

# SLUM AID PROJECT (SAP)

## STRENGTHENING SUPPORT GROUPS PROGRAM

### WORKPLAN 2008

ACTIVITY	DURATION	INDICATORS	EXPECTED OUTCOME	LEAD RESPONSIBILITY	REMARKS/PROGRESS
<b>1. Capacity Building</b>					
a) <b>Recruitment of Staff</b>	Jan-April	<ul style="list-style-type: none"> <li>▶ New Executive Director</li> <li>▶ Competent Accountant</li> </ul>	Competent and experienced staff	Board	
<b>b) Change Management</b> <ul style="list-style-type: none"> <li>• Induction of new Executive Director</li> <li>• Every 2 Months Meetings by the Change Management Committee</li> </ul>	April – May	<ul style="list-style-type: none"> <li>▶ 6 sets of minutes of meetings</li> <li>▶ No. of participants</li> <li>▶ Handover report by Outgoing ED</li> </ul>	Smooth handover to new Executive Director  New ED settles in well equipped with knowledge about the organization	<b>Executive Director</b>	Smooth running of SAP with team spirit

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b) <b>Community review meetings</b>	May-June	<ul style="list-style-type: none"> <li>• Needs assessment report</li> <li>• Number of participants</li> <li>• Number small enterprises</li> <li>• Selection of consultants</li> <li>• Selecting 42 participants</li> </ul>	<p>Best practices about the support groups identified and documented</p> <p>Desired IGP identified</p>		
<b>c) Functional skills Training</b> For 5 support groups	5 days July - August	<ul style="list-style-type: none"> <li>▶ 1 workshop Report</li> <li>▶ 42 participants trained</li> <li>▶ Participation 60% women and 40% men</li> </ul>	<p>Support groups empowered with functional skills</p> <p>Strengthened participation of the membership</p> <p>Small enterprises initiated by the support groups</p> <p>Improved incomes</p> <p><u>Putting into practise the skills gained</u></p>	Executive Director	<p>Work plans should be put in place for each support group</p> <p>Skills should be put in practice</p> <p>The support groups should come up with proposals of their income generating activities</p> <p>Accountant to follow up the incomes of the support groups</p>

## 2. ADVOCACY INITIATIVES

ACTIVITY	DURATION	INDICATORS	EXPECTED OUTCOME	LEAD RESPONSIBILITY	REMARKS/PROGRESS
<p><b>a) Advocacy</b></p> <ul style="list-style-type: none"> <li>• <b>Advocacy campaigns on GBV Centers</b></li> <li>• <b>Advocacy on development needs</b></li> </ul>	April - July	<ul style="list-style-type: none"> <li>▶ Number of participants (60% female, 40% male)</li> <li>▶ Advocacy Report reports</li> <li>▶ Minutes of meeting</li> <li>▶ Advocacy strategy</li> </ul>	<p>Advocacy strategy</p> <p>GBV centres Created</p> <p>Improved status of the community</p> <p>Clear Solutions of development needs</p> <p>GBV services brought nearer to the communities</p>	<b>Executive Director</b>	<p>Development of the SAP ADVOCACY STRATEGY</p> <p>Participatory identification and implementation of the slum dwellers development needs</p> <p>It is hoped that the slum dwellers will engage government and hold it accountable</p>
<p><b>b) Networking</b></p> <ul style="list-style-type: none"> <li>• <b>Meetings/Workshops organised by other stakeholders</b></li> <li>• <b>Meetings/Workshops organised by SAP</b></li> </ul>	<p>January – December</p> <p>Quarterly</p>	<ul style="list-style-type: none"> <li>▶ Workshop reports</li> <li>▶ No of meetings/workshops attended</li> <li>▶ 4 of meetings organised</li> <li>▶ 35 participants</li> <li>▶ 4 sets of minutes</li> </ul>	<ul style="list-style-type: none"> <li>▶ Improved information sharing</li> <li>▶ Best practises documented</li> <li>▶ Advocacy on particular issues</li> <li>▶ Visibility of SAP</li> </ul>	<b>Program Officer AD</b>	<p>External workshops attended by SAP staff.</p> <p><b>****this number does not include those attended by the PO-AD</b></p>
<b>c) Indexing of DV cases for 2008 (daily)</b>	May-December	<ul style="list-style-type: none"> <li>▶ News paper cuttings</li> <li>▶ Monitoring form for clients</li> </ul>	Cases recorded	<b>Program Officer AD</b>	

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Completion of Indexing Report 2008	November	▶ Annual Indexing report for 2008 completed	Data analysed	Program Officer AD	
		•			
•		•			
d) ICTs	January - December	<ul style="list-style-type: none"> <li>▶ Updating Web Site</li> <li>▶ Data base on GBV and child prostitution</li> </ul>	<ul style="list-style-type: none"> <li>▶ Improved networking and communication</li> <li>▶ Information and Statistics on GBV and VAC</li> <li>▶ Two staff members equipped with skills in updating the website and regularly updating</li> </ul>	Program Officer AD	<p>Training of two staff members on website updating</p> <p>Regular updating important for information sharing and advocacy</p> <p>Internet server to be connected</p>
<b>3 SERVICE DELIVERY</b>					
a) Emergency Relief	January – December	▶ Number of survivors of violence supported	<ul style="list-style-type: none"> <li>▶ Immediate financial needs of clients met</li> <li>▶ Disaggregated data about the survivors documented</li> </ul>	Program Officer CD	<p>The immediate needs of survivors of VAW and VAC have to be consistently met</p> <p>Improved statistical information derived</p>
a) Follow-up of Cases	January - December	▶ Number of survivors visited	<ul style="list-style-type: none"> <li>▶ Cases handled to their logical conclusion</li> <li>▶ Multiplier effect of home visits</li> </ul>	Program Officer CD	

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<b>b) Referrals</b>	January – December	<ul style="list-style-type: none"> <li>▶ Number of survivors referred (disaggregated data)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Action taken by collaborating organizations</li> <li>▶ Follow-up on referrals</li> </ul>	<b>Program Officer CD</b>	<p>Ensure follow-up of referred survivors</p> <p>Increase and strengthen the referral network</p>
<b>c) Counselling</b>	January – December	<ul style="list-style-type: none"> <li>▶ Number of survivors counselled (both female and male)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Psycho-social independence</li> <li>▶ Reconciliation of couples</li> <li>▶ Reduction in conflicts and violence</li> <li>▶ increased awareness of counselling services</li> </ul>	<b>Program Officer CD</b>	<p>Statistical data gathered and documented</p> <p>Increased provision of counselling services</p>
<b>d) Community discussions and video shows</b>	January – December	<ul style="list-style-type: none"> <li>▶ number of video show</li> <li>▶ number of community discussions</li> <li>▶ reports on each</li> <li>▶ Number of issues raised</li> <li>▶ number of participants</li> </ul>	<ul style="list-style-type: none"> <li>▶ increased awareness on VAW and VAC</li> <li>▶ educational issues learned by the communities documented</li> </ul>	<b>Program Officer CD</b>	<p>There is need to increase and regular hold both activities</p> <p>Public and school holidays should be targeted</p> <p>These activities are of great importance in terms of attitude change</p> <p>Identification and documentation of educative issues</p>
<b>e) Condom Distribution</b>	January - December	<ul style="list-style-type: none"> <li>▶ number of condoms distributed</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced spread of HIV/AIDS and other STIs</li> <li>▶ Increased use of quality condoms</li> </ul>	<b>Program Officer CD</b>	<p>Quality condoms should be regularly available</p>
<b>5. INSTITUTIONAL DEVELOPMENT</b>					
<b>a) Counselling training</b>	June	<ul style="list-style-type: none"> <li>▶ Report</li> <li>▶ 10</li> </ul>	Improved counselling skills	<b>Executive Director</b>	<p>These skills are urgently needed</p>

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		participants (5 female, 4 male)	Gender sensitivity in handling clients		
<b>b)Project Proposal and report Writing</b>	June - December	<ul style="list-style-type: none"> <li>▸ Report</li> <li>▸ 2 participants</li> </ul>	Improved proposal writing skills	<b>Executive Director</b>	All Board, staff and Support Group leaders should be equipped with these skills
<b>c)Development of the Strategic Plan 2009 – 2014</b>	August	<ul style="list-style-type: none"> <li>▸ 1 Reports</li> <li>▸ 50 participants</li> <li>▸ List of participants</li> </ul>	SPA 2009 – 2014 in place	<b>Executive Director</b>	<b>Adherence to the new SPA</b>

## 6. MONITORING AND EVALUATION

<b>a) External (End of Term)</b>	November	<ul style="list-style-type: none"> <li>▸ No. of stakeholders reached/interviewed</li> <li>▸ Evaluation Report</li> </ul>	<ul style="list-style-type: none"> <li>▸ Degree of success established</li> <li>▸ Areas of improvement identified as well as possible solutions</li> </ul>	<b>Executive Director</b>	Improve on areas identified
<b>b) On-going</b> <b>1. Board Meetings</b>	Quarterly <ul style="list-style-type: none"> <li>▸ January</li> <li>▸ April</li> <li>▸ July</li> <li>▸ October</li> </ul>	<ul style="list-style-type: none"> <li>▸ 4 meetings</li> <li>▸ 4 sets of minutes of meetings</li> <li>▸ 8 participants (4 female, 3 male)</li> </ul>	Contribute to the development of the organization	<b>Executive Director</b>	Improve on team spirit
<b>ii) Staff Meetings</b>	Monthly	<ul style="list-style-type: none"> <li>▸ 12 sets of minutes of meetings</li> </ul>	Coordination and review of progress  Good Team spirit	<b>Secretary/Administrative Assistant</b>	Members up to date with SAP progress
<b>iii) Program Review</b>	Weekly	<ul style="list-style-type: none"> <li>▸ 48 sets of minutes of meetings</li> </ul>	Review of program implementation and incorporation of	<b>Program Officer CD</b>	Adhere to what was discussed

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<b>Meetings</b>	Quarterly <ul style="list-style-type: none"> <li>• April</li> <li>• July</li> <li>• October</li> </ul>	<ul style="list-style-type: none"> <li>▶ 3 sets of minutes of meetings</li> <li>▶ Number of participants (staff and KCV)</li> </ul>	emerging issues		Adhere to SAP objectives Ensure activities are implemented as per the work plan
<b>iv) Annual Program Meeting</b>	December	<ul style="list-style-type: none"> <li>▶ 1 set of minutes</li> <li>▶ number of participants (staff and KCVs)</li> </ul>	Final 2009 work plan presented Jan. – Mar. 2009 quarterly work plan discussed and confirmed Identification of successes, challenges and recommendations made from previous work plan	<b>Program Officer CD</b>	Recommendations and Best practises incorporated
<b>v) Performance Appraisal</b> <ul style="list-style-type: none"> <li>• Staff</li> <li>• KCVs</li> </ul>	Quarterly <ul style="list-style-type: none"> <li>• April</li> <li>• July</li> <li>• October</li> </ul>	Number of participants  Appraisal reports	Strengths and challenges identified, strategies for improvement devised	<b>Executive Director</b> <b>Program Officers</b> <b>Accountant</b> <b>Secretary/Admin. Asst.</b>	Staff have to be motivated Training in specific areas for improvement
<b>vi) Management Meetings</b>	Every 2 weeks	<ul style="list-style-type: none"> <li>▶ 23 meetings</li> <li>▶ 23 sets of minutes</li> <li>▶ Number of participants</li> </ul>	Administrative issues addressed as they arise and if necessary communicated to Board	<b>Executive Director</b>	Administrative issues disseminated to support staff

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<b>vii) General Assembly</b>	September	<ul style="list-style-type: none"> <li>▶ 60 participants with at least 50% female</li> <li>▶ 2007 minutes presented to members</li> <li>▶ Audited accounts presented</li> </ul>	<p>2009 work plan reviewed and confirmed 2007 minutes adopted</p> <p>Successes and challenges identified</p> <p>Recommendations made</p>	<b>Executive Director</b>	Call for more members joining SAP
<b>viii) Community Visits by Board Members</b>	1 <sup>st</sup> quarter (1) 2 <sup>nd</sup> quarter (2) 3 <sup>rd</sup> quarter (1) 4 <sup>th</sup> quarter (1)	<ul style="list-style-type: none"> <li>▶ 5 tours made in all SAP areas of operation</li> <li>▶ Photographs</li> <li>▶ Number of participants (Board, Staff, CVs, beneficiaries)</li> </ul>	Board members acquainted with situation in the communities	<b>Executive Director</b>	Builds board - community relationship
<b>ix) Report Writing (Narrative and Financial)</b> • <b>Monthly</b>	Every end of month	<ul style="list-style-type: none"> <li>▶ 12 reports</li> </ul>	Documentation of activities for future reference and action	<b>All SAP Staff</b>	
<ul style="list-style-type: none"> <li>• <b>Mid-term (Jan- June 2008)</b></li> <li>• <b>Annual (for 2008)</b></li> </ul>	May-July  November 2008-February 2009	<ul style="list-style-type: none"> <li>▶ 1 report</li> <li>▶ 1 report</li> </ul>	<p>Report documented and submitted</p> <p>Annual report documented and submitted</p>	<ul style="list-style-type: none"> <li>▶ <b>Program Officers</b></li> <li>▶ <b>Accountant</b></li> <li>▶ <b>Program Officers</b></li> <li>▶ <b>Accountant</b></li> </ul>	<p>Timely reporting</p> <p>Timely reporting</p>

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• <b>Audit</b>	December 2008– February 2009	▶ Audit report	Successes, failures identified and strategies devised	▶ <b>Executive Director</b> ▶ <b>Accountant</b>	
<b>7. ANNUAL STAFF/BOARD RETREAT</b>	October	▶ 1 report ▶ Number of participants (12 female, 6 male)	-Staff /Board progress collectively reviewed  -Annual Community Review outcome presented and discussed  -Draft 2009 work plan presented	<b>Executive Director</b>	There is urgent need for Annual staff/Board retreat

**List of Abbreviations:**

AD	:	Advocacy
AIDS	:	Acquired Immuno-Deficiency Syndrome
CD	:	Community Development
CMC	:	Change Management Committee
CVs	:	Community Volunteers
DV	:	Domestic Violence
ERF	:	Emergency Relief Fund
HIV	:	Human Immune Virus
HRAs	:	Human Rights Advocates
ICT	:	Information Communication Technology
IECs	:	Information, Education and Communication
IGPs	:	Income Generating Projects