



Yemen
Promoting Youth Civic Engagement
Cooperative Agreement Number:
279-A-00-10-00060-00
Annual Operations Plan
July 1, 2014 to September 30, 2015

AOP Submission Date: August 26, 2014

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Abbreviations

AOP	Annual Operations Plan
CE Workshop	Community Engagement (Project) Workshop
CG	Community Grant
COP	Chief of Party
EDF	Environmental Documentation Form
IR	Intermediate Result
MENA	Middle East and North Africa
MoE	Ministry of Education
MoEG	Ministry of Endowments and Guidance
MoYS	Ministry of Youth and Sports
M&E	Monitoring and Evaluation
NODS	National Organization for the Development of Society
PACA	Participatory Analysis for Community Action
PFPD	Peer Facilitation and Project Development Program
PMEP	Performance Monitoring and Evaluation Plan
PN	Peer Network
PNAC	Peer Network Activity Council
PPI	Peace Players International
PYCE	Promoting Youth Civic Engagement
SAC	Sport and Activity Coordinators Program
SC	Steering Committee
USAID	United States Agency for International Development

Glossary

Community Actor	A community actor is defined as an individual who is engaged in the community and who people may listen to for advice to inform their decisions. A community actor is an individual who resonates within the social fabric of the community and may include sports, moderate religious, governmental or civil society individuals.
Direct Beneficiary	Direct beneficiaries of the PYCE Project are individuals who are the Peer Network members (youth) who complete the PYCE Project Workshop, known as the Community Engagement (CE) Workshop, and receive continuous monitoring from the Project Steering Committee and the PYCE Project Team. These direct beneficiaries may attend further workshops including a Peer Facilitation and Project Development workshop and Sports and Activity Coordination workshop. As direct beneficiaries, they take on the role of models to support activities and train other youth, who are indirect beneficiaries. Direct beneficiaries are usually female and male youth between the ages of 18 and 32.
Indirect Beneficiary	An indirect beneficiary is an individual who participates in the activities conducted by Peer Network Members, or other stakeholders such as Steering Committee Members, but does not receive direct support from the PYCE project. Participants in these activities are usually female and male youth between the ages of 10 and 32. They may attend education, sport and recreational activities in youth centers.
Peer Network (PN)	<p>The PYCE Project Peer Network is a group of youth between the ages of 18 to 32, who work with PYCE to promote youth civic engagement. PN Members serve their neighborhoods as role models and volunteers, who promote positive behaviors. PN participate in leadership and development opportunities and utilize newly acquired knowledge and skills to plan and facilitate sports, education, and community service activities for youth in their neighborhoods. They also integrate cross-cutting themes into their activities, such as gender inclusion, natural resource conservation, life and vocational training skills and dropout prevention.</p> <p>A youth will be considered a Peer Network member if s/he successfully completes a PACA-informed teamwork activity as part of the Community Engagement (CE) Workshop and is interviewed and vetted by the Steering Committee. The PACA activity is a small, micro-grant which include needs assessments and community-based programming. Once completed, CE graduates can submit applications for Peer Network Membership. The PN application process thereby shapes youth to become effective PYCE Peer Network members by providing opportunities for them to lead community development projects.</p>
Steering Committee (SC)	A steering committee is a team of between 10 to 30 community actors, including but not limited to moderate religious actors, who meet regularly for the purpose of providing guidance and

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	resources to the PYCE Project and its Peer Network.
Third-party Beneficiary	Third-party beneficiaries are individuals who have increased access to youth services and/or can now benefit from the repairs and works conducted by PN Members and volunteers. They may benefit from the shade of a bus station or attend workshops in youth centers that PN Members and volunteers repaired, cleaned and painted.
Youth Center	A youth center is a public facility with its affiliated spaces that is utilized by youth to meet, organize or take part in sports, recreation, education, or community service activities. Youth centers may include public clubs, schools, universities, and parks.

Section One: Introduction

This document presents the Annual Operations Plan (AOP) for the Promoting Youth Civic Engagement Project (PYCE) in Yemen, covering the period from July 1, 2014 to September 30, 2015, according to the funding schedule and availability as provided for in Modification 5 of the Cooperative Agreement. The goal of this document is to contribute to the efficient and transparent execution of the PYCE Project.

This document is intended principally to be used by the actors that are directly responsible for or involved in the implementation of the Project, including the PYCE Team, and the United States Agency for International Development (USAID).

The document is organized in the following manner:

- 1) Section 2 presents Data Sheets for the Project, including key dates and financial data;
- 2) Section 3 presents an overview of the Project structure and a description of the Project;
- 3) Section 4 describes the operational plan for the year. The Activities that will be implemented during the period covered by the AOP are identified and for each Activity the following information is provided: (i) goal of the Activity; (ii) Responsible actor(s) for the Activity; (iii) other actors involved in the Activity; (iv) the principle tasks required to complete the Activity; (v) the methodology that will be used to complete the Activity; (vi) outputs or results of the Activity; and (vii) timing of the Activity.
- 4) Section 5 presents the budget and expenditures for the Project.
- 5) Section 6 presents the procurement plan for the time period covered by the AOP.
- 6) Section 7 presents the output indicators corresponding to the Activities that will be implemented in whole or in part during the period covered by the AOP.
- 7) Section 8 presents the output indicators for the program including planned and actual achievements.
- 8) Annex 1 comprises a Gantt chart for the Project showing detail at the Activity level.

Section Two: Project Data Sheets

A. Basic Information	
Country:	Republic of Yemen
Project Name:	Promoting Youth Civic Engagement
Project Number	279-A-00-10-00060-00
Funding Agency:	United States Agency for International Development (USAID)
Implementing Agency:	America- Mideast Educational and Training Services (AMIDEAST)

B. Program Dates (YYYY-MM-DD)		
Process	Original Date	Revised Date(s)
Approval	2010-10-01	2012-11-29; 2013-11-21; 2014-05-01; 2014-07-01
Contract Dates	2010-10-01 to 2012-09-29	2010-10-01 to 2015-09-30
Mid-Term Evaluation	2012-07-24	N/A
Final Evaluation	2014-05-30	2015-06-30

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C. Program Financials (US\$)	
	TOTAL
Total Budget at Approval	\$3,578,594
Revised Budget	\$4,478,594
Planned Expenditures to June 30, 2014	\$3,578,594
Estimated Expenditures to June 30, 2014*	\$3,563,954
Planned Expenditures to March 31, 2015**	\$650,000
Planned Expenditures to September 30, 2015	\$250,000

*This amount reflects the estimated expenditures including the pending adjustment by the U.S. Department of State for the negotiated indirect cost agreement.

**This amount reflects the proposed expenditures to March 31, 2015 in agreement with USAID.

D. AOP Summary Data (US\$)	
	TOTAL
Planned Expenditures July 1, 2014 – September 30, 2015	\$900,000
Planned Disbursements July 1, 2014 – September 30, 2015	\$900,000

Section Three: Project Description

3.1 The Promoting Youth Civic Engagement Project is a five-year project funded by the United States Agency for International Development (USAID) with a total value of \$4,478,594.

The PYCE project is designed to support USAID’s objective of increasing Yemen’s stability through targeted interventions in vulnerable areas by (1) improving community-based institutions and mechanisms to ensure active participation in governance and locally-driven solutions strengthened; and (2) improving access to and the delivery of quality services.

To support this USAID objective, the PYCE project objectives have sought: to strengthen the role of moderate religious actors in positively influencing Yemeni youth, and to establish and support youth sports and recreational programs. In response to changes in Yemen’s political and socio-economic context, which has been influenced recently by the Arab Spring that led to the Yemeni Revolution, a new Transitional Government, and an ongoing process of national reconciliation and priority-setting known as the National Dialogue, the language of these objectives has been enhanced. These objectives have been expanded to foster a more diverse set of program components that can accomplish the overarching objectives of USAID in a new Yemen. The enhanced objectives are: 1) Strengthen and increase interaction between youth and influential community actors, including moderate religious actors; and 2) Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities.

3.2 There are 12 activities of the Project as presented in the following Intermediate Result Tables.

3.2.1

Intermediate Result 1:	Strengthen and increase interaction between youth and influential community actors, including moderate religious actors
1.1	Community actors engaged in governorate-level meetings in selected governorates
1.2	Governorate Steering Committees (G-SCs) meetings for the PYCE project held in selected governorates
1.3	Meetings of PYCE participants held at youth centers
1.4	Community grants awarded to Peer Network Members in selected governorates
1.5	Partnerships developed by Peer Network Members with businesses (1.5.1), community-based organizations and local initiatives (1.5.2), and other youth serving and government entities (1.5.3)

3.2.2

Intermediate Result 2:	Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities
2.1	Youth centers renovated in selected governorates
2.2	Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants
2.3	Youth trained as coaches, referees and activity coordinators in selected governorates
2.4	Sport-for-development team-based sport and service activities implemented (2.4.1) and sport-for development team-based competitive activities (2.4.2) implemented
2.5	Peer Network Members trained on peer facilitation and project development
2.6	Participants trained by the PYCE Peer Network Members in selected governorates
2.7	Communications PYCE Peer Network use to disseminate information about youth activities (2.7.1), to gather information from youth and other community members about their needs, concerns and suggestions for youth activities (2.7.2), and to respond to community members’ requests and concerns related to youth activities (2.7.3)

3.2.3 Strengthen and increase interaction between youth and influential community actors, including moderate religious actors.

To strengthen and increase interaction between youth and influential actors, including moderate religious actors, 5 major activities will be implemented. First, PYCE will galvanize its contacts at the Ministry of Education (MoE), Ministry of Endowments and Guidance (MoEG), Ministry of Youth and Sports (MoYS) and governmental representatives both at the national and local levels. PYCE will also conduct outreach to sports enthusiasts, coaches and activity coordinators, youth-serving organizations and clubs, educators and community actors. These stakeholders will be gathered at regular meetings to discuss project objectives, activities and achievements and relate these constructs to the needs of youth in Yemen in order to develop their potential to more fully participate in locally driven solutions and service delivery. Second, many of these leaders will serve on Steering Committees, in order to provide ongoing guidance and support to PYCE and serve as mentors to PYCE direct beneficiaries, known as the Peer Network (PN). PYCE will arrange monthly meetings of Steering Committee (SC) members, who will recommend, interview, and advise PN Members as they participate in leadership and development programs and later, plan and implement activities in their neighborhoods. Third, PYCE PN members will meet regularly, alongside indirect beneficiaries, youth center staff and other PYCE participants, to organize sports, recreational, educational and community-service activities. They will also orient new members, develop communication and promotional materials, train peer leaders and exchange ideas that support sustainable peer-facilitated and youth-oriented activities. Fourth, with inputs from participant meetings, PN Members will implement their activities in the form of community grants, which will be monitored by SC Members and the PYCE Team. Community Grants will be implemented with the inclusion of partners, such as businesses, organizations and local associations. Partnerships will help PN Members sustain their activities, via cost-sharing, in-kind donations, sponsorships and other forms of support.

3.2.4 Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities.

To empower youth to positively affect their local communities, 7 activities will be implemented. The PYCE Team has adopted a strategic approach to the promotion of civic engagement in which clubs and schools serve as anchors, known as youth centers.

Youth centers are rehabilitated through renovations, in order to increase the capacity of youth centers to address youth needs. Aspiring PN members complement these renovations with repairs and upgrades, as part of PACA activities, which are micro-grants that serve as graduation projects for the CE Workshop and a prerequisite for PN membership. Once youth are accepted into the Peer Network, they work closely with youth centers, conducting various team-based, competitive and service-oriented activities with their peers. These activities provide valuable opportunities for youth, who receive training in career readiness, health, wellness and other topics, as the PN endeavor to reduce the dropout rate and employment challenges among Yemeni youth.

Concurrent with these renovations and upgrades, PYCE has sought to enhance the knowledge and skills of aspiring youth leaders and prepare them to re-imagine their neighborhoods as safe, vibrant public spaces. PYCE implements a series of leadership and development programs for the PN, such as training as coaches, referees, and activity coordinators through the Sports and Activity Coordinator (SAC) Program. These trainings advance skills in needs assessment and community appraisal; program planning and implementation; sports-for-development methodologies; and reflection and evaluation. Training is also provided in peer-facilitation, through the Peer Facilitation and Project Development (PFPD) Program, through which PN Members prepare to develop and gather learning materials and equipment for youth-centered workshops and awareness sessions. Further, through collaboration among PN, SC Members and the PYCE Team, various communication tools and processes are utilized to ensure two-way interface with community members, as well as increased awareness of and participation in youth activities and ongoing feedback mechanisms.

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These interventions serve to encourage community buy-in and increase the capacity of the PN to gather and organize larger groups for the purposes of youth teams, leagues and more sustainable activities

Section Four: Operational Plan for the Year

This section presents the operation plan for period July 1, 2014 through September 30, 2015. The operational plan is organized by Intermediate Result and by Activity. The Activities correspond to each Intermediate Result are identified, and for each Activity the following information is provided: (i) goal of the Activity; (ii) Responsible actor for the Activity; (iii) other actors involved in the Activity; (iv) the principle tasks required to complete the Activity; (v) the methodology that will be used to complete the Activity; (vi) outputs or results of the Activity; and (vii) timing of the Activity.

Annex 1 presents a Gantt chart of activities for the year.

There are 5 activities which correspond to Intermediate Result 1, and there are 7 activities which correspond to Intermediate Result 2. The activities which correspond to Intermediate Result 1 are listed as: Activity 1.1, 1.2, 1.3, 1.4, and 1.5.1, 1.5.2 and 1.5.3. The activities which correspond to Intermediate Result 2 are listed as 2.1, 2.2, 2.3, 2.4.1, 2.4.2, 2.5, 2.6 and 2.7.1, 2.7.2, and 2.7.3.

Intermediate Result 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors.

Activity 1.1 Community actors engaged in governorate-level meetings in selected governorates

Goal: The goal of this activity is to promote awareness, community buy-in and participation in the PYCE Program.

Responsible Organization: The PYCE Team will accomplish this activity with Peer Network Members. The Program Officers will serve as points of contact.

People Involved: The PYCE Team will invite representatives of Ministries, local and community-based organizations and initiatives, educators, sports enthusiasts, coaches, youth center staff, community and religious leaders and other stakeholders who are dedicated to youth development and civic engagement.

Tasks Involved: The PYCE Team will conduct meetings with stakeholders from Sana'a, Aden, Lahej and Abyan and maintain attendance and documentation.

Method: The PYCE Team will coordinate suitable dates and times with stakeholders and satisfy the logistical and financial duties needed to schedule and conduct governorate level meetings. The PYCE Team will maintain attendance lists, provide photos and supportive documentation.

Outputs: Community actors' awareness of and participation in youth activities; youth social interaction diversified.

Timeline: July 2014 to August 2015.

Activity 1.2 Governorate Steering Committees (G-SCs) meetings for the PYCE project held in selected governorates

Goal: The goal of Steering Committee meetings is to organize a group of community leaders to serve as volunteers who mentor PYCE beneficiaries and promote the PYCE Project in existing and expansion areas. Steering Committee Members also support PYCE by advising the PYCE Team and performing monitoring and evaluation duties.

Responsible organization: The PYCE Team will arrange Steering Committee meetings. The Program Officers will serve as points of contact.

People Involved: The PYCE Team and Steering Committee Members attend meetings. Steering Committee Members are comprised of ministry representatives, local officials, educators, community and religious leaders, sports enthusiasts, coaches, youth center staff and other dedicated professionals.

Tasks Involved: Setting meetings' dates, times and locations; meeting facilitation and participation; and documentation and reporting.

Method: Steering Committees will be formed in all PYCE supported governorates. Steering Committee member formation documents, duties and agendas for meetings will be collected and maintained in PYCE files. Member contact lists will be collected and entered into a spreadsheet. Steering Committee members will meet regularly (monthly if possible) with added subcommittee meetings conducted as needed. Steering Committee members will discuss PYCE activities; organize site visits to PYCE-supported youth centers; identify, interview and nominate potential Peer Network members; review community grant applications; plan, monitor and evaluate activities and advise Peer Network Members. Meetings will be arranged by the PYCE Program Officers. The Program Officers will also maintain attendance lists, submit meeting minutes, photos, reports and supportive documentation.

Outputs: Community actors' awareness of and participation in youth activities; youth social interaction diversified.

Timeline: July 2014 to August 2015

Activity 1.3 Meetings of PYCE participants held at youth centers

Goal: PYCE participants meet at youth centers to discuss and plan activities, exchange ideas, develop new interventions for youth, identify and integrate best practices and lessons learned.

Responsible Organization: The PYCE Team is responsible for arranging subcommittee meetings for Steering Committee members in conjunction with Steering Committee members. The PYCE Program Officers will serve as points of contact in this regard. Other meetings may be arranged either by PYCE or by PYCE direct and indirect beneficiaries. Meetings are conducted at PYCE-supported youth centers, or at other non-PYCE supported youth centers, or in local governmental or non-governmental offices.

People Involved: Participants in these meetings can include Peer Network Activity Council members, Peer Network Members, Steering Committee Members, coaches and youth activity coordinators, and the PYCE Team. Youth center staff may participate in meetings as stakeholders who help provide an "anchor" for Peer Network activities. In addition, youth who have participated in Peer Network activities may be invited to attend these meetings and provide valuable feedback as indirect beneficiaries. Members of the community, such as the users of youth clubs rehabilitated by Peer Network Members or school students who utilize libraries and solar power systems installed by PYCE and the Peer Network may also attend, as third-party beneficiaries.

Tasks Involved: Tasks can include orientating new participants to the PYCE Program; brainstorming about new PYCE Community Grants; training participants; discussing program objectives, milestones and best practices; and planning upcoming events.

Method: Either the PYCE Team or PYCE participants can arrange meetings at youth centers. All participants can contribute to meeting discussions and inform plans for future activities. Participants' data will be compiled through attendance sheets collected by the PYCE Team and entered into the project's electronic files. The PYCE Team, Peer Network Members and/or Steering Committee Members will submit photos and supportive documentation to PYCE.

Outputs: Community actors' awareness of and participation in youth activities; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented.

Timeline: July 2014 to August 2015

Activity 1.4 Community grants awarded to Peer Network members in selected governorates

Goal: The goal of Community Grants is to provide financial support toward Peer Network members' ideas for youth-centered sports, educational and community-service activities which they will conduct at youth centers in their communities.

Responsible Organization: The PYCE Team will oversee all Community Grants. The Program Officers will serve as points of contact. The PYCE Team and Steering Committee Members monitor Community Grants. Community Grants are implemented by Peer Network members at PYCE-supported youth centers and their affiliated spaces.

People Involved: Peer Network Members, Steering Committee Members, youth center staff, local residents/volunteers including youth from the community, participants in sport, recreational and service activities, and the PYCE Team are involved in this activity.

Tasks Involved: Develop and submit community grant application; application review and approval; promotion and implementation; monitoring and documentation.

Method: Community Grants consist of sports, recreational, educational, cultural and community-service activities, led by Peer Network Members. Peer Network Members present their plans to Steering Committee members through formal and informal meetings and incorporate their advice into Community Grant applications. Peer Network Members submit these applications to Steering Committee members for approval. Steering Committee Members review applications and then forward their recommendations to PYCE. The PYCE Program Officers review the applications and the recommendations from Steering Committee Members. Finally, the PYCE Team approves the Community Grants deemed most appropriate for the PYCE Program and most impactful for Yemeni youth. Once Community Grants are approved, they are promoted and implemented by Peer Network Members and monitored by the PYCE Team and Steering Committee Members. Peer Network Members are required to submit reports, photos, receipts, and any other supporting documentation for each Community Grant. The PYCE Team and Steering Committee Members submit monitoring reports.

Outputs: Community actors' awareness of and participation in youth activities; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased.

Timeline: July 2014 to August 2015

Activity 1.5.1 Partnerships developed by Peer Network Members with businesses

Goal: Partnerships are formed to encourage the sustainability of Peer Network Members' youth activities and promote youth centers as public spaces where youth and other community members can gather based upon common interests.

Responsible Organization: Peer Network Members are responsible for developing partnerships with businesses.

People Involved: Peer Network Members, businesses, Steering Committee Members, youth center staff, local residents/volunteers including youth from the community, participants in Peer Network Members' activities, and the PYCE Team are involved in this activity.

Tasks Involved: Peer Network Members will contact businesses to discuss their activities and encourage them to support these activities with in-kind donations, cost-sharing, and/or sponsorships. Partnership information will be documented and filed electronically.

Method: Peer Network Members will leverage existing contacts with local businesses and/or identify and approach local businesses to request support for their activities. Peer Network Members can identify businesses based upon their existing contacts or feedback from other PYCE participants, or they may initiate contact with businesses that they believe may be willing to support their activities. Contacts between Peer Network Members and businesses may include in-person presentations, phone calls and emails. Support from businesses can be provided once or regularly, such as through sponsorships. These sponsorships, along with in-kind donations and cost-sharing, can include sport equipment, refreshments, transportation, learning materials, as well as the tools, supplies and materials indicated to conduct workshops and keep clean and maintain youth centers. Peer Network Members will be particularly focused upon acquiring support for Community Grants and team-based activities and developing these activities into long-term, competitive science and sport competitions. The PYCE Team will collect partnership data, including the name, location and type of contribution made in support of Peer Network activities. Data will be filed electronically.

Outputs: Community actors' awareness of and participation in youth activities increased; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased.

Timeline: July 2014 to August 2015

Activity 1.5.2 Partnerships developed by Peer Network Members with community-based organizations and local initiatives

Goal: Partnerships are formed to encourage the sustainability of Peer Network Members' youth activities and promote youth centers as public spaces where youth and other community members can gather based upon common interests.

Responsible Organization: Peer Network Members are responsible for developing partnerships with organizations and local initiatives.

People Involved: Peer Network Members, community-based organizations, Steering Committee Members, youth center staff, local residents/volunteers including youth from the community, participants in Peer Network activities, and the PYCE Team are involved in this activity.

Tasks Involved: Peer Network Members will contact community-based organizations and local initiatives. They will present their plans for youth-centered activities and form partnerships with these organizations in order to help sustain their activities. Organizations and initiatives can provide support for Peer Network activities by co-facilitating workshops, sharing expertise, donating equipment and supplies and via cost-sharing. Partnership information will be documented and filed electronically.

Method: Peer Network Members will leverage existing contacts with community-based organizations and initiatives and/or identify and approach these entities to request support for their activities. Peer Network Members can identify entities based upon their existing contacts or feedback from other PYCE participants, or they may initiate contact with organizations and establish partnerships. Contacts between Peer Network Members and these entities may include in-person presentations, phone calls and emails. Support from organizations and initiatives can be provided once or regularly, such as through co-facilitating a workshop, donating equipment and materials, information-sharing, hosting PYCE Peer Network training at their facilities and covering part of the costs associated with implementing activities. Through cost-sharing, organizations can ensure Peer Network activities will be supplied with sport

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equipment, refreshments, transportation, learning materials, as well as the tools, supplies and materials indicated to conduct workshops and keep clean and maintain youth centers. Peer Network Members will be particularly focused upon acquiring support for Community Grants and team-based activities and developing these activities into long-term, competitive science and sport competitions. PYCE will collect partnership data, including the name, location and type of contribution made in support of Peer Network activities. Data will be filed electronically.

Outputs: Community actors' awareness of and participation in youth activities increased; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased.

Timeline: July 2014 to August 2015

Activity 1.5.3 Partnerships developed by Peer Network Members with other youth serving and government entities

Goal: Partnerships are formed to encourage the sustainability of Peer Network Members' youth activities and promote youth centers as public spaces where youth and other community members can gather based upon common interests.

Responsible Organization: Peer Network Members are responsible for developing partnerships with youth-serving and government entities.

People Involved: Peer Network Members, Steering Committee members, youth-serving and government entities, youth center staff, local residents/volunteers including youth from the community, participants in Peer Network Members' activities, and the PYCE Team are involved in this activity.

Tasks Involved: Peer Network Members will contact youth-serving and government entities. They will present their plans for youth-centered activities and form partnerships in order to help sustain their activities. These entities can provide support for Peer Network activities by donating equipment and supplies and via cost-sharing. Partnership information will be documented and filed electronically.

Method: Peer Network Members will leverage existing contacts with youth-serving and government entities and/or identify and approach them to request support for their activities. Peer Network Members can identify these entities based upon their existing contacts or feedback from other PYCE participants, or they may initiate contact in an effort to establish new partnerships. Contacts between Peer Network Members and these entities may include in-person presentations, phone calls and emails. Support from youth-serving and government entities can be provided once or regularly, such as through in-kind donations and cost-sharing. These entities can support the Peer Network via information-sharing, providing sport equipment, refreshments, transportation, learning materials, as well as the tools, supplies and materials indicated to conduct workshops, and keep clean and maintain youth centers. Peer Network Members will be particularly focused upon acquiring support for Community Grants and team-based activities and developing these activities into long-term, competitive science and sport competitions. PYCE will collect partnership data, including the name, location and type of contribution made in support of Peer Network activities. Data will be filed electronically.

Outputs: Community actors' awareness of and participation in youth activities increased; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased.

Timeline: July 2014 to August 2015

Intermediate Result 2: Empower youth to positively affect their local communities through sports, recreational programs and other community-based engagement activities

Activity 2.1 Youth centers renovated in selected governorates

Goal: Renovations are implemented to increase the capacity of youth centers to respond to the needs of youth in their communities.

Responsible Organization: The PYCE Team is the responsible organization. Program Officers will serve as points of contact in this regard. PYCE will implement renovations in conjunction with vendors at PYCE-supported youth centers.

People Involved: Steering Committee members, the PYCE Team, youth center staff, and vendors

Tasks Involved: Renovations may include the purchase of equipment, supplies and materials from vendors and the distribution of any of these to PYCE-supported youth centers. Renovations also encompass the installation of equipment; the construction of libraries, play areas and green spaces; and the rehabilitation of facilities. Additional tasks include site visits and maintenance workshops.

Method: The PYCE Team will work with youth center staff, Peer Network Members and Steering Committee Members to determine the most appropriate renovations for youth centers. Additional approval and oversight by local officials may be requested as needed. Renovations are comprised of financial, technical and material support for structural enhancements, supplies, equipment, repairs and solar system installations. Renovations are conducted at PYCE-supported youth centers by vendors and are supported incrementally. The determination to support a youth center with a renovation is based upon need, community-buy in and capacity to host and implement regular activities for a wide, cross section of youth in nearby areas. The PYCE Team and Steering Committee Members conduct site visits to observe and document renovations and the extent to which renovations increase the capacity of youth centers. The PYCE Team also interview youth center staff to further understand the impact of renovations. Renovations are accompanied with training for youth center staff and Peer Network members in the form of a maintenance workshop. The workshop includes but is not limited to: cleaning and maintaining solar systems and the proper utilization of fire extinguishers and safety equipment.

Outputs: Resources available to youth at youth centers increased; responsibility for maintenance of club infrastructure taken by youth.

Timeline: July 2014 to August 2015

Activity 2.2 Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants

Goal: The goal of PACA activities is to introduce aspiring Peer Network Members and other community actors to the PYCE Project and to provide a hands-on opportunity where they can enhance and acquire knowledge and skills in order to plan and implement community-based programs.

Responsible Organization: The PYCE Team facilitates and monitors PACA activities in conjunction with the trainers who led the Community Engagement (CE) Workshop. The PYCE Program Officers serve as points of contact. PACA activities are performed by aspiring Peer Network Members and community actors at youth centers.

People Involved: Youth center staff, aspiring Peer Network members, community actors, PYCE trainers and the PYCE Team.

Tasks Involved: Training in visualizing community through photography, community needs assessment and program planning via the Community Engagement (CE) Workshop; development of a micro-graduation plan for the PACA teamwork activity; review of the activity plan; implementation of the PACA activity; monitoring and submission of documentation. Once the CE Workshop is successfully completed, youth may submit an application to join the Peer Network. Applicants can then be interviewed and selected for membership.

Method: PYCE will develop the training curriculum and contract trainers to deliver the CE Workshop. Trainers will conduct the workshop, focusing on photography, needs assessment and program planning. After successfully completing the CE Workshop, participants will develop PACA activities under the supervision of PYCE trainers and then will submit their plans to the PYCE Team. The PYCE Team will review, approve and provide funding for PACA plans. Youth will implement PACA in teams, leading sports, recreational, educational and community-service activities. PACA activities are conducted at PYCE-supported youth centers and their affiliated spaces. PYCE trainers and the PYCE Team will monitor PACA activities. PACA participants will deliver reports, photos and supporting documentation. Participants who complete PACA activities are invited to prepare and present their PACA activities in an interview for Peer Network membership for further feedback. Steering Committee Members conduct these interviews and submit recommendations for Peer Network membership to PYCE. PYCE reviews the recommendations and approves youth for membership in the Peer Network.

Outputs: Resources available to youth at youth centers increased; youth awareness about communities increased; activities organized by and for youth based upon teamwork implemented; youth social interaction diversified; youth skills enhanced.

Timeline: September 2014 to March 2015

Activity 2.3 Youth trained as coaches, referees and activity coordinators in selected governorates

Goal: The goal of the training is to equip Peer Network Members with the knowledge and skills indicated to plan, organize and sustain sports and recreational activities for youth in their communities. Because the training is linked to the framework of sports-for-development, Peer Network Members are expected to utilize sports and play to achieve development goals in areas such as education and health. The sport-for-development model is also utilized to help youth develop life skills such as teamwork and self-esteem and encourage volunteerism in nearby communities.

Responsible Organization: The PYCE Team will conduct training, known as the Sport and Activity Coordinator (SAC) Program, for youth with partners such as Peace Players International (PPI) and local coaches and trainers.

People Involved: Peer Network members, youth center staff, local organizations, initiatives and clubs, business men and women, local youth, Steering Committee Members, PPI and contracted trainers, and the PYCE Team.

Tasks Involved: Curriculum development, training, logistics, micro-grant implementation, monitoring, performance appraisal, interviews and surveys

Method: The curriculum for the SAC Program, was initially developed by PPI and edited by the PYCE Team. It was later enhanced by PYCE and its contractors to ensure the local Yemeni dialect was incorporated and the overall content was well-suited with the Yemeni context.

The SAC Program offers workshops which are implemented as classroom-based sessions and outdoor skills-building sessions in selected sports. The workshops offer indoor sessions to instruct students in methods of coaching, teaching, facilitation and the strategies for positive behavior change. Indoor sessions also focus upon establishing and sustaining community-based teams and leagues through partnerships and long-term strategies. Outdoor sessions focus on hands-on and experiential learning in

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selected sports such as basketball, volleyball and soccer, alongside practical exercises which promote leadership, teamwork and life skills. Additional activities may include site visits to local associations, businesses and organizations, in an effort to explore potential partnerships.

Clinics are micro-grants which serve as graduation projects. After training workshops and sessions conclude, Peer Network Members work in teams to plan and implement a sport activity for local youth in nearby areas. The sport activity is conducted alongside a community-service activity at a PYCE-supported youth center. These teams also identify a youth center where they will plan and facilitate ongoing sport and community-service activities after the SAC Program training concludes. Thus, by linking the clinic activities to youth centers, PYCE will take advantage of the momentum generated by the SAC Program to sustain their activities.

Transportation, refreshments and other logistical duties will initially be performed by the PYCE Team, and Peer Network Members will assume these responsibilities after the second day of training. The PYCE Team will maintain attendance sheets each day and in conjunction with Steering Committee Members, monitor the training. The PYCE Monitoring and Evaluation Officer will conduct interviews and surveys to acquire feedback from trainees which will be incorporated into strategies to enhance the SAC Program. Peer Network members receive performance appraisals, and, if successful, recommendations from PYCE trainers for certificates of completion. The PYCE Team will distribute certificates of completion to graduates. After graduation, Peer Network members will facilitate sports, educational and community-service activities with youth in their communities at youth centers through PYCE Community Grants and team-based activities. The PYCE Team, Steering Committee Members, and trainers will monitor Peer Network members' activities and track performance over time. Additional support and guidance will be provided by Steering Committee Members, the PYCE Team, and PYCE trainers as needed. Steering Committee Members, trainers and the PYCE Team will submit monitoring reports, photos, and other documentation which will be maintained by PYCE.

Outputs: Sports' team participation in community services increased; activities organized by and for youth based upon teamwork implemented; youth skills enhanced; youth social interaction diversified; coaches' skill in coaching sports and teamwork enhanced; resources available to youth at youth centers increased.

Timeline: September 2014 to April 2015

Activity 2.4 Activated/involved teams that work with PYCE activities

Goal: The goal of activated and involved teams is to increase the capacity of PYCE participants to work collaboratively and utilize sports and recreational activities as a springboard toward greater participation in community-service.

Responsible Organization: The PYCE Team will promote the formation and/or organization of teams among PYCE participants, indirect beneficiaries, and other stakeholders. Team activities will be conducted in cooperation with PYCE-supported youth centers and their affiliated spaces. Their activities will be monitored by the PYCE Team and Steering Committee members.

People Involved: Teams are comprised of Peer Network Activity Council members, Steering Committee members, Peer Network members, youth center staff, volunteers, indirect and third party beneficiaries.

Tasks Involved: Request for team documentation; review and approval of documentation, team activities; and observation and monitoring reports.

Method: Team members will submit formation documents to the PYCE Team and Steering Committee members. Once formation has been approved, PYCE will provide support for equipment, jerseys and other items indicated to accomplish activities. Teams will plan and implement sports, recreational and community service activities at PYCE-supported youth centers.

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Steering Committee members and the PYCE Team will observe team activities and submit observation reports from field visits. PYCE will collect documentation of team activities as applicable, which can include but is not limited to: requests/receipts for supplies, photos, Peer Network Reflection Forms and communication materials (i.e. posters, social media postings and mobile data) utilized to promote team activities.

Outputs: Youth social interaction diversified; activities organized by and for youth based upon teamwork implemented; sports' team participation in community service increased; coaches' skill in coaching sports and teamwork enhanced.

Timeline: July 2014 to August 2015

Activity 2.4.1 Sport-for-development team-based sport and service activities implemented

Goal: The goal of sport-for-development team-based activities is to utilize sport, physical activity and play to provide positive alternatives for youth and achieve development goals. These goals center upon education and health and complement existing efforts to reduce the dropout rate among youth.

Responsible Organization: PYCE teams may encompass Peer Network Members, Steering Committee Members, youth center administration, referees, local youth in nearby areas and other volunteers. These members are responsible for working collaboratively to plan, implement and sustain sport and service-oriented activities.

People Involved: Steering Committee Members, Peer Network Members, youth center staff, referees, volunteers, businesses, local associations and organizations, youth-serving and government entities, local youth and other community members.

Tasks Involved: Complete team documentation; review and approve team documentation, plan team-based activities, submit formal application for team-based activities to Steering Committee and the PYCE Team, review and approve applications, implement team-based activities; submit team member reports and documentation and provide monitoring reports.

Method: The PYCE Team will promote the formation and/or organization of teams through regular meetings with stakeholders and by linking various stakeholders together as a part of Peer Network leadership and development training. Team members will submit formation documents to the PYCE Team and Steering Committee Members. Formation documents will be reviewed and approved as appropriate. Once teams are formed, they will be responsible for planning activities and submitting these plans for approval. Steering Committee Members and the PYCE Team will review and approve applications which are aligned with PYCE objectives and youth needs and which are supported through partnerships. Priority will be given to those plans which can be both scaled-up and sustained over the long-term. PYCE will provide funding for approved activities, which will be implemented by these teams at PYCE-supported youth centers and their affiliated spaces.

Team members will also be responsible for identifying partners that will provide resources to help sustain these activities. They will conduct regular meetings and presentations in order to present their plans for youth activities and request ongoing support. Team-based activities will be monitored by the PYCE Team and Steering Committee members. Photos, monitoring reports, receipts and supportive materials will be submitted to PYCE.

Outputs: Youth social interaction diversified; activities organized by and for youth based upon teamwork implemented; sports' team participation in community service increased; coaches' skill in coaching sports and teamwork enhanced.

Timeline: July 2014 to August 2015

Activity 2.4.2 Sport-for-development team-based competitive activities implemented

Goal: The goal of sport-for-development competitions is to utilize sport, physical activity and play to provide positive alternatives for youth and to achieve development goals. In addition, competitions are established in order to increase interest in education and, particularly, in science and science-related careers.

Responsible Organization: PYCE teams may encompass Peer Network Members, Steering Committee Members, youth center administration, referees, local youth in nearby areas and other volunteers. These members are responsible for working collaboratively to plan, implement and sustain sport and service-oriented activities.

People Involved: Steering Committee Members, Peer Network Members, youth center staff, referees, volunteers, businesses, local associations and organizations, youth-serving and government entities, local youth and other community members.

Tasks Involved: Complete team documentation; review and approve team documentation, plan team-based activities, submit formal application for team-based activities to Steering Committee and the PYCE Team, review and approve applications, implement team-based activities; submit team member reports and documentation and provide monitoring reports. Identify best practices from initial activities; meetings among various teams to discuss ways to scale up activities and establish competitions at PYCE-supported youth centers. Prepare plans for competitions and league play. Present plans to partners. Request in-kind donations, cost-sharing and sponsorships from partners.

Method:

The PYCE Team will promote the formation and/or organization of teams through regular meetings with stakeholders and by linking various stakeholders together as a part of Peer Network leadership and development training. Team members will submit formation documents to the PYCE Team and Steering Committee Members. Formation documents will be reviewed and approved as appropriate. Once teams are formed, they will be responsible for planning activities and submitting these plans for approval. Steering Committee Members and the PYCE Team will review and approve applications which are aligned with PYCE objectives and youth needs and which are supported through partnerships. Priority will be given to those plans which can be both scaled-up and sustained over the long-term. PYCE will provide funding for approved activities, which will be implemented by these teams at PYCE-supported youth centers and their affiliated spaces.

Once teams implement successful sport and service activities, they can plan and apply for support from PYCE for competitions which involve multiple teams. Teams will submit applications to Steering Committee Members and the PYCE Team. Applications will be reviewed and approved as appropriate. Team members will also be responsible for identifying partners that will provide resources to help sustain these activities via in-kind donations, cost-sharing and sponsorships. Peer Network Members will conduct regular meetings and presentations to establish partnerships and ongoing support for their activities. In order to scale-up activities, teams will join together with other teams to establish competitions and league play. Competitions will be focused upon a sport agreed upon by each team and activities which expose team members and youth participants to science and science-related careers. In addition to science fairs, exhibits and other events, community-service activities will be conducted. Teams will earn points based upon the number of service activities completed and the number of games won. Points and standings will be tracked by the PYCE team and displayed publicly. Competitions will be monitored by the PYCE Team and Steering Committee Members. Team Members, Steering Committee Members and the PYCE Team will collect photos, monitoring reports, receipts and supportive materials and submit it to PYCE.

Outputs: Youth social interaction diversified; activities organized by and for youth based upon teamwork implemented; sports' team participation in community service increased; coaches' skill in coaching sports and teamwork enhanced.

Timeline: July 2014 to August 2015

Activity 2.5 Peer Network Members trained on peer facilitation and project development

Goal: The goal of the Peer Facilitation and Project Development (PFPD) Program is to equip Peer Network members with the knowledge and skills indicated to serve as peer facilitators, who plan and implement educational, cultural and community-service activities for youth in their communities.

Responsible Organization: The PYCE Team will collaborate with NODS and other local trainers to plan and facilitate the PFPD Program.

People Involved: Peer Network Members, youth center staff, NODS, PYCE trainers, businesses, local associations, youth-serving and government entities, Steering Committee Members, and the PYCE Team

Tasks Involved: Curriculum development, PFPD training, logistics, PFPD monitoring, performance appraisal, interviews and surveys

Method: The PYCE Team, NODS and contracted trainers will develop a curriculum which is centered upon peer-facilitation and the curriculum incorporates the Yemeni context. The curriculum will be utilized in a classroom setting to prepare Peer Network Members to gather learning materials for educational and awareness sessions, develop partnerships with community members, and sustain their own community-based programs. The PFPD Program also helps Peer Network Members advance skills in facilitation, participatory and reflective training, community needs assessment, and the evaluation of participant learning. Peer Network Members are expected to utilize the PFPD Program to activate other youth by identifying topics informed by their own community appraisals or assessments that are relevant to the needs of their peers, and organizing a workshop to serve as a platform where youth discuss and/or address these topics. Moreover, Peer Network Members will learn to plan community-service and recreational activities alongside educational/awareness workshops, in order to offer youth the most diverse and impactful training experience.

The sustainable development of these activities depends, in part, upon strong partnerships with members of the community. Therefore, the PFPD Program will include site visits to local associations, businesses and organizations, in an effort to explore potential partnerships. Once training and site visits are completed, Peer Network Members will plan and implement a workshop with local youth at a youth center. This workshop will be conducted in teams and serve as a micro-project and prerequisite for graduation. NODS and local trainers will guide Peer Network Members as they plan and prepare for the workshop and utilize the event to assess their skills.

Transportation, refreshments and other logistical duties will initially be performed by the PYCE Team, and Peer Network Members will assume these responsibilities after the second day of training. The PYCE Team will maintain attendance sheets each day, and, in conjunction with Steering Committee Members, monitor the training. The PYCE Monitoring and Evaluation Officer will conduct interviews and surveys to acquire feedback from trainees which will be incorporated into strategies to enhance the PFPD Program. Peer Network Members receive appraisals, and, if successful, recommendations from PYCE trainers for certificates of completion. The PYCE Team will review these recommendations and distribute certificates of completion to graduates. After graduation, Peer Network members will facilitate sports, educational and community-service activities with youth in their communities at PYCE-supported youth centers through Community Grants and team-based activities. The PYCE Team, Steering Committee Members and trainers will monitor Peer Network Members' activities and track performance over time. Additional support and guidance will be provided by Steering Committee Members, the PYCE trainers, and the

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PYCE Team as needed. Steering Committee Members, trainers and the PYCE Team will submit monitoring reports, photos and other documentation, which will be maintained by PYCE.

Outputs: Youth skills enhanced; activities by and for youth based upon teamwork implemented; youth social interaction diversified; resources available to youth at youth centers increased.

Timeline: September 2014 to April 2015

Activity 2.6 Participants trained by the PYCE Peer Network Members in selected governorates

Goal: The purpose of Peer Network training is to promote civic engagement among youth, to utilize sport, educational and community-service activities to address youth needs and concerns, and to provide positive alternatives. Peer Network Members also conduct activities, in an effort to encourage dialogue and cooperation, based upon common goals and interests.

Responsible Organization: Peer Network Members are responsible for planning and implementing activities for their peers. These activities are monitored by the PYCE Team, Steering Committee Members, NODS, PPI, and contracted trainers.

People Involved: Peer Network Members, youth attendees, Steering Committee Members, youth center staff, NODS, PPI, contracted trainers, local associations, businesses and youth-serving entities, and the PYCE Team.

Tasks Involved: Tasks include developing training plans and materials, gathering necessary equipment such as projectors and charts, and promoting activities that facilitate training sessions. Additional tasks include establishing partnerships, leveraging these partnerships to secure resources for youth activities, reviewing and approving training plans, monitoring and continuous assessment of Peer Network Members' skills in activity coordination and facilitation over time.

Method: Peer Network Members will submit a training outline/plan to Steering Committee Members and the PYCE Team. Steering Committee Members and the PYCE Team will review and approve training plans based upon the extent to which they are aligned with PYCE objectives and youth needs. Priority will be given to the activities which can be scaled up and sustained. To foster sustainability, Peer Network Members will identify local associations, youth-serving and government entities and businesses with which they can establish partnerships. Through these partnerships, Peer Network Members will be able to receive in-kind donations, cost-sharing, sponsorships and other forms of support for their activities.

Once the training plan has been approved, Peer Network Members will promote the training in their communities. Promotions can encompass mobile technology, social media, You Tube channels, in-person discussions and postings on the PYCE website. Peer Network Members, Steering Committee Members and the PYCE Team may also participate in interviews with media outlets, such as radio, newspapers and television programs.

Peer Network members will facilitate training sessions based upon the knowledge and skills acquired and enhanced in the CE workshop, PFPD Program, and the SAC Program. Registration and attendance forms for the participants will be collected by Peer Network Members. Additionally, Peer Network Members will take photos and/or videos and will complete a final report. Monitoring reports, receipts, photos, and supporting materials will be gathered by Peer Network Members, Steering Committee Members and the PYCE Team. All materials will be submitted to PYCE.

Outputs: Youth skills enhanced; youth social interaction diversified; youth awareness about communities increased.

Timeline: July 2014 to August 2015

Activity 2.7.1 Channels of communications PYCE Peer Network use to disseminate information about youth activities

Goal: The goal of Peer Network communications is to promote sports, recreation and community-service activities. Communications are also aimed toward relationship-building, as Peer Network Members seek to work collaboratively with stakeholders, to develop and sustain those programs which would be most impactful for youth.

Responsible Organization: Peer Network Members are responsible for disseminating information about their activities. Promotions will be reviewed by Steering Committee Members and/or youth center management. The PYCE Team will collect copies of communication materials.

People Involved: Peer Network Members, youth center managers, Steering Committee Members and the PYCE Team are involved in developing promotions.

Tasks Involved: The development of various communications via social media, mobile technology, posters and printed materials, and the PYCE website. Additional communications may include in-person meetings, interviews with media outlets and radio announcements.

Method: Peer Network Members will develop the communication materials deemed most suitable for the promotion of their activities and distribute these materials in their communities. Communication materials are focused upon positive messages which are youth-centered and reinforce the acquisition of life skills and the performance of positive behaviors.

Peer Network Members will post content on Facebook, You Tube and other internet-based websites on a monthly basis. The PYCE Team will post content related to Peer Network activities on the PYCE website on a monthly basis.

Peer Network Members, Steering Committee Members and the PYCE Team may participate in interviews and broadcasts. In addition to in-person discussions and phone calls, Peer Network Members will send text messages to youth, via mobile technologies such as WhatsApp.

Steering Committee Members will review communication materials. Peer Network Members will submit copies of print and other communications to the PYCE Team. The PYCE Team will also scan and gather Facebook pages, online articles, text messages, newspaper articles and television news segments or related broadcasts. Copies of communications will be collected by the PYCE Team and entered into a PYCE tracking spreadsheet.

Outputs: Youth communications upgraded; youth awareness about communities increased; youth skills enhanced; community actors' awareness of and participation in youth activities increased.

Timeline: July 2014 to August 2015

Activity 2.7.2 Channels of communications PYCE Peer Network use to gather information from youth about their needs, concerns and suggestions for youth activities

Goal: The goal of Peer Network communications is to identify youth needs. Feedback from youth is gathered in order to inform the process of program planning. It is also integral to the process of evaluation, as PYCE and Peer Network Members seek to establish strong relationships with youth and implement the most responsive activities possible. Communications are also tools to help youth and other community members resolve challenges through dialogue, which enables sports, recreation and community-service activities to become evidence of cooperation within their communities.

Responsible Organization: The PYCE Team, Peer Network Members, youth participants in Peer Network activities and other community members who provide feedback.

People Involved: Peer Network Members, youth center staff, youth respondents and other community members who post feedback, Steering Committee Members and the PYCE Team.

Tasks Involved: Invite feedback and dialogue concerning youth needs and Peer Network activities, review feedback from youth and other respondents, respond to feedback when appropriate and incorporate feedback into upcoming activities. Feedback will also be gathered and filed electronically.

Method: Peer Network Members are responsible for gathering suggestions and feedback from youth and other community members, who send or post messages through mobile technologies, Facebook and other internet-based platforms. The PYCE Team will gather feedback from youth posted on the PYCE website. Feedback from youth and community members is also gathered through informal discussions at stakeholder meetings and through informal surveys by the PYCE Team.

The PYCE Team will collect copies of communication materials and participate in meetings with Peer Network Members and other stakeholders in order to incorporate feedback into activities.

Outputs: Youth communications upgraded; youth awareness about communities increased; youth skills enhanced; community actors' awareness of and participation in youth activities increased.

Timeline: July 2014 to August 2015

Activity 2.7.3 Channels of communications PYCE Peer Network use to respond to community requests and concerns related to youth activities

Goal: The goal of Peer Network communications is to demonstrate responsiveness to youth needs. Responsiveness to youth needs is a part of how PYCE and Peer Network Members implement relevant activities, achieve transparency and promote community buy-in. Communications are also tools to help youth and other community members resolve challenges through dialogue, which enables sports, recreational and community-service activities to become evidence of cooperation within their communities

Responsible Organization: Peer Network Members, Steering Committee Members, and the PYCE Team.

People Involved: Peer Network members, youth participants in PYCE-supported events and other community members who engage in dialogue about youth needs and Peer Network activities, Steering Committee Members and the PYCE Team

Tasks Involved: The review of feedback provided via media outlets, internet platforms and mobile technologies from youth and other stakeholders. Feedback from in-person meetings, interviews, and surveys will also be reviewed. Discussions with stakeholders to develop ways to incorporate feedback into upcoming youth activities. Implement programs informed by feedback. Promote the ways in which youth needs have been addressed within the scope of Peer Network activities and PYCE interventions.

Method: Once feedback is received from youth and community members, it will be reviewed in meetings with Peer Network Members, Steering Committee Members and the PYCE Team. Ongoing discussions will be conducted in monthly meetings in order to plan ways to incorporate this feedback into youth activities. In particular, Peer Network Members will include this feedback into their applications for Community Grants and team-based activities. Moreover, the PYCE Team will utilize feedback in order to plan interventions such as renovations.

Peer Network Members and the PYCE Team will send/post messages via various communication channels such as mobile technology and internet platforms in order to increase community members' awareness of the ways in which their concerns have been addressed. Radio interviews may also be utilized when practical. This responsiveness will also be highlighted in larger stakeholder meetings and other meetings of PYCE participants.

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Peer Network members will submit copies of print and other communications to the PYCE Team. The PYCE Team will also scan and gather Facebook pages, online articles, text messages, newspaper articles and television news segments or related broadcasts. Copies of communications will be collected by the PYCE Team and entered into a PYCE tracking spreadsheet.

Outputs: Youth communications upgraded; youth awareness about communities increased; youth skills enhanced; community actors' awareness of and participation in youth activities increased.

Timeline: July 2014 to August 2015

The Activity Timing and Status Table follows this section.

Intermediate Result	Activity	Activity Start Date (yyyy-mm)	Activity End Date (yyyy-mm)	Duration (calendar days)	Output
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors	1.1: Community actors engaged in governorate-level meetings in selected governorates	2014-07	2015-08	425	Community actors' awareness of and participation in youth activities; youth social interaction diversified
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors	1.2: Governorate Steering Committees (G-SCs) meetings for the PYCE project held in selected governorates	2014-08	2015-08	390	Community actors' awareness of and participation in youth activities; youth social interaction diversified
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors	1.3: Meetings of PYCE participants held at youth centers	2014-08	2015-08	390	Community actors' awareness of and participation in youth activities; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors	1.4: Community grants awarded to Peer Network members in selected governorates	2014-08	2015-08	390	Community actors' awareness of and participation in youth activities; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious	1.5.1: Partnerships developed by Peer Network Members with businesses	2014-07	2015-08	425	Community actors' awareness of and participation in youth activities increased; youth

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Intermediate Result	Activity	Activity Start Date (yyyy-mm)	Activity End Date (yyyy-mm)	Duration (calendar days)	Output
actors					social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased.
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors	1.5.2: Partnerships developed by Peer Network Members with community-based organizations and local initiatives	2014-07	2015-08	425	Community actors' awareness of and participation in youth activities increased; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased.
IR 1: Strengthen and increase interaction between youth and influential community actors, including moderate religious actors	1.5.3: Partnerships developed by Peer Network Members with other youth serving and government entities	2014-07	2015-08	425	Community actors' awareness of and participation in youth activities increased; youth social interaction diversified; activities organized by and for youth based upon teamwork, implemented; youth skills enhanced; resources available to youth at youth centers increased
IR 2: Empower youth to positively affect their local communities through sports,	2.1: Youth centers renovated in selected governorates	2014-07	2015-05	330	Resources available to youth at youth centers increased; responsibility

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Intermediate Result	Activity	Activity Start Date (yyyy-mm)	Activity End Date (yyyy-mm)	Duration (calendar days)	Output
recreational programs, and other community-based engagement activities					for maintenance of club infrastructure taken by youth
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.2: Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants	2014-12	2015-03	120	Resources available to youth at youth centers increased; youth awareness about communities increased; activities organized by and for youth based upon teamwork implemented; youth social interaction diversified; youth skills enhanced
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.3: Youth trained as coaches, referees and activity coordinators in selected governorates through the Sport and Activity Coordinator (SAC) Program	2014-09	2015-08	425	Sports' team participation in community services increased; activities organized by and for youth based upon teamwork implemented; youth skills enhanced; youth social interaction diversified; coaches' skill in coaching sports and teamwork enhanced; resources available to youth at youth centers increased
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.4: Activated/involved teams that work with PYCE activities	Done	Done	N/A	Youth social interaction diversified; activities organized by and for youth based upon teamwork implemented; sports' team participation in community service increased; coaches' skill in coaching

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Intermediate Result	Activity	Activity Start Date (yyyy-mm)	Activity End Date (yyyy-mm)	Duration (calendar days)	Output
					sports and teamwork enhanced
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.4.1 Sport-for-development team-based sport and service activities with PYCE	2014-08	2015-08	390	Youth social interaction diversified; activities organized by and for youth based upon teamwork implemented; sports' team participation in community service increased; coaches' skill in coaching sports and teamwork enhanced
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.4.2 Sport-for-development team-based competitive activities with PYCE	2014-08	2015-08	390	Youth social interaction diversified; activities organized by and for youth based upon teamwork implemented; sports' team participation in community service increased; coaches' skill in coaching sports and teamwork enhanced
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.5: Peer Network Members receive training via the Peer Facilitation and Project Development (PFPD) Program	2015-09	2015-08	425	Youth skills enhanced; activities by and for youth based upon teamwork implemented; youth social interaction diversified; resources available to youth at youth centers increased
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based	2.6: Participants trained by the PYCE Peer Network members in selected governorates	2014-07	2015-08	425	Youth skills enhanced; youth social interaction diversified; youth awareness about communities increased

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Intermediate Result	Activity	Activity Start Date (yyyy-mm)	Activity End Date (yyyy-mm)	Duration (calendar days)	Output
engagement activities					
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.7.1 Channels of communications PYCE Peer Network use to disseminate information about youth activities	2014-08	2015-08	390	Youth communications upgraded; youth awareness about communities increased; youth skills enhanced; community actors' awareness of and participation in youth activities increased
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.7.2 Channels of communications PYCE Peer Network use to gather information from youth about their needs, concerns and suggestions for youth activities	2014-08	2015-08	390	Youth communications upgraded; youth awareness about communities increased; youth skills enhanced; community actors' awareness of and participation in youth activities increased
IR 2: Empower youth to positively affect their local communities through sports, recreational programs, and other community-based engagement activities	2.7.3 Channels of communications PYCE Peer Network use to respond to community requests and concerns related to youth activities	2014-08	2015-08	390	Youth communications upgraded; youth awareness about communities increased; youth skills enhanced; community actors' awareness of and participation in youth activities increased

Section Five: Budget and Expenditures

AMIDEAST Budget Detail Promoting Youth Civic Engagement 279-A-00-10-00060 July 1, 2014 to September 30, 2015		TOTAL COMMITTED Oct 2010 - Jan 2014		FY 14 Quarter 4 July-Sept 2014 3 Months	FY 15 Quarter 1 Oct-Dec 2014 3 Months	FY 15 Quarter 2 Jan-Mar 2015 3 Months	FY 15 Quarter 2 Apr-Jun 2015 3 Months	FY 15 Quarter 3 July-Sept 2015 3 Months	Project Total TOTAL		
		Rate	Units	Units	Cost	Units	Cost	Units	Cost	Units	Cost
1. Salaries & Wages											
TOTAL SALARIES & WAGES & ABSENCE											
			\$ 530,440	\$ 39,385	\$ 39,299	\$ 40,725	\$ 40,725	\$ 3,284		\$ 634,459	
2. Fringe Benefits		28.52%									
			\$ 147,270	\$ 11,404	\$ 11,208	\$ 11,615	\$ 11,615	\$ 937		\$ 194,048	
TOTAL FRINGE BENEFITS			\$ 147,270	\$ 11,404	\$ 11,208	\$ 11,615	\$ 11,615	\$ 937		\$ 194,048	
3. Consultants											
TOTAL CONSULTANTS			\$ 232,465	\$ 8,347	\$ 8,347	\$ 11,937	\$ 9,417	\$ 14,238		\$ 285,411	
4. Travel											
TOTAL TRAVEL & TRANSPORTATION			\$ 97,028	\$ 3,636	\$ 4,704	\$ 4,704	\$ 6,717	\$ 2,163		\$ 118,951	
5. Supplies and Materials											
TOTAL SUPPLIES			\$ 20,463	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,200	\$ 235		\$ 26,623	
6. Other Direct Costs											
Subtotal ODC G&A Bearing			\$ 581,326	\$ 34,296	\$ 38,236	\$ 39,036	\$ 36,861	\$ 2,454		\$ 732,207	
6.4 Participant Program Costs: SO 1 & SO 2			\$ 386,505							\$ 386,505	
a. 1.1 Governorate-Level Stakeholder Meetings		\$ 750 /each		2 \$ 1,500	3 \$ 2,250	1 \$ 750	2 \$ 1,500	- \$ -		\$ 6,000	
b. 1.2 PYCE Steering Committee Meetings		\$ 150 /each		4 \$ 600	4 \$ 600	4 \$ 600	12 \$ 1,800	- \$ -		\$ 3,600	
c. 1.3 PYCE Youth Beneficiary Meetings		\$ 50 /each		6 \$ 300	6 \$ 300	6 \$ 300	6 \$ 300	- \$ -		\$ 1,200	
d. 1.4 Community Grants	Maximum	\$ 10,000 /district		3 \$ 32,500	3 \$ 30,000	1 \$ 10,000	- \$ -	- \$ -		\$ 72,500	
e. 1.5 Partnerships Events		\$ 3,333 /event		- \$ -	- \$ -	- \$ -	1 \$ 3,333	- \$ -		\$ 3,333	
f. 2.1 Maintenance Training with Renovation		\$ 100 /each		1 \$ 100	3 \$ 300	3 \$ 300	- \$ -	- \$ -		\$ 700	
g. 2.2 Community Engagement Workshops		\$ 5,000 /workshop		- \$ -	2 \$ 10,000	- \$ -	- \$ -	- \$ -		\$ 10,000	
h. 2.3 PYCE Sport and Activity Coordinator (SAC) Program		\$ 12,000 /workshop		- \$ -	- \$ -	2 \$ 24,000	- \$ -	- \$ -		\$ 24,000	
i. 2.4 PYCE Teams and Competitions		\$ 400 /team		- \$ -	18 \$ 7,200	- \$ -	- \$ -	- \$ -		\$ 7,200	
j. 2.5 PYCE Peer Facilitation and Project Development (PPFD) Program		\$ 12,000 /workshop		1 \$ 12,000	- \$ -	1 \$ 12,000	- \$ -	- \$ -		\$ 24,000	
k. 2.6 PYCE Peer Network-Organized Trainings		\$ 20 /trainee		750 \$ 15,000	750 \$ 15,000	500 \$ 10,000	750 \$ 15,000	250 \$ 5,000		\$ 60,000	
l. 2.7 Communications Workshop		\$ 150 /workshop		3 \$ 450	3 \$ 450	3 \$ 450	- \$ -	- \$ -		\$ 1,350	
Subtotal ODC Costs Non-G&A bearing			\$ 386,505	\$ 62,450	\$ 66,100	\$ 58,400	\$ 21,933	\$ 5,000		\$ 600,388	
TOTAL OTHER DIRECT COSTS			\$ 967,831	\$ 96,746	\$ 104,336	\$ 97,436	\$ 58,794	\$ 7,454		\$ 1,332,595	
7. Equipment											
7.1 Equipment <\$5,000			\$ 21,277	\$ 3,000	- \$ -	- \$ -	- \$ -	- \$ -		\$ 24,277	
7.2 Equipment >\$5,000			\$ 22,026	- \$ -	- \$ -	- \$ -	- \$ -	- \$ -		\$ 22,026	
TOTAL EQUIPMENT			\$ 43,303	\$ 3,000	\$ -	\$ -	\$ -	\$ -		\$ 46,303	
8. Youth Center Renovations											
8.1 Renovation Youth Centers			\$ 725,612							\$ 725,612	
Expansion Youth Centers											
a. MoYS Mafad Abyan (Solar, announce board)		\$ 26,000 /center		- \$ -	1 \$ 26,000	- \$ -	\$ -	- \$ -		\$ 26,000	
b. MoYS Hassan Club Abyan (Solar, PNAC communications, playground)		\$ 25,000 /center		- \$ -	- \$ -	1 \$ 25,000	\$ -	- \$ -		\$ 25,000	
Existing Youth Centers Ren by PNACs											
c. MoYS 22 May Sanaa (PNAC communications)		\$ 3,500 /center		1 \$ 3,500	- \$ -	- \$ -	\$ -	- \$ -		\$ 3,500	
d. MoYS Khaner Abyan (PNAC communications, playground, announce board)		\$ 5,000 /center		1 \$ 5,000	- \$ -	- \$ -	\$ -	- \$ -		\$ 5,000	
e. MoYS Banna Mokhsan Abyan (Solar generator, playground, announce board)		\$ 5,000 /center		- \$ -	1 \$ 5,000	\$ -	\$ -	- \$ -		\$ 5,000	
TOTAL RENOVATION/CONSTRUCTION			\$ 725,612	\$ 8,500	\$ 31,000	\$ 25,000	\$ -	\$ -		\$ 790,112	
9. Subcontracts											
TOTAL SUBRECIPIENTS/AWARDEES			\$ 130,462	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 130,462	
10. Indirect Costs											
TOTAL INDIRECT COSTS			\$ 678,526	\$ 41,475	\$ 42,182	\$ 44,316	\$ 43,076	\$ 10,054		\$ 859,630	
TOTAL ESTIMATED COST			\$ 3,573,400	\$ 214,668	\$ 243,250	\$ 237,368	\$ 171,543	\$ 38,364		\$ 4,478,594	

Section Six: Annual Procurement Plan

NB: The PYCE project does not currently have significant procurement planned for this period of performance.

Description and Type of Procurement	Estimated Contract Value	Procurement Method	Estimated Start Date	Estimated Completion Date	Status (Pending, In Process, Awarded, Cancelled)	Comments
Consulting Services: Hassan Club Solar Installation, Announcement Board and Playground (Abyan)	\$25,000	Request for proposals followed by comparison of 2 competitive bids	2014-09	2014-12	Pending	
Consulting Services: PFPD Trainer	\$3,000	Contacted subcontractor	2014-09	2015-04	Pending	
Consulting Services: Engineers	\$1,000	Contacted vendor	2014-09	2014-12	Pending	
Consulting Services: Communications and Documentation	\$20,000	Recruitment on HR site	2013-07	2015-06	In Process	
Consulting Services: Solar Installation, Announcement Board Mahfad Club (Abyan)	\$26,000	Request for proposals followed by comparison of 3 competitive bids	2015-04	2015-05	Pending	
Consulting Services: End of Program Evaluation	\$4,200	Recruitment on HR site	2015-06	2015-08	Awarded	

Section Seven: Risk Matrix

Type of Risk	Description of Risk	Possible Impact of Risk	Risk Level	Risk Mitigation Activity
1 Monitoring and Accountability	Peer Network meetings, Steering Committee meetings, participant meetings and PACA activities may occur in more than 1 meeting or on more than 1 day. All attendees may not be present and active on the same day or at the same time. Further, for governorate level and steering committee meetings, risk can include absent members, members who might leave early without signing the attendance sheet and proxies (individuals who attend the meeting on behalf of an official and sign for them).	Attendance sheets may not incorporate all of the actors involved in PYCE meetings.	Low	<ol style="list-style-type: none"> 1. PYCE will arrange meetings at a time which can accommodate the maximum number of attendees and limit absences. 2. The PYCE Team will be positioned at entrances and in meeting halls throughout governorate level and Steering Committee meetings, in order to reconcile any differences between the numbers of stakeholders on attendance sheets and the numbers of stakeholders present in meeting halls. 3. Proxies will be encouraged to list their names and the name of their contact on the same line item to avoid double counting and recognize the individual who is representing a ministry or other high-level official. 4. PYCE will utilize mixed methods approaches to data collection such as video, photos, surveys, focus groups, site visits and observation reports, to verify data on attendance sheets and assess

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Type of Risk	Description of Risk	Possible Impact of Risk	Risk Level	Risk Mitigation Activity
2	Monitoring and Accountability Steering Committee meetings may not achieve quorum and other activities may be disrupted because of civil disobedience and/or political insecurity, including roadblocks and checkpoints which deter travel.	Meetings and events may be rescheduled, moved to a different location, cancelled or conducted with smaller numbers of participants, which could delay milestones or predetermined benchmarks.	Low	<p>stakeholder engagement.</p> <ol style="list-style-type: none"> 1. If no quorum exists, the Steering Committee meeting will still be held but without voting. 2. The PYCE Team will seek to ensure that the attendance sheet is circulated continuously through the meeting for late arrivals or early departures. 3. Agenda items which are not addressed because of quorum can be placed on the agenda for the next scheduled meeting. 4. Meetings and activities will continue with fewer participants if possible or can be otherwise moved, cancelled and rescheduled in times of insecurity.
3	Monitoring and Accountability Documentation and photography represent new fields for both Peer Network and Steering Committee Members. As with any participant who launches a new endeavor, they may begin at a novice level. The quality of photos and documentation however, is expected to progress over time, as they become more experienced.	Information collected by beneficiaries in the early stages of the PYCE Project may not be suitable data for some evaluation processes.	Low	<ol style="list-style-type: none"> 1. The PYCE Team will support training sessions focused upon photography and the proper documentation of PYCE activities including meetings. These training sessions will provide opportunities for Peer Network and Steering Committee Members to increase their skills and produce high quality documentation over time. 2. The PYCE Team and Steering Committee Members will collect data independently and separate from the monitoring activities of Peer Network Members.

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Type of Risk	Description of Risk	Possible Impact of Risk	Risk Level	Risk Mitigation Activity
4	Sustainability Severe weather may result in damage to solar panels, other installations, and/or damage to youth centers.	Damage to solar panels or other equipment would limit the capacity of youth centers to conduct activities, particularly in the evening and when there are power outages.	Medium	<p>PYCE has supported the construction of a fence to limit the vulnerability of solar panels or other equipment at youth centers where weather and/or environmental factors are considered most likely or warrant additional protections.</p> <p>2. PYCE has also supported training for youth center staff and Peer Network Members, in the cleaning and maintenance of the solar systems.</p> <p>3. Peer Network Members, Steering Committee Members and PYCE Team conduct regular site visits to assess the condition of renovations including solar system installations, which promotes the early detection and containment of potential damage.</p>
5	Monitoring and Accountability Interviews and surveys are dependent upon self-reflections which are subjective in nature and may differ from the reflections of trainers, particularly on matters related to their skills and competency before and after the training.	Large differences between the appraisals of trainers and Peer Network Members and/or low self-reported skills of Peer Network Members immediately following SAC and PFPD programs could indicate a need for additional support prior to leading youth activities.	Low	<p>1. Peer Network Members will plan and conduct activities in teams, after successful completion of the SAC and PFPD Programs. They will receive ongoing guidance and support by the PYCE Team, Steering Committee Members, NODS, and contracted trainers. By working in teams, Peer Network Members will be able to learn from each other, as each member supports the team with his or her strengths. As Peer Network Members become more adept at leading peer activities, they will</p>

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Type of Risk	Description of Risk	Possible Impact of Risk	Risk Level	Risk Mitigation Activity
				<p>also be better able to assess their own skills and competencies and increase their capacities as needed.</p> <p>2. PYCE has developed reflection forms, which Peer Network Members complete at the conclusion of their activity. Steering Committee Members, trainers and the PYCE Team observe Peer Network activities and also complete observation forms which include their assessment of trained Peer Network Members' skills, which can be utilized to track progress over time and help determine the effectiveness of the SAC and PFPD programs.</p>
6	Monitoring and Accountability	<p>In certain instances, the same participants may attend different Peer Network activities. Thus, the number of participants on attendance lists may not be used as the sole means to determine the total number of participants trained by Peer Network Members.</p>	<p>Repeat participants are considered a positive development for PYCE, as it indicates satisfaction with and relevance of youth-centered activities and services. It is particularly significant in the case of repeat female participants, because existing services for women and girls are limited in Yemen.</p>	<p>Low</p> <p>PYCE will collect data in addition to attendance sheets and prepare a database which lists all participants, in order to identify repeat attendees if needed.</p> <p>1. PYCE Team will compare daily attendance lists and will only count each participant one time per activity in program reports, to avoid double counting.</p> <p>2. PYCE will utilize mixed methods to collect participant data including surveys, photos, site visits, Steering Committee reports, and informal interviews.</p> <p>3. PYCE will track the capacity of</p>

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Type of Risk	Description of Risk	Possible Impact of Risk	Risk Level	Risk Mitigation Activity
				youth centers and the activities offered at youth centers over time. Thus, the impact of the PYCE Project can be measured in terms of youth engagement and youth services for direct and indirect beneficiaries.
7	Monitoring and Accountability	There are some communication tools which are difficult to collect (for example, Bluetooth-enabled communications, un-linkable internet applications, or verbal messaging).	Low	<p>1. Peer Network Members will complete a survey that describes the methods that they utilized to communicate news about their events.</p> <p>2. PYCE will collect photocopies and forwarded images of communication materials where indicated and when possible.</p>
8	Sustainability	Decreases in the number of available Peer Network and Steering Committee Members	Low	<p>1. PYCE considers the transition from Peer Network and SC Membership to gainful employment and degree attainment as success stories, yet to maintain the numbers needed to conduct regular youth activities, the PYCE Team will work with all stakeholders to identify, train and orient new PN and Steering Committee Members on an ongoing basis</p> <p>2. Moreover, as Peer Network Members mature, they will have the opportunity to maintain a relationship with the PYCE Project by joining a Steering Committee.</p>

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Type of Risk	Description of Risk	Possible Impact of Risk	Risk Level	Risk Mitigation Activity	
9	Sustainability	<p>PYCE-supported youth centers are staffed by administrators whose tenure can vary. In some instances, youth center staff may resign or be appointed elsewhere. Interim personnel may not be readily available, which could inhibit cooperation between the youth center and any organization wishing to conduct activities.</p>	<p>Activities may be rescheduled or delayed.</p>	<p>Low</p>	<ol style="list-style-type: none"> 1. PYCE will meet with the local council and other ministry-level personnel to ascertain the necessary endorsements required to conduct and maintain youth programs, despite staff turnover at youth centers. 2. PYCE will include a number of staff from youth centers in its development programs in order to institutionalize cooperation and reduce the potential for delays if one staff member is absent or unavailable. 3. PYCE will maintain contact lists of youth center staff. 4. PYCE will update contact lists of youth center staff on an ongoing basis 5. PYCE will contact youth center staff regularly and sustain relationships.

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	How will the Mitigation Activity be Implemented?	Activity Start Date (YYYY-MM)	Activity End Date (YYYY-MM)	Responsibility		Indicator of Completion of Activity
				Position	Institution	
1	Meetings, reconciliation of attendance lists, documentation of proxies, survey administration, conduct interviews, monitoring, submit photos	2014-07	2015-08	PYCE Program Officer and Monitoring and Evaluation Officer	PYCE	Comparative analysis via collection and verification of photos, attendance lists and the PYCE Team reports. Completed interviews, surveys, site visits and observation reports. Submitted photos or video footage.
2	Maintain attendance, restructure meeting agenda, discontinue, move or reschedule meetings	2014-08	2015-08	PYCE Program Officer and Monitoring and Evaluation Officer	PYCE	Meeting minutes, attendance sheets and the PYCE Team observation reports.
3	Ongoing training and support, independent	2014-07	2015-08	PYCE Program Officer and Monitoring and	PYCE and contacted trainers.	Completed training; completed PYCE Team, Steering Committee and Peer Network reports.

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	How will the Mitigation Activity be Implemented?	Activity Start Date (YYYY-MM)	Activity End Date (YYYY-MM)	Responsibility		Indicator of Completion of Activity
				Position	Institution	
	data collection			Evaluation Officer		
4	Rehabilitate damaged areas in cooperation with vendors , conduct workshop, conduct site visits	2014-07	2015-08	PYCE Program Officer and Monitoring and Evaluation Officer	PYCE and contracted trainers.	Completed site visit and observation reports by PYCE Team and Steering Committee Members; Completed fence construction and letters of receipt from youth center staff. Completed rehabilitation of damaged areas. Training for youth center staff and Peer Network Members. Site visit reports and photos from Steering Committee Members and the PYCE Team.
5	Conduct ongoing monitoring and performance assessments alongside PN team-based activities	2014-07	2015-08	PYCE Program Officer and Monitoring and Evaluation Officer	PYCE and contracted trainers.	Completed observation reports and appraisals by PYCE Team, Steering Committee Members and trainers. Completed Peer Network reports and PYCE Reflection Forms. Completed Peer Network teamwork activities.
6	Gather and compare attendance list, conduct site visits and interviews, administer surveys, prepare	2014-07	2015-08	PYCE Program Officer and Monitoring and Evaluation Officer	PYCE	Comparative analysis of attendance lists. Completed surveys, interviews, observation and site visit reports. Submitted photos, videos and other documentation. Completed database entries of attendees, youth center capacities and youth center activities.

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	How will the Mitigation Activity be Implemented?	Activity Start Date (YYYY-MM)	Activity End Date (YYYY-MM)	Responsibility		Indicator of Completion of Activity
				Position	Institution	
	monitoring reports, track youth center capacity					
7	Administer surveys and gather communication materials	2014-07	2015-08	PYCE Program Officer and Monitoring and Evaluation Officer	PYCE	Completed surveys and copies of communication materials
8	Training and ongoing development opportunities	2014-07	2015-08	PYCE Program Officer; NODS and contracted trainers	PYCE; NODS	Completed Community Engagement (CE) Workshop. Completed interviews for Peer Network Membership. Invitations for Peer Network Membership distributed and accepted. Completed Sport and Activity Coordinator (SAC) Program and/or Completed Peer Facilitation and Project Development (PFPD) Program. Completed Peer Network Activity Council (PNAC) elections for new Peer Network Members.
9	Tracking; Meetings; Development opportunities; Phone calls, emails and regular updates	2014-07	2015-08	PYCE Program Officer	PYCE	Completed meetings with local councils and local officials. Completed training and development sessions for new youth center staff. Completed correspondence with youth center staff. Completed and updated tracking lists of youth center staff. Ongoing youth activities at youth centers.

Section Eight: Output Indicators

Indicator #	Activity Number and Name	Indicator Description	Unit of Measure		Prior yrs	2014	2015	End of Project Total
1.1	Community actors engaged in governorate-level meetings in selected governorates	Number of community actors engaged in governorate-level meetings in selected governorates	Number	Planned	250	100	300	650
				Actual	1369	265		
1.2	Governorate Steering Committees (G-SCs) meetings for the PYCE project held in selected governorates	Number of Governorate Steering Committees (G-SCs) meetings for the PYCE project held in selected governorates	Number	Planned	25	10	24	59
				Actual	51	14		
1.3	Meetings of PYCE participants held at youth centers	Number of meetings of PYCE participants held at youth centers	Number	Planned	27	10	24	61
				Actual	46	25		
1.4	Community grants awarded to Peer Network members in selected governorates	Number of community grants awarded to Peer Network members in selected governorates	Number	Planned	18	10	15	43
				Actual	37	50		
1.5.1	Partnerships developed by Peer Network Members	Number of partnerships developed by Peer Network Members	Number	Planned	N/A	N/A	5	5
				Actual	N/A	N/A		

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	with businesses							
1.5.2	Partnerships developed by Peer Network Members with community-based organizations and local initiatives	Number of partnerships developed by Peer Network Members	Number	Planned	N/A	N/A	4	4
				Actual	N/A	N/A		
1.5.3	Partnerships developed by Peer Network Members with other youth serving and government entities	Number of partnerships developed by Peer Network Members	Number	Planned	N/A	N/A	5	5
				Actual	N/A	N/A		
2.1	Youth centers renovated in selected governorates	Number of youth centers renovated in selected governorates	Number	Planned	11	2	2	15
				Actual	11	4		
2.2	Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants	Number of Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants	Number	Planned	50	16	8	74
				Actual	99	28		
2.3	Youth trained as coaches, referees and activity coordinators in selected	Number of youth trained as coaches, referees and activity coordinators in selected governorates	Number	Planned	48	30	30	108
				Actual	107	52		

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	governorates							
2.4	Activated/involved teams that work with PYCE activities	Number of activated/involved teams that work with PYCE activities	Number	Planned	16	3	N/A	19
				Actual	64	5		23
2.4.1	Sport-for-development team-based sport and service activities	Number of team-based sport and service activities	Number	Planned	N/A	N/A	80	80
				Actual	N/A	N/A		
2.4.2	Sport-for-development team-based competitive activities	Number of competitive activities	Number	Planned	N/A	N/A	10	10
				Actual	N/A	N/A		
2.5	Peer Network members trained on Training of Trainer (Peer Facilitators)	Number of Peer Network members trained on Training of Trainer (Peer Facilitators)	Number	Planned	48	28	28	104
				Actual	92	20		
2.6	Participants trained by the PYCE Peer Network members in selected governorates	Number of participants trained by the PYCE Peer Network members in selected governorates	Number	Planned	1350	300	3000	4650
				Actual	4383	1802		
2.7.1	Communications PYCE Peer Network use to disseminate information about youth activities	Number of communications PYCE Peer Network use to disseminate information about youth activities	Number	Planned	90		50	140
				Actual	32	73		

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2.7.2	Channels of communications PYCE Peer Network use to gather information from youth about their needs, concerns and suggestions for youth activities	Number of communications PYCE Peer Network use to gather information	Number	Planned	N/A	N/A	50	50
				Actual	N/A	N/A		
2.7.3	Channels of communications PYCE Peer Network use to respond to community requests and concerns related to youth activities	Number of communications PYCE Peer Network use to respond to community request	Number	Planned	N/A	N/A	10	10
				Actual	N/A	N/A		

Annex 1: Gantt Chart

The Gantt Chart of Activities is found on the following pages and is also available under separate cover.

Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.1	Community actors engaged in governorate-level meetings in selected governorates																		
1.1.a	PYCE updates and maintains contact lists of governorate community actors	2014-07	2015-08	425															
1.1.b	PYCE plans and implements meetings	2014-07	2015-08	425															
1.1.c	PYCE monitor meetings	2014-07	2015-08	425															
1.1.d	Peer Network Members and youth presentations	2014-07	2015-08	425															
1.1.e	Donor, ministry and partner presentations	2014-07	2015-08	425															
1.1.f	PYCE gathers feedback from stakeholders	2014-07	2015-08	425															
1.1.g	PYCE maintains attendance lists and data sheet	2014-07	2015-08	425															
1.1.h	PYCE takes photos and/or videos of the meetings	2014-07	2015-08	425															
1.2	Governorate Steering Committees (G-SCs) meetings for the PYCE project held in selected governorates																		
1.2.a	Update and maintain lists of members	2014-07	2015-08	425															
1.2.b	PYCE plans and implements meetings	2014-08	2015-08	425															
1.2.c	SC Members discuss PYCE interventions and exchange ideas	2014-08	2015-08	425															
1.2.d	PYCE monitors meetings	2014-08	2015-08	425															
1.2.e	PYCE maintains attendance lists and data sheet	2014-07	2015-08	425															
1.2.f	SC conduct PN, SAC or TOT interviews	2014-07	2015-08	270															
1.2.g	SC monitor renovations	2014-11	2015-02	150															
1.2.h	Steering Committee Members review community grants and team-based activities	2014-07	2015-08	425															
1.2.i	Steering Committee Members review Peer Network activities' promotional materials	2014-07	2015-08	425															
1.2.j	Steering Committee Members plan site visits and monitoring of Peer Network	2014-07	2015-08	425															
1.2.k	PYCE collect photos and/or videos of the meetings	2014-07	2015-08	425															

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Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.3	Meetings of PYCE participants held at youth centers																		
1.3.a	PYCE updates and uploads lists of members in database	2014-07	2015-08	425															
1.3.b	PYCE and participants organize and conduct regular meetings	2014-07	2015-08	425															
1.3.c	PYCE and Steering Committee Members monitor meetings	2014-07	2015-08	425															
1.3.d	PYCE maintains attendance lists, data sheet,	2014-07	2015-08	425															
1.3.e	Stakeholders orient new members	2014-09	2015-03	390															
1.3.f	Participants review best practices and lessons learned	2014-07	2015-08	425															
1.3.g	Training	2014-09	2015-08	270															
1.3.h	SC, PN and PYCE Team collect photos and/or videos of the meetings	2014-07	2015-08	425															
1.4	Community grants awarded to Peer Network members in selected governorates																		
1.4.a	PYCE and SC Members distribute grant	2014-07	2016-06	360															
1.4.b	PN Members complete grant application	2014-07	2016-06	360															
1.4.c	PN Members submit grant applications to PYCE	2014-07	2014-06	360															
1.4.d	PYCE organizes subcommittee SC review meeting	2014-07	2014-06	360															
1.4.e	Subcommittee SC review meeting is held	2014-07	2014-06	360															
1.4.f	SC Members submit recommendations to PYCE	2014-07	2014-06	360															
1.4.g	PYCE review of recommendations and approval	2014-07	2014-06	360															
1.4.h	PYCE distributes funds/supplies for approved grants; Peer Network Members accept donations and supplies from partners	2014-07	2014-06	360															
1.4.i	PYCE maintains data sheet tracking grants	2014-07	2015-08	425															
1.4.j	PN Members utilize various communications to inform community members about their activities	2014-07	2015-08	425															
1.4.k	PN Members implements grant	2014-07	2015-08	425															
1.4.l	PYCE and SC members conduct monitoring	2014-07	2015-08	425															
1.4.m	PN Members complete grant and submit documentation to PYCE	2014-07	2015-08	425															
1.4.n	SC Members and PYCE staff submit monitoring reports	2014-07	2015-08	425															
1.4.o	PYCE and/or SC Members collect and respond to feedback from participants and community	2014-07	2015-08	425															
1.4.p	SC, PN and PYCE Team collect photos and/or videos of the meetings	2014-07	2015-08	425															

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Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.5.1	Partnerships developed by Peer Network Members with businesses																		
1.5.1.a	PYCE updates and maintains lists of business contacts	2014-07	2015-08	425															
1.5.1.b	PYCE and PN members organize and conduct regular presentations and meetings	2014-07	2015-08	425															
1.5.1.c	PN Members request support from businesses for youth activities	2014-07	2015-08	425															
1.5.1.d	PN Members update partners on their activities	2014-07	2015-08	425															
1.5.1.e	PYCE and PN members maintain attendance lists and data sheet	2014-07	2015-08	425															
1.5.1.f	PN Members collect supplies, equipment and support from partners	2014-07	2015-08	425															
1.5.1.g	SC, PN and PYCE Team collect photos and/or videos of the meetings	2014-07	2015-08	425															
1.5.2	Partnerships developed by Peer Network Members with community-based organizations and local initiatives																		
1.5.2.a	PYCE updates and maintains lists of contacts	2014-07	2015-08	425															
1.5.2.b	PYCE and PN members organize and conduct regular presentations and meetings	2014-07	2015-08	425															
1.5.2.c	PN Members request support for youth activities	2014-07	2015-08	425															
1.5.2.d	PN Members update partners on their activities	2014-07	2015-08	425															
1.5.2.e	PYCE and PN members maintain attendance lists and data sheet	2014-07	2015-08	425															
1.5.2.f	Partners co-facilitate workshops and training alongside PN Members	2014-07	2015-08	425															
1.5.2.g	PN Members collect supplies, equipment and support from partners	2014-07	2015-08	425															
1.5.2.h	SC, PN and PYCE Team collect photos and/or videos of the meetings	2014-07	2015-08	425															

Promoting Youth Civic Engagement (PYCE), Annual Operations Plan

Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.5.3	Partnerships developed by Peer Network Members with other youth serving and government entities																		
1.5.3.a	PYCE updates and maintains lists of contacts	2014-07	2015-08	425															
	PYCE and PN members organize and conduct regular presentations and meetings	2014-07	2015-08	425															
1.5.3.c	PN Members request support for youth activities	2014-07	2015-08	425															
1.5.3.d	PN Members update partners on their activities	2014-07	2015-08	425															
1.5.3.e	PYCE and PN Members maintain attendance lists and data sheet	2014-07	2015-08	425															
1.5.3.f	PN Members collect supplies, equipment and support from partners	2014-07	2015-08	425															
1.5.3.g	SC, PN and PYCE Team collect photos and/or videos of the meetings	2014-07	2015-08	425															

Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2.1	Youth centers renovated in selected governorates																		
2.1.a	PYCE, SC Members, ministry officials and other stakeholders meet to discuss potential cooperation	2014-07	2014-06	360															
2.1.b	PYCE and SC Members conduct feasibility assessment	2014-07	2014-06	360															
2.1.c	PYCE gathers and maintains contact lists for youth center staff	2014-07	2015-06	360															
2.1.d	PYCE, SC Members and youth center staff develop renovation plans	2014-07	2014-06	360															
2.1.e	If appropriate, PYCE submits to USAID EDF documentation for cooperation with youth center for approval	2014-07	2014-06	360															
2.1.f	USAID approves EDF request	2014-07	2014-06	360															
2.1.g	PYCE notifies SC members and youth center of approval from USAID	2014-07	2014-06	360															
2.1.h	PYCE meets with PN Members to further develop plans and ensure renovations are youth-centered	2014-07	2014-06	360															
2.1.i	PYCE invites vendors to submit estimates for renovations	2014-07	2014-06	360															
2.1.j	PYCE and SC members review estimates and select vendor	2014-07	2014-06	360															

Promoting Youth Civic Engagement (PYCE), Annual Operations Plan

Activity	Activity Name	Start Date	Finish	Duration (days)	FY2014			FY2015										
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2.1	Youth centers renovated in selected governorates (contd)																	
2.1.k	PYCE distributes funds for renovation	2014-07	2014-06	360														
2.1.l	Vendor initiates work on youth center	2014-12	2015-06	210														
2.1.m	PYCE and SC Members conduct ongoing site visits	2014-12	2015-06	210														
2.1.n	If appropriate, vendor conducts maintenance workshop with PN and youth center staff	2014-12	2015-06	210														
2.1.o	Workshop is monitored by PYCE and documentation is submitted	2014-12	2015-06	210														
2.1.p	PYCE and SC submit monitoring reports	2014-12	2015-06	210														
2.1.q	PYCE organizes and conducts a ceremony for stakeholders	2014-12	2015-06	210														
2.1.r	Vendor submits receipts and final reports	2014-12	2015-06	210														
2.2	Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants																	
2.2.a	Develop and edit curriculum	2014-09	2015-03	210														
2.2.b	PYCE and SC Members meet to organize CE workshop	2014-09	2015-03	210														
2.2.c	PYCE and SC Members identify participants for CE Workshop	2014-09	2015-03	210														
2.2.d	PYCE organizes workshop with contracted trainers	2014-09	2015-03	210														
2.2.e	Contracted trainers conduct CE Workshop	2014-09	2015-03	210														
2.2.f	PYCE monitors CE Workshop	2014-09	2015-03	210														
2.2.g	Trainees work in teams to develop plans for PACA teamwork activities	2014-09	2015-03	210														
2.2.h	Trainees submit PACA plan to PYCE for approval	2014-09	2015-03	210														
2.2.i	PYCE reviews and endorses PACA plans	2014-09	2015-03	210														
2.2.j	PYCE distributes equipment and funding	2014-09	2015-03	210														
2.2.k	Participants implement PACA activities	2014-09	2015-03	210														
2.2.l	PYCE monitors PACA activities	2014-09	2015-03	210														
2.2.m	Participants submit PACA reports and supporting documents	2014-09	2015-03	210														
2.2.n	Participants complete the CE Workshop and if interested, apply for Peer Network Membership	2014-09	2015-03	210														
2.2.o	SC Members interview participants for membership in the Peer Network	2014-09	2015-03	210														

Promoting Youth Civic Engagement (PYCE), Annual Operations Plan

Activity	Activity Name	Start Date	Finish	Duration (days)	FY2014			FY2015									
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
2.2	Participatory Analysis for Community Action (PACA)-informed teamwork activities completed by PYCE Peer Network applicants (contd)																
2.2.p	Based upon a standardized rubric, SC Members evaluate participants and forward their appraisals to PYCE	2014-09	2015-03	210													
2.2.q	Applications are reviewed and PYCE makes final determination for membership	2014-09	2015-03	210													
2.2.r	PYCE finalizes review processes and notifies participants who have been accepted in the Peer Network	2014-09	2015-03	210													
2.2.s	PYCE orients new members and maintains contact lists	2014-09	2015-03	210													
2.3	Youth trained as coaches, referees and activity coordinators in selected governorates																
2.3.a	Develop, enhance and localize curriculum	2014-09	2015-04	60													
2.3.b	Peer Network Members receive applications for the SAC program from SC Members, PYCE and youth center staff	2014-09	2015-04	60													
2.3.c	Peer Network Members complete applications and submit to PYCE	2014-09	2015-04	60													
2.3.d	Steering Committee Members interview Peer Network applicants	2014-09	2015-04	60													
2.3.e	PYCE organizes SAC program and meets with trainers	2014-09	2015-04	60													
2.3.f	Steering Committee Members select Peer Network Members for the SAC Program based upon a standardized rubric	2014-09	2015-04	60													
2.3.g	Steering Committee Members forward approved applications for the SAC Program to PYCE	2014-09	2015-04	60													
2.3.h	PYCE reviews and approves applications	2014-09	2015-04	60													
2.3.i	PYCE conducts an orientation for trainees	2014-09	2015-04	60													
2.3.j	SAC program is initiated	2014-09	2015-04	60													
2.3.k	PYCE and Steering Committee Members monitor the SAC Program	2014-09	2015-04	60													
2.3.l	Trainees conduct site visits and attend meetings with potential partners	2014-09	2015-04	60													
2.3.m	Trainees conduct clinics with local youth volunteers	2014-09	2015-04	60													

Promoting Youth Civic Engagement (PYCE), Annual Operations Plan

Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2.3	Youth trained as coaches, referees and activity coordinators in selected governorates (contd)																		
2.3.n	Trainers assess performance and recommend trainees for graduation	2014-09	2015-04	60															
2.3.o	Peer Network Members identify a youth center to conduct ongoing activities after the SAC Program	2014-09	2015-04	60															
2.3.p	PYCE organizes and conducts a graduation event for trainees	2014-09	2015-04	60															
2.3.q	PYCE and Steering Committee Members collect photos, receipts and documentation	2014-09	2015-05	90															
2.3.r	PYCE and Steering Committee Members submit monitoring forms and other data	2014-09	2015-05	90															
2.3.s	PYCE, Steering Committee Members and trainees participate in interviews with media outlets	2014-09	2015-08	330															
2.4	Activated/involved teams that work with PYCE activities																		
2.4.a	Peer Network meeting to discuss electing Peer Network Activity Councils (PNAC)	2014-07	N/A																
2.4.b	PNAC elections	2014-07	2014-05	300															
2.4.c	Submit documentation for PNAC and other teams	2014-07	2014-05	300															
2.4.d	Approve teams	2014-07	2014-05	300															
2.4.e	Support teams with supplies and materials	2014-07	2014-05	300															
2.4.f	Track teams in data sheet	2014-07	2014-05	300															
2.4.g	Monitor team activities	2014-07	2014-08	425															
2.4.h	Collect photos and other supportive documentation	2014-07	2015-08	425															
2.4.1	Sport-for-development team-based sport and service activities																		
2.4.1.a	Receive list of activities	2014-07	2014-05	300															
2.4.1.b	Organize Steering Committee review meeting	2014-07	2014-05	300															
2.4.1.c	Steering Committee review meeting	2014-07	2014-05	300															
2.4.1.d	Include review meeting recommendations	2014-07	2014-05	300															
2.4.1.e	PYCE approval of competitions following Steering Committee mtg	2014-07	2014-05	300															
2.4.1.f	Disburse funds and supplies as approved	2014-07	2014-05	300															
2.4.1.g	Maintain data sheet tracking activities	2014-07	2015-08	390															
2.4.1.h	Visit activities site	2014-07	2015-06	390															
2.4.1.i	Implement activities	2014-07	2015-06	390															
2.4.1.j	Monitor activities	2014-07	2015-06	390															
2.4.1.k	Complete activities	2014-07	2015-06	390															
2.4.1.l	Collect photos and/or videos of the grants	2014-07	2015-06	390															

Promoting Youth Civic Engagement (PYCE), Annual Operations Plan

Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2.4.2	Sport-for-development team-based competitive activities																		
2.4.2.a	Receive list of competitions	2014-07	2014-05	300															
2.4.2.b	Organize Steering Committee review meeting	2014-07	2014-05	300															
2.4.2.c	Steering Committee review meeting	2014-07	2014-05	300															
2.4.2.d	Include review meeting recommendations	2014-07	2014-05	300															
2.4.2.e	PYCE approval of competitions following Steering Committee mtg	2014-07	2014-05	300															
2.4.2.f	Disburse funds and supplies as approved	2014-07	2014-05	300															
2.4.2.g	Maintain data sheet tracking competitions	2014-07	2015-08	390															
2.4.2.h	Visit competition sites	2014-07	2015-06	390															
2.4.2.i	Implement competitions	2014-07	2015-06	390															
2.4.2.j	Monitor competitions	2014-07	2015-06	390															
2.4.2.k	Complete competitions	2014-07	2015-06	390															
2.4.2.l	Collect photos and/or videos of the grants	2014-07	2015-06	390															
2.5	Peer Facilitation and Project Development (PFPD) Program																		
2.5.a	Develop, enhance and localize curriculum	2014-09	2015-03	210															
2.5.b	Peer Network Members receive applications for the PFPD program from Steering Committee Members, PYCE and youth center staff	2014-09	2015-03	60															
2.5.c	PYCE organizes PFPD program and meets with trainers	2014-09	2015-03	60															
2.5.d	Peer Network Members complete applications and submit to PYCE	2014-09	2015-03	60															
2.5.e	Steering Committee Members interview Peer Network applicants	2014-09	2015-03	60															
2.5.f	Steering Committee Members select Peer Network for the PFPD Program based upon a standardized rubric	2014-09	2015-03	60															
2.5.g	Steering Committee Members forward approved applications for the PFPD Program to PYCE	2014-09	2015-03	60															
2.5.h	PYCE reviews and approves applications	2014-09	2015-03	60															
2.5.i	PYCE conducts an orientation for trainees	2014-09	2015-03	60															
2.5.j	PFPD Program is conducted	2014-09	2015-03	60															
2.5.k	PYCE and Steering Committee Members monitor the Program	2014-09	2015-03	60															
2.5.l	Trainees conduct site visits and attend meetings with potential partners	2014-09	2015-03	60															

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Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2.5	Peer Facilitation and Project Development (PFPD) Program (contd)																		
2.5.m	Trainees conduct workshops with local youth volunteers	2014-09	2015-03	60															
2.5.n	Trainers assess performance and recommend trainees for graduation	2014-09	2015-03	60															
2.5.o	Peer Network Members identify a youth center to conduct ongoing activities	2014-09	2015-03	60															
2.5.p	PYCE organizes and conducts a graduation event for trainees	2014-09	2015-04	90															
2.5.q	PYCE and Steering Committee Members collect photos, receipts and documentation	2014-09	2015-04	90															
2.5.r	PYCE and Steering Committee Members submit monitoring forms and other data	2014-09	2015-08	330															
2.6	Participants trained by the PYCE Peer Network members in selected governorates																		
2.6.a	Peer Network Members develop plans for Community Grants and team-based activities	2014-07	2015-06	335															
2.6.b	Peer Network Members complete the appropriate application and forward to PYCE for review	2014-07	2015-06	335															
2.6.c	Steering Committee Members meet monthly to process applications for youth activities and forward approved plans to PYCE	2014-07	2015-06	335															
2.6.d	PYCE reviews plans and Steering Committee recommendations	2014-07	2015-06	335															
2.6.e	PYCE approves plans and distributes supplies and funds to Peer Network Members	2014-07	2015-06	335															
2.6.f	Peer Network Members purchases materials and organizes activities	2014-07	2015-06	335															
2.6.g	Peer Network Members utilize various communications to inform community members about their activities	2014-07	2015-06	335															
2.6.h	Partners co-facilitate workshops and training alongside Peer Network Members and support activities via in-kind, cost-sharing, sponsorships and other forms of support	2014-07	2015-08	425															
2.6.i	PYCE and Steering Committee Members monitor Peer Network activities	2014-07	2015-08	425															

Promoting Youth Civic Engagement (PYCE), Annual Operations Plan

Activity	Activity Name	Start Date	Finish	Duration (days)	FY2014			FY2015								
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2.6	Participants trained by the PYCE Peer Network members in selected governorates (contd)															
2.6.j	Peer Network Members maintain attendance, take photos and complete reports	2014-07	2015-08	425												
2.6.k	PYCE and Peer Network Members solicit and respond to youth feedback via various communication channels	2014-07	2015-08	425												
2.6.l	Complete Peer Network activities	2014-07	2015-08	425												
2.6.m	Peer Network submit final report for review	2014-07	2015-08	425												
2.6.l	Steering Committee Members and PYCE submit monitoring reports	2014-07	2015-08	425												
2.6.m	Collect photos and other supportive documentation	2014-07	2015-08	425												
2.7.1	Channels of communications PYCE Peer Network use to disseminate information about youth activities															
2.7.1.a	Peer Network Members develop communication materials for their activities	2014-07	2014-06	335												
2.7.1.b	Peer Network submit materials to Steering Committee Members	2014-07	2014-06	335												
2.7.1.c	SC Members review and approve communication materials	2014-07	2014-06	335												
2.7.1.d	Peer Network Members promote their activities through various communication channels	2014-07	2014-06	335												
2.7.1.e	Peer Network Members submit communications materials to PYCE	2014-07	2015-08	425												
2.7.1.f	PYCE will scan all news sources for	2014-07	2015-08	425												
2.7.1.g	Track communications materials in data sheet	2014-07	2015-08	425												
2.7.2	Channels of communications PYCE Peer Network use to gather information from youth about their needs, concerns and suggestions for youth activities															
2.7.2.a	Peer Network Members develop communication materials for their activities	2014-07	2014-06	335												
2.7.2.b	Peer Network submit materials to Steering Committee Members	2014-07	2014-06	335												
2.7.2.c	Steering Committee Members review and approve communication materials	2014-07	2014-06	335												
2.7.2.d	Peer Network Members promote their activities through various communication channels	2014-07	2014-06	335												
2.7.2.e	Peer Network Members submit communications materials to PYCE	2014-07	2015-08	425												
2.7.2.f	PYCE will scan all news sources for	2014-07	2015-08	425												
2.7.2.g	Track communications materials in data sheet	2014-07	2015-08	425												

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Activity #	Activity Name	Start Date	Finish Date	Duration (# of days)	FY2014			FY2015											
					Q4			Q1			Q2			Q3			Q4		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2.7.3	Channels of communications PYCE Peer Network use to respond to community requests and concerns related to youth activities																		
2.7.2.a	Peer Network Members develop communication materials for their activities	2014-07	2014-06	335															
2.7.2.b	Peer Network submit materials to Steering Committee Members	2014-07	2014-06	335															
2.7.2.c	Steering Committee Members review and approve communication materials	2014-07	2014-06	335															
2.7.2.d	Peer Network Members promote their activities through various communication channels	2014-07	2014-06	335															
	Peer Network Members submit communications materials to PYCE	2014-07	2015-08	425															
2.7.3.e	PYCE will scan all news sources for	2014-07	2015-08	425															
2.7.4.f	Track communications materials in data sheet	2014-07	2015-08	425															