



Livingstone Tanzania Trust

This document is a

Memorandum of Understanding

between

Stakeholders for Gendi Primary School

1st March 2017 – 31st March 2020



Stakeholders

_SCD	Gendi School Development Committee
_SMC	Gendi School Meal Committee
_VC	Gendi Village Chairman on behalf of the Village Assembly
_EO	Gendi Village Executive Officer
_WEO	Gendi Ward Education Officer
_Teachers	Gendi Primary School Teachers (representative – Head Teacher)
_Students	Gendi Primary School Student's representative (Head boy and Head girl)
LTT	Livingstone Tanzania Trust
MCDO	Manyara Community Development Organisation

The Gendi Primary School and the Gendi community together with MCDO have developed a plan for the school's development and improvement. The school and community have asked for the assistance of LTT. LTT have contracted MCDO to refine the project proposals, submit them to the LTT Trustees for sponsorship consideration and, if the projects are successful, to assist the school and the community to implement, monitor and assess them against the stated aims and impacts. This process requires the stakeholders to actively participate in each aspect of the project from conception through to successful and sustainable completion. During that process the stakeholders must collaboratively identify what success looks like and clearly identify how they are going to measure progress against success criteria.

This Memorandum of Understanding lays out the roles and responsibilities of the various stakeholders who are to turn the concept into a reality.

In addition, it is important for future funding that all stakeholders understand that the donors that LTT have found, who are sponsoring the programme, must receive detailed feedback. The stakeholders all have a role in providing that feedback and helping to secure future funding. LTT has contracted MCDO to help the stakeholders gather and record the data and they will then present the findings to LTT

This Memorandum of Understanding refers exclusively to the roles and responsibilities for certain aspects of the management, running and development of the Gendi Primary School in Babati Town, Tanzania and is entered into freely by all parties including:-

- Asset maintenance
- Income generation



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- Enterprise development
- Capital investment
- Programme development and support
- Provision of school meals

Roles and Responsibilities of the Students

1. To attend school daily and for the whole day unless sick or have permission
2. To clean the school on a daily basis to an agreed standard
3. To support the school income programmes through after-school work
4. To engage with the Enterprise Training Programmes aimed at developing entrepreneurial skills through practical experience
5. To care for the school's assets and treat them with respect and care at all time

Roles and Responsibility of the Parent(s)/Guardian

1. To ensure their child attends school each day unless sick or have permission
2. To ensure they provide food and financial contributions towards the lunchtime meal of their child and where necessary to other children living in homes that cannot afford to contribute
3. To provide written agreement or otherwise that your child can take part in school income generating and enterprise learning activities
4. To provide written agreement or otherwise for their image and the image of any of the household to be used by LTT for purposes of promoting LTT's work

Roles and Responsibilities of the Gendi Community members

1. To ensure all the children in the community attend school
2. To ensure that all the children are provided with a lunch time meal.

Roles and Responsibilities of the Teachers

1. To attend school daily unless sick or have permission
2. To record student attendance each morning and again after lunch
3. To gather data regarding
 - a. the distance each student has to walk to school each day
 - b. Whether the student has two or one parent/guardians
 - c. Whether the student's parents/guardian have contributed to the feeding programme.



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4. To actively engage in one or more of the extra-curricular activities designed to develop the school and or the students – be it school income generation or the enterprise programme. This includes competent record keeping and accurate accounting.
5. To work with the students engaged in the enterprise programme to help them build an understanding of accounting, marketing and sales as well as the practical side of the operations and to have students demonstrate to MCDO what they have learnt and at the end of the year to write an end of year report, with the students. This should cover the progress of the programme, what problems have been experienced and what improvements will be made.
6. To consult their MCDO Community Agricultural Support Officer and benefit from their skills and knowledge not expecting the Officer to do the work but only to advise and instruct
7. To promote hand washing and good hygiene practices at the toilets and where needed provide refresher training on hand washing. To ensure that all training is recorded together with names of attendees and dates.

Role and Responsibilities of the Head Teacher

1. To gather together the attendance records each month and present these to MCDO staff.
 - a. To then work with MCDO staff to identify those whose attendance falls below the school's target level.
 - b. To list the students by gender and year group and provide list to the Village Executive to chase.
 - c. To present the list of the causes of the absenteeism for the previous month to the MCDO staff.
2. To gather together all end-of-term school and national examination results per student either by % or grade, and present to MCDO before the end of each term
3. To create a form for parents to sign that provides permission for their children to work on income generation and enterprise programmes within the school time and after school when needed and for their photos to be taken.
4. To actively manage the income generation and enterprise programmes to ensure their smooth running and to present to MCDO on a quarterly basis the accounts of each programme; this includes the management of any farm hands. In addition the Head Teacher can call upon the skills and knowledge of their MCDO Community Agricultural Support Officers to provide advice and guidance so that improvements or alternations can be made to make the operations more efficient and/or effective. (Note the Officers are not there to do the work but to advise)
5. To discuss any suggested major changes or alterations to the Enterprise programme prior to implementation
6. To use the school's reserve funds to manage the unplanned maintenance requirements in a timely fashion and where funds are insufficient to discuss with the chairs of both the GSDC and GVC



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7. To provide to MCDO records of all inspections and plans for any maintenance work both planned and unplanned for the month passed and the month ahead
8. To ensure that the WASH programme is being adhered to noting any failures or areas where it can be improved upon.
9. To ensure that the students and teachers are made available for feedback workshops and one to one interviews

Roles and Responsibilities of the School Development Committee

1. To develop a register of all of the school's assets with the assistance of the Head Teacher and to record each one in terms of location, value, maintenance requirements.
2. Using the "Asset Register" to develop a planned 5 year maintenance programme with frequencies and costs for the 1st and second years and present it to the GVC and GVE .
3. To inspect and document ,on a monthly basis, the school's assets and record any work needed and its level of urgency to the Committee and the head teacher.
4. To monitor each quarter the school's income and expenditure from the income generation and enterprise projects against planned income and expenditure. To determine a profits expenditure policy – contributions to the school utility bill; to reserves and to unplanned maintenance.
5. To identify the future needs of the school and write them in a report to all stakeholders with a budget for discussion
6. To develop a School Water Security Plan
7. To allow the school farm, market garden and livestock area to be used for community training

Roles and Responsibility of the School Meals Committee

1. To determine the anticipated cost of the provision of a school meal including the food, the fuel, the chef, any equipment needed and any banking costs incurred from paying in and retrieving the funds.
2. To work with the School Development Committee to determine the likely contributions from the school land set aside for this purpose.
3. To inform the Village Committee of the contribution per child.
4. To accurately record securely and care for the money received from the community ensuring that all contributors are provided with a receipt and that all funds are banked and all bank receipts are checked against the receipts. (Team of 3 people to monitor this)
5. To buy the staple crops for the school meal programme at the best price possible.
6. To store the food purchased safely and designate a team (at least 2 people) to be responsible for its daily allocation
7. To make payments to the school cook on a monthly basis



Roles and Responsibilities of the Village Committee

1. To determine the criteria to determine which homes are unable to contribute to the feeding programme and therefore the shortfall in funds
2. To determine how the shortfall in funds will be met and so ensure that the community as a whole provide funds to cover the cost of lunch for those students whose families are unable to contribute
3. To explain to the community the reasons why their children are asked to join in with school income generating and school enterprise programmes and ask parents to sign a form giving permission for them to join in.
4. To provide LTT with written authorization on behalf of the parents for LTT to collect data and photographs about households, householders, students and the school. This data will be used to monitor progress, evaluate project success, report to school/community/donors and to place on our website and social media platforms to publicise our work and seek further funding/income. When the data is made public no names will be made public.
5. To receive the Asset register and planned maintenance programme for the following two years and discuss how to fund/resource the programme. To communicate the funding and resource requirements to both the _VE and the community. (community participation might reduce costs)
6. To establish a committee to receive and allocate funds for the planned maintenance of the school's assets and to co-ordinate the planning of the planned maintenance. To agree an exchange rate between financial contributions and unskilled contributions in the year for this project
7. All projects agreed for the year must have contributions from the community in the form of materials and unskilled labour.

Roles and Responsibilities of the Village Executive

1. To receive the list of absenteeism from the Head Teacher, investigate the causes and provide a written report to the Head Teacher by the end of the month, identifying the causes and what the Committee is doing to address the situation.
2. To ensure the safety of all volunteers and guests
3. To ensure the provision of water for both projects and personal use throughout the project.
4. To welcome all volunteers warmly and provide suitable hospitality
5. To ensure that the Town Officials including the town engineers and other compliance officers are aware of and have approved the development plans and are actively and positively participating in the progress of the school development ensuring that development time tables are adhered to.
6. To write to Town Director to appoint specific town engineers to supervise the design and construction of school building projects.



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7. To receive the Asset register and planned maintenance programme for the following two years and discuss how to fund/resource the programme. To communicate the funding and resource requirements to both the GVC and the community. (community participation might reduce costs)
8. To establish a committee to receive and allocate funds for the planned maintenance of the school's assets and to co-ordinate the planning of the planned maintenance. To agree an exchange rate between financial contributions and unskilled contributions in the year for this project

Roles and Responsibilities of the Manyara Community Development Organisation

1. To work with the community to develop programme and project proposals that address the needs of the community and, where they fall into the remit of LTT, send the proposals to them. During this process MCDO must identify the aims and goals and state how progress will be measured, and what the impact of that progress is – both positive and negative, expected and unexpected.
2. Collect the attendance figures from the Head Teacher and together identify those whose attendance falls below the school's target level. List the students by gender and year group and provide list to the Village Executive to chase. Receive the list of causes of absenteeism for the previous month from the Head Teacher. Cross reference the report against previous months
3. Collect the personal data of each student and input onto our data sheets.
4. Annually update the names of the students and their family status. Identifying any student who has dropped out with a suitable colour on the spread sheet, noting the reason for this.
5. Analyse the Standard 7 and Standard 4 exam results and make comparisons to previous years and to other schools.
6. To receive the quarterly accounts for all income generating activities
7. To interview the students and teachers about progress in the different parts of the Enterprise programmes and write a progress report with recommendations for improvement.
8. To receive the monthly maintenance reports and to inspect any work undertaken and to share findings with the Head Teacher and LTT
9. To undertake spot checks on the WASH facilities
10. To work with the stakeholders to build capacity to assist them achieve their goals and responsibilities.
11. The Community Agricultural Support Officers are to provide guidance and advice to the Stakeholders relating to agriculture and livestock keeping and where necessary provide hands on assistance.
12. To compile and manage the budgets for each project, ensuring that ALL expenditure is accurately recorded in a timely fashion and recorded against planned expenditure.



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Roles and Responsibilities of the Livingstone Tanzania Trust

1. To work with MCDO to develop programmes, projects proposals that can be submitted to LTT's Trustees on a 3 monthly basis for consideration.
2. To work with stakeholders in monitoring and evaluating the implementation and progress of approved programmes and projects within the school and to help the stakeholders identify what has been learnt at different stage throughout the process.
3. To raise funds for capital investment, income generation and capacity building programmes and projects with the school.
4. To recruit volunteers to assist in the physical development and the capacity building of school and the stakeholders
5. To work with the stakeholders to build capacity to assist them achieve their goals and responsibilities.

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