



PUBLIC WORKS PROGRAMME

PROJECT No:
LOCATION: DISTRICT:

REPORT ON THE AWARENESS RAISING, SUB PROJECT IDENTIFICATION AND TARGETING

1) Awareness raising:

The District Council Members and other community development partners in the district were made aware of Tasaf objectives, features and operating principles in the PWP objectives through one or more of the following:

- A sensitization seminar held onand conducted by.....
- A radio programme aired by.....radio at.....hours.
- Brochures/Newsletters/Posters/ Leaflets/Calendars/Video/Films/ Other promotional materials distributed by.....

2) Identification:

This sub project was identified by the District Council/NGO or CBO/Community and was from amongst the following

- :.....
-
-
-
-

It initially originated from community needs assessment done byon.....

3) Targeting:

3.1 It is targeted on the following areas:

Ward.....Village(s).....
.....
.....

3.2 The targeting criteria was:

- Located in remote areas
- Inaccessible by existing infrastructure
- Persistently short of food
- Lacking access to cash income

Report submitted by:

Name.....Designation.....

Signature.....Date.....

Certified by the District Executive Director on.....

Name.....Signature.....



PUBLIC WORKS PROGRAMME

PROJECT No:

LOCATION: DISTRICT.....WARD.....

VILLAGE(S).....,.....,.....

REPORT ON COMMUNITY SENSITIZATION AND BENEFICIARIES TARGETING

1. The TPC and E-PRA Facilitators held a general meeting of the community in the areas (villages) shown and the attendance is as per Table 1.1 below.

Table 1.1 Community general meeting –Records of attendance

S/NO	Name of village	Date of meeting	Total adult population (eligible voters only)		Attendance		Attendance X 100 Total adult population (%)
			M	F	M	F	
i)							
ii)							
iii)							
iv)							
vi)							

1.2 The agenda was:

1.2.1 Presentation of Tasaf

1.2.2 Deliberation on the PWP component

1.2.3 Presentation of PWP sub project menu and possible choices for safety net activities in the community.

1.2.4 The community’s choice of the most viable safety net option from amongst presented list or a proposal emanating from the community or any of the acceptable partners.

1.2.5 Community identification of the Beneficiaries on the basis of the following criteria:

- The poorest members/households in the community e.g. those without regular means of live hood.
- Women headed households
- Vulnerable persons e.g. the aged, disabled, orphans, victims of HIV/AIDS.

2. Formation of CPC:

The attached list of Beneficiaries comprising ofmen andwomen (at least 40% must be women) elected the following persons from amongst themselves to form the Project Community Committee (CPC)

S/No	NAME	POSITIO N	M	F
i)				
ii)				
iii)				
iv)				
v)				
vi)				
vii				
viii				
ix				
x				
xi				

3. Name of the sub-project.....

Attachments:

- a) Minutes of the General meeting including names of attendants.
- b) Minutes of the Beneficiaries meeting to form the CPC.
- c) Report of the E-PRA Facilitators.

N.B. The general meeting is valid only when attended by at least 70% of all members in the community and at least 40% of the listed beneficiaries must be women and so are the CPC members.

Report submitted by:

Name.....TPC

Signature:.....Date.....



PUBLIC WORKS PROGRAMME

PROJECT No:.....
LOCATION: DISTRICT..... WARD.....
VILLAGE(S).....

LETTER OF SUBMISSION OF SUB PROJECT WRITE UP.

(This form is to be completed by the sectoral Ministry’s Expert responsible for the sub project Detailed Write up and shall form the first page of the afore mentioned document i.e it shall appear next to the external cover.)

T0:
The Chair person.
District Management Team
..... District.

RE: PWP SUB PROJECT

1. Please find here in a detailed sub project write for the proposed PWP sub project as under.

2. Title:.....

3 Objectives and scope:
.....
.....
.....

4. Total value (including budget for adverse environmental mitigation measures) Tsh.....

5. Sub-project Preparation period.....

- 6. Attached/enclosed key documents:
 - 6.1 Engineering/technical calculations (where applicable)
 - 6.2 Engineering/technical drawings (where applicable)
 - No:.....
 - 6.3 Applicable standards (Relevant sector standards e.g. MoW standards)
 -
 - 6.4 Priced Bills of Quantities
 - 6.5 Implementation Programme
 - 6.6 List of Resources Requirements

7. Preparation done by:.....
Designation:.....

8. Checked by: (Senior Sector expert where available).....
Designation.....

9 Date of submission:.....
Signed (TPC).....



**PUBLIC WORKS PROGRAMME
SUBPROJECTS DESK APPRAISAL (SCREENING) FORM**

NOTES:

- This form shall be completed in triplicate by the Tasaf Project Coordinator (assisted by sectoral ministry expert)
- After approval by the MT a copy shall be submitted to the TMU along with the subproject application, a copy each shall be retained by the Tasaf operational area and the Steering Committee.
- The appraisal is made through a scale of 0-2 where 0 means unsatisfactory score and 2 means highest score.

A-BASIC INFORMATION.

A.1-Subproject name:.....
.....
A.2- Type:(Sector).....
A.3- Scope:/Size/Capacity.....
A.4-Location:
District.....
Ward.....Village(s).....
A.5-Date of preliminary approval by the MT.....
A.6-Date of presentation to and acceptance by the targeted community.....

B-DESK APPRAISAL

ITEM	CRITERIA	SCORE		
		0	1	2
B.1	Is the selected community consistent with the geographical targeting as per Tasaf criteria?	0	1	2
B.2	Are the Beneficiaries appropriately targeted as per the PWP Handbook?	0	1	2
B.3	Is the proposed cash transfer- wage bill-equal or above 40% of total Tasaf funding?	0	1	2
B.4	Is the proposed wage rate self targeting i.e. below prevailing local daily wage rate?	0	1	2
B.5	Are there specific measures for targeting women	0	1	2
B.6	Is the proposed technology employment intensive i.e. labour based?	0	1	2
B.7	Are implementation capacities in the community adequate?	0	1	2
B.8	If capacity building is required can it be done within the Operational Area?	0	1	2
B.9	Is the sub project economically viable and sustainable?	0	1	2
B.10	Is the sub project consistent with sectoral technical			

	standards?	0	1	2
B.11	Has environmental impact assessment been done?	0	1	2
B.12	Are environmental hazards (negative aspects) sufficiently mitigated?	0	1	2
B.13	Is the implementation procedure consistent with sectoral norms with sufficient flexibility to accommodate specific vulnerable groups?	0	1	2
B.14	Is the existing Institutional structure i.e. administrative set up in the Operational Area adequate for the planned activities?	0	1	2
B.15	Is all necessary documentation fully and accurately done in support for Application for funding?	0	1	2
	TOTAL SCORE			

FINAL ASSESSMENT:

C-1 Recommended for funding YES/NO (Please tick whichever applicable) (Minimum score over 70%.

C-2 Deferred and recommended for further consideration on the following areas.....

C-3-Rejected on the following reasons:.....

D- SUBMITTED BY THE UNDERSIGNED MEMBERS OF APPRAISAL TEAM.

S/No	NAME	SIGNATURE	DESIGNATION	DATE
1.				
2.				
3.				
4.				

Report distributed on the.....day of.....yearBy
 TPC.....(signature)



PUBLIC WORKS PROGRAMME
SUBPROJECT FIELD APPRAISAL FORM.

NOTES:

- This form is an immediate follow up document to form TPW-03(desk appraisal)
- The Field appraisal is done by a team appointed by the MT but essentially comprising of sectoral experts, TPC, one more MT member and is overseen by Tasaf Programme Officer.
- The appraisal is done on a scoring scale of 0-2.((Minimum Score over 70%)
- The forms are completed in triplicate and distributed as in the case for Desk appraisal.
- The purpose of Field appraisal is to verify, on the ground, the information contained in the Desk appraisal documents.

F. BASIC INFORMATION:

F.1-Sub-projectname:.....
 F.2-Type / Sector.....
 F.3-Scope: /Size/Capacity.....
 F.4-Location: District.....Ward.....Village(s).....
 F.5-Date of completion of Desk appraisal.....
 F.6Date of Field appraisal.....

G: FIELD APPRAISAL

S/No	CRITERIA	SCORE		
		0	1	2
G.1	Was the community presented with more than one sub project for their deliberations free choice?	0	1	2
G.2	Did the community fully consider and accept the PWP sub project objectives and Beneficiaries targeting criteria?	0	1	2
G.3	Were the Beneficiaries identified by the community through a participatory project planning methodology?	0	1	2
G.4	Are the technical, social, economical and environmental factors listed in the Desk appraisal consistent with facts on the ground?	0	1	2
G.5	Are records (minutes) of the community participation in the preliminary sub project preparations available at community level?	0	1	2
G.6	Was the CPC formed by the Beneficiaries from amongst themselves?	0	1	2
G.7	Has the sub project write up considered all main topographical features as found on the site?	0	1	2
G.8	Are inputs such borrow materials for road works available within the sub project vicinity?	0	1	2
G.9	Are seasonal climatic changes considered in the implementation programme?	0	1	2
G10	Is planned working schedule flexible enough to allow beneficiaries attend their other normal economic activities in the area?	0	1	2
	TOTAL SCORE			

FIELD APPRAISAL DONE BY:

S/No	NAMES	SIGNATURE	DESIGNATION	DATE
1				
2				
3				
4				

Witnessed by: (1).....Chairperson CPC.
 (2).....Member CPC.



PUBLIC WORKS PROGRAMME

SUB PROJECT No:.....TITLE.....

LOCATION: DISTRICT/ ISLAND.....

WARD.....

VILLAGE(S).....

SC's SUB PROJECT APPROVAL RESOLUTION

NOTES: *This form should be completed in duplicate, the original submitted to the TMU and the copy retained at the Tasaf District/Island Office*

1 In its meeting held on the day ofyear 200...the Steering Committee received, considered and approved the MT's recommendations on the PWP sub project as detailed in the following documents:

- 1.1 Report on Awareness raising, Sub project identification and Targeting
- 1.2 Report on the Community sensitization and Beneficiaries targeting.
- 1.3 Sub project Write up (Sub project technical and financial proposal)
- 1.4 Desk Appraisal and
- 1.5 Field Appraisal

2 The SC therefore resolved that an application for funding to the tune of Tshs.....((*in words*) Tshs.....) be submitted to the Tanzania Social Action Fund. The SC further resolved that upon receipt of the requested funds should proceed with the sub project implementation in accordance with the set out procedures in the Tasaf Operations Manual and the PWP Handbook and submit quarterly progress reports accordingly.

Recorded by (*name and signature*).....
Secretary of SC (DED/PS-CMO)

Signed by: (*name and signature*).....
Chair person of SC.



For Use by TASAF District Office
Application Number:

PUBLIC WORKS PROJECT APPLICATION FORM
(TO BE FILLED IN TRIPLICATE)

A. This form should be filled out only after the works have been approved by the Steering Committee.

1. Project name: _____

2. Applicant-DED/PS-CMO of:
.....District/Island
P.O. Box.....

3. Date of submission.....

4. Project location:
District/Island.....Ward.....Village(s).....

5. Project-Type (Sector)
Scope/Size/Capacity:.....
.....
.....
.....

6. Number of villages covered (two, three, four, more than four)
.....

7. Total population (community) in the project area.....

8. Targeted beneficiaries (vulnerable groups)
men.....women.....

9. Total subproject value Tshs.....

10. Financing structure.
10.1-District Council/CMO's Office/CBO/NGO contribution Tshs..... =.....%
10.2-TASAF funding Tshs..... =.....%.



11. Does the District Council possess sufficient and competent personnel to manage the sub project? (YES/NO)
 If No can the Council obtain local contractors/ technician for the purpose?... (YES/NO)

12 Was geographical and beneficiaries targeting done as per approved criteria? (YES/NO)

13. Community participation. How did the community, including women, receive this project as one of the relief measures in the present problems? Show evidence of the community's decision. (Attach minutes of their general meeting).

.....
 14. Has the targeted group done similar work in the past? If yes give brief explanation on a separate sheet

15. Expected benefits.

15.1 Total number of targeted beneficiaries....whose total wage is Tshs.....

15.2 Asset created valued at Tshs.....

15.3 Skills acquisition/up grading forBeneficiaries.

16. Identification of Adverse Environmental Effects and Mitigation Measures. (This should be done in accordance with the set procedures and standards.)

Adverse Environmental Effects	Mitigation measures	BUDGET FOR MITIGATION MEASURES
16.1		
16.2		
16.3		
16.4		

17. Community Project Committee.

17.1 Community Project Committee selection

Was the committee elected by the Beneficiaries	YES/NO
When was it elected?	Date

17.2 Committee members. (List all committee members who would be responsible for this project)

Position	Name	Village
Chairperson		
Secretary		
Members		

18 The total funding requested from Tasaf is Tshs.....

(in words) Tshs.....

covering the following costs:

18.1 Preparatory Costs (Including Training of CPC) Tshs..... =%

18.2. Unskilled labour (Beneficiaries) Tshs..... =%

18.3 Materials Tshs =%

18.4 Tools expenses Tshs..... =%

18.5 Equipment/Plant hire Tshs..... =%

18.6 Transport expenses Tshs..... =%

18.7 Supervision expenses Tshs..... =%

(Site supervisor; TPC, TAO & Sector Expert)

18.8 Monitoring Tshs =%

18.9 Evaluation & Certification Tshs =%

18.10 Skilled Labour Tshs =%

18.11 Other Tshs =%

18.13 Contingences Tshs =%

Signed and submitted by: (DISTRICT EXECUTIVE DIRECTOR) Name:.....Designation.....

Signature.....Date.....

B.FOR TMU USE ONLY.

B.1-Application received onby : Name.....
Designation.....

Signature.....Date.....

B.2 Reviewed on.....by: Name.....

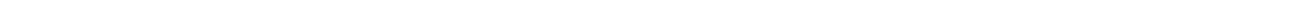
Designation.....

Signature.....Date.....

B.3 Recommendation for funding made
on.....

B.4 Funding decision made
on.....

B.5 Applicant informed on.....
.....





PUBLIC WORKS PROGRAMME

PROJECT No:.....
LOCATION: DISTRICT.....

TO: CHAIRPERSON
DISTRICT STEERING COMMITTEE.
.....DISTRICT COUNCIL.
P.O. Box.....
.....

APPROVAL FOR FUNDING

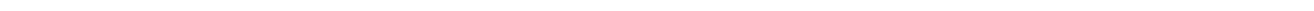
1. Receipt of your application No:.....datedis hereby acknowledged.
2. The application has been approved/deferred/rejected for the reasons given below.
3. The sub project meets/does not meet the requirements set out for the Public Works Programme.
4. Further action in this regard is as per attached Guidelines (In the case of approved application the subsequent steps in the sub project cycle will be followed while in the case of deferred or rejected application, reasons for the decision will be communicated and guidelines for corrective actions issued.)

Yours faithfully,

Tanzania Social Action Fund.

Signed by.....

Executive Director.





TPWP-09/2

PUBLIC WORKS PROGRAMME MONTHLY RESOURCES REQUIREMENTS AND COST ESTIMATE

PROJECT NO: _____

PROJECT : _____

DURATION: _____

LOCATION:

DISTRICT/ISLAND: _____

WARD: _____

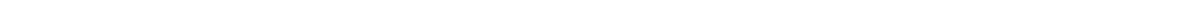
VILLAGE(S)/SHEHIA: _____

RESOURCE	UNIT	QUANTITY	RATE (TSHS)	AMOUNT (COST) (TSHS)
LABOUR				
1.				
2.				
MATERIALS				
1.				
2.				
EQUIPMENT/TOOLS				
1.				
2.				
OVERHEADS				
1.				
2.				
TOTAL				

Prepared by:

Designation:

Checked by:





PUBLIC WORKS PROGRAMME

DAILY/WEEKLY WORK PROGRAMME / PROGRESS

PROJECT NO: TITLE: MONTH:.....
 LOCATION: DISTRICT/ISLAND: WARD:..... VILLAGE:.....
 Week starting fromto.....

NOTES: To be completed in duplicate, the original submitted to District/Island weekly and a copy retained at the Site Office

ITEM	ACTIVITY DESCRIPTION	UNIT	TARGET/A CTUALS	MON	TUE	WED	THURD	FRID	SAT	SUN	TOTAL	
			Plan									
			Actual									
			Plan									
			Actual									
			Plan									
			Actual									
			Plan									
			Actual									
			Plan									
			Actual									
			Plan									
			Actual									

Submitted by : (Site Supervisor).....Signature:.....
 Verified by (1):..... (CPC Chair person).....Signature.....
 (2) (CPC Member)..... Signature



PUBLIC WORKS PROGRAMME

PROJECT No: **TITLE**.....
LOCATION:..... **WARD**..... **VILLAGE(S)/SHEHIA**.....
,.....

DAILY TOOLS INVENTORY

NOTES: Tools shall be issued to Group leaders (CPC members) who will in turn issue to individual workers under their charge and similarly collected and returned to the stores by the same persons. The process shall be recorded as under.

S/No	Tools type-description	Quantity issued	Name of Group leader (recipient)	Quantity damaged	Quantity missing	Quantity returned	Remarks
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							

Signed by:.....Site Supervisor Date.....





PUBLIC WORKS PROGRAMME

PWP SUB PROJECT IMPLEMENTATION REPORT TODATE -DATE

Sub project Name:

S/No	Activities	Unit	Planned Quantities	Actual Quantities Completed	Cumulative Achievement	% of Work done	Beneficiaries		
							Planned No.	Actual No.	Total Wages (Tshs)

Submitted by: Signature:..... Date:

Verified by: Signature:..... Date:.....

4	Supervision Cost											
5	Monitoring											
6	Evaluation											
7	Tools											
8	Other minor expenses											
9	Skilled Labour											
10	Equipment Hired											
11	Contingency											
	GRAND TOTAL											

Prepared by:

Approved by :

Designation..... Date.....

Designation..... Date.....





TPWP 14

**PUBLIC WORKS PROGRAMME
FIELD ACTIVITY MONITORING FORM**

Sub Project Name.....

Project ID No

Village/Ward.....

District.....

Planned Project Implementation Period.....to.....

Revised Planned Project Implementation Period.....to.....

Item	Activity Description	Status	Physical Progress		Expenditure	Period of implementation (days)	Beneficiaries		Quality of Work ¹	Remarks
				Unit			Women	Men		
1		Plan								
		Actual								
		Variance								
		% Variance								
2		Plan								
		Actual								
		Variance								
		% Variance								
3		Plan								
		Actual								
		Variance								
		% Variance								

2= Good 1= Satisfactory 0= Poor

2. OTHER ISSUES

S/N	Issue	Score (tick the appropriate)		
1	Adherence to sectoral ministry standards	0	1	2
2	Adherence to works (task rates) norms	0	1	2
3	Implementation of environmental mitigations measures	0	1	2
4	Employment of the actual beneficiaries (vulnerables)	0	1	2
5	Wage earners' skills improvement	0	1	2

SUMMARY OF RECOMMENDATIONS GIVEN TO THE CPC:

- 1.....
- 2.....
- 3.....
- 4.....

Monitoring Officer:

Name..... Signature..... Date.....





PUBLIC WORKS PROGRAMME

PROJECT No:.....
 LOCATION: DISTRICT.....
 TITLE:.....

EVALUATION AND CERTIFICATION

Notes: This form is filled in duplicate, the original submitted to the TMU and a copy retained at the District. The evaluation and certification will be done by at least two persons one of them being a certified professional in the relevant sector.

1.Type of Work:.....

2.Cost:

- 2.1 Total sub project design value Tshs.....
- 2.2 Actual costTshs.....
- 2.3 Variance.....Tshs.....

3.Quality of works:

- 3.1 Design standards (state briefly).....
- 3.2 Post implementation achievement as per sectoral standards (Circle)
 - 1. EXCELLENT/VERY GOOD
 - 2. GOOD
 - 3. FAIR
 - 4. UNSATISFACTORY.
- 3.3 Indicate the corrective measures (if any)

.....

4.Wage Transfer (safety net objective)

- 4.1 Total planned transfers.....Tshs.....
- 4.2 Actual transfer.....Tshs.....
- 4.3 Variance.....Tsh.....

5. Beneficiaries targeting:

S/No:	Parameter	Women	Men	Special groups
5.1	Planned number of beneficiaries			
5.2	Actual engaged			
5.3	Variance			

6.Productivity:

- 6.1 Planned person days.....
- 6.2 Actual person days.....
- 6.3 Variance.....

7. Skills up grading:

7.1 Number of upgraded skilled beneficiaries by gender

Men

Women

Total

8.EVALUATION TEAM

S/No:	Name	Position/Professional	Signature	Date
10.1				
10.2				
10.3				

