



424 Riverside Drive  
Fairfield, CT 06824  
USA

P O Box 3311  
Zanzibar  
Tanzania

*"Being rich is having enough to share with others"*  
*-Suleiman Said Mohammed*

[www.participatenowfoundation.org](http://www.participatenowfoundation.org)

## Kendwa Village Plan Project 2009 to 2010



### Project – Kendwa Village Plan

**Problem Context:** Kendwa village, located in the north of Unguja, Zanzibar, consists of 4 areas called Mibuyuni, Mibungoni, Kaskazi and Jendweni and has approximately 800 adults and 300 children. The village has a need to understand what the most significant issues are involving their village. They want to be aware of their strengths and their weaknesses so that they can find a solution to move forward in the most productive way.

**Project Summary/Beneficiaries:** Participate Now will work closely with village members to survey and facilitate a participatory workshop. The team will include local facilitators with knowledge in the areas of education, agriculture and water. The output will be a clear and conclusive strategic plan designed by the villagers. This plan will be written in English and Swahili and will be available for any donors who may wish to do a project in the village.

**Project Sustainability:** The Participate Now team will be involved during every phase of the project and will continue to work closely with Kendwa village after the plan is finalized. Participate Now will be available for any advice, consulting or facilitation needed by the village. Participate Now will also be available to coordinate and implement any projects chosen by future donors.

**Phase 1 Strategy meeting and survey:** Coordinate and implement a survey and group meetings to learn about the culture, life and problems facing the villagers of Kendwa.

- **Activity 1:** The project manager will organize a team of six to determine how to conduct the survey of approximately 30 people and what questions to ask. They will also determine criteria for selecting the villagers to be surveyed.

Preparation: Project manager will prepare project goals and background for presentation.

Timeframe: Will take place first week of project. Will last one day.

Cost: Facilitation fees, venue rental, meals

- **Activity 2:** The survey will be written, printed and the team sent out to spend two to three days meeting with villagers to do survey and interviews

Preparation: Project manager will print all materials and organize team and villagers to meet

Timeframe: Will take place third week of the project – will last two to three days

Cost: Facilitation fees, stationary, meals, transport

- **Activity 3:** The project manager and the team will put together and analyze the survey and meet to determine how best to conduct the participatory planning workshop. The report will be translated into Kiswahili for the Kendwa team.

Preparation: Project manager will prepare project goals and background for presentation.

Timeframe: Will take place fifth week of project. Will last one day.

Cost: Facilitation fees, printing, meals, transport, translation

**Phase 2 Participatory Planning Workshop:** Prepare and hold a 3 to 5 day participatory workshop for the villagers to outline a village plan for the future. Analyze and write up the results and share them with the villagers.

- **Activity 1:** Three to five day participatory workshop will be held in Kendwa with approximately 15 villagers and 5 facilitators.

Preparation: Project manager will prepare arrangements for venue and team

Timeframe: Will take place after the survey has been completed, analyzed and a report written

Cost: Facilitation fees, venue rental, meals, stationary, transport

- **Activity 2:** The team will write the report summarizing the workshop outcomes and have it translated into Kiswahili

Preparation: Project manager and the team will organize and write the summary

Timeframe: Will take place after workshop is concluded

Cost: Facilitation fees, printing, meals, translation

**Phase 3: Follow up meeting and final report:** Document the entire project and complete a village plan that the villagers can work with or present to interested donors

- **Activity 1:** A follow up meeting will be held with the villagers to gain agreement of results and way forward

Preparation: Project manager will organize the one day meeting

Timeframe: Will take place after workshop report is written

Cost: Facilitation fees, printing, meals, transport

- **Activity 2:** A final report will be written, photos printed for villagers and team, and village plan printed and distributed to Kendwa village

Preparation: Project manager and the team will organize and write the summary

Timeframe: Will take place after the follow up meeting is concluded

Cost: Facilitation fees, printing, meals, photos, translation

**Contact:** Kathryn Sutton                      255 755 800 326      kathryn@kathrynsutton.com  
Suleiman Said Mohammed      255 777 855 841      susa002@hotmail.com