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**092305T4SWC****SOCIAL WORK AND COMMUNITY DEVELOPMENT LEVEL 5****COD/OS/SW/CR/04/5**

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**Manage Project Resources**

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**July/August 2025**

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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

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**WRITTEN ASSESSMENT****Time: 3 HOURS**

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**INSTRUCTIONS TO CANDIDATE**

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**1. This paper consists of TWO sections: A and B.**

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**2. Attempt ALL questions in section A.**

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**3. Attempt question ELEVEN (11) and any other TWO (2) questions in section B.**

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**4. Marks for each question are indicated in the brackets.**

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**5. Candidates are provided with a separate answer booklet****6. Do not write on the question paper.**

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**This paper consists of FOUR (4) printed pages.**

**Candidates should check the question paper to ascertain that all pages are printed as  
indicated and that no questions are missing.**

**SECTION A (40 MARKS)****Answer ALL the questions in this section.**

1. Edmond, a social worker, is to start a community project to promote the social welfare of the members. List FOUR features of community projects. (4 Marks)
2. Most of the community resources are identified to address some key issues in the community. Give FOUR benefits of community resources. (4 Marks)
3. Key stakeholders are involved when assessing and matching available resources with community needs. Identify FOUR such stakeholders that are involved in the matching stage. (4 Marks)
4. As a social worker, you need to carry out a community needs assessment before you start a community development project. List FOUR methods you will likely use while assessing community needs. (4 Marks)
5. Resource mapping is of significance to all project managers. State FOUR benefits of conducting resource mapping in the community. (4 Marks)
6. As a social worker, you need a work plan to help you accomplish and better your understanding of how to manage your workflow. Mention FOUR characteristics of a good work plan. (4 Marks)
7. The media plays a key role in mobilizing community resources. Identify FOUR roles of the media in resource mobilization and fundraising. (4 Marks)
8. It is always good to acquire resources using different mechanisms from resource providers. Give FOUR benefits of mobilizing resources for a project. (4 Marks)
9. As a social worker, you should document all practices after project implementation. State FOUR advantages of documenting such practices. (4 Marks)
10. To understand the community's needs, as a social worker, you need to carry out data collection. State FOUR benefits of data collection. (4 Marks)

**SECTION B (60 MARKS)**

***Attempt question ELEVEN (11) and any other TWO (2) questions in this section***

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11. Togetherness Association (TA) is a grassroots community organization based in Ndumuli Hills. it is run by a mix of elected committee members and dedicated volunteers who identified a critical gap in understanding the community's needs and available resources.; they initiated the creation of a Community Register, which is a centralized, living document capturing local issues such as healthcare, education, and employment and mapping existing resources, in, service providers, and facilities. The team engaged local stakeholders through meetings, surveys, and door-to-door visits, ensuring inclusive participation and data accuracy. The project demonstrated that a diverse leadership team, ongoing community engagement, and accessible information can significantly strengthen local development efforts.

a) Explain FIVE components of a resource register. (10 Marks)

b) Discuss FIVE functions played by the community resources committee.

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(10 Marks)

12. Project implementation requires very clear strategies for it to be effective and successful.

a) Define the following terms as used in project resource management. (10 Marks)

i. Resource capacity

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ii. Resource utilization

iii. Community needs

iv. Capacity gap

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v. Capacity building

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b) Analyze FIVE ways you will use to implement a project successfully. (10 Marks)

13. An organization intended to start a community project, but in its initial stage, they realized they were unable to complete the project due to lack of resources.

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a) Explain FOUR factors to consider when matching the community needs to available resources. (8 Marks)

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(12 Marks)

14. It is crucial for organizations to ensure the continuity of their projects beyond grant funding periods and adapt to changing social, economic, and political contexts.

- a) Elaborate on FIVE benefit aspects of the reporting mechanism when planning community projects. (10 Marks)
- b) Explain FIVE factors that will lead to project sustainability. (10 Marks)