

Application Number:



TANZANIA SOCIAL ACTION FUND

Field Appraisal Form

(To be completed by TASAF District Officer)

(To be filled in triplicate)

PART ONE: IDENTIFICATION

1. Project title: _____

Contact address: _____

2. Date(s) of the Field Appraisal: _____

3. **Project Location:**

Village/Area: _____

Ward: _____

District: _____

4. **Type of Project:** _____

Instruction: indicate relevant sector by using the following codes:

1: Water

2: Health

3: Education

4: Economic Infrastructure

PART TWO: COMMUNITY PARTICIPATION

5. **Review of Participation:** What was the community's role in selecting, planning and applying for this project?.

6. **Report on Community Needs Assessment exercise:** What is the result of the participatory community needs assessment exercise? Does it confirm or change the community's priority for a project? Counter check requested sub-project against CNA priority.

7. **Project committee appraisal:** If the current committee was not selected according to TASAF principles, a new committee for project preparation should be popularly elected by the community before proceeding further with the field appraisal.

PART THREE: NEEDS VERIFICATION

8. **Current situation:** (Number, type and condition of current buildings; distance and numbers of current users of services; current staff and supplies, including items that are usually provided by the government.)
Attach detailed answer

9. **Unmet needs:** Confirm the names, populations and locations of the villages/areas in the project community (attach if needed). Estimate the number of persons in the community who are not receiving services according to sectoral standards.

PART FOUR: SUB - PROJECT PLANS

10. Sub - Project Activities: List sub-project activities.

Sub-project Activities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

11. Site Sketches: of the project component(s) in relationship to the communities and to existing facilities. (**Attach**)

12. Bills of quantities for materials and labour: If project components include non-standard designs or rehabilitation, give detailed sketches of proposed building/facility, and proposed bills of quantities for materials and labour (**must be attached**).

13. Materials transportation: Estimated number of trips, distances and size of trucks that will be needed for transport of project materials from Boma and/or other purchasing locations.

14. Community self-help contribution: List the types (e.g. bricks, sand, cash, water carrying, labour, etc) and quantities (in number, cubic meter, person-days, etc.) of contributions and when they will be made available (already available, will be available before launch, or will be provided during implementation).

<u>Type</u>	<u>When available</u>	<u>Quantity</u>
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15. Sequencing: If approved, when would the project be ready for launch and how long would it take to implement?.

16. Community maintenance plan: Describe in detail the plan for maintenance of the project by the community.

17. Government intended contribution: List any contributions the government will make to the facilities or services during or after the project, such as staff, supplies, etc.

- 18 Bank account and signatories:** (note – Current bank accounts should not be opened unless the community is notified that its project has been approved for funding).

Name of Bank in which account would be opened:

Names of CPC members who are signatories to the Bank Account:

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

PART FIVE: COMMUNITY AGREEMENT

- 19.** Agreement that the community project committee participated fully in designing the project plan, and that the plan has been presented to and is agreed to by the community.

Name

Signature

Date

Chairman: _____

Secretary: _____

Treasurer: _____

PART SIX: FIELD APPRAISAL TEAM AGREEMENT

- 20.** Agreement that the field appraisal team finds that the community and its proposed project are in accordance with the community and technical criteria for TASAF support and recommend the project for TASAF funding.

Name

Position

Signature

Date
