JOB GUIDE

VILLAGE PROJECT PLANNING

Contents:

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Ahesawa

INTRODUCTION

This job guide has been developed because there has been a problem of in orrect planning of village projects. Many village projects have been started without proper plans resulting in poor implementation and even total failure. Moreover villages tend to produce list of problems/needs and out of those they start projects.

This job guide may be used both as a planning procedure as well as a check list when things start to happen. This means a plan of action may be developed from the project plan.

Moreover the job guide will help village planners to present projects with good plans. This is very important when villages think of external finances. Financing institutions often show positive response to projects with well prepared plans.

The guidelines may be used to prepare plans for different projects in the villages. The proposed projects include irrigation, animal husbandry such as dairy cattle, poultry, piggery etc. Other projects may be handcraft, construction, transport, timber and furniture, grain mills and retailing.

The objective of the job guide is to help Community Development Assistants as well as village leaders to prepare projects plans correctly. It will also be used by the District Development office as a training aid to field staff and their supervisors.

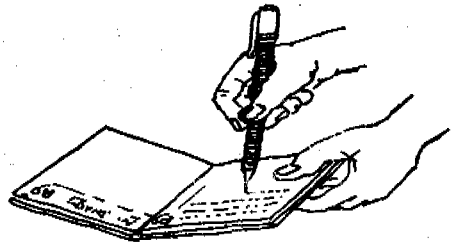
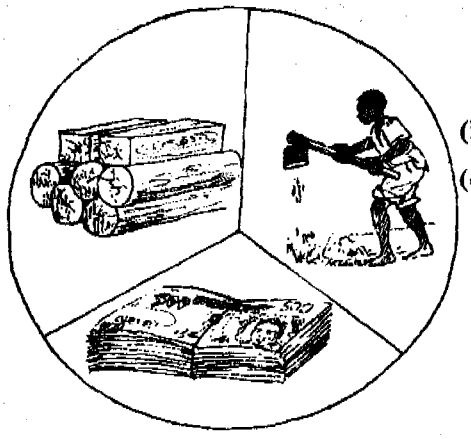
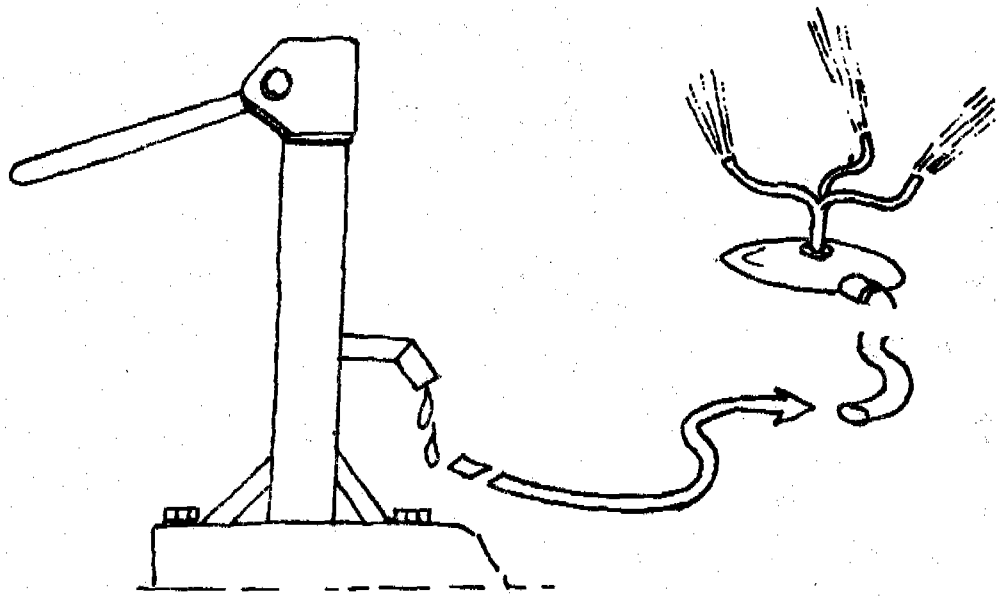
ACKNOWLEDGEMENT:

Thanks to HESAWA, who organized the workshop during which this Job Guide was produced in Musoma between 21st July and 23rd August 1989. Many thanks also to Mr. Agnar Gundersen, WHO, who was our facilitator.

STEP-BY-STEP OPERATIONS

1. **Prepare list of problems/needs** ◯
2. **Assess each problem.** ◯
3. **Rank problems according to priorities.** ◯
4. **Select project(s) to be undertaken from the top priorities.** ◯
5. **Conduct feasibility study.** ◯
6. **Analyze information from the study.** ◯
7. **Prepare project(s) plan.** ◯
8. **Present the project(s) plan to authorities.** ◯
9. **Prepare action plan.** ◯

STEP-BY-STEP PERFORMANCE GUIDELINES

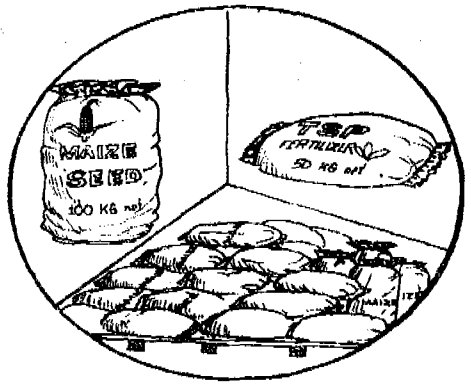
STEPS	POINTERS TO BE OBSERVED
1. WRITE A SHORT INTRODUCTION 	(a) List the following: (i) Nature of the project. (ii) General and specific objectives. (iii) Beneficiaries of the project. (iv) Location of the project.
2. ASSESS RESOURCES 	(a) Determine resources needed in terms of: (i) human resources, (ii) natural resources, (iii) capital resources. (b) Describe resource availability. (c) Identity possible sources of resources needed.
3. DESCRIBE IF THERE IS NEED OF TECHNICAL EQUIPMENT 	(a) Describe in detail technical specification. (b) Write a plan for "Operation and Maintenance" of machinery.
4. DECIDE ON THE PRODUCTION MODE	(a) Describe type of production whether capital or labor intensive.

5. DEFINE PHYSICAL INPUTS AND PRODUCTS

(a) Determine inputs in types and quantities.

(b) Obtain input costs per unit.

(c) Determine final products.



6. ESTIMATE PRODUCT PRICE AND LOCATE MARKET

(a) Estimate product price per unit.

(b) Forecast market for the product.

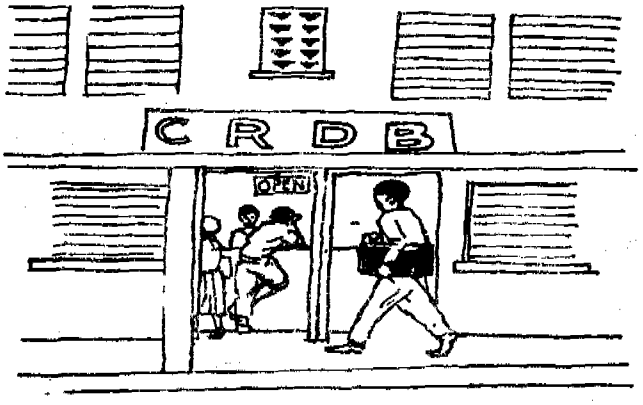
7. ESTIMATE FINANCE REQUIREMENTS AND FINANCING POSSIBILITIES

(a) Calculate money needed for initial investment.

(b) Determine period for reinvestment and money needed.

(c) Identify sources of financing.

NOTE: Estimate and include running costs before any revenues are realized.



8. FORMULATE BUDGET

(a) Calculate costs annually.

(b) Estimate cash revenues annually.

(c) Estimate revenues in terms of benefits i.e. money to be saved by the project.

9. PREPARE FINANCIAL ANALYSIS

(a) Prepare project appraisal tables.

(b) Choose two discounting factors (lower and higher) to be used in calculating Net Present Values (NPV).

(c) Insert figures in the tables and calculate.

(d) Add discounted net revenues to get NPV.

(e) Prepare Cash-flow budget.

NOTE: (i) Use appendix 1a and 1b to prepare tables.

(ii) Use appendix 2 to get discounted factors.

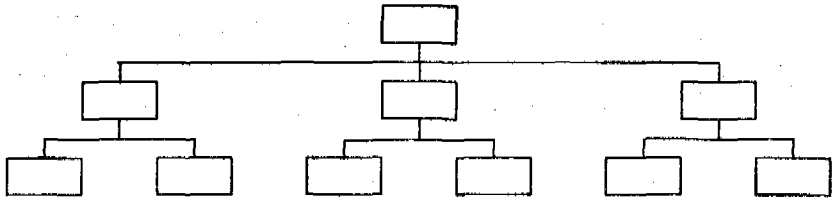
10. MAKE AN ORGANIZATION DESIGN AND SPECIFICATION

(a) Show levels of accountability and responsibility .

(b) Show the overall in charge of the project

(c) Show key positions in the organization structure.

NOTE: Make clear "who will do what".



11. PRODUCE PROJECT REPORT

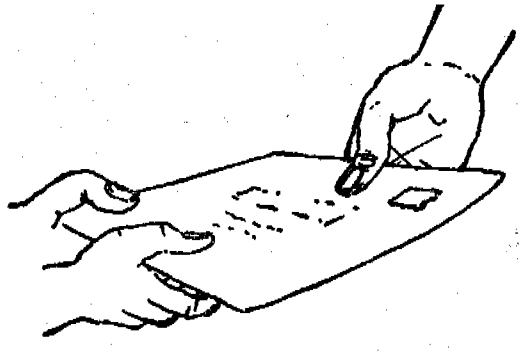
(a) Write a plan for follow-up.

(b) Show when and at what stages evaluation will be done.

NOTE: Combine all the steps above (from 1 to 11 b) to produce a report.

(c) Prepare for presentation.

(d) Present the project report to authorities.



PROJECT APPRAISAL DF-TECHNIQUES (Example) **Appendix 1 a.**

Year	Total costs	DF 10%	Discounted total costs	Total revenue	DF 10%	Discounted tot. reveue

Year	Total costs	Total revenue	Net revenue	DF 10%	Discounted net revenue

PROJECT APPRAISAL DF-TECHNIQUES (Example) Appendix 1b.

Year	Total costs	DF 30%	Discounted total costs	Total revenue	DF 30%	Discounted tot. reveue

Year	Total costs	Total revenue	Net revenue	DF 30%	Discounted net revenue

DISCOUNTING FACTORS **Appendix 2.**

Year	5%	8%	10%	12%	15%	18%
0	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
1	0.9524	0.9259	0.9091	0.8929	0.8696	0.8475
2	0.9070	0.8573	0.8264	0.7972	0.7561	0.7182
3	0.8638	0.7938	0.7513	0.7118	0.6575	0.6086
4	0.8227	0.7350	0.6830	0.6355	0.5718	0.5158
5	0.7835	0.6806	0.6209	0.5674	0.4972	0.4371
6	0.7462	0.6302	0.5645	0.5066	0.4323	0.3704
7	0.7101	0.5835	0.5132	0.4523	0.3759	0.3139
8	0.6768	0.5403	0.4665	0.4039	0.3269	0.2660
9	0.6446	0.5002	0.4241	0.3606	0.2843	0.2255
10	0.6139	0.4632	0.3855	0.3220	0.2472	0.1911
11	0.5847	0.4289	0.3505	0.2875	0.2149	0.1619
12	0.5568	0.3971	0.3186	0.2567	0.1869	0.1372
13	0.5303	0.3677	0.2897	0.2292	0.1625	0.1163
14	0.5051	0.3405	0.2633	0.2046	0.1413	0.0985
15	0.4810	0.3152	0.2394	0.1827	0.1229	0.0835
16	0.4581	0.2919	0.2176	0.1631	0.1069	0.0708
17	0.4363	0.2703	0.1978	0.1456	0.0929	0.0560
18	0.4155	0.2502	0.1799	0.1300	0.0808	0.5000
19	0.3957	0.2317	0.1635	0.1161	0.0703	0.0431
20	0.3769	0.2145	0.1486	0.1037	0.0611	0.0365
21	0.3589	0.1986	0.1351	0.0926	0.0531	0.0309
22	0.3418	0.1839	0.1228	0.0826	0.0462	0.0262
23	0.3256	0.1703	0.1117	0.0738	0.0402	0.0222
24	0.3101	0.1577	0.1015	0.0659	0.0349	0.0188
25	0.2953	0.1460	0.0923	0.0588	0.0304	0.0160
30	0.2314	0.0994	0.0573	0.0525	0.0151	0.0070
35	0.1813	0.0676	0.0356	0.0298	0.0075	0.0030
40	0.1420	0.0460	0.0243	0.0169	0.0037	0.0013
45	0.1113	0.0313	0.0151	0.0096	0.0019	0.0006
50	0.0872	0.0213	0.0094	0.0054	0.0009	0.0003

Years	20%	25%	30%	35%	50%
0	1.0000	1.0000	1.0000	1.0000	1.0000
1	0.8333	0.8000	0.7692	0.7407	0.6667
2	0.6944	0.6400	0.5917	0.5487	0.4444
3	0.5787	0.5120	0.4552	0.4064	0.2963
4	0.4823	0.4096	0.3501	0.3011	0.1975
5	0.4019	0.3277	0.2693	0.2230	0.1317
6	0.3349	0.2621	0.2072	0.1652	0.0878
7	0.2791	0.2097	0.1594	0.1224	0.0585
8	0.2326	0.1678	0.1226	0.0906	0.0390
9	0.1938	0.1342	0.0943	0.0671	0.0260
10	0.1615	0.1074	0.0725	0.0497	0.0173
11	0.1346	0.1122	0.0659	0.0368	0.0166
12	0.1122	0.0687	0.0429	0.0237	0.0077
13	0.0935	0.0550	0.0330	0.0202	0.0051
14	0.0779	0.0440	0.0254	0.0150	0.0034
15	0.0649	0.0352	0.0195	0.0111	0.0023
16	0.0541	0.0281	0.0150	0.0082	0.0015
17	0.0451	0.0225	0.0116	0.0061	0.0010
18	0.0376	0.0180	0.0089	0.0045	0.0007
19	0.0313	0.0144	0.0068	0.0033	0.0005
20	0.0261	0.0115	0.0053	0.0025	0.0003
21	0.0217	0.0092	0.0840	0.0018	0.0002
22	0.0181	0.0074	0.0031	0.0014	0.0001
23	0.0151	0.0059	0.0024	0.0010	0.0000
24	0.0126	0.0047	0.0018	0.0007	
25	0.0105	0.0038	0.0014	0.0006	
30	0.0042	0.0012	0.0004	0.0001	
35	0.0016	0.0004	0.0001	0.0000	
40	0.0005	0.0001	0.0000		
45	0.0003	0.0000	0.0000		
50	0.0001	0.0000	0.0000		