Development and Advancement of the Fiti Probiotic Program in Tanzania

Toby Le

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Development and Advancement of the Fiti Probiotic Program in Tanzania

Final Internship report 2017

By Toby Le

Microbiology and Immunology, Medical Science

Host Organisation: Mikono Yetu & St. Augustine University of Tanzania
# Table of Contents

Project Goals ......................................................................................................................................................... 1  
Internship Outcomes ......................................................................................................................................... 2-3  
Challenges ............................................................................................................................................................ 4  
Personal and Professional Learning ............................................................................................................. 4  
Recommendations ................................................................................................................................................. 4  
Appendices ............................................................................................................................................................  

   **Appendix 1.0 - Training Materials** ........................................................................................................... 5-15  
   1.1 - Training Posters (English & Swahili) ................................................................. 5-10  
   1.2 - Training Brochure (English & Swahili) ................................................................. 11-14  
   1.3 – Training Video ............................................................................................................ 15  

   **Appendix 2.0 – Partnership Agreements/Discussion** ................................................................................. 16-20  
   2.1 – Distribution of Fiti Sachets Agreement .................................................................................. 16-17  
   2.2 – Partnership Agreement with Sengelema’s Mother Dairy .................................................... 18  
   2.3 – Partnership Agreement with Tanzanian Women Chamber of Commerce .................... 19  
   2.4 – Overview of Discussion with World Food Programme Tanzania ........................................ 20  

   **Appendix 3.0 – St. Augustine University of Tanzania’s Marketing Materials** ................................. 21-25  
   3.1 – Discount Coupons ....................................................................................................................... 21-22  
   3.2 – Movie Night Posters .................................................................................................................. 23-25  

   **Appendix 4.0 – Bookkeeping Documents** ............................................................................................. 26-31  
   4.1 – Kitchen Bookkeeping’s Documents (English & Swahili) ..................................................... 26-27  
   4.2 – Kitchen’s Fiti Sachet Track Sheet (English & Swahili) ....................................................... 28-29  
   4.3 – Distributors’ Fiti Sachets Record (English & Swahili) ....................................................... 30-31  

   **Appendix 5.0 – Fiti Labels** ....................................................................................................................... 32-35  
   5.1 – General Fiti Labels ....................................................................................................................... 32  
   5.2 – Mikono Yetu’s Fiti Labels ........................................................................................................... 33  
   5.3 – SAUT’s Fiti Labels ....................................................................................................................... 34  
   5.4 – Mother’s Dairy Fiti Label ........................................................................................................... 35
Project Goals

1. Survey Customer demographics and reason for buying probiotic yogurt, with special attention to gender considerations
   - Determine how demand is being created for FITI probiotic yogurt
   - Survey experiences, needs and consumer preferences of customers

2. Work with St. Augustine University of Tanzania (SAUT) and Mikono Yetu to develop a plan to increase yoghurt consumption dramatically (up to 100,000 people/day in Mwanza region) utilizing varied delivery models
   - Develop marketing/business strategies to increase current kitchens’ production and bring each kitchen up to 200L/day
   - Explore the ideas of many home operations with 4 women in a home producing 100L/day
   - Explore and test micro home operations in rural areas with 1 woman in home producing 25L/day (What training and start up materials would be needed for success?)
   - Determine the feasibility and funding sources to add more women’s social enterprises (current kitchen model) which can each produce 200L/day
   - Develop a funding proposal under the direction of Maimuna Kanyamala (Mikono Yetu) for a high-quality factory model for larger scale production which can produce probiotic yoghurt suitable to be sold in supermarkets
   - Write final report utilizing all the above strategies in a plan to increase yoghurt consumption up to 100,000 people/day in the Mwanza region
   - Record the number of consumer, age, gender, and reason for purchase if possible, for each kitchen
   - Estimate numbers of sachets needed six months ahead of time
   - Make sure sachet payment is being placed in separate bank account as this will be the source of ordering the next batch of sachets

3. Work with SAUT to develop a 5-year business plan to bring that kitchen from productive start-up operation to a professional level approved by Tanzania Food and Drug Authority
Internship Outcomes

1. Training materials were condensed from a 30-page manual into mediums suitable for training individuals from different educational backgrounds
   - Seven posters that cover all training materials and are translated in English and Swahili (Refer to appendix 1.1)
   - All seven posters were then converted into a single brochure that is translated in Swahili and English (Refer to appendix 1.2)
   - Training video on how to produce probiotic yogurt. Posted on YouTube and can be found by searching “FITI Mwanza” (Refer to appendix 1.3)
   - Training Audio on how to produce probiotic yogurt that can be saved on non-smart phones
   - Training PowerPoint based on graphics used in training posters and brochure. With the incorporation of quiz questions to engage trainees

2. Worked with Courtney Lynn Young and Abdulai Abidahlim to create business proposal for probiotic yogurt factory via IDRC grant

3. Mwanza Partners’ Agreement to extend FITI sachet distribution rights beyond SAUT
   - First agreement made with Mikono Yetu (Refer 2.1)

4. Mwanza Partners’ Agreement on sachet ordering system
   - SAUT is to have a storage of 1 year’s supply of FITI sachets for all Mwanza kitchens
   - Order of sachets is to occur once supply of sachets deplete to 6 months

5. Label Design (Refer to 2.4)
   - FITI probiotic label designed with emphasis on TFDA requirements
   - Suitable for packaging at supermarkets and home kitchens
   - Labels can only be ordered with FITI sachets (form of initiative to mamas to use sachets)

6. Collaboration with SAUT’s student on marketing initiatives (Refer to Appendix 3.0)
   - Conducted three classroom presentation about the benefits of probiotic yogurt
   - Planned three movie nights at the kitchen
   - Designed discount coupons (Appendix 3.1)
   - Organized marketing tools into a USB for further initiatives once school commences

7. Development of partnerships with institutions/companies to spread usage of probiotics
   i. Sengelema’s Mother Dairy
      - Formed partnership agreement with Mikono Yetu
      - Sengelema’s Maziwa Lishe Mtindi has agreed to provide bulk amounts of probiotic yogurt for Mikono Yetu to package under its brand (Refer to Appendix 2.2)
   ii. Mousoma Yogurt Mamas
      - Training was provided to a mama who owned a yogurt factory in Mousoma, Tanzania
      - She displayed great interest in producing probiotic yogurt and has provided her contacts
      - Development of partnership is currently postponed due to TFDA issues at her factory
iii. Village of Hope, Mwanza
- Training was provided to 10 mamas responsible for feeding over 100 orphans in the organisation
- The institution was made in contact with SAUT for further orders of FITI sachets

iv. Tanzanian Rural Health Movement
- The founder of the organisation, Dr. Marko Hingi, displayed interest in producing probiotic yogurt in his outreach to feed homeless street children in Mwanza
- Training materials and contacts were provided to Dr. Marko Hingi
- As of August 28, 2017, there is

v. Tanzanian Women’s Chamber of Commerce (TWCC)
- All directors of the organisation displayed interest in bringing the training on probiotics into their institution
- An agreement of understanding was produced between Mikono Yetu and TWCC to establish roles (Refer)

vi. World Food Programme
- A meeting was arranged with the World Food Programme Policy Director of Nutrition, Juliana Muiruri
- She displayed great interest in the probiotic yoghurt program and would be more than happy to connect the probiotic program to institutions that focus on feed security and child malnourishment
- Further discussion on a partnership with the World Food Programme would require additional meetings with higher administration. Juliana has agreed to provide support in the process
- Overview of the meeting can be found in Appendix 2.3

8. Establishment of the 100L to 1 FITI Sachet Rule
- All Mwanza partners came into agreement that one FITI sachet can only produce up to 100L of probiotic yogurt
- This rule is made to ensure consistent quality and effectiveness of all FITI probiotic yogurt products produced in Mwanza, Tanzania

9. Provided probiotic training to over 60 new mamas
- Training was led by Mikono Yetu
- Each Mama would receive a free thermometer and lactometer to proceed with their production of probiotic yogurt – funded by Toby Le and Maimuna Kanyamala

10. Implementation of bookkeeping documents
- Documents created for recording daily sales and sachet purchases
- All documents printed and implemented in all new kitchens (Refer to Appendix 4.0)
Recommendations
- Conduct follow up all on partnerships with institutions to ensure usage of probiotic yoghurt
- Find alternative methods to fund free training materials, thermometers, and lactometers for new mamas interested in producing probiotic yogurt
- Development of more partnerships with other NGOs and institutions in Tanzania

Challenges
- Lack of support from Heifer; the leading partner on the probiotic program in Tanzania
- Limited funding to proceed with training new mamas and institutions on the consumption/production of probiotic yogurt
- Overcoming the language barrier when conducting training sessions
- Constant reliance on host to conduct translation reports/projects

Professional and Personal Learning

Professional
- Learned how to video edit and design graphics using visuals applicable to the Tanzanian culture
- To become familiar with the intricate aspects of forming institutional partnerships
- Developing skills on how to market to a young audience that is from a different culture
- Flexibility and patience in collaboration with students from different work pace
- Improved networking skills with various professionals from institutions and organisations
- Developed understanding of the TFDA regulations in Tanzania, Africa
- Presentation of complex science ideas in a manner suitable for people from different educational backgrounds
- Execution of initiatives with an emphasis on collaboration with host partners to ensure continuation and sustainability
- Learning how to adapt into a foreign culture to better develop strong and synergetic relationships

Personal
- The most important aspect of any business relationship is the personal friendship you hold with the other party. Personal before business
- Being flexible doesn’t mean you compromise your values – it means to adapt and work around the cultural differences
- Sustainable initiatives are heavily reliant on constant transparency and collaboration. Avoid independent initiatives and always encourage group collaborations
Appendix 1.0 - Training Materials

1.1 Training Posters (English & Swahili)
Health Benefits of Probiotic Yogurt

- Improves children's attention at school
- Helps to lower cholesterol
- Builds a stronger immune system
- Provides energy
- Improves lung health

Faida ya FITI

- Yanaweza kuongeza ufkiri wa watofo shuleni
- Yanapunguza lehemu (cholesterol)
- Yanaimarisha kinga ya mwili
- Yanaongeza nguvu
- Yanajenga afya ya ini
Day 1: Starter Culture

1. Quality Check
   - Let the lactometer float on the milk. Surface of milk should meet between readings 28-30 on lactometer.

2. Purifying of Milk
   - Pour 1L of milk
   - 85°C / 185°F for 15 minutes
   - 45°C / 113°F
   - Let Milk Cool Down

3. Mix with FITI sachet
4. Storage
   - Wrap with blanket to keep warm

Siku ya 1: Kimea cha Kuanzia

1. Ubora
   - Acha kiplimo cha lakotmeta kiele kwenye maziwa. Alama ya juu ya lakotmeta isomeka kati ya 28-30

2. Usalama
   - Mimina lita moja ya maziwa
   - 85°C / 185°F Daka 15
   - 45°C / 113°F
   - Acha yapoe

3. Uchanganyaji
4. Utunzaji
   - Yafunike na blanket ili kutunza joto
Day 2: Probiotic Yogurt

1. Quality Check
- 28-30°C

2. Purifying Milk
- 85°C / 185°F
- 15 minutes
- 45°C / 113°F
- Let the milk cool down

3. Mixing with the starter culture
- More than 20L
- Less than 20L
- 250ml

4. Storage
- Wrap with blanket to keep warm
- 12 Hours

Siku ya 2: Probiotic Yogurt

1. Ubora
- 28-30°C

2. Usalama
- 85°C / 185°F
- 15 minutes
- 45°C / 113°F

3. Uchanganyaji
- Zaidi ya lita 20
- Chini ya lita 20
- 250ml

4. Utunzaji
- Yafunike na blanket ili kutunza joto
- Masaa 12
4 Rules to Food Safety

1. Be clean, Be healthy
   - Do not work with food if you are sick
   - Wash your hands before cooking
   - Always cover your hair when cooking
   - Refrigerate probiotic yogurt at 4°C

2. Correct Cooking
   - Never use dirty cooking equipment
   - Always clean cooking equipment with soap and clean water

3. Clean Equipment
   - Avoid all animals inside the kitchen
   - Usiandae chakula unapokwana na magonywa yanayambukiza

4. Clean Kitchen
   - Clean the kitchen daily to avoid disorganization
   - Hakikisha umeneshaji uwe na afya
   - Hakikisha umelumika nywele zako unapopika
   - Hifadhi FITI kwenywe kwa kutumia sabuni na maji safi

---

4 Kanuni kuu za usalama wa chakula

1. Uwe msafi, Uwe na afya
   - Usitumie vyombo vichafu kupikia
   - Usiandae chakula unapokwana na magonywa yanayambukiza

2. Njia sahihi ya kupoza
   - Hifadhi FITI kwenywe kwa kutumia sabuni na maji safi
   - Hakikisha umeneshaji uwe na afya
   - Hakikisha umelumika nywele zako unapopika

3. Vyombo safi
   - Wanyama wa aina zote hawaruhusiwi kuingia jikoni.
   - Sathsha jiko kita sikia kuhakikisha lipo kwenywe hali ya umariadili

4. Jiko safi
   - Wanyama wa aina zote hawaruhusiwi kuingia jikoni.
   - Sathsha jiko kita sikia kuhakikisha lipo kwenywe hali ya umariadili
Always wash your hands in the kitchen.

Prevent the spread of bad bacteria.

Water and soap removes bacteria from hands and prevents diseases.

Share fiti, share health!

Kunywa fiti, kwa afya bora!
Our Mission

The FITI program in Mwanza started in 2005 with SAUT, Mikoni Yetu Centre, 4 Creativity and Innovation, and Western Heads East. FITI is a probiotic drink produced and sold at yogurt kitchens, operated by women in East Africa. The program is focused on giving women the resources to economically empower themselves and promote health in their communities.

Our shared mission is to engage the community in knowledge around FITI so that the health benefits of probiotics and the social enterprise model are easily accessible and affordable.

Health Benefits of Probiotic Yogurts

1. Improves children's attention at school
2. Provides energy
3. Builds a stronger immune system
4. Helps lower cholesterol
What is Probiotic Yogurt

Probiotics are live microorganisms that when taken in sufficient amounts can provide health benefits.

Day 1 Starter Culture

1. Quality Check
Let the lactometer float on the milk. Surface of milk should meet between readings 28-30 on the lactometer.

2. Purifying Milk
Pour 1 L of milk

3. Mix with FITI sachet

4. Storage
Wrap with blanket to keep warm 12 Hours

Day 2 Purifying Milk

1. Quality Check

2. Purifying Milk

3. Mix with the Starter Culture

4. Storage
12 Hours
Programu ya FITI mjini Mwanza ilianza mwaka 2004 kwa ushirikiano wa National Institute of Medical Research (NIMR), Shirika la Kivulini na Western Heads East (WHE). Kwa sasa programu hii inawahusisha SAUT, MikonoYetu - Kituo cha Uubuntu na Uvumbuzi na Western Heads East. FITI ni nini? FITI ni kinywaji cha mtindu cha probiotiki kinachozalishwa na kuuzwa kwenye Majiko ya Jamii ya Mtindu, yanayoendeshwa na wanawake wa Afrika Mashariki. Programu hii ina lengo la kuwapa wanawake raslimali za kiuchumi ili wajiwezeshe wenyewe na kukuza afya katika jamii... Dhamira yetu ni kushirikisha jamii wapate ulewa kuhusu FITI ili faida za kiafa za priobatiki, na mfumo wa kibiashara wa kijamii uweze kupatikana kwa urahisi na kwa bei nafuu.
**Fitini ni nini?**

**Probiotiki**

1. **Ubora**
   - Acha kipimo cha lactometer kielee kweye maziwa. Alama ya juu ya lactometer isomeke katika 28-30°C.

2. **Usalama**
   - Mimina lita moja ya maziwa.
   - 85°C / 185°F
   - 45°C / 113°F
   - Acha yapoe

3. **Uchanganyaja**

4. **Utunzaji**
   - Yathunike na blanket ili kutunza joto.
   - Masaa 12

**Siku ya 1**

**Kimea cha Kuanza**

**Siku ya 2**

**Probiotic Yogurt**

1. **Ubora**

2. **Usafi**
   - 85°C / 185°F
   - 45°C / 113°F

3. **Uchanganyaji**
   - Ushiweke Zaidi ya lita
   - 100 ya maziwa

4. **Utunzaji**
   - Masaa 12
1.3 Training Video on Youtube

1) Type “Fiti Mwanza” in your search engine and click search

![Google Search](https://example.com/google_search.png)

2) Click the video with following image to proceed with training

![Google Search](https://example.com/google_search.png)

Training Video Link: [https://www.youtube.com/watch?v=9qr4XZoVBBg](https://www.youtube.com/watch?v=9qr4XZoVBBg)
Appendix 2.0 Partnership Agreements/Discussion

2.1 Distribution of Fiti Sachets Agreement

Memorandum of Understanding:
Yoba Fiti Starter Culture Distribution

This proposal has been written to request Mikono Yetu to operate as the distributor and sales point for the Yoba starter cultures supplied by the SAUT KITCHEN. By agreeing on the terms in this proposal, the proposal will automatically be converted in an agreement between Mikono Yetu and the Fermented Food for life project (SAUT KITCHEN). The agreement can be cancelled at any time by either of the parties in writing with a notification period of 1 month.

All producers of probiotic Yoba yoghurt are obliged to pay for the Yoba starter culture. The selling price for 1-gram sachet Yoba starter culture will be 1500 TSHs. From this price, Mikono Yetu will pay 1300 TSHs to the SAUT KITCHEN and keep 200 TSHs for their distributional and administrational responsibility in the transactions.

Mikono Yetu will supply to Mamas Kitchen and individual yoghurt producers in Mwanza, Musoma and neighboring districts with the Yoba fiti starter cultures when requested.

All payments will be paid on weekly/monthly basis depending on the number of sachets purchased by the kitchens, or in advance through mobile money or through the bank.

ACCOUNT NUMBER: 01J1053964001
ACCOUNT NAME: SAUT DEVELOPMENT ACCOUNT
BANK NAME: CRDB
BRANCH: ANY BRANCH

Mikono Yetu will keep an up to date administration including starter cultures received, starter cultures sold, date, amount and name of producer, tracking volume of probiotic yoghurt produced and sold per each sachet purchased.

In this proposal two different parties are interconnected and play a critical role in the payment system:

- Mikono Yetu (0767 722 229)
  Mwanza Tanzania
  Tanzania.
- SAUT KITCHEN (FFFL PROJECT)
  P.o.Box 307, Mwanza.
  Tanzania.
Material and administration handling

The Yoba Starter cultures are stored in the freezer at the SAUT KITCHEN where they are handled by Mary Mushi. SAUT KITCHEN is entitled to collect the starter cultures at a rate of 1300 TSHs, out of this 1200 TSHs is to be paid to WESTERN UNIVERSITY OF ONTARIO. The cultures should be stored at a cool and dry place, preferably in a fridge or freezer when available.

MIKONO YETU or somebody acting in their name will give the Yoba starter culture to the Yoba yoghurt kitchen and will collect the money (1500 TSHs). The transaction will be handled with the administration of the outlet. Administration separates the 200 TSHs intended for Mikono Yetu and the 1300 TSHs intended for the SAUT KITCHEN and record the transactions. When at a certain moment MIKONO YETU are not able to handle the transactions anymore, FERMENTRED FOOD FOR LIFE PROJECT will appoint a new Yoba fiti starter culture distributor.

At all moments, Heifer Fermented Food for Life project is allowed to request to send or show an overview of the transactions made and the balance present regarding the Yoba starter cultures sales.

The Yoba starter culture price is agreed on by Mikono Yetu and the SAUT KITCHEN by means of this proposal signed by both parties.

By signing both parties will agree on the compliances described in this proposal. Disputes arising from the execution of this proposal shall be mutually resolved or otherwise a third party identified and agreed on by both the Heifer-Fermented Food for Life Project and the Western University will be requested to arbitrate.

Maimuna Kanyamala (Mikono Yetu)
Producer and Distributor
Date: 23/6/2017

Mary Mushi
SAUT Kitchen
Date: 16/6/2017

Witnessed by
SANJE LUFWELO
Project Coordinator- Heifer FFFL Project
Date: 16/6/2017
2.2 Partnership Agreement with Sengelema’s Mother Dairy

FITI PRODUCTION AGREEMENT

BACKGROUND:

1.0 FITI is the name of the probiotic yogurt program in Mwanza, which was started in January 2005. MikonoYetu with Saint Augustine University of Tanzania have been the Mwanza leads for the FITI program since its inception. To encourage economic empowerment and promote health in the community, the program educates about the importance of probiotics and teaches women’s groups how to make probiotic yogurt themselves. There are many health benefits from FITI which are researched at Western University in London, Ontario, Canada. Some of the health benefits are as follows: FITI boosts the immune system, builds strength, increases children’s attention at school, lowers cholesterol, and promotes lung health;

1.1 MikonoYetu and Mothers Dairy see rationale for a partnership because Mothers Dairy is already producing yogurt, and MikonoYetu wants to encourage community knowledge of the health benefits of probiotics. MikonoYetu is a distributor of sachets in Mwanza region, and the portability of the sachets means that it is simple to add this value into the yogurt Mothers Dairy is producing.

MOTHERS DAIRY:

2.0 Agreement:

2.1 Mother Dairy will produce Fitì for MikonoYetu;
2.2 Mother Dairy will transport Fitì to its depot at Kamanga, Mwanza;
2.3 Mother Dairy will sell each litre of Fitì for 1500tshs.

MIKONOYETU:

3.0 Agreement:

3.1 MikonoYetu will provide Mother Dairy with adequate/enough sachets, bottles and labels each week;
3.2 MikonoYetu will provide plastic containers preferably buckets of 20 litres to Mother Diary to pack FITI
3.2 MikonoYetu will pay Mother Diary the agreed rate of 1500tshs per litre.

Any conflict arising from this agreement will be settled amicably.

Maimuna Kanyamala
MikonoYetu
P.O. Box 851
Sengerema, Mwanza

Abdallah Nyalando
Mother Dairy
Ilemela, Mwanza
2.3 Partnership Agreement with Tanzanian Women Chamber of Commerce

AGREEMENT OF UNDERSTANDING

BACKGROUND:

1.0 FITI is the name of the probiotic yogurt program in Mwanza, which was started in January 2005. MikonoYetu with Saint Augustine University of Tanzania have been the Mwanza leads for the FITI program since its inception. To encourage economic empowerment and promote health in the community, the program educates about the importance of probiotics and teaches women’s groups how to make probiotic yogurt themselves. There are many health benefits from FITI which are researched at Western University in London, Ontario, Canada. Some of the health benefits are as follows: FITI boosts the immune system, builds strength, increases children’s attention at school, lowers cholesterol, and promotes lung health;

1.1 Since the Tanzania Women Chamber of Commerce has members throughout Tanzania, MikonoYetu can provide their members with training to spread the knowledge and skill of FITI.

TANZANIA WOMEN CHAMBER OF COMMERCE:

2.0 Agreement:

2.1 Tanzania Women Chamber of Commerce will link their members to MikonoYetu for trainings and any other FITI information;

2.2 Tanzania Women Chamber of Commerce will motivate their members to pay for the trainings;

2.3 Tanzania Women Chamber of Commerce will join hands in promoting FITI.

MIKONOYETU:

3.0 Agreement:

3.1 MikonoYetu will provide FITI training;

3.2 MikonoYetu will provide sachets;

3.3 MikonoYetu will follow up with their members to learn about their successes and challenges;

3.4 MikonoYetu will consolidate report.

Any conflict arising from this agreement will be settled amicably.

Maimuna Kanyamala
MikonoYetu
P.O. Box 851
Sengerema, Mwanza

Tanzania Women Chamber of Commerce
Mfaume St.
Dar es Salaam
2.4 Overview of Discussion with World Food Programme Tanzania

Toby Le
Fri 8/18/2017 10:01 AM
Sent Items
To: Gregor Reid <gregor@uwo.ca>; Robert Gough <bob.gough@uwo.ca>; Jessica Cordes <jcordes2@uwo.ca>; wilbert.sybesma@gmail.com <wilbert.sybesma@gmail.com>
Cc: maimunakanyamala@hotmail.com <maimunakanyamala@hotmail.com>

Dear all,
Yesterday we had a meeting with the World Food Programme Policy Director of Nutrition, Juliana Muiruri. In the discussion, Maimuna and I talked about the benefits of probiotics related to child malnutrition, diarrhea, HIV, pregnant women, and stunt growth in children. Next, we explained how the program focuses on training people to produce/sell probiotic yogurt such that they can attain financial independence while benefiting their communities.
Her response:

- She was very interested in the program and agrees that there are many opportunities and platforms to utilise the technology
- WFP is currently trying to encourage innovation in all its projects. Juliana believes that FITI is an opportunity for people to innovate/create
- She sees FITI as a form of fortified food in Tanzania

- She is interested in helping us join the Sun Business Network for wider engagements. This network consists of donors, UN agencies including WHO, and CSOs that focus on child malnutrition
- The Sun Business Network is currently organizing a project that focuses on malnourishment of infants during the first 1000 days after birth
- WFP works with Child Reach in Arusha. She said she will help connect MikonoYetu to the organization.
- She suggested we write an email to: emusinguri@gainhealth.org due to their current interest in technologies such as probiotics
- She encouraged MikonoYetu to join PAINITA
- She also suggested that we introduce ourselves to UNICEF

- In terms of a partnership with WFP, she displays a lot of interest and explains that the steps to using probiotics in their nutrition program requires a process
- Because FITI is a product, she suggests that it is TFDA certified
- For WFP to adopt the technology, it needs approval from the Research and Development Committee located in Rome. To proceed with the process, she is asking us to write a summary about the program and its mission statement (with the emphasis on its benefits related to child malnourishment, diarrhea, HIV, stunt growth, pregnant women. She is also interested in having her colleagues understand how the program provides opportunity for innovation and sustainability)
- Soon WFP will be working on food security in Dodoma and Singida. Juliana thinks this is a great technology to complement their initiative
Appendix 3.0 – St. Augustine University of Tanzania’s Marketing Materials

3.1 Discount Coupons

![Discount Coupon]

Expiry:

Approved by:

![Discount Coupon]

Expiry:

Approved by:

![Discount Coupon]

Expiry:

Approved by:

![Discount Coupon]

Expiry:

Approved by:
3.2  Movie Night Posters

Free Movie Night

When: June 16th, 7:00pm

Where: @ SAUT’s Yogurt Kitchen
Free Movie Night

When: June 9th, 7:00pm

Where: @ SAUT’s Yogurt Kitchen
Free Movie Night

Relax and bring a friend

When: June 9th, 7pm
Where: SAUT's Yogurt Kitchen
### Kitchen Bookkeeping Sheet

<table>
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<tr>
<th>Sheet No.</th>
<th>Beginning month (Date)</th>
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<td>Client name</td>
<td>End month (Date)</td>
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<table>
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<tr>
<th>Date (Daily)</th>
<th>Today’s Income</th>
<th>Amount of Yogurt Produced</th>
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Signature
Karatasi ya Kuhifadhi Kumbukumbu

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<th>Karatasi Namba</th>
<th>Kuanzia mwezi (Tarehe)</th>
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<table>
<thead>
<tr>
<th>Jina la jiko</th>
<th>Mwezi wa mwisho (Tarehe)</th>
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<th>Tarehe (Kila siku)</th>
<th>Mapato ya Leo</th>
<th>Kiasi cha Mtindi Uliyozalishwa</th>
<th>Kiasi cha Mtindi uliouzwa</th>
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### FITI SACHET

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<th>Sheet No.</th>
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<tr>
<td>Kitchen name</td>
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<tr>
<td>Year</td>
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<th>Date order was received</th>
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<th>Purchase Price</th>
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<tr>
<th>Formu Na.</th>
<th>Kuanzia mwezi (Tarehe)</th>
<th>Mwaka</th>
<th>Mwezi wa mwisho (Tarehe)</th>
<th>Jina la jiko</th>
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<th>Kiasi</th>
<th>Bei ya Ununuzi</th>
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## Distribution Routine Sheet – SACHET Distributors

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<table>
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<th>End month (Date)</th>
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<table>
<thead>
<tr>
<th>Order Date</th>
<th>Quantity</th>
<th>Amount Paid</th>
<th>Confirmation of Delivery – initial below</th>
<th>Payment Received – initial below</th>
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**Signature**
### SACHET Distributor

<table>
<thead>
<tr>
<th>Formu Na.</th>
<th>Kuanzia mwezi (Tarehe)</th>
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<tbody>
<tr>
<td>Jina la jiko</td>
<td>Mwezi wa mwisho (Tarehe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tarehe ya Oda</th>
<th>Kiasi</th>
<th>Bei ya Ununuzi</th>
<th>Malipo yaliyafa – nywa a wali = Payment received – initial below</th>
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**Signature**
Appendix 5.0 – Fiti Labels

5.1 General Labels
5.2 Mikono Yetu’s Fiti Label
5.3 SAUT’s Fiti Labels
5.4 Mother Dairy’s Fiti Label