project management capacity</b>																			
Activities for objective 2.1																			
2.1.1	Conduct supportive (advise) role to grantees (30 RSG and 15 MG) in the field	45 on site supportive advises conducted	<ul style="list-style-type: none"> <li>Number of grantees supported</li> <li>Inventory of grantees' capacity building needs</li> </ul>	GO 4															

## ANNUAL ACTION PLAN FOR DEVELOPMENT DEPARTMENT FOR THE YEAR 2006

**Aim No 2: To support and improve grant making program and provide other capacity building services to the target groups through training development and research and expand coverage and accessibility across Tanzania**

### Objective 2:1 Strengthened organizational and project management capacity among CSOs

	Main Activity	Sub activities	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Leading Officer & Budget	Time line													
						J	F	M	A	M	J	J	A	S	O	N	D		
2.1.1	To facilitate Manage Your Grants Trainings (MYG) for successful grants applicants	Update package of the MYG and commission service providers to train	At least 175 new grantees trained and reports from the training in place	High standards and outstanding quality management of grants and projects	POCB														
		Conduct quarterly evaluation	Evaluation report	Gaps identified															
2.1.2	To conduct needs assessments through surveys and questionnaires to capture gaps in accessing grants	Update review and analyse unsuccessful applicants at GO and Selection Committee levels as per geographical area	Analytical report with reasons for rejection and of list CSOs	Increased number of CSOs accessing funds from the Foundation	PORD/ POCB and GIA														
		To develop tools for identification of gaps	Developed Tools																
2.1.3	To develop tailor made trainings and backstopping to respond to the CSOs capacity/skills gaps	Facilitate at least 4 trainings (5 days each) for the 100 unsuccessful applicants from the year 2003 to2005	Training reports with action plans laid by participants	Increased quality and impact focused projects applying for funds as to policy engagements, governance, advocacy	POCB														
		Monitor and evaluate the impact of interventions to unsuccessful grantees	Monitoring reports																
2.1.4	To facilitate capacity development trainings on organisational development (OD) and project management (PM) advocacy and alliance building for regional networks and backstopping visits to at least 40 CSOs	Analyse need assessments, develop training modules	Needs assessments reports and training modules	Clear strategies and objectives for interventions	POCB/ POME/GIA														
		Identify, commission service providers- (trainers), test modules and update them	Identified pool of trainers	Capable trainers ready to share with our stakeholders	POCB														
		Facilitate the Development of Training Manual	Training manual in place	Right trainings to the Networks	POCB														
		Conduct at least 8 trainings, @ 5 days, every quarter on OD and PM to CSOs	Reports and action plans	Increased capacity and understanding on OD and PM	POCB														
		Provide backstopping for 40 CSOs (10 every Qtr)	Visit reports with successes/challenges	CSO adherence to professionalism	POME														
		Explore possibility of developing manuals on Facilitation skills, Financial Mgt, and Project Planning for Small CSOs in Tanzania	Concept note on Facilitation methodology, Financial Mgt, and Project Planning	Improved skills among CSOs on mass mobilisation, Financial reporting and Project Planning	POCB														

	Main Activity	Sub activities	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Officer & Budget	Time line														
						J	F	M	A	M	J	J	A	S	O	N	D			
<b>Objective 2:2 Tailored research program responding to the needs of the Foundation, CSOs and vulnerable groups developed and functioning</b>																				
2.2.1	To facilitate a survey on the state of CSOs in Tanzania, compile report, analyse and produce a State of CSOs in Tanzania document	Facilitate consultative meetings with stakeholders;	Joint agreement on how to conduct survey	Quality accepted and appreciated survey	<u>PORD/</u> <u>POME</u>															
		Conduct survey and compile report	Survey data and reports	clear understanding of the state of CSO; their roles & contributions to national development	<u>PORD</u>															
		Analyse and Edit	Translate manuscript to Kiswahili language as well			<u>PORD</u>														
		Print, launch and distribute	Camera ready copy	1,000 copies		<u>PORD</u>														
2.2.2	Collect, purchase, analyse and share with CSOs important literatures and policy booklets	Collection of simple literature/booklets and send to information points in the regions, and solicit and analyse feedbacks	Number of policy booklets shared	Improved understanding and intervention by CSOs on social poverty	<u>PORD</u> <u>PORD</u>															
<b>Objective 2:3 Improved access of the Foundation services and meaningful development Dialogues for policy engagements and Monitoring in all regions in Tanzania</b>																				
2.3.1	To facilitate meaningful public dialogues in the regions on major policies and reforms (NSGPR, LGRP and PSRP) on burning issues, to influence policies and shape public opinion	Liaise with regional networks to identify topics and panellists	Panellists presentations	Usage of the platform by the public and CSOs to influence national and local policies and practises on poverty and development areas to their needs and expectations.	<u>POCB</u>															
		Support at least 18 debates in terms of financial, modality, skills and action plan setting and monitoring	Debate proceedings reports and financial reports		<u>POCB</u>															
		Edit and broadcast at least 10 debates in national wide TVs	Quality programmes aired	Enhanced confidence among CSOs	<u>POCB</u>															
2.3.2	Liaise with VPO to organised a national wide forum on the Role of CSOs in implementing Mkukuta	To identify 300 CSOs representatives to attend the Forum and prepare logistic  Identify high profile guest of honour	Roles identified and divided among CSOs	Enhanced partnership between the Government, CSOs and the Foundation	<u>POCB</u>															
2.3.3	Strengthening Monitoring and Evaluation of the Foundation activities, and grantees financial management	Mainstreaming of M&E in all activities/visits and quarterly monitoring meetings	Number and level of issues reported and acted upon	More synchronised efforts toward common goals	<u>POME/NF/</u> <u>GIA</u>															
		Conduct site visits at least to 100 CSOs for M&E purposes	Field reports	Grantees understands and perform better	<u>GIA/</u> <u>POME</u>															
		Perform regular update of the organisation database	Number of entries and filed updates	plans/ intervention are based on scientific data	<u>POME</u>															

**Aim No 3: To enhance communication, marketing and publicity**

**Objective 3.1 Establish and enhance clear, open and effective lines of Communication and Publicity**

	Main Activity	Sub activities	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Leading Officer & Budget	Time line															
						J	F	M	A	M	J	J	A	S	O	N	D				
3.1.1	Repackage and refine further, the 4 thematic areas for better understanding and response within and among other stakeholders	Conduct desktop survey on the current thematic areas and the national poverty alleviation related policies,  Analyse the trend of grants applicants and repackage national related policies	Refined thematic document in line with the vision, mission, values and expected outcomes outlined in the strategic plan 2005-8	conceptual understanding of social poverty entrenched in the philosophy of the organisation's mission, vision, values and expected outcomes	<u>POCB</u>																
3.1.2	To effectively market and publicise the Foundation's activities, ideas and products	Engage in media programmes at least twice in every quarter	Issues raised, Airtime/programme & staff participated	The Government, the Public and development partners positive understanding of the critical role of the Foundation in development in Tanzania	<u>PORD/GIO</u>																
		Market the website and regular updating	Information posted and people accessed		<u>PORD/GIO</u>																
		Facilitate production of the newsletter every quarter and the Calendar 2007	4 issues 1000 copies each printed		<u>PORD/GIO</u>																
		Facilitate the distribution of annual report 2006, other materials like brochures, calendars, newsletters etc	Distribution lists, Materials distributed and feedback received		<u>PORD/GIO</u>																
		To strengthen the Resource Centre of the Foundation	Relevant titles purchased/subscribed		<u>PORD/GIO</u>																
		Systematic branding strategy of the organisation	Enhanced brand personality of the org, recognised easily as to its objectives and physical visibility		<u>PORD/GIO</u>																
3.1.3	Support in organising a two day CSOs Annual Forum	Participate in preparatory committees, pre, during and after the Forum	Committee minutes, action plans and reports	The Foundation timely and appropriately responses to improve grants services and other capacity development	<u>PORD/GIO</u>																
		Prepare logistics, invitation and media publicity	List of invitees, Media cuttings		<u>PORD/GIO</u> <u>PORD/GIO</u>																
		Write a report and distribute	Annual Forum report																		

**Aim No 4: To promote networking with and within CSOs and other agencies to develop partnerships and increase collaboration**

**Objective 4:1 Strengthened networking and partnership building**

	Main Activity	Sub activities	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Leading Officer & Budget	Time line											
						J	F	M	A	M	J	J	A	S	O	N	D
4.1.1	Establish and enhance regional Information Points and CSOs Regional Networks (RN) and Working Groups (RWGs) for effective dissemination of information to district level	conduct annual session with 20 representatives from all regional networks to advance the ideal of working together	Working session reports and joint action plans laid	The emergence of strong critical mass of CSOs which professionally and responsibly interacts with the Govt, private sector/donor community	POCB												
		Enter into memorandum of understanding between the RWGs and the Foundation	Memoranda of Agreements covering activities and support														
		Conduct quarterly monitoring on performance	Quarterly report, narrative/financial														
4.1.2	To facilitate the strengthening of regional CSO networks through established and functional working groups (RWGs) for (external) M&E of the Foundation's investments	Conduct survey through questionnaires on gaps and opportunities	concept note and survey tools in place	Established and enhanced the Foundation's eyes and ears on its investments through regional networks (RWGs)	POCB												
		Organise and conduct at least 8 consultative sessions with RWGs	Session reports and Identified opportunity														
		Provide backstopping and follow-ups on actions agreed	Performance report of IP and RN														
4.1.3	To facilitate selected number of CSOs to take part in Bunge Exhibition in February 2006 for lobbying and establishment of linkages with their MPs	Identify and link with selected CSOs	Lists of identified CSOs	Established linkages and increased appreciation between CSOs and lawmakers	PORD												
		Mentoring and materials development/production	Common understating on issues and strategies and exhibition materials														
		Setting clear objectives and prepare exhibition materials															

## ANNUAL ACTION PLAN FOR ADMINISTRATION AND FINANCE DEPARTMENT FOR THE YEAR 2006

AIM 5: To continue the development of the Foundation as a model of organizational and service delivery excellence and to further establish reliable sources of sustainable support.

**Objective 5.1: Enhancing Financial management and sources of funds.**

	ACTIVITIES	EXPECTED OUTPUTS	OVI	LEAD OFFICER	J	F	M	A	M	J	J	A	S	O	N	D
5.1.1	Identify gaps and review current financial reporting and come up with new format of reporting acceptable to all stakeholders.	Standard reporting format designed and communicated to all stakeholders.	Standard reporting format	SA												
5.1.2	To manage recurrent expenses ( utilities ) within the budget	All recurrent expenses are controlled within the budget	Recurrent expenditure within the budget	SA												
5.1.3	Redesign Accounting documents to cater for change in accounting package	New accounting documents designed	New accounting documents in place	SA												
5.1.4	Standard quarterly financial reports prepared in time and presented to the Board.	Quarterly financial reports prepared and sent to the Board	Reports sent to all Board members and stakeholders.	SA												
5.1.6	Identify departmental needs of reports and ensure the same are available from the new data base system	Reports from the data base system generated	Reports distributed to departments	SA												
5.1.7	To emphasize the need to maintain procurement procedures.	Tender procedures followed	Suppliers identified	SA												
5.1.8	Call for Development partners group meeting and provide reports on activities of FCS and to attend meetings with other organisation, Government and media to establish networking	Organise donors meeting as per the instruction from the ED	Meeting held	PA to ED												
<b>Objective 5.2: Improving Human Resource Management (HRM) practice</b>																
5.2.1	Establish training policy based on training needs by department	Schedule time frame in respect to needs assessment	Trained staff	OM												
5.2.2	Review the Org. structure to accommodate the changing roll of staff	New Org. structure approved by the Board	New Org. structure in place	OM												
5.2.3	To put in place changes in the staff structure	Staff informed of the changes in the org. structure	Staff in place as per the new org. structure.	OM												

	ACTIVITIES	EXPECTED OUTPUTS	OVI	LEAD OFFICER	J	F	M	A	M	J	J	A	S	O	N	D
5.2.4	Organise team building get together with specific subjects of interest to enhance efficiency in communication and sharing lessons learned.	Identify needs for team building and its venue	Team work within the staff	OM												
5.2.5	Updating of staff operational guideline and work modalities based on the new staff structure	Staff informed of their JD based on the new Org. structure	Staff performing duties as per new position within the Org. structure	OM												
5.2.6	Salary review taking into consideration both the inflationary effect and job specification	Proposed salary review to the Board.	Approved salary review	OM												
5.2.7	Electronic Human Resource system not carried out as planned in 2005 to be implemented in 2006.	Identify service provider	Proposed service provider	AS												
<b>Objective 5.3: Enhancing Organizational capacity</b>																
<b>Activities / outputs for objective 1.3</b>																
5.3.1	Install telephone control system equipment to identify users of the facility and make users accountable for miss use.	Telephone regulatory system implemented	Saving cost on telephone cost and time saved of staff instead of being on personal call	OM												
5.3.2	Install SQL data base facility to maintain the large volume of data generated in both the grants and development departments. This should enable to produce customer need reporting mechanism.	SQL data base system in place	Generates customer needs reports.	OM												
5.3.3	Replacement of UPS to ensure the IT users are provided with clean power to reduce time lost due to power fluctuation.	Timely replaced UPS providing clean power to all IT equipment	IT system operating without major interruption	OM												
5.3.4	To develop the accounting package to meet the need for multi currency	Multi currency processing	Reliable reports to both the Donors and the state	SA												
5.3.5	Study the filing system and introduce facilities of archive, coding and retrieval of information.	Archiving system implemented	Filing system in place	OM												
5.3.6	To maintain an on going facility of maintenance of IT system. To recruit an IT staff	Smooth operation of IT system planned	All IT controls and security provision in place	ITS												
5.3.7	Install franking postal machine for postage of documents	Franking machine installed	All postage are through the franking machine speeding up postage time and control cost	OM												
<b>Objective 5.4: Constitution &amp; Resolutions</b>																
<b>Activities / outputs for objective 1. 4</b>																
5.4.1	Financial year audit is carried out as required by the constitution within the three months of the preceding year.	Financial audit taking place in February 2006	Audited accounts available in March 2006	SA												

	<b>ACTIVITIES</b>	<b>EXPECTED OUTPUTS</b>	<b>OVI</b>	<b>LEAD OFFICER</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>
5.4.2	Ensure all activities are within the parameters of the FCS constitution and follow up on the Board resolution are implemented.	Register of resolution made by the Board of Directors	Updated register of Board of Directors	PA to ED												
5.4.3	To make the annual returns to the Registrar of Companies on changes of Board of Directors and new appointees	Updated register of Board of Directors continuously maintained	Updated register of Board of Directors	OM												