

Tanzania Development Trust

Lifting people out of poverty in rural Tanzania



Information pack for potential Trustees

About Tanzania Development Trust

Tanzania Development Trust (<https://tanzdevtrust.org>) was founded in 1975 as the development arm of the Britain Tanzania Society. This was set up by friends of Bishop Trevor Huddleston in the UK and President Julius Nyerere in Tanzania to preserve close and friendly relations between people of the two countries at a time when the British Government was withdrawing its support from Tanzania.

Whilst TDT is still loosely affiliated to BTS it operates with a high degree of autonomy, doing everything it can to promote rural development in the poorest and most remote areas of Tanzania, areas which are seldom visited by large international NGOs.

TDT is run entirely by volunteers, in both the UK and Tanzania, with no office or paid staff. 100% of all money raised is spent on projects in Tanzania.

Projects

Tanzania Development Trust (TDT) works with local grass-roots communities in the poorest rural areas of Tanzania to provide access to clean water, girls education, and income generation. It undertakes occasional projects in other areas when these fit in with its underlying aims of relieving poverty by promoting development.



It typically sponsors around 40-50 small projects p.a. Most are under £6,000 in size, and benefit between 50 and 1,500 people per project.

Small projects

Clean water. In Kigoma our local representative Benedicto Hosea completed 31 more rope pump boreholes, bringing clean water to over 24,800 people. He has also trained many other groups to use the same cheap but labour-intensive method to hand drill, and to weld rope pumps that can be easily maintained locally.



TDT has also improved 23 traditional springs in Kagera and provided a tank at the new Mkonona Secondary school in Mtwara, benefiting an additional 24,000 people

Education. We funded a hostel at Mkonona Secondary School in Mtwara and beds at the hostel at Kinembeu School in Singida. TDT has also supported access to clean water in many schools, and funded income-generating projects for schools such as chicken rearing, school farms and a school uniform shop.



Pupils cannot learn when they are hungry, so we funded school feeding programmes in six schools in Shinyanga enabling them to grow sorghum for porridge; this benefitted over 5,000 children at a cost of only 60p per child per year.

Income generation. This year TDT has funded nine small income generating projects benefitting 5,000 people, in basic activities such as pig and goat rearing, carpentry, tailoring, welding, soap making and agricultural processing



Small amounts of capital go a long way in helping people to get started. TDT has also helped villagers to develop basic business skills through training in areas such as book-keeping.

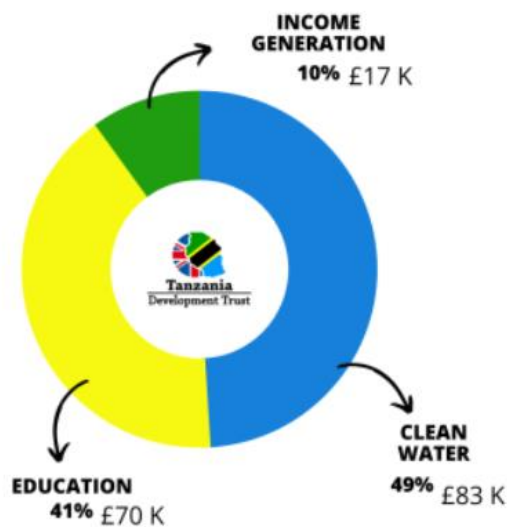
TDT also has three much larger long-term projects:

- Mboni ya Vijana (MvG), a youth-based community development group near Kigoma in Western Tanzania. The two organisations have been working together since 2014 on a series of inter-linked projects designed to promote sustainable agriculture, improve food security, and reduce land degradation/deforestation in an area increasingly affected by drought.
- Tumaini Open School, a boarding school providing free-of-charge secondary education for teenage girls who have had to leave school after becoming pregnant, often through no fault of their own. Construction of the school began in 2020, and it opened in July 2023. It now has 30 pupils, and an ambitious building programme which aims to increase its capacity to 100 pupils by the summer of 2025, with a longer term target of 400 pupils by the end of the decade.
- Matumbulu Vocational Deaf School, a semi-autonomous offshoot of the Anglican Diocese of Central Tanzania (DCT) which provides one-year vocational training in metal-working and tailoring to 20-30 profoundly deaf students, most of them in their late teens. It uses sign language as its teaching medium, but also tries to improve literacy levels amongst its pupils as an alternative way of communicating with non-deaf people.

The aim is to equip its pupils with the skills they need to return to their villages and set up small businesses. However, this has proved difficult because they have no capital with which to buy the necessary tools and equipment, and they have problems communicating with potential customers. As a result, the school is developing a small cooperative business manufacturing furniture, house fittings, and clothing (especially school uniforms) to employ some of the pupils graduating from its training programmes on a permanent basis.



In 2022-2023 TDT funded 34 projects costing around £170,000 and benefitting over 110,000 people, in our priority areas of clean water, girls' education, and small income generating projects. Another 12 projects worth £45,000 were funded via TDT by BTS Members.



Governance

TDT is controlled by its governing document, a Declaration of Trust dated 3 November 1975 which was last amended on 04 November 2020. In order to gain wider access to grants and formalise more clearly the existing limitations on Trustees' liabilities¹, TDT is in the process of converting itself from a Charitable Trust to a Charitable Incorporated Organisation (CIO).

Its main links to the Britain Tanzania Society today are:

- The chairperson of BTS is automatically an ex-officio Trustee of TDT.
- A minimum of 50% of TDT's Trustees must be members of the BTS Executive Committee.
- TDT's administrative costs (which are very small) are met by the Britain Tanzania Society. These include items like website maintenance and stationery, but exclude major items like staff, offices, travel, and fund-raising expenses.
- Individual members of BTS can use TDT as a conduit to channel money into projects they particularly want to support that are not sponsored by TDT from its general funds.

The role of Trustees

There are a minimum of three and a maximum of twelve Trustees at any one time, each appointed by the other Trustees for renewable three-year terms. All of the seven existing Trustees have past experience of working in Tanzania; this is a desirable but not an essential requirement for the new Trustees.



Aikande
Development consultant



Paul
Environmentalist



David
Teacher



Janet (Chair)
Education technology



Sheila
Economist



Jeremy
Businessman & former MP



Jon
Music education

¹ Because the existing Trust Deed follows the Charity Commission's model constitution for Charitable Incorporated Organisations (CIOs), the switch to a CIO structure will make little difference to Trustees' liabilities

The main requirement for new Trustees is a strong commitment to Tanzanian development.

The Trustees are appointed based on their skills, experience and enthusiasm. They seek to meet at least annually to review the organisation's performance, approve its Annual Report and Accounts, and make decisions on its future direction.

Responsibility for decisions on the raising and spending of money rests with the Trustees but has been delegated to a Development Aid Committee made up of Trustees and Volunteers who are members of the Britain Tanzania Society. The Committee meets monthly, usually online, to review spending decisions, and quarterly to discuss other issues relating

Any member of the Britain Tanzania Society is eligible to become a member of the TDT Development Aid Committee. TDT's local representatives in Tanzania who are not members of the Britain Tanzania Society can attend meetings of the Development Aid Committee on an ex-officio basis but are not entitled to vote on funding or spending decisions.

Working methods

Volunteers

Tanzania Development Trust is run entirely by volunteers, and has no paid staff. There are four types of volunteers, none of whom receive any payment for their services:

- **Project Officers (15)** based in the UK. These are usually people with past experience of working in Tanzania, some of whom travel to Tanzania at their own expense to supervise TDT projects. The Development Aid Committee is made up largely of Project Officers.
- **Local representatives (16)** based in Tanzania. These are usually people already involved in community development work, either with Tanzanian NGOs/CBOs, schools, medical services, women's organisations or village-based groups. They are TDT's "eyes on the ground" and work closely with Project Officers in evaluating and supervising projects.
- **Administrative volunteers (2)** who supervise TDT's Accounts and fund-raising activities;
- **Other volunteers**, often younger people who help with fund-raising, social media campaigns, research, and other administrative tasks.

Procedures

All of TDT's volunteers are friendly and supportive. Because they communicate with each other almost entirely online, they can be based anywhere in the world. But that doesn't stop them giving each other a helping hand. Our Tanzanian volunteers are a particularly amazing bunch – you'll enjoy getting to know them.

The projects funded by TDT are usually proposed by grass-roots organisations in Tanzania using TDT's online grant application process. This is open to all eligible organisations operating in the designated Regions that can put forward suitable projects.

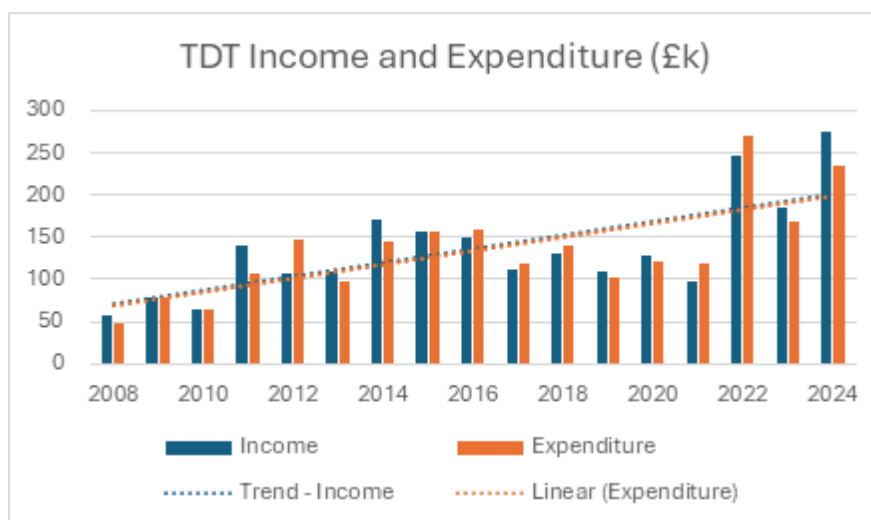
Organisations applying for grants include Tanzanian NGOs and CBOs (community-based organisations), schools, village councils, women's organisations etc. The only proviso is that the project must be of community benefit rather than benefiting individuals or single families.

The projects are usually carried out by the beneficiaries themselves, or contractors employed by the beneficiaries, but they are evaluated by TDT volunteers prior to the award of funding, monitored during and after construction, and – for the larger projects - subject to a social impact assessment after completion.

Advice and other forms of support may be given (without liability) if this is within the competence of individual TDT Volunteers. TDT seeks to use the projects it funds as a basis for increasing the capacity of local communities to help themselves in future. It is also assisting some local organisations then they apply for funding directly to other charities or international organisations.

Finances

TDT's income has been gradually rising, but with quite large variations from year-to-year. These are usually due to large one-off donations, legacies, or success in winning large grants from other Trusts and Foundations. In our last financial year, 45% of the money came from individual donations and 55% from grant applications to small Trusts.



Can you help us to raise even more money for Tanzania's poorest people?

There are a lot of untapped sources of funding out there. We are a very small charity, and we need more dedicated Trustees and volunteers to help direct some of this money towards Tanzania. Do you have the energy, creativity and communications skills to help us do this? You may surprise yourself!!!

The people we are looking for?

TDT is looking for two new Trustees, but could take more if suitable candidates are available.

What is a Trustee?

Trustees give charities a sense of direction, and oversee all of its decisions. They are the final decision-makers, which is an interesting position to be in, requiring a mixture of creativity and prudence.

At TDT we would like to increase the creativity and strategic thinking that occurs at Board level, whilst recognising that Trustees also have well-defined legal obligations. In particular, they must:

- **Ensure that the charity's work is always of public benefit.** This involves understanding its purpose, planning what it will do to achieve this; and checking that the public benefits it claims to be producing are actually happening.
- **Ensure that the charity complies with its governing documents** (at present its Trust Deed) and with the laws of Tanzania and the UK.
- **Act in the charity's best interests**, for example by making objective and well-informed decisions about appropriate courses of action.
- **Manage the charity's resources responsibly**, making sure they are only used to achieve its designated goals. They should also avoid it becoming exposed to unnecessary or inappropriate risks, and ensure that it does not over-commit itself to projects it will never be able to complete.
- **Put appropriate procedures and safeguards** in place and take reasonable steps to ensure that these are followed,

As someone responsible for governing a charity, you must use your own skills and experience, and take appropriate advice when necessary. You should also give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings.

Trustees matter a great deal. It is very important for any charity to have trustees committed to their task and with the skills, knowledge and experience that the charity needs. If you are still not sure, there are plenty of online resources describing what is required of a Trustee. Good starting points would be

<https://www.gettingonboard.org/free-resources-for-aspiring-trustees> looks at things from the point of view of an aspiring Trustee, whereas

https://assets.publishing.service.gov.uk/media/66290919b0ace32985a7e6c3/CC3_feb24.pdf sets out a charity's requirements from the perspective of existing Board members.

Skill requirements

TDT will consider any applicant who can combine enthusiasm, energy and commitment with some basic professional knowledge and experience, even if – for younger candidates – this is still relatively small.

The Board is particularly keen to recruit external Trustees who are not already working for TDT, although it would like them to become involved in the charity's work to a small extent once they have joined TDT.

A recent skills audit of its existing Board suggested that a mild preference could be given to candidates with any of the following characteristics:

- Tanzanian nationality or origin, irrespective of whether resident in Tanzania or the UK;
- Ability to understand or speak Swahili;
- Below retirement age, as some of the existing Board members will be replaced in the next 3-5 years, resulting in a need for continuity;
- Legal, finance or business skills. Within this group, the greatest needs are for fund-raising skills, strategic planning and policy making, and marketing, public relations and media experience;
- Experience of living in Africa, preferably whilst working in the voluntary sector.

Whilst the Board needs to have strong female representation, this is already largely being achieved (3 out of the 7 existing Trustees are female).

Personal skills will be given as much weight as professional skills. Here the most important "plus" is a large network of contacts and a willingness to use them to further the interests of TDT. For younger candidates we will be looking for evidence of an interest in communicating with lots of people on a regular basis.

Innovative thinking, a willingness to challenge established views, and team work are other personal attributes that TDT would value highly.

Conditions of employment

All of TDT's Trustees are unpaid. There is a provision for reimbursing Trustees' expenses, but in practice this is rarely used because of the way we work (mainly online).

Trustees are not required to make regular visits to Tanzania, and if they were to do so, this would be at their own expense. However everyone in TDT would do their best to facilitate the visit, and help to make it truly memorable. Our local representatives are very welcoming, and go to great lengths to arrange visits to projects in which Trustees and Project officers are particularly interested.

Until recently the time commitment required from Trustees has been extremely small – probably less than 10 hours p.a. – and has been spent mainly in preparation for the annual Trustees meeting. This may expand a little in future – perhaps to 30 hours p.a. if the new Trustees are looking for a non-Executive role – simply because we want to expand the business, and are looking for help from the Trustees in doing this.

However the new Trustees can also take on an Executive role if they feel this would suit them better, becoming Project Officers and working members of the Development Aid Committee. The majority (but not all) of our seven existing Trustees have Executive roles.

Recruitment process

An application letter setting out what you feel you could contribute to our Board, along with a CV, should be submitted by 13 September 2024 to Ms Janet Chapman (Chair) at j.chapman@tanzdevtrust.org

Candidates in whom we are interested will be invited to meet a small interview panel, probably involving no more than three existing Trustees, and will have the opportunity to ask questions as well as put forward their case for being selected. The interviews will probably take place on Zoom unless a face-to-face or hybrid meeting is judged to be more convenient.

Candidates not invited for interview will be informed of this within eight weeks of the closing date for applications, and preferably much sooner.

Successful applicants will be given a formal letter of appointment, and a Trustees induction pack to make them aware of their responsibilities and what is expected of them. Depending on their agreed role, an existing Board member will act in a mentoring or advisory capacity for their first year.