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Community Self-Help Education Series no 5

Let's start our own Women's Group



Resource Manual

"Even the longest journey, starts with the first step"
(Chinese proverb)

By Chile Hampekema & Arnfinn Solli

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Acknowledgements

We are indebted to Mr Phanuel Muyunda, Provincial Community Development Officer for reading through the first draft and bringing suggestions on improvements. I am grateful to Makazo Mwangala for updating and editing the last edition. However any inaccuracies are entirely our own responsibility. However any inaccuracies are entirely my own responsibility.

Abbreviations

Aids

DANIDA

DDCC

FINNIDA

GRZ

HIV

NGO

STI

SWAAZ

UNICEF

USA

Acquired Immune deficiency syndrome

Denmark International Development Agency

District Development Co-ordinating Committee

Finland International Development Agency

Government of the Republic of Zambia

Human Immune Virus

Non Governmental Organisation

Sexually transmitted infections

Society for Women and AIDS in Africa Zambia

United Nations Children's Fund

United States of America

How to use this manual

The manual is intended to serve as a tool for community leaders that intend to improve education and income generating activities for women in the community.



You do not need to have education or money to make the first steps.

A heart for the right to income and education for the women will be enough qualification to make the first step.

Use the feet and go around to offices that might assist you.

Forge partnership with other people in the community



(f) The name of each organization or group of a political nature established outside the Republic of which the Society is a branch or is affiliated to or connected with

(g) The class or classes of persons to whom membership of the Society is restricted:

(h) The present number of members:

(i) The immovable property owned by the Society and the manager in which such property is held or vested:

(j) The date of commencement of the Society's financial year:

Signed:..... Designation:..... Signed:.....

Signed:..... Designation:..... Signed:.....

Signed:..... Designation:..... Signed:.....

Signed:..... Designation:..... Signed:.....

NOTE: This application must be completed in QUADRUPPLICATE and signed in the presence of a Registrar by all office Bearers, and must be accompanied by three copies of the constitution and/or rules of the Society, together with three copies of English translations of the same if they are in the English language. Provided that where an office bearer is unable to present himself before a Registrar by reason of illness or absence from Zambia, the application should be accompanied by an affidavit to such effect.

FOR OFFICIAL USE ONLY


Comments of the Officer-In-Charge:..... District Zambia Police

Comments of the District Council

Secretary:.....







REPUBLIC OF ZAMBIA
THE SOCIETIES RULES
(Rule 5)

FORM S.O.1

APPLICATION FOR REGISTRATION OR EXEMPTION FROM REGISTRATION OF A SOCIETY
TO THE REGISTRAR OF SOCIETIES:

The (Name of Society)

The following are the particulars of the society:

(a) Name of Society:

(b) Office bearers:

NRC. NO.	DESIGNATION	FULL NAMES (BLOCK LETTERS)	OCCUPATION	NATIONALITY	RESIDENTIAL ADDRESS	POSTAL ADDRESS	DATE APPROVED

Objectives of the Society:



what service to ask for at that particular office. If they for various reasons cannot give you the service you went for, ask them to advice you on alternatives or other places you can go and get that support. May not always be effective.

You, as a concerned community member will be valuable to these organisations by asking for their assistance so they learn about the real needs of the women's groups in communities.

Education and income generation activity for every woman

There are too many women in your neighbourhood that are not engaged in education and income generating activities due to lack of information about how to start and find support to a women's group.

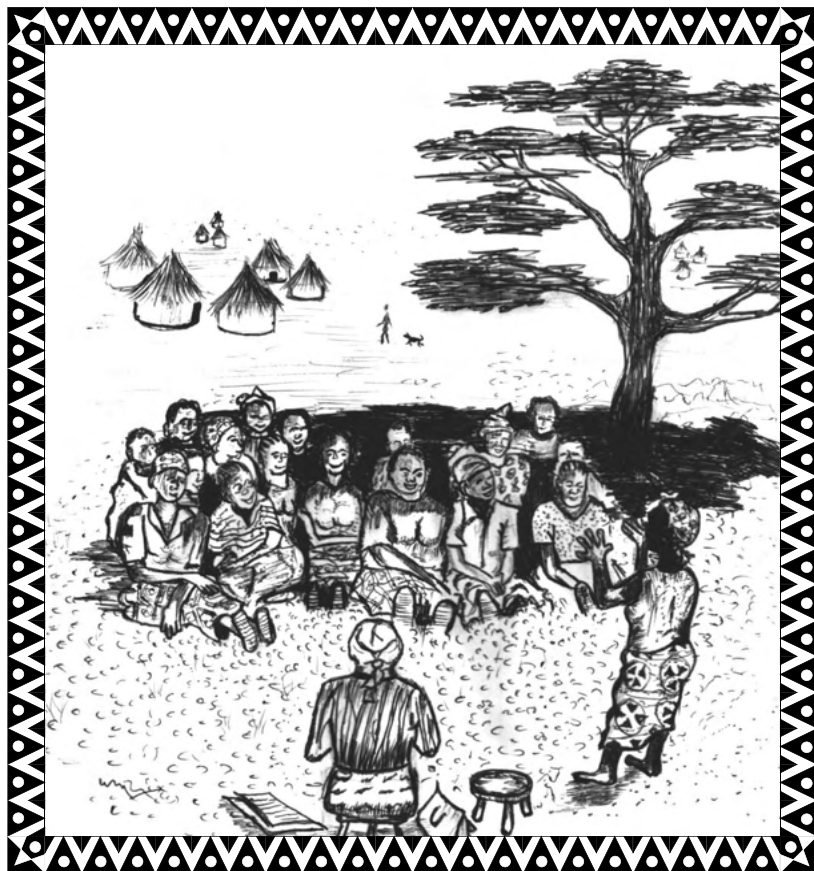
You may ask: Is it possible to start a women's group when we have no money? You may reply that it is impossible without money. In the village in the old days, education was going on all the time teaching many crafts, dancing, sport, hunting, gardening, initiation and so on. The teachers were volunteers serving the community. Learn from the forefathers! Do like them, use what you have available where you live, and build education and income-generating activities from your own resources!

They believed in utilising the available resources in their locality. Their resource base was sustainable and will





be sustainable for you as well.



It is possible if you can mobilise the community and use only local resources for a start.



“Community Self-Help Education Series” Empowering Communities where there are no schools

The “Community Self Help Education series” published by Response Network has 16 self help education manuals available for use by Church & community leaders

1. “Let’s start our own Community School”.
2. “Let’s start our own community sports club”.
3. “Let’s start our own Community Literacy class”.
4. “Let’s start our own Community Skills Training”.
5. “Let’s start our own women’s group”
6. “Organic Vegetable Growing”.
7. “Let’s start our own HIV/AIDS Support Group.”
8. “Let’s start our own community health and nutrition club.”
9. “Let’s start our own know your rights club”
10. “Let’s start our own community alcohol awareness and support group”
11. “Let’s start our own community mental health club”
12. “Let’s start our own community participation (governance) club”
13. “All included” Let’s start our own community support group for special needs children.”
14. “Let’s start our own Community Women’s Rights Club – Stop the Violence”
15. “From team to Inclusive Sports Club.”
16. “The Gender Equality in Governance Club”

The manuals supplement each other so you will benefit from combining the resources from two or more manuals to increase the quality of your education project. For instance Literacy and Skills Training are like brother & sister because skills training makes literacy lessons more meaningful & relevant to the adult learner.

The manuals can be sourced at no cost from Response Network office on Nkumbi Road, Plot 936, near the ZAWA offices and the Railway museum. Tel (260) 213 320 491, Fax: (260) 213 323 634, E-mail: mail@responsenetwork.org or frayor@responsenetwork.org

You are free to make copies and share the information with somebody that needs to know more about education resources. However, we appreciate that you tell where you found the information.





Follow up the initiatives!

Note that whenever applying for support somewhere, - make follow up enquiries by personal visit or by telephone to find out if the letter was received, - or may be you omitted some important information so the application is not attended to. If you are not used to writing an application, seek advice from partners you trust, look for one among those we have mentioned earlier on. We wish you good luck in the very noble task of providing support to the women in the community. You will succeed by going step by step, - and this journey will surely take you very far.

Do you need more coaching?

If you get stuck somewhere in the process of developing the women's group, or you feel that the assistances we have recommended to you, are disappointing you, - you are welcome to contact the writer of this "step by step" manual: Arnfinn Solli at e-mail: sarnfinn45@gmail.com, and I will reply to the questions as soon as possible. If you have good experience of getting assistance I would like to hear from you about that as well to commend them in the next edition.



The First Steps

A community effort

First of all get your community interested in your idea of starting a women's group in the community. There are many ways of doing this, call a meeting, go door to door and inform, brief the teachers in the nearby Government school to inform their pupils to tell their mothers, make announcement in the Churches or put up posters. A women's group can never be a "one woman show". You need help to identify people with interest whom you can ask to assist. If the community leaders understand your intentions, then the community support will be there from the beginning.



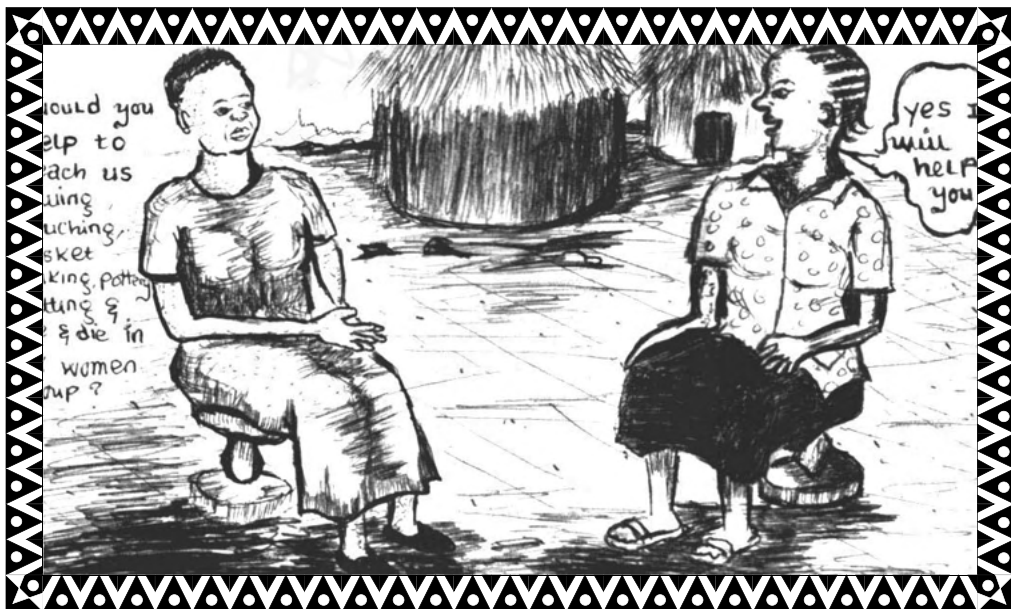


Your committee

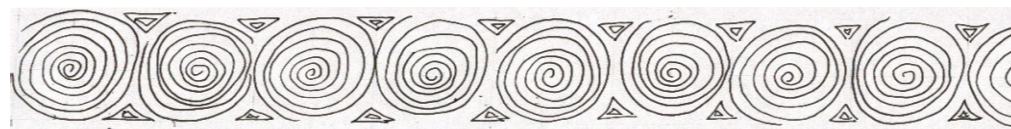
Conduct elections among the women members to elect a Women's Group Committee. Then give the new organisation a name and consult the Department of Community Development to guide you on how to write a Constitution and the registration process.

Registration

Register the new women's group with the Local Authority or the Registrar of Society. You require a sum of K 250 to register with the Registrar of Society. If you have no money, you can first register with the Local Authorities, until you have the money and can afford to register with the Registrar of Society. There is an office in every



District and all the Provinces. Registration can wait until you have an errand to the District or Provincial headquarter town anyway. The registration procedures must not delay the start of the group. At the end of this manual we show a sample of the registration form, - read the form well and prepare all the members for the information they must provide when the club go to register. The registration form needs to be endorsed by the police and the council secretary.



of their community commitment. The same is possible to arrange with some Government offices or District/City Councils that have trucks. However, first you have to fundraise to have enough money to pay for the cost of fuel. You may also try to apply to Lion's club, Rotary, the Mosque, the Hindu's, the Church or similar organisations to assist the women's group paying for the fuel costs.





Health

Register the women's group with the Ministry of health, so you get advice and support to teach about hygiene, environmental health, HIV/Aids awareness, (STI) sexual transmitted infections and condom use. Then you will also benefit from health talks, health checks and immunisations that they may conduct at the women's group. Women's groups should make partnership with the nearest health centre.



Land

Before you start the application process for funds to build any permanent structure, you must have ownership to the land where the women's group building will be constructed. Speak to the Chief, the District Council or the farmer that own the land and get their consent to the women's group project and secure a title deed. Get enough land so the women's group can expand in the future, in the beginning you need

for the first building, sports fields, play grounds and production unit.

Production unit

It is useful for the women to learn agriculture. Make sure you also get some land for the production unit at the women's groups plot. Agriculture will give the women both a good learning opportunity and produce food for consumption and for sale. District Agricultural Office and the extension officer will give you advice and support to do the right things considering the quality of the soils etc. You may also start a Young Farmers Club to enhance these practical skills for girls.

Transport

When preparing to apply for the funding of a self-help building project, you will need transport assistance to take sand and stones to the building site in order to qualify for funding. Ask private businesses that have trucks to transport cheaply for you as a part



Find your instructors



In order to become successful, the women's group needs to assess the resources available in their environment and choose activities accordingly. Then look for the skilled human resources in your community. Any person with a skill, will be of interest; sewing, crouching, basket making, pottery, cooking, knitting, tie and dye, loom weaving, herbal medicine, gardening, organic vegetable farming, hammer mill, conserving of food, fishing, husbandry, home economics and nutrition. Whoever skilled person that can agree to teach as a volunteer, will be your first instructor in the women's group skills training, because learning the chosen skills is the important first step before the group can start any income generating activities. All the women in the group that wish to partake in an activity must first learn the chosen skill.

Now you have a qualified, experienced volunteer instructor, which is a good start, - and you do not need money to pay him/her! One way of "paying" the instructor is to urge the women to pay in kind by providing a chicken, some vegetable products from their gardens or provide labour for such tasks as weeding and watering the instructor's garden, clearing land for his/her maize field etc. while the skills training is going on. When the women's group reach the stage where they produce products for sale, the instructor must also benefit from the profit.





Find a place to teach

Then you need a place to teach the women in the beginning and later work. For a start teach under the shade of a big leafy tree. Later, before the onset of the rainy season construct a mud and pole workshop with grass roof, made on self-help involving the families and the women. Or there might be a disused shed or building owned by the Council, a private businesswoman/man, a Church etc. Look around and you will find something for free.



Congratulations

You have taken your first steps and started your own women's group at almost no cost! There is no need to read any further as the women's group is a sustainable activity based on self-help efforts.



Lion's club, Rotary, Jaycee's and local businesses

Find out if there are service clubs, such as Lion's club, Round Tables, Rotary, Jaycee's etc. in the area where you live. You may apply to them for support to improve the women's group. Explain what you want to buy/construct/improve and enclose a detailed cost estimate of the expenses you appeal to them to support. Be realistic and apply for the funds needed only and not large amounts.

Make a follow up visit after submitting the application letter, see the club Chairperson to explain the application and invite him/her to come and see the women's group. Businesses like Sun Hotel and Shoprite have an interest to support community initiatives and the application from the women's group might be welcome. Provided you write a proper application letter with a budget, the chances are good to be funded by the service clubs above or the business houses.

Support in kind

Used and rehabilitated Tools delivered free

Gered Gereedschap can deliver tools for the following vocational trades: carpentry and joinery, metalwork, Auto-mechanics, building and construction, electrical engineering, sewing. Considered are applications submitted by locally organised projects that focus on income generation, self-sufficiency and/or employment creation. Individuals or large projects cannot apply. Extra preference is given to projects that pay attention to the position of women, marginalized groups, ecological awareness and/or environmental protection. Gered Gereedschap mainly delivers hand-tools and small electrical equipment. The amount of tools that can be provided depends on available stock and has a minimum of one cubic meter (1m³). Before you apply, make partnership with an organisation or a church in your community or MYSCD that is non profit and exempt from import taxes as the donor will not be able to pay such expenses on the import. Make sure that the import papers are issued in the name of the partner organisation or MYSCD (Ministry of Youth, Sport and Child Development) that is tax-exempt. An application can be submitted by answering the general questionnaire of Stichting Gered Gereedschap. This questionnaire is available on request and has to be answered in as much detail as possible. STICHTING GERED GEREEDSCHAP, (SAVED TOOLS FOUNDATION), PO Box 3767, 1001 AN Amsterdam, M.van Bouwdijk Bastiaansestraat 58, 1054 SP Amsterdam, Netherlands, Tel. +31 (0) 614 230 518, Fax +31-20-6124502, e-mail: info@geredgereedschap.nl





These volunteer services are sometimes operating under their embassy and sometimes they are non-governmental and independent of the embassy. Any way, the embassy of the home country of the organisation will give you the addresses you need to find the volunteer service's office in Zambia. Chances are good to get support from a volunteer if the women's group apply and explain convincingly why there is need of a volunteer to assist to build the capacities of your women's group. Merging skills training with the income generating activities of the women's group might be a cooperation project that volunteer agencies

find interesting. The book referred to below have the addresses to most of the organisations above.

Various donors

Donors' world wide looking for co-operation with the women's groups

The book "**MPS Funding Guide**" has more than 300 entries with description of donor organisations that are looking for community projects for co-operation. Borrow the book from church leaders, Fathers or Sisters - that is where I saw this book the first time. The price is \$ 59 and you can buy from Mission Project Service, E-mail: info@missionprojectservice.org. If many women's groups co-operate and share the cost of purchasing the book, all will benefit when making partnership with foreign donors. The book also explains how to present an application for support in a winning manner.

Another book "**Catholic Aid Directory**" has more than 1 200 Catholic socio-charitable entries of donors looking for partnership with needy communities. This directory is also available on CD Rom and can be ordered from Pontifical Council "Cor Unum", E-mail: corunum@corunum.va



However, we are aware that most women's group have ambitions to grow, cater for more members, improve on the skills, learn more skills, start more income generating activities and improve the quality of the their products. For those that want to improve the women's group through seeking support from donors within and outside the country, we have written the last part of the resources manual below. You will see that the women's group will soon grow and be the pride of your community!

Step by step the women's group will grow



"God helps those that help themselves"

Some people say when seeing half a glass of water: "The glass is half empty", they look at it from a negative point focussing on what is missing, others say "the glass is half full" and focus on the positive that still there is plenty of water!

We are aware that running a women's group is no easy task, however, we want you to look at the bright side; the glass is half full, - therefore this pamphlet will guide you to look for a lot of opportunities for assistance that the women's group might access from various sources locally or internationally.





Ask for support

The committee may request for the following benefit to the women's group, however you have to be vigilant and ask now and again, as you will not get anything unless you are persistent and keep pushing!

- Make your request to the **Provincial Community Development Officer (PCDO)** to invite your volunteer instructor for free **courses** in subjects such as skills training, entrepreneurship and "start your own business" that they can connect your women's group to. The Ministry sometimes have support in form of funds, materials or tools to offer new women's projects, – ask what they have to offer this year.
- Do not forget to ask the **Agricultural Extension Officer** for advice, courses, field day's and teaching materials. That office is there to support your skills training in fish farming, orchard, gardening, husbandry, tree planting and agriculture. All over the country there are forestry and agricultural extension services from the provincial level to the district to the camp level. The officers are there for you. Ask them for advice about soils, crops, pests, seed varieties and any question arising from the skills that a women's group need to learn about in order to improve in the chosen forestry or agricultural income generating project. Make your request to the **District Co-operatives Officer (DCO)** to invite your volunteer instructor for **courses** in subjects such as skills training and "start your own business" that they can connect your women's group to.
- In Livingstone visit the Response Network offices and ask for the "**Organic Vegetable farming**". This book gives ideas on how to use local input only for fertiliser and pest control so you save cost and buy seeds only. Other corners of the country can contact Response Network by e-mail: mail@responsenetwork.org or 0213 320 491.
- When in Lusaka ask at the **Ministry of Science, Technology and Vocational Training** for **courses** that can benefit the skills development of the women's group and text books which might be useful.

Literacy education

The women's group might have many illiterate members and therefore wish to start a literacy class. Be aware that adults want to learn what they can apply immediately in their day-to-day life. Apart from teaching them how to read, write and numeracy the literacy class must also include practical skills and cross cutting issues such as HIV/Aids awareness, gender and development and human rights such as children's rights. The elimination of illiteracy amongst the girls and women is important to community development since illiteracy is related to poverty and disease.



PROGRAMME AGAINST MALNUTRITION (PAM)

Distributes seeds to small-holder farmers and provides extension service all over Zambia. Plot 78 Parirenyatwa Road, Fairview, Lusaka. Tel. 0211 223 583, P. O. Box 30599, Lusaka. E-mail: pam@zamnet.zm

WORLD VISION

World vision supports community development projects all over the country. Plot No. 51/52 Great East Road, Lusaka. Tel. 0977 771 402. P. O. Box 31083, Lusaka.

WATER AID

Water aid supports water, sanitation and health promotion in Monze, Namwala, Siavonga, Kafue, Kasama, Kazungula and Iteshitezhi. Plot 21A Middleway, Kabulonga, Lusaka. Private Bag E891, Lusaka. Tel No 01 29 06 98. E-mail: wateraid@zamnet.zm

INSTITUTE OF CULTURAL AFFAIRS

Institute of Cultural Affairs is concerned about providing training in household and community food security, water, sanitation and micro-credit. P. O. Box 31454, Lusaka. Tel. 01 25 22 93. E-mail: icazam@zamnet.zm

Foreign donor agencies and embassies

Many foreign donor agencies and embassies have self- help funds or small- scale funds aiming to support women's groups' efforts in the communities. For instance the American Embassy, apply to "The American Ambassador's self help fund". Look up the addresses in the telephone directory that you can read free and take notes when visiting Zamtel, DEBS and other Government or private offices. Just to mention a few, look for UNICEF, FINNIDA (Finland), Embassy of European Union, British High Commission, DANIDA (Denmark), and Ireland etc.

Volunteers from abroad

Volunteers from abroad

Some countries provide volunteer services that place volunteers to support local communities without any cost. Only a few samples of the volunteer organisations are listed below with country first and then the name of the organisation: UK, Volunteer Service Overseas (VSO), Finland, Finnish Volunteer Service (FVS), Denmark, Danish Association for International Cooperation (MS), Germany, Association for Development Cooperation (AGEH), U.S.A., Catholic Network of Volunteer Service (CNVS), U.S.A., Church World Service, Switzerland, E-CHANGER, Netherlands, Cordaid, England, UNAIS, Italy, Centro Laici Italiani per le missioni – Milano, Australia, Australian volunteers International, Austria, Horizont 3000, Belgium, Oxfam-Solidarity, Canada, CUSO.





YWCA Council of Zambia

YWCA Council of Zambia empower women in order to achieve a better community and supports small business development and youth skills enterprise initiatives among many other issues. YWCA covers the whole country. P.O.Box 50115, Tel. 011 254 751/235 305/235 307. Plot No 7391 Nationalist Road, Opposite UTH Mortuary, Lusaka. E-mail: ywca@zamnet.zm

ZAMBIAN WOMEN IN AGRICULTURE

Zambian Women in Agriculture is concerned about conservation farming and capacity building in Chipata, Luangwa, Chongwe, Mkushi, Kapiri Mposhi and Lusaka. P.O.Box 50603, Lusaka, Fintex House, 2nd Floor. Fax 01 23 83 36. E-Mail: treetops@zamnet.zm

Investment loans and funding

PRIDE ZAMBIA

PRIDE is the prominent agency to give small loans to enable women's groups to buy the initial materials and tools or machinery to get started. PRIDE aims to create sustainable financial and information services network for small-scale enterprises in order to increase income and employment and stimulate business growth in the country through micro credit services. PRIDE has offices in Lusaka, Livingstone, Choma, Chipata, Ndola, Kitwe and Chingola. Tel. 01 231 257, E-mail: pride@zamnet.zm

AFRICARE

Africare supports projects in agriculture, water resources development and health. Areas of operation are Lusaka, Chipata, Lundazi, Petauke, Choma and Kasama. Tel No. 096 7 401 454. E-mail: africare.zambia@africare.org

CARE INTERNATIONAL ZAMBIA

Care supports education, agriculture, micro-finance, water and sanitation, environment and health in Lusaka, Copperbelt, Northern, and Southern and Western provinces. Tel. 0211 267 950, Fax 0211 267 956. E-mail: info@carezam.org

OXFAM ZAMBIA

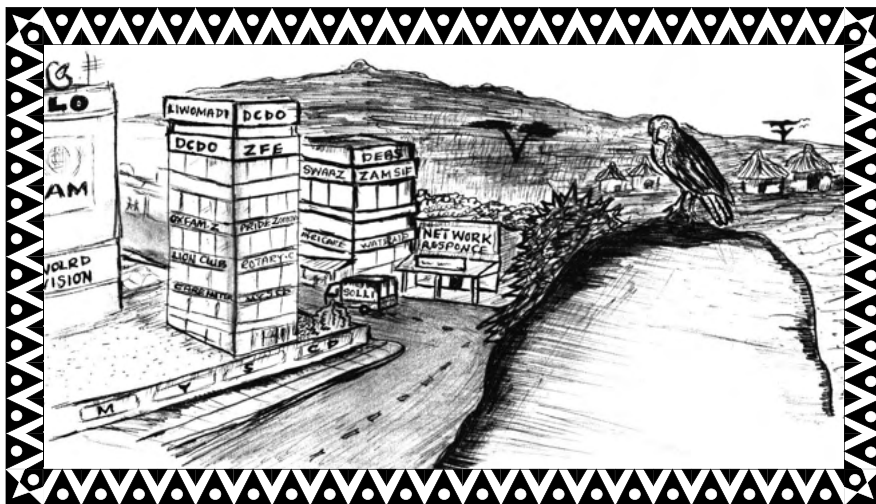
Oxfam supports the poor to improve their standard of living in community development and education in Copperbelt, Northern, and Southern, Western, Central, Eastern and Lusaka provinces. P. O. Box 35624, Lusaka. Tel. 0211 292 070/0211 291 518. Fax. 01 29 24 96.



Therefore practical skills related to health, agriculture, nutrition, population, environment, gender and HIV/Aids would go a long way in helping literacy students improve their social welfare. This can also attract other community members to join for literacy classes. Literacy classes together with their teachers/ instructors should focus at helping their learners acquire a reading and writing skill as well as a survival skill such as poultry production, gardening or other income generating skills.

- Request **District Community Development Officer** (DCDO) for free copies of teachers' guides, learning primers, portable chalkboards, chalk and inputs or materials for demonstrations. **Functional literacy textbooks**, that is suitable for teaching the adult learners. Ask the local DCDO to enquire from headquarter for materials to your literacy initiative.
- Request also the **District Education Board Secretary** (DEBS) at the district office of Ministry of Education for **literacy** material. Ask the PTA chairman or **headmaster** at the nearby school for permission to hold your literacy classes at the school for free. The school should consider assisting the literacy school as their community support. If you ask them to provide an instructor/**teacher for the literacy class**, they may say yes!

- You may ask for the following books “**Literacy and Language Education Module 1**” and “**Literacy and Language Education Module 3**” available from **Zambia Community Schools Secretariat**. Baptist building, Plot no 3061/2 Makishi Road, P. O. Box 50575, Lusaka, tel. 01 22 24 92, cell. 096 433538, fax 01 22 67 20, e-mail: zcscs@coppernet.zm.



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Support from other sources

Trade Training Institutes

Every province has a Trade Training Institute that offers various skills courses. Locally they call it “the institute”. The institutes are situated in the towns of the provincial headquarters. These learning institutions have many experts in many skills. The women’s group may go there and ask for advice and help when needed.

Churches

Women’s groups initiated by churches have good chances to get financial support to buy tools from sister churches both within the country and from abroad, provided the women’s group committee can prove to be accountable and trustworthy.

Zambia Federation of Employers (ZFE)

Learning a skill is the first step, the second is to learn how to improve your business skills in order to make profit out of the production, calculate fair prices etc. ZFE have trainers and teaching material for the course “**Improve Your Business**”. They have office in Lusaka. Tel No 01 29 55 41 and 01 29 55 82. Post box 31941, Lusaka. E-mail: zfe@zamnet.zm

International Labour Organisation (ILO)

Have training programmes in the subject “**start your own business**”. ILO has an office in Lusaka. Tel No 01 22 06 59 and 01 22 80 71. Post box 32181, Lusaka.

Advice and coaching

Legal Aid Department

Legal Aid is a Government department found in every provincial town and all big towns and gives free legal services to vulnerable people who cannot afford to pay for legal service. Headquarters address is First Floor, New Kent Building, Hailie Selasie Road, Lusaka. Tel. 0211 256 453/4 Email: infor@legalboard.org.zm

Human Rights Commission

The HRC is concerned with all the human rights abuses mentioned in this manual. The commission investigates women’s human rights abuses that are reported to them. Headquarters address Human Rights House, Independence Avenue. P.O. Box 33812, Lusaka. Tel. 0211 251 327/57. There are offices in all provinces as well.