

## PEOPLE DEVELOPMENT FORUM PROFILE

### WHO WE ARE

People Development Forum (PDF) is a fast growing organization dedicated to serving marginalized people throughout Tanzania and South Sudan. Founded in 2010 in Dar es Salaam, Tanzania, and later on incorporated in South Sudan in 2015. Through Project Management Department, PDF has implemented programming centered on health promotion, water supply, sanitation and hygiene (WASH), Human Rights, Democracy and good Governance, Child Protection, Legal, Social and economic empowerment, Climate Change, Agriculture and Food Security. PDF has as well a consultancy unit that undertakes consultancy works that falls in the thematic areas supported under project management department. PDF operates seven field offices across Tanzania and opened its South Sudan office in order to contribute into livelihood improvements of internally displaced persons and other marginalized communities in the post-conflict context.

### Vision

A community with improved social wellbeing for all

### Mission

To identify and address root causes of the problems facing marginalized communities through strategic approach and methodologies.

### PDF GOVERNANCE

PDF is a member-based organization. Members meet once annually during Annual General or extraordinary meeting. It has a Board with seven members who meet once after every six months, but do meet at any time when a need arises. The organization has a secretariat with eight members that are overseeing implementation of daily activities of the organization. Additionally, PDF has a team of 4 multidisciplinary experts who form the Technical Advisory Committee that advise the secretariat on all technical matters regularly. The organization has departments aligned to each area of interventions.

PDF team is composed of **38 qualified and experienced employees** and **7 volunteers** from various backgrounds (Engineers, technicians, nutritionist, social workers, doctors, business development specialists, agronomist, lawyers and drivers etc). *Project level teams* involve Project Coordinators and Project Officers with multi-professional backgrounds, Doctors, nurses, Project Accountant (PA), Driver, Monitoring, Evaluation and Learning Officer (MEL) and Office Assistance and volunteers. These teams are responsible for daily implementation of project activities and reporting at field level while assisted technically by the management.

PDF has a system of **quality planning and controls** at field, head office and partnerships levels. Regular planning and review meeting which involves key members of the organization are set up and operational. Major decisions and approvals of yearly plans and budgets are done in annual planning meetings. The annual plans are then split into small plans at monthly and quarterly levels including, field/project level, head office and partners planning levels.

### Highlights on key policies and guideline

PDF has in place various policies and guidelines including; Child Safeguarding Policy revised edition of 2018. The policy covers broad aspects of PDF systems to prevent, detect, handle and



follow-up safeguarding issues relating to abuse, bullying, harassment and other matters including sexual exploitation and intimidation perpetrated against children, adults, staff and organization image. It includes Whistle blowing, anti-harassment, bullying and intimidation and Corruption policy and procedures.

Other policies include Risk Management Framework, Accounting Manual, Administration and Human Resource Manual, Code of Conduct and Ethics, Gender Policy, Monitoring Evaluation and Learning Frameworks, as well as Ant Bribery, gift and donations policy. The policy applies to all activities and processes associated with the organization normal operations, including administrative functions. Members of the PDF Board, Senior Management, and all Heads of Units within the Organization are responsible in adherence to the established compliances including risk identification, analyses, evaluate, respond, monitor and communicate risks associated with any activity, function or process within their relevant scope of responsibility and authority.

For instance, the Risk Management Framework sets the principles and approach in integrating risk management in decision making, and is mandatory applicable to all the organizational departments, Units and Sections. The Framework put in place a mechanism for the management of risks faced by the Organization. In particular, every staff has a role to play in the identification and management of the organization's risks. The framework has Risk Management Policy Statements presented under chapter two, established and active Risk Governance Structure and Risk Management Procedures in all under chapter three and four and provides key documents that are used in implementing the Framework.

## What we do

### Thematic Areas

#### ▪ HEALTH PROMOTION

- ✓ Prevention, Care and treatments of HIV/AIDS
- ✓ Tropical Neglected Diseases (NTDs)
- ✓ Prevention, Care and treatments of Viral Hepatitis
- ✓ Improve Nutrition Status of under five children, Pregnant and Lactating Mothers as well as women of reproductive ages.
- ✓ Promotion of performance based financing of healthcare services

#### ▪ CHILD PROTECTION AND CHILD RIGHTS GOVERNANCE (CP&CRG)

PDF adopted the INSPIRE strategy in service delivery, capacity building, systems strengthening and awareness creation in the prevention and responding to violence against children and adolescents. The strategy includes;

- ✓ Implementation and enforcement of laws;
- ✓ Norms and values
- ✓ Safe environments
- ✓ Parent and caregiver support
- ✓ Income and economic strengthening
- ✓ Response and support services; and
- ✓ Education and life skills



- **LEGAL, SOCIAL AND ECONOMIC EMPOWERMENT (LSEE)**
  - ✓ Legal Aid Services
  - ✓ Economic empowerment for youth and women
  - ✓ Microfinance Promotion
  - ✓ Entrepreneurship and Business management promotion
  
- **WATER SUPPLY, SANITATION, HYGIENE AND SEWAGE MANAGEMENT (WASH&SM)**
  - ✓ Site surveys and investigation
  - ✓ Feasibility studies and design of water supply, sanitation, storm water, wastewater and sewerage systems.
  - ✓ Construction of water supply, sanitation, storm water, wastewater and sewerage systems.
  - ✓ Cost engineering (Bills of Quantities).
  - ✓ Project & construction management
  - ✓ Infrastructure Design
  - ✓ Buildings and architecture
  - ✓ Promotion of improved WASH services through integrated approaches of CLTS, SanMark, Microfinance and BCC.
  - ✓ Solid and Liquid Waste management in unplanned settlements
  
- **AGRICULTURE, FOOD SECURITY AND CLIMATE CHANGE MITIGATION**
  - ✓ Promotion of SMART agriculture
  - ✓ Promotion of clean energy
  - ✓ Promotion of edible Mushroom farming business
  - ✓ Protection of eco-systems and water sources management.
  - ✓ Afforestation.
  
- **GOOD GOVERNANCE, DEMOCRACY AND HUMAN RIGHTS**
  - ✓ Voter education
  - ✓ Good governance and rule of Law
  - ✓ Promotion of human rights


**OUR STAFF**

Some staff Biograph. PDF has a total of 59 staffs. Below are biograph of management team, Child protection, Social and Economic Empowerment team and Members of PDF Governing Board.

S	Full Name	Position	Biography
<b>Senior Management Team</b>			
1	Mr. Ndaisaba George	Executive Director (ED)	George is pursuing Masters of Project Management (MPM) from the Open University of Tanzania (Distance Learning) and holds Bachelor of Laws (LL. B) from the University of Dar Es Salaam. Has over 8 years' experience in program development and management of multi donor funded programs in the areas of Child Protection,

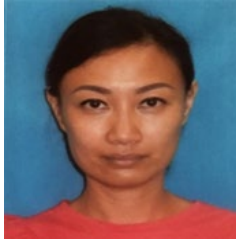









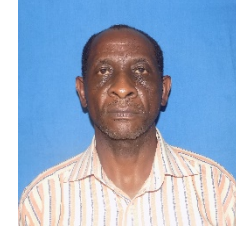
			Livelihood, Health, Water Supply, Sanitation and hygiene (WASH), Agriculture, Food Security, Environmental Management and sewerage infrastructure development. Previously, worked with Tanzania Rural Empowerment and Poverty Alleviation Agency (TAREPA) and Tanza Consult & Associates (TCA). He is the Founder and Executive Director of People Development Forum (PDF).
2	Ms. Maud Le Boulh	Director of Programs (DP)	Maud holds Master degree in Environment and soil science from the University of Franche Comté (25). Has over 10 years of working experience spearheading implementation of donor funded programs in Africa and Europe on managerial positions. Among others, she worked as a Coordinator at Action Against hunger (Spain) – Mali and ACTED – Democratic Republic of Congo. Maud joined PDF in 2015 as a Technical Advisor responsible for capacity building of national Staff and as program advisor. In 2018, she advanced to the position of Director of Programs where her scope extended to program implementation and capacity building of National Staff in programs on various aspects of program management. She is contributing in, development of appropriate strategies for high quality and impact results, guide operations in collaboration with the management and project teams to ensure quality of services, review reports and provide advices on projects. 
3	Mr. Kayanda Sayumwe	Director of Finance and Administration (DFA)	Mr. Kayanda holds Masters of Business Administration (MBA-Finance) from the University of Dar Es Salaam (2010-2012), Bachelor of Commerce in Accounting (B.com) from the University of Dar Es Salaam (2002-2005). He is a Certified Public Chartered Accountant at both CPA (T) and ACPA (T) levels with over 10 years of working experience in financial Management. Works with PDF as Director of Finance and Administration (DFA) since 2012. Before joining PDF, worked with various institutions and auditing firms including University of Dar Es Salaam and Unique financial management consultancy. 
4	Mr. Simon Charles	MEL.	Holds Bachelor of Laws (Hons); 2008-2012 from the University of Dar Es Salaam. He is currently finalizing Master's Degree in Monitoring and Evaluation from the Open University of Tanzania (Distance Learning). Since 2013, Simon have taken much interest in Monitoring, Evaluation and Learning (MEL) of which he has been leading MEL section under various projects in the areas of Child Protection and Child Rights Governance, Water Supply, Sanitation and hygiene (WASH), Social-economic Empowerment (SEE) and Health. 

**Child Protection and Child Rights Governance Team**



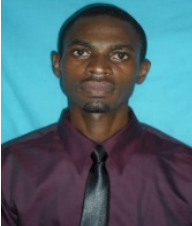




1	Mrs. Sau King Lil Ng	Advisor-Child Protection	Sau King lil Ng (Vicky) holds Bachelor of Science in Social work from the University of Bristol-UK. She is a certified social worker with over 8 years of work experience in economic empowerment, child protection and child Rights governance promotion programs. Previously worked with various organizations including PACT on programs related with childcare, community Development and governance. She is advising child Protection and Child Rights governance programs on various aspects of ending all forms of abuse and exploitation to women and children.	
4	Adv. Aloyce Makendi	Legal Officer-Child Protection	Holds Post Graduate Diploma in Legal Practice (PGDLP) from The Law School of Tanzania (2016-2017) and Bachelor of Laws Degree (LL. B) from Mzumbe University (2012-2015). He is a practicing advocate of High Court and Subordinate Courts. Before joining PDF worked as Legal Officer under Access to Justice Department, Programs officer Research and Publications under the Tanganyika Law Society. He is responsible for child protection specifically on responding to child abuse or exploitation cases and prevention of all forms of child abuse and exploitation.	
5	Adv. Glory Kilawe	Legal Officer-Child Protection	Holds Post Graduate Diploma in Legal Practice (PGDLP) from The Law School of Tanzania (2012-2013) and Bachelor of Laws Degree (LL. B) from The University of Dar Es Salaam (2006-2010). She is a practicing advocate of High Court and Subordinate Courts. Before joining PDF worked as Legal Officer and project coordinator of various Child Protection and Legal Empowerment donor funded Programs working with Legal Environmental Team (LEAT). She is responsible for child protection specifically on responding to child abuse, exploitation cases and prevention of all forms of child abuses and exploitation.	
6	Mr. Yustina Mgella	Child Protection officer	She holds Bachelor of Arts with Education from Archbishop Mihayo University College of Tabora Constituent College of SAUT (2013-2016). She joined PDF as an intern under child protection department where she worked for 6 months' internship and later on engaged as a project officer responsible for child protection project. Her responsibilities involve promotion of positive parenting, empowering children to protect themselves and report any form of abuse, addressing harmful traditional practices, norm and values that perpetuates abuses, strengthen abuse and exploitation pathways and capacity building to child protection teams.	




7	Mr. Daud Yusto Mwakabanje	Child Protection officer	<p>Holds bachelor of Science in Human Nutrition from Sokoine University of Agriculture (2013-2016). Worked with Africare under Mwanzo Bora Nutrition Program as a nutrition Officer responsible for improving nutrition of under five children, lactating and pregnant mothers. He was as well responsible for promotion of microfinance institution making sure households with under five children are able to improve their income through microfinance promotion. He joined PDF in June 2018 as Child Protection officer responsible for nutrition and livelihood empowerment.</p>	
<b>Social and Economic Empowerment Team</b>				
1	Mr. Edson Charles	Microfinance Coordinator	<p>Mr. Edson Charles holds Masters in Business Management from Atlantic International University (AIU) - USA (2011 to 2013) and Bachelor of Science Degree in Food Science and Technology from Sokoine University of Agriculture (SUA) – Tanzania. Mr. Edson Charles has over 8 years of working experience in the formation, formalization, capacity building of Informal Microfinance Institutions (IFIs) including Village Savings and Lending Association (VSLA) and Village Community Banks (VICOBA). He joined PDF in 2016 as a Business Development Specialist where he was responsible for formation of PDF Revolving Fund, formation of women and Youth microfinance groups, groups formalization, groups capacity building and support on reporting and business management. Before joining PDF worked with Swiss Aid and Belgium Technical Development Cooperation (BTC) as microfinance officer.</p>	
	Mr. Samweli Mapunda	Microfinance Officer	<p>Mr. Samweli Mapunda has over 18 years' experience promoting Informal Microfinance Institutions (IFIs) in Tanzania. He worked with various organization including Care International, Ford Foundation, SEDIT and Norwegian Church Aid (NCA). He joined PDF in 2015 as microfinance officer responsible for TOT training, group formation, formalization and capacity building. Holds Advanced Diploma in Mass Communication (Public Relations, Sociology, Development Studies, News Reporting, Investigative Reporting) from Nyegezi Social Training Institute (NSTI)-1995-1998. He also holds BA in Theology from Segerea Senior Seminary (1982 – 1987).</p>	
2	Mr. Li Zhiguo	Edible Mushroom Business Development Specialist	<p>He holds Bachelor degree in edible fungi from Hanzhong edible fungi Institute in China and has over 20 years of working experience promoting edible mushroom in Africa reaching out Youth and Women groups in poor communities. He joined PDF as edible mushroom expert to empower rural women and youth groups in micro edible mushroom growing business, value addition and market linkages services.</p>	



2	Mr. Salmon Rubagora	Microfinance Officer	Hold Advanced Diploma in Accountancy from St. Augustine University of Tanzania (2011 – 2014). Joined PDF in 2017 as Microfinance Officer. He is responsible for group formation and training on Savings and credit, Selection, Planning and management of Business.	
4	Ms. Alice Katondo Mgeta	Child Protection officer	She holds Bachelor of Arts with Development Studies from the University of Dodoma 2012 – 2015. She has over 3 years of working with PDF in microfinance promotion spearheading Village Savings and Loan Association (VSLA) methodology in Mbeya and Dodoma regions. As a microfinance officer her obligation including group formation, capacity building, linkage to financial services provider, value addition on product and services developed by supported groups, performance monitoring including loans repayment and addressing reasons leading to no recovery loans where it is spotted.	
<b>Accountants</b>				
1	Mr. Gahomu Mnada	Accountant (Full-time)	Holds Bachelor of Commerce in Accounting from the University of Dar Es Salaam. He is perusing module E of Certified Public Accountant. Has over three years of working experience in Donor Funded programs. Mnada is well experienced in Funds management according to international Financial Reporting Standards (IFRS). He is familiar with various accounting software such as Quick Book and Tally. Has successfully managed finance of big programs since he joined PDF.	
2	Ms. Irene Joseph	Accountant	As a qualified and dynamic Bachelor degree in Accounts holder and a business professional, she seeks to build a successful career in accounting/finance and offer the industry paralleled quality as well as a competitive fit. An ambitious, outgoing, energetic, versatile and resourceful team player who strives for excellence in all tasks handled. Registered with the National Board of accountants and auditors, in pursuit of a CPA qualification. She works with PDF in the capacity of project accountant positioned in Dodoma. Irene is managing multidonor Global sanitation funded program where she has demonstrated unquestionable capacity to manage finances of bigger programs.	
3	Ms. Batrida Kema	Accountant	Betrida has 5 years' experience in Accountancy with planning, budgeting, reporting, auditing and communications skills that facilitate effective implementation of programmes and contribute towards achieving organizational results. Betrida can conduct various activities in accountancy including planning and budgeting, revenue management/grant management, bank, cash and treasury management, stock management. She skilled in computer applications in accounting software of Quick book and Tally. She holds Bachelor Degree in Accountancy (BACC)	



			from College of Business Education (CBE), Tanzania and a Diploma course in Accountancy (ODA) from College of Business Education (CBE), Tanzania, September 2010 –June 2012.
4	Ms. Hellen Lambert	Accountant	Hellen holds Bachelor of Banking and Finance from Institute of Finance and Administration (IFM)-2014-2017. She joined PDF as assistant accountant in 2018. She is skilled in Tally accounting software. She is responsible for preparation of financial reports, partly manage cash flows, update and prepare monthly bank statement, reconciliation, and consolidation of financial report, participate in external and audits including interim audits internal audit and field visits, just to mention few. 

Members of PDF Governing Board			
1	<b>Rev. Thomas Godda</b>	Board Chairperson	Board Chairperson and Executive Director of Inter-Religious Council for Peace Tanzania (IRCPT). Is a Tanzanian holding certificate in Personnel Administration, E.A Railway College 1977; Diploma in Theology, Upper Class Makerere University 1986; Bachelor of Divinity July, 1992 and Certificate in IT studies Dar es Salaam University Computing Centre (UCC) 2004.
2	<b>Dr. Mabamba I. Tumaini</b>	Deputy Board Chairperson	Deputy Board Chairperson, Lecturer Tanzania Public Services College TPSC. He is a Tanzanian with BSC Ed UDSM 2000, MBA in International Business from Indian Institute of Foreign Trade 2007, MSC Research and Public policy UDSM 2014-2016 and is a Phd candidate in Policy Analysis).
3	<b>Dr. Chour De Galangi</b>	Board Member	Board Member, Lecturer at Mhimbili University of Health and Allied Sciences (MUHAS). Is a South Sudanese married to a Tanzanian and holding valid resident and working permits in Tanzania? He holds MD, <i>M.MED (MUHAS), MSc Clinical Embryology University of Oxford, U.K.</i>
4	<b>Dr. Waziri Ndonde (MD)</b>	Board Member	Board Member, Director Physical Association of Tanzania. Is a Tanzanian with Msc, Sport Science - American College of Sports Medicine, Advanced Diploma in Business Administration (Marketing) Collage of Business Education 1999-2002 and Bsc, Sport Medicine - American College of Sports Medicine - A CSM- Indianapolis – 1994/96.
5	<b>Mariam Mwaruka,</b>	Board Member	Board Member, Tanzanian working as Financial and Management Consultant. She holds Advanced Diploma in Accountancy CBE 2005-2008, Diploma in Clinical Medicine Ifakara Clinical Officer Training Institute 1996-1999, and Certified Public Accountant (CPA) 2012-2014
6	<b>Ndaisaba George</b>	Secretary to the Board	Is a Tanzanian, Secretary to the Board and Executive Director. Holds Bachelor of Laws (LLB-UDSM 20012) and pursuing Masters of Project Management from the Open University of Tanzania MPM.
7	<b>Gilbert Jordan Sampa</b>	Board Member	Is a Board Member, Tanzanian, Director of SAJOGI Civil, Building and Electrical Construction Co. Ltd. Holds Bachelor of Business





			Administration (BBA) from the University of Dar Es Salaam completed in 1999.
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## NETWORKS AND AFFILIATES

1. **Tanzania Child Right Forum (TCRF)** - <http://www.childrightsforum.org/>
2. **CORE Group:** Working Together in Health for Mothers, Children and Communities - <https://coregroup.org/>
3. **Tanzania Network of Legal Aid Services Providers (TANLAP)** - <http://www.tanlap.or.tz/>
4. **Water Supply and Sanitation Collaborative Council (WSSCC)** hosted by United Nations Office for Project Services (UNOPS) - <https://www.wsscc.org>
5. **Tanzania Water Supply and Sanitation Network (TAWASANET)** - <http://www.tawasanet.or.tz/>
6. **World Hepatitis Alliance (WHA)** <http://www.worldhepatitisalliance.org/>
7. **Tanzania Coalition of Human Rights Defenders (THRDC)** <https://thrdc.or.tz/>



## PEOPLES DEVELOPMENT FORUM ORGANIZATION STRUCTURE

