



Organization Profile

2024



empowering people...

EDUCATION DEVELOPMENT AND FACILITATION ORGANIZATION

EDFO – Education Development and Facilitation Organization

P.O. Box 10630, – Physical Address: Plot 193, Block KK, Nyamagana, Mwanza, Tanzania

Tel.: +255 (0) 765 455417; +255 789 622 227 - Email: edfotz@gmail.com

1. ORGANIZATION BACKGROUND

Established in 2001, Education Development and Facilitation Organization (EDFO) was initially registered as Trust in (June) 2002 and then in (January) 2013 was re-registered as a company limited by guarantee with no. 97259. Due to some changes in respective laws, it is now registered as an NGO with no. 00NGO/R/0454 since 2019. EDFO's main role (among others) is to build the capacity of individuals, groups, communities and organizations. The initiative for its formation was spearheaded by four dedicated people who felt that it was desirable to form a learning collaborative alliance as a strategy to jointly respond effectively to global development challenges especially to marginalized groups/communities in the South. We seek to create a legacy of improved skills and economic opportunities at the individual, community, national, regional and global levels. All this time EDFO has managed, in collaboration with its partners to undertake projects/programs in different areas. EDFO is based in Mwanza, Tanzania.

1.1 Vision

“We are a leading capacity building provider in the Lake Zone for social and economic innovation”.

We envisage an ignorance, unemployment and poverty free society. We see a democratic community in which its members know and exercise their rights without any fears. It is a community free of injustice and corruption where people enjoy their freedom in which they are working towards the development of their community. We see now hopeless children, youth, men and women putting off their rags and dress in new clothes, well fed, valued and cared for. We see them feel important and able to transform their generation into great future full of hope. We see them unleashing their full potential for the benefits of the community in which they live. They are noble people making great impact; they hold various positions in public and private sectors. We see men and women in leading positions that are strong enough to fulfill their responsibilities with integrity and have a great impact in alleviating poverty. We see organizations thriving and making great impact to their beneficiaries and clients.

1.2 Mission

“To facilitate community development through sharing knowledge, enhancing skills, changing attitude and giving information that inspire and empower our beneficiaries and clients. By providing high quality services and through innovative approaches we support them to create innovative solutions and make informed choices to sustainably improve their lives”.

We aim to give our contribution to the following social needs (according to the MKUKUTA II strategies):

- Improving human resources capacity, in terms of skills, knowledge, and efficient deployment
- Fostering changes in mind-set toward hard work, patriotism, and self-reliance;
- Providing selective and customized investment in human capital to inculcate appropriate skills (production, processing, quality, and marketing) and entrepreneurship, promotion and development of skills for productivity enhancing employment and self-employment especially for women and youth
- Address population dynamics challenges and create human capital out of a learning population



- Attitude toward hardworking, self-confidence, and self-esteem, creativity, innovation and moral integrity promoted and enhanced
- Supporting children and youths to develop a habit of reading and learning
- Promoting spirit of daring, to support young men and women to enter and participate in business, explore opportunities and develop their own strategies to maximize the benefits of a globalized economy
- Linking individuals, men and women, to productive and decent employment
- Motivating talented people to innovative and produce goods and services
- Promoting spirit of daring, to support young men and women to enter and participate in business, explore opportunities and develop their own strategies to maximize the benefits of a globalized economy
- Ensuring democratic participation in the monitoring of public resources, rule of law, human rights and in total, a conducive business environment for attracting investments.

1.3 Core Values

- **Partnership**
All our activities aim to create a Win-Win situation that seeks mutual benefit. We believe there's plenty for everyone, our solutions are mutually beneficial and satisfying. We are empathic but also confident; we are considerate and sensitive but also brave. We seek creative cooperation. We interact together genuinely, and are open to each other's influence.
- **Integrity**
We are sticking with our true feelings, values, and commitments. We speak and act honestly. The resources at our disposal are not our own. We are open and factual in our dealings with donors, project communities, governments and the public at large. We demand of ourselves high standards of professional competence and financial accountability.
- **Excellence**
We seek to reach beyond effectiveness toward fulfillment, contribution, and greatness.
- **Valuing people**
We act in ways that respect dignity, uniqueness, and intrinsic worth of every person. We celebrate the richness of diversity in human personality, culture and contribution. We believe that the mental, emotional, and psychological differences among people are what really drive synergy and innovation.
- **Pro-activity**
We believe that life doesn't just "happen." The choices are ours and every situation provides a new choice and it gives us a perfect opportunity to do things differently to produce more positive results. We are responsible for our life and we don't blame genetics, circumstances, conditions, or conditioning for our behavior. We behave anticipatory, change-oriented and self-initiated. We focus our time and energy on things we can control and we make things happen rather than just adjust to a situation or wait for something to happen.

1.4 Assumptions/Beliefs

- We believe Tanzania is a country rich in resources and potential



- We believe that no one is hopeless
- We believe in the quality, uniqueness and innate worth of all individuals
- We believe that development is an innate and natural process
- We believe that people should have the opportunity to learn and change throughout their lives
- We believe that human diversity contributes to a rich and vibrant society
- We believe in the importance of positive and supportive relationship.

1.5 Mandate Statement

We are an organization, registered as a Non-Governmental Organization (NGO).

Formal requirements (according to the National Council of NGOs - NACONGO)	
Governance	In carrying out our mission we are guided by our statutes, internal documents and operating standards
	We have a duty to respect the law governing our operations, respect the culture and traditions of the people and the communities in which we operates unless the same are contrary to any written law
	We ensure democratic governance of the organization, hold the governing bodies and employees of the organization responsible and react to their misconduct
Autonomy	We are independent in setting our goals, decisions and activities and refrain from being controlled by political parties, public institutions or companies, resulting in losing our independence, autonomy and ability to act for the public benefit
	We are not inclined to any political party and we do not seek political power or campaign for any political party.
Accountability	We are responsible and accountable to the people without compromising core values, visions, missions and objectives.
	We honor all lawful written contracts and oral agreements.
	We are accountable for our activities and are responsible to the founders, members, stakeholders, supporters, donors and the general public.
	Information regarding the mission, activities and funding of our organization are public and understandable, our activities transparent.
	We communicate in an open and direct manner with all parties concerned
	We use natural, human and intellectual resources, as well as material and financial assets with sustainability and prudence, considering the needs of both present and future generations
	We do not use or advocate the use of violence to express our opinions, achieve our goals or gain the attention of the public
Financial Transparency and Accountability	We use the funds and the resources efficiently and in accordance with designated purposes.
	We use only justified and transparent budgets and avoid duplication in funding.
	We disclose a report of our activities and finances at least once a year and make it available to the public, board and other stakeholders.
	We exercise zero tolerance on corruption and other forms of substantive misuse of funds and take effective actions to hold persons or institutions responsible accountable.
HR Management	We have clear policies to avoid conflict of interest, nepotism favoritism corruption and that ensure an environment where mutual respect and human dignity is



	fostered are promoted and enforced.
	We have clear, well defined, written human resources and administrative policies and procedures that are consistent to the laws of Tanzania are developed and adhered to.
Informal requirements	
	We aim the facilitation of growing awareness and consciousness such that people are able to take control of their own lives and circumstances, and exert responsibility and purpose with respect to their future
	As a facilitating organization we build the power of others rather than our own
	We have confidence and clarity about our essential contribution
	We express and represent a diversity of interests and needs of people. We engage people in the development of civil society through civic education, participatory democracy, advocacy and other forms
	We consistently pursue skilled actions, professionalism and perfection in order to achieve better results in our work
	We demonstrate civic courage in fighting against social injustice
	We are open to new and diversified ideas and opinions, as well as cooperation in achieving common goals.
	We prevent from entering in the conflict of interest
	We recognize the diversity of ways of thought, organizations and their goals.
	We honor the authorship and ownership of ideas and projects of other organizations
	In order to avoid donor dependency we are seeking to generate income. The income generating activities are in line with our mission and objectives. The profits are not shared among the members or directors of the organization but are ploughed back to the organization for community development.
	Capacity development programs for HR are fully developed and utilized
	We foster the utilization of local capacity without compromising the quality of services and interventions.
	Clear disciplinary and grievance procedures are established
	We promote gender equity in our organization, including equal remuneration for men and women workers for work of equal value and maternity protection
	We promote a safe, healthy, caring, non-discriminatory work environment. No program or service will be denied to any person based on their HIV/AIDS status. No current or prospective staff member will be asked or required to disclose his HIV/AIDS status to any employee, volunteer, director, or other individual involved with EDFO, except as required by law.

2. ORGANIZATION IMPACT

Since its establishment, EDFO has assisted more than 100,000 individuals (in the areas of human rights, civic education, good governance, organizational strengthening, rural electrification/solar energy demand, education, health, WASH, economic empowerment, community engagement..) and more than 100 organizations in Tanzania (with those groups reaching thousands of people with vital support) by working with them to create learning opportunities and networks to inspire children, youth, women, practitioners, policy makers and funders; to share and develop partnerships, programs and policies that support development in a more effective way. We seek to create a legacy of improved skills and



economic opportunities at the individual, community, national, regional and global levels. All this time EDFO has managed, in collaboration with its partners to undertake projects in different areas such as;

➤ **Training & Consultations**

- At least 75% of the women and youth who have attended our training are earning their living through the businesses they started. Also about 25% of them have been able to employ between 1-4 people in their businesses
- More than 95% of participants of our training (individuals and organizations) have affirmed to have been impacted positively and are using what they learned in their daily works.

➤ **Accountability & Governance**

- Communities of the COWSO Project have water on daily basis, which relieved them from wastage of time in searching for it
- Children are happy (in more than 50% of the schools of the SWASH Project) due to improved SWASH conditions. The actors at local level are now aware on issues of accountability
- Voter/civic education: More than 62'000 people were free to exercise their rights of voting for the ones they wanted
- Communities are aware and fulfill their roles/responsibilities in improving quality of education
- Health actors have improved in providing health services to communities.

➤ **Network Capacity Building, Child abuse prevention**

- Network members have increased their knowledge in child rights and protection, getting more funds due to increased knowledge in financial and project management. Children welfare has been improved due to increased knowledge in designing and managing projects and counseling for children coupled with legal actions taken against child right violations and trafficking.

➤ **Research and Survey**

- Research findings have stimulated debate on if our children are really learning or not. This has grabbed the attention of donors and put a focus on the importance of projects strengthening the quality of education and rural electrification

3.0 OUR DEVELOPMENT APPROACH

3.1 Our Understanding of “Development”

- Development cannot be created or engineered. All that we can do is to facilitate processes which are already in motion
- Development is not something which is brought but it is driven from within. We can assist the flow of the process, but nothing more
- Development interventions have to flow out of the development processes of those seeking to develop
- Development is not linear and predictable
- Development has no end; the effective development intervention opens things up, rather than closes them down.

3.2 Our understanding of “Organizational Development”/“Organizational Capacity Building”



Organizational Development is a middle/long term learning process that aims to change beliefs, attitudes and values, as well as the structure of the organization in order to facilitate the organization to:

- become directed and focused;
- have a clear sense of its own identity
- be able to adapt its strategies with flexibility and foresight
- take full responsibility for its own circumstances and believes that it can impact and affect those circumstances
- be self-critical and self-reflective,
- take the time to learn from its successes and failures, to understand itself and to evaluate honestly
- develop inner resourcefulness, creativity and a self-critical appreciation of their organization's practice.

This understanding of development and development processes is influencing the used methodology in conducting trainings, workshops and consultancies.

4.0 OUR CAPACITY BUILDING SERVICES

EDFO offers to individuals, organizations, public and private sectors capacity building and training services in the areas of:

- Micro enterprise Development Program (MED)
- Entrepreneurship Development Programs (EDPs)
- Microfinance Development Programs (MFD)
- Business Development Services (BDS)
- Organizational Development (OD)
- Strategy Development - Strategic Planning and Management (SP&M)
- Team Building & Management (TBM)
- Capacity building/Training for Personal Development (TPD)
- Small Business Management Skills Training (SBMS-T)
- Small Business Counseling (SBC)
- Financial Management Skills for NGOs
- Management & Leadership Skills for NGOs
- Board development, strengthening and governance in Organizations
- Organizations' Network Development (OND)
- Organizational Assessment (develop policies...)
- Project Design, Planning, Management & Evaluation



- Customer Care & Client Service Charter Facilitation
- Training Needs Assessment
- Research & Impact Assessment
- And other tailor-made services for organization (both public and private).

5.0 OUR METHODOLOGY

According to our understanding of development we base our capacity building methodology on four pillars:

- Transfer of theory and related tools: (e.g.: presentations, group works...)
- Link theory to practice and own experience: (e.g.: group work, group discussions, questionnaire...)
- Enhancing a reflection process (growing awareness): (e.g.: powerful question approach, solution focus approach, gaming, tests...)
- Developing inputs for changing/for implementation: (e.g.: brainstorming, practical use of tools like checklists, guidelines, models...).

By using this method we can make sure that (especially) theory can be brought on the level where the participants can understand it, use it and implement it.

We try to read correctly which developmental stage the clients are at (coupled with the information we will get from respective organization) and accompany them through their change process using facilitation and coaching approaches.

Our facilitation of transfer is done according to the level of the respective organizations/participants.

In carrying out given assignments, our capacity building team ensures that workshops/activities are practical, highly interactive and action-oriented. To achieve this, the team uses a variety of methodologies such as question and answer, brainstorming, group discussion, demonstration, role play, case study, observation, workshop, games, facilitation and where possible field visit. Along this, the team provides the necessary support such as feedback and coaching as they apply new skills they have acquired.

Generally, the facilitators ensures that everyone (responsible) actively participate to achieve the intended results.

6.0 SOME PARTNERS/DONORS AND PROJECTS FUNDED

Partner	Focus Area	Project
McKnight Foundation	Economic Livelihood	Business Clinic Program (For women and youth economic empowerment)
Better Way Foundation	Capacity Building	Network Members Capacity Building Program
Global Fund (Through Tandabui Health	Reproductive Health	Mama na Mwana Project



Access Tanzania – THAT)		
SNV (The Netherlands International Development Organization)	Renewable Energy	Result Based Financing in Solar Energy
	Health	WASH & SWASH
	Education	Newspapers in Education (NiE)
United Nations Development Program (UNDP)	Human Rights	Voters' Education
Kids And Poor Eyes (KAPE)	Education	School Infrastructure Support Program
Fly and Help	Education	School Infrastructure Support Program
IMA Health	Health	Mtoto Mwerevu Project
TWAVEZA East Africa	Education	Shiriki Shuleni Program
UWEZO Program	Education	Pupils' Capacity Assessment Program
VIVA Africa (Through MCAN)	Health	Tanzania SASA Program
CRVPF (Through WoteSawa)	Education/Economic Livelihood/Human Rights	My Voice, Your Voice II
Terre des Hommes (TdH)	Education NGO Capacity Building	STOP Program Organizational strengthening (Tanzania)

7.0 OUR EXPERIENCE IN WORKING WITH COMMUNITY

For over 20 years now, EDFO has been providing capacity building services to communities and various organizations such as Mwanza Women Development Association (MWDA), Tandabui Health SNV Tanzania (on the verification exercise to ascertain services provided by solar energy companies serving rural communities in the Lake zone), Tandabui Health Access Tanzania (THAT), Mwanza Children Network (MCN), Mwanza Professionals and Business people Network (MPBN), HakiElimu, Nyakato Home Craft Centre (NHCC), Mwanza Orphans Ministry (MWAOMI), ECOVIC, Terre des Hommes (TdH), Tumaini Children's Centre (TCC), Viktoria Schools (VS), Councils (Bunda, Serengeti, Musoma, Rorya...) and many other including individuals. Services provided were in the areas of Changing an NGO into a microfinance institution (MWDA- carried out institutional assessment, developed HR manual, developed work objectives, financial projections, loan application tools, appraisal tools for credit officer, management; staff, management and board training, employment contract,...); Internal governance (preparing human resource policies, job descriptions, staff & board training, accounting system, project impact assessment (MWDA, THAT); strategic planning facilitation, child protection policy, financial policies & management, project planning and management (MCN); strategic business planning (MPBN); leadership and financial management (ECOVIC); organizational assessment (NHCC), group dynamics and leadership (MWAOMI); fundraising/resource mobilization (HakiElimu & TdH), Programme review & organizational development (TCC & VS), Exit Strategy (TdH) and capacity building for TdH partner organizations' staff and board members on resource mobilization & marketing strategies and board governance strengthening...Empowering women (under Farm Concern International) to move their businesses and enterprises to the next level. EDFO also has



worked (and still works) with local government authorities (LGAs and Councils), CVRPF – America (one of the cluster members working on prevention of child abuse and trafficking),...

8.0 TESTIMONIALS

- “This has been a really helpful and useful training for COET. It has helped the team to really think, consider and clarify the main roles and responsibilities of the board and all the elements that need to be in place to ensure these roles and responsibilities are implemented effectively. It has also, through discussions and considerations ensured a clear plan of action for a way forward to ensure strengthening and improvement of the board”.
- “This training on board strengthening workshop has been helpful to me by knowing my roles and responsibilities as a board member and useful to my organization in knowing how to make decisions on policy, rules, procedures and code of conduct”.
- “The training has come at the right moment when we need to do a lot of transformation. It has shed light on the “dos” and “don’ts. The organization (COET) has no in place clear board policies and procedures and general formula or its day to day running”.
- “This training has been very useful to me not only as a board member but also as a person and a leader in my institution. I have gained good information that will help me function as a better board member and also strive to understand the organization better. Now I am very much aware of the principles of good governance, the importance of teamwork and collective responsibilities and how and why we should be proactive in generating resources for the organization”.
- “It was a great pleasure to be invited to attend a well planned workshop. Thanks so much for the material it is amazing. Indeed we were conducting our board meetings without having Board Policy you have unveiled it to us. It is my hope we will use all proper material during our Board Policy drafting. Please do not hesitate to pour some more material of which you think will be valuable to us”.
- “Training has enabled me to raise my understanding to more than 70% on all what I have learned in this workshop.”
- “It has been a satisfactory training undergone by a professor if you allow me please. Real expertise has been delivered to for future execution of our duties for organization, beneficiaries and donors. I reward this due education a 90% prize plus. God’s blessings.”
- “This training is good because is more useful in any organization; through this training we got different strategies which can be used to develop and to promote our organization. Also we have acquired various skills and different methods which can be applied on bringing about development of our organization. I have benefited more than 90% from this training.”
- “This training was very good we request this to be done to other organizations on resource mobilization in order to improve effectiveness of organizations. We thank facilitator because he has significantly improved our skills.”
- “The training was good for it met the need of our organization for 80%. Contents of training satisfied the need. Provision of handouts (hard copies) and presentations (soft copies) satisfied the



need. Experienced and prepared facilitators”.

9.0 SOME CAPACITY BUILDING PROGRAM EVENTS' PHOTOS:



Education Development & Facilitation Organization (EDFO)



Executive Director

Physical Address: House No.9, Plot 193, Block KK, Mhandu Ward, Nyamagana district,

Postal Address: P.O. Box 10630, Mwanza, Tanzania (EA)

Office Tel: +255 (0) 765 455 417

Mobile: +255 789 622 227

Email: edfoconsult@gmail.com

Website: www.edfotz.or.tz (under re-construction)

Facebook: www.facebook.com/edfo.tanzania