



Christian Children's Fund - Belarus

“COMMUNITY SERVICES TO VULNERABLE GROUPS” QUARTERLY PROGRAM REPORT

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Author's Name:	Irina Mironova
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Organizational Contact Information:

CCF Belarus	USA Headquarters:
Irina Mironova Country Representative Christian Children's Fund, Belarus 23 Ploschad Svobody, Room 94,95,96 Minsk 220030 Belarus Phone: 375-172-27-33-08 E-mail: ccffund@home.by	Craig Stein Director, Grants Development and Management Christian Children's Fund 2821 Emerywood Parkway PO Box 26484 Richmond, Virginia 23261-6484, USA Phone: (804) 756-2700 Fax: (804) 756-2718 E-mail: CDStein@ccfusa.org

PART 1

Component I “Supporting Orphans and Vulnerable Children in Belarus”

I. EXECUTIVE SUMMARY

“Supporting Orphans and Vulnerable Children” is aimed at reducing the number of children in Belarus being institutionalized in state-administered orphanages and boarding schools. The program’s goals are to prevent institutionalization in selected communities of Belarus by supporting a cultural environment conducive to at-home family care and also to move children out of institutions into less restrictive environments when prior circumstances necessitate removal from their family home. The project targets ‘social orphans,’ i.e., the children of living parents unable to provide proper care or have been denied parental rights. The project’s activities focus on working with families and social service professionals to maintain and reintegrate children within their original family unit.

This component has three main objectives:

- To improve access to and further develop an integrated system of community-based prevention and rehabilitation services for families as well as institutionalized and at-risk children.
- To improve the quality of training and education available to social service providers and awareness of community members surrounding the development of favorable family environments for children.
- To provide technical assistance to the Belarus Ministry of Education (MOE) in order to strengthen the national regulatory and methodological base promoting de-institutionalization and to disseminate key learning’s of the project throughout Belarus to build a foundation for replication and sustainability.

This start-up period is characterized by implementation of necessary preparation and technical activities such as:

- development of annual work plan and performance measurement plan;
- selection, recruitment and orientation of program and technical staff;
- assessment and selection of project sites;
- coordination meetings with Ministry of Education
- analyses of the existing legal and regulatory documents
- identification of adequate office space and preparation to move in.

All these activities have created a solid platform for effective implementation, management and coordination of intensive programmatic activities including trainings, integrated prevention and rehabilitation services, study tours.

II. ACTIVITIES

OBJECTIVE 1

To improve access to an integrated system of community-based prevention and rehabilitation services for families, institutionalized children, and children at risk.

Activity: Selection of the project sites.	
<i>Expected results</i>	<i>Actual targets achieved</i>
At least three communities visited and assessed according to the established criteria.	Three communities visited and assessed according to the established criteria: <ul style="list-style-type: none"> ▪ town of Kobrin (Brest region);

	<ul style="list-style-type: none"> ▪ town of Zhodino (Minsk region); ▪ town of Bykhov (Mogilev region, Chernobyl zone). <p>The general project idea, concept, implementation strategy and expected results were presented and discussed with local community stakeholders;</p> <p>Capacity and needs of local community re implementation of child protection services (prevention and rehabilitation) were assessed.</p> <p>Detailed assessment reports are available at CCF-Belarus</p>
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Challenges:

Presidential elections in Belarus were re-scheduled from June to March 2006. That's why pre-election activities started in all regions. It caused tension in some potential project sites and its local administrations and created some difficulties with the initial contacts.

Improving measures/ planned activity for the next quarter:

Selection process of the projects sites will be accomplished next quarter (January 2006). The additional support from MoE (supporting letters, agreement) will be obtained to speed up and improve this process.

Activity: Analyses of existing community-based system of child protection	
<i>Expected results</i>	<i>Actual targets achieved</i>
Description of the existing community-based system of child protection prepared;	<p>70- page document containing description and scheme of the existing community-based child protection system prepared;</p> <p>Links and connections between different services identified; best practices discussed;</p> <p>Opportunities for the development of integrated system of community-based prevention and rehabilitation services identified.</p> <p><i>For more detailed information, please see Attachment 1 “Analyses of Community-based Child Protection Model. Table of Content.”</i></p>
Notes:	
The document is available at CCF-Belarus office upon request	

OBJECTIVE 2

To enhance the professional training and education of social service providers and awareness of community members with regards to the development of favorable family environments for children.

Activity: Certification of CCF-Belarus manuals for community based prevention services.	
<i>Expected results</i>	<i>Actual targets achieved</i>
CCF-Belarus manuals are certified by the National Institute of Education of Ministry of Education	- CCF-Belarus manuals on Parenting education (3 programs), Life skills education for institutionalized children, got an official approval of National Institute of Education of Ministry of Education to be used in state sponsored institutions, educational establishments and child protection services.

	- Manuals on Health Education (3 programs) submitted to the special Committee of National Institute of Education
<p><u>Challenges:</u> There are no clear certification procedures/ requirements. This situation created some misunderstandings between authorities from Ministry of Education and National Institute of Education. It caused some delays in getting official approval of the National Institute of Education.</p> <p><u>Planned activity for the next quarter:</u> Official approval for Health education manuals will be received next quarter.</p>	

Activity: Training program on child protection services for multidisciplinary teams	
<i>Expected results</i>	<i>Actual targets achieved</i>
Topics for training program identified;	<p>Training program on child protective services for multidisciplinary teams will include the following aspects:</p> <ul style="list-style-type: none"> ▪ Principles of Child Welfare ▪ Identifying abused and neglected children ▪ Investigation/ assessment ▪ Casework Process & Case Planning in Child Welfare ▪ Crises Intervention theory and strategies ▪ Family counseling and family therapy ▪ Separation and Loss Issues in Human Services ▪ Multidisciplinary approach- coordination of medical, social, education and legal services for children and their families ▪ Substance abuse counseling and treatment services
<p><u>Planned activity for the next quarter:</u> Training providers in the US will be identified next quarter. Multidisciplinary teams will be formed from the community specialists in Belarus. Training time schedule will be coordinated with training providers and community trainees.</p>	

OBJECTIVE 3

To provide technical assistance to the Ministry of Education of Belarus in order to strengthen national regulatory and methodological base in the area of de-institutionalization and family support and to disseminate key learning’s of the project throughout Belarus to build a foundation for replication and sustainability.

Activity: Translation of international manuals and methodological materials on Child Protection Services	
<i>Expected results</i>	<i>Actual targets achieved</i>
MoE provided with translated into Russian materials/manuals on child abuse and neglect.	The Ministry of Education was provided with translated into Russian materials “ <i>Criteria and definitions of child abuse and neglect</i> ”.
<p><u>Planned activity for the next quarter:</u> To continue translation of the relevant materials on child abuse and neglect upon clarification/ coordination of the priorities with MoE</p>	

Activity: Assessment and analyses of existing legal and regulatory documents and methodological materials to identify the current gaps and priorities to be addressed	
<i>Expected results</i>	<i>Actual targets achieved</i>
Analyses of the legal and regulatory documents on child protection conducted;	Overview of existing legal and regulatory documents of child protection prepared; Seven laws and ten main regulatory documents on child protection analyzed; Conclusions and recommendations for further development of regulatory basis prepared
<u>Improving measures/ planned activity for the next quarter:</u> Overview report, its conclusions/ recommendations will be discussed and coordinated with MoE and become basis for planning and working activity of the Task Group.	

III. COORDINATION AND COOPERATION

▪ ***Coordination Meetings with Ministry of Education of Belarus***

On the 13-th October, 2005 CCF-Belarus *Child Protection Specialist* – Nadezhda Karaseva held a meeting with Ministry of Education of Belarus. Ways of cooperation between the Ministry and CCF-Belarus in working out criteria and indicators of child well-being in the family was discussed. Ministry of Education asked CCF to share relevant materials re this issue. It was decided to translate into Russian “*Criteria and definitions of child abuse and neglect*” produced by the US Child Protection Services.

On November 24, CCF-Belarus *Child Protection Specialist* held a meeting with *legal expert* of Ministry of Education in order to discuss current legislation in the field of child protection, domestic violence and child abuse. The results of the meeting was analyzed and incorporated in CCF-Belarus Child Protection Policy.

On the 28-th of December, 2005 the joint meeting of CCF-Belarus and Ms. Galina Rudenkova , Senior specialist on child protection and de-institutionalization of Ministry of Education was organized. According to the request of Ministry of Education CCF provided it with translated into Russian materials “*Criteria and definitions of child abuse and neglect*”.

Further joint steps on the development of methodological and regulatory documents within the framework of the project were discussed, role of other projects/actors (UNICEF and Stockholm University) was considered. The decision of close coordination between CCF, UNICEF and University of Stockholm was made due to these key players have already done some developments in regulations related child and family protection.

During the meeting issues of signing official agreement with MoE was clarified and agreed.

On December 29 CCF Country Director and Child Protection Specialist met with Mr. Butrim, the Head of Department of Social Work and Education. CCF team presented a multilevel plan of coordination/ cooperation with Ministry of Education and its establishments on the regional, district and community levels. Mr. Butrim proposed candidates from MoE for Project Advisory Board. He also advised to postpone official signing of the agreement with MoE till March, 2006 when the elections will be over.

▪ ***Coordination with UNICEF***

CCF Country Director informed UNICEF project coordinators Ms. Eleonora Gvozdeva and Mr. Alexander Karankevich about start of the project ““Supporting Orphans and Vulnerable Children in

Belarus”. UNICEF offered to discuss in details possible ways of cooperation/ coordination upon approval of UNICEF annual workplan for Year 2005 by the Government of Belarus. The supposed date is January, 2006.

IV. PROJECT MANAGEMENT & STAFF DEVELOPMENT

Creation of project management team:

According to the annual work plan formation of the project team will be completed in January 2006. In the report period Nadezhda Karaseva, Child Protection Specialist jointed CCF team.

Detailed job descriptions were developed for the rest of staff to be recruited. CCF-Belarus and specialists from CCF -HQ conducted series of interviews with short-listed candidates and identified some of them to fill the positions of *project manager, family specialist, finance manager and project assistant*. These people will be recruited next quarter, in January 2006.

Administrative systems developed in the reported period:

- ***Project Management Guidelines***

Guidelines for CCF-Belarus management team are developed. Key project staff as well as project team have been trained on how to use the guidelines in day-to-day operations to support effective project’s planning, coordination, implementation and evaluation activities.

- ***Child Protection Policy***

In the reported period CCF-Belarus staff adapted CCF, Inc. *Child Protection Policy* in order to ensure child security, high quality standards and ethic of all CCF-Belarus staff, sub-contractors and consultants’ working with children.

V. BUDGET

SF-272 (this report is prepared by CCF’s Finance Division, and submitted by them.).

PART 2

Component II “HIV/AIDS NGO Capacity Building in Belarus”

I. EXECUTIVE SUMMARY

“HIV/AIDS NGO Capacity Building in Belarus” is aimed at reducing the transmission of HIV within Belarus by strengthening the capacity of local NGOs and community groups to deliver effective HIV/AIDS program services that target high-risk populations, as well as educate the general public.

The project has three main objectives:

- To strengthen the organizational and managerial capacity of Belarusian NGOs/CSOs working in HIV/AIDS sector to deliver effective and sustainable community managed HIV/AIDS services.
- To improve the technical capacity of Belarusian NGOs/CSOs to deliver HIV prevention and care interventions effectively.
- To enhance the networking capacity of Belarusian NGOs and CSOs, working on HIV/AIDS, inter- and-cross sector relationships and cooperation.

This start-up period is characterized by implementation of necessary preparation and technical activities. They were :

- development of annual work plan and performance measurement plan;
- development of monitoring and evaluation tools;
- development of organizational capacity building training modules;
- selection, recruitment and orientation of program and technical staff;
- identification of adequate office space and preparation to move in.

By this reason this period has created a solid platform for effective implementation, management and coordination of intensive programmatic activities including trainings, experience exchanges, study tours, and micro-grants, which are planned to be done within the framework of the project.

II. SPECIFIC ACTIVITIES

OBJECTIVE 1

To strengthen the organizational and managerial capacity of Belarusian NGOs/CSOs working in HIV/AIDS sector to deliver effective and sustainable community managed HIV/AIDS services.

Activity: Training Needs Assessment – Development of M&E questionnaires/tools *	
<i>Expected results</i>	<i>Actual targets achieved</i>
Monitoring and evaluation questionnaires/tools developed to assess NGOs training needs	Detailed M&E questionnaires covering both Organizational and Technical Capacity areas developed;

Activity: Training Needs Assessment – Belarusian HIV/AIDS NGOs survey *	
<i>Expected results</i>	<i>Actual targets achieved</i>
Questionnaire to update information about NGOs’ current	

services, programs, target groups and needs is distributed; About 20 Belarusian HIV/AIDS NGOs surveyed;	12 filled in questionnaires from NGOs received
<p><u>Challenges:</u> Low responsiveness – only 60% of distributed NGO’s quaternaries were filled in and returned to CCF-Belarus;</p> <p><u>Improving measures for the next quarter:</u></p> <ul style="list-style-type: none"> – Individual M&E site visits to HIV/AIDS NGOs will help to check survey’s data and get additional data from those, who did not reply. – Summarizing report will be developed next quarter. 	

Activity: Training Needs Assessment – M&E site visits to NGOs *	
<i>Expected results</i>	<i>Actual targets achieved</i>
<p>At least two NGOs visited at their places;</p> <p>Baseline re organizational and technical capacity collected;</p> <p>Training needs of the organizations identified</p>	<p>CCF-Belarus project team visited two NGOs: “Belarusian Children’s Hospice” (27 Dec, 2005), NGO “Vstrecha” (28 Dec, 2005).</p> <p>Organizational and technical capacity of NGO assessed; training needs identified and discussed with NGO and analyzed by project team.</p> <p>Information re NGO current programs and services with vulnerable groups is updated and structured;</p> <p>NGO’s plans and upcoming initiatives in general and re CCF-Belarus “HIV/AIDS NGO Capacity Building in Belarus” project in particular are discussed with NGO management and staff;</p>
<p><u>Improving measures for the next quarter:</u></p> <ul style="list-style-type: none"> – At least 15 NGOs will be visited next quarter; – Analyses report will be developed. 	

Activity: Organizational Capacity Building training modules	
<i>Expected results</i>	<i>Actual targets achieved</i>
At least four training modules on NGO capacity building developed	Six training modules were developed on following topics: Governance, Planning, HR Management, M&E, Effective Communications, Project Design
<p><u>Note:</u> For more information, please see Attachment 2. Brief modules description</p>	

** These activities have equally contributed to accomplishment of Objective 2 as well.*

OBJECTIVE 2

To improve the technical capacity of Belarusian NGOs/CSOs to deliver HIV prevention and care interventions effectively.

Activity: Selection & formation of HIV/AIDS ToT group	
<i>Expected results</i>	<i>Actual targets achieved</i>
Criteria and questionnaires for selection of training courses participants developed; RFA and information re ToT designed and distributed among HIV/AIDS NGOs as well as among interested stakeholders from other sectors.	Criteria and questionnaires for selection of training courses participants developed; The big variety of Belarusian NGOs got information about ToT RFA through e-newsletters “United Way Belarus”, “Association of Social Workers”, “Third Sector”, “Circle of Friends”, “NGO ACT”, National AIDS Prevention Center and HIV/AIDS Resource and Information Center.
<u>Improving measures/ planned activity for the next quarter:</u> CCF-Belarus specialists will conduct series of interviews with short-listed candidates at the beginning of the next quarter. Formation of TOT group will be completed.	

OBJECTIVE 3

To enhance the networking capacity of Belarusian NGOs and CSOs, working on HIV/AIDS, inter-and-cross sector relationships and cooperation.

Activity: Project presentation – 19 December, 2005	
<i>Expected results</i>	<i>Actual targets achieved</i>
NGOs, initiative groups and representatives of the governmental structures informed about the goals/objectives and planned activity within the project “ <i>HIV/AIDS NGO Capacity Building in Belarus</i> ”; Possible challenges and opportunities identified	30 leaders of Belarusian HIV/AIDS NGOs, volunteer and initiatives groups, representatives of Ministry of Education, Ministry of Health, and Ministry of Labor and Social Welfare are introduced with the project “ <i>HIV/AIDS NGO Capacity Building in Belarus</i> ”; Participants shared updated information about current activities in HIV/AIDS area; discussed ideas and concerns regarding future plans and initiatives; Urgent needs of HIV/AIDS NGOs were discussed and analyzed in the small groups.
For more information , please see Attachment 3 containing brief report about the events and photos.	

Activity: BAN Steering committee meeting – 30 December, 2005	
<i>Expected results</i>	<i>Actual targets achieved</i>
Issues of Project Information Committee creation, BAN registration and BAN full membership meeting are discussed and agreed;	Opportunities and risks re BAN registration are analyzed; Role and functions of Project Information Committee identified; Criteria for potential candidates to Project Information Committee formulated;

All BAN members informed about results of conducted working meeting.	Minutes of BAN Steering Committee meeting prepared and distributed among BAN members.
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III. COORDINATION AND COOPERATION

▪ ***Post Award Meeting***

On October 28, 2005 key CCF-Belarus staff and CCF-HQ representatives participated in *Post Award Meeting* at USAID Mission in Minsk. Thanks to that we have got a clear advice and guidance on how to proceed with the project with regard to *Cooperative Agreement* requirements and other issues related USAID roles and regulations.

▪ ***Project Presentation***

Marina Abrosimova, USAID manager and our CTO and Larisa Komarova, USAID program development specialist participated in Project Presentation on December 19, 2005 in Minsk.

▪ ***UN Theme Group on AIDS working meeting***

22 December, 2005 CCF-Belarus representative *Irina Mironova* took part in working meeting of UN Theme Group on AIDS (UNTG). Following issues were discussed with major stakeholders and agencies, engaged in implementation of HIV/AIDS programs in Belarus on national level:

- results of the UNTG activities in 2005;
- UNTG plan for 2006;
- UN GASS report;
- National consultations on universal access to treatment, prevention, care and support.

Active participation in UNTG work allows CCF-Belarus be online with activities of other agencies, engaged in implementation of HIV/AIDS programs in Belarus and better coordinate plans and activities with major stakeholders. It also gives us a better perspective of global trends re HIV/AIDS and opportunity to impact the national strategies and agendas in this area.

IV. PROJECT MANAGEMENT & STAFF DEVELOPMENT

In the reported period the following personnel was selected and hired:

Alexei Golontsov – Project Manager;

Ekaterina Kostjuchenko –HIV/AIDS specialist/ Technical Capacity Building Coordinator;

Svetlana Zinkevich – Organizational Capacity Building Coordinator.

Valdimir Korzh- Monitoring and Evaluation specialist

All the project staff passed through ***Inception Workshop*** to be properly informed about the project, including the general concept, objectives, implementation strategies, activities and expected results. Roles/responsibilities of each employee were carefully discussed as well as CCF-Belarus management, communication plans and internal procedures.

CCF-Belarus conducted interviews with the short-listed candidates for the position of PR/Networking specialist.

▪ ***Training “Community Based Prevention, Management and Treatment of AIDS”***

In the reported period CCF-Belarus Country Director *Irina Mironova* took part in international training program “Community Based Prevention, Management and Treatment of AIDS (10-28 Nov, Israel) of Galilee College. Accommodation and travel expenses were covered by CCF Inc. Galilee College provided its scholarship for her.

This comprehensive training program contained information about recent developments in area of HIV/AIDS and covered bio-medical, social, psychological and economics aspects of the epidemic,

project management , strategic planning, leadership and financial management . Issues of prevention, treatment, care, support, gender and cultural specifics were in the focus. Basic principles of financial analyses, financial principles of project evaluation, sensitivity and cost benefit analyses in social sphere were the part of the curriculum. A lot of the relevant materials were issued. The added value of the training was an opportunity to share experience with the participants from the different countries and practice at Rambat hospital, one of the leading AIDS clinics in Israel.

Thanks to this training and follow up seminar and consultations within CCF-Belarus staff we have upgraded information, knowledge and skills.

Administrative systems developed in the reported period:

Project Management Guidelines

Guidelines for CCF-Belarus management team are developed. Key project staff as well as project team have been trained on how to use the guidelines in day-to-day operations to support effective project's planning, coordination, implementation and evaluation activities.

New Staffing Model

New staffing model considering substantial changes in CCF staff and programs was developed. Roles/responsibilities chart was revised and up-dated according to it.

V. BUDGET

SF-272 (this report is prepared by CCF's Finance Division, and submitted by them. The numbers are taken from CEDAR).

VI. LESSONS LEARNED

▪ ***Qualified and experienced project personnel.***

Thanks to CCF-Belarus ability to select and recruit qualified personnel with adequate programmatic and technical capacity we have smoothly passed through start-up period of project implementation and created a solid platform for further implementation.

ANALYSIS OF COMMUNITY-BASED CHILD PROTECTION SYSTEM

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ORGANIZATIONAL CAPACITY BUILDING TRAININGS MODULES

Good Governance

Goal:

To build in participants understanding of differences between governing, executive, and supervisory bodies in the organization and knowledge in governance and management as key factors of the organization's effectiveness

Knowledge and Skills:

- Differences between governing and executive bodies
- Key functions of the governing body
- Key functions of the executive body
- Legal regulations of governing and executive bodies
- Role of supervisory bodies in the organization
- Recruitment, orientation and training of board members
- Types and specifics of organizational structures

Methods:

- Active lectures
- Individual and group exercises
- Group discussions
- Case study

Participants: Board members, executive directors and active NGOers-potential Board and Directorate members

Duration: 2 days (14 hours)

Strategic Planning

Goal:

To provide participants with knowledge and skills necessary for organizing and implementing strategic planning process in their NGOs

Knowledge and Skills:

- What is strategic planning
- Strategic planning processes
- NGO Mission and vision
- How to analyze NGO's activities – SWOT analysis, NGO historical analysis
- Strategic goals and objectives
- How to organize the process of strategic planning in NGO

Methods:

- Individual and group exercises
- Group discussion
- Case-study

Participants: NGO Board Members, executive directors and NGO activists.

Duration: 3 days (20 hours)

Activities Planning

**Goal:**

To provide and/or strengthen knowledge and skills of participants in operational planning of programmatic and organizational activities

Knowledge and Skills:

- Types of plans
- Gathering and analyzing information necessary for planning process
- Logical framework
- Identifying goal and objectives
- Making work plans and schedules
- Evaluating plans of different levels

Methods:

- Individual and group exercises
- Creation of internal organizational plans
- Group discussions

Participants: Project managers, members of project teams, and NGO activists involved in programmatic and/or organizational activities

Duration: 3 days (20 hours)

Human Resource Management

**Goal:**

To provide and/or strengthen knowledge and skills of participants in how to recruit, train, and effectively use human resources in the organization

Knowledge and skills:

- Assessing needs in human resources
- Planning and managing human resources
- Recruiting personnel and volunteers
- Setting duty regulations and qualification requirements
- Orientating and training human resources
- Motivating personnel and volunteers
- Rules, procedures, and policies of human resource management
- Evaluation of human resource performance

Methods:

- Experiential learning
- Development of the internal organizational documents regulating activities of personnel and volunteers
- Case-study
- Group discussions

Participants: NGOers who are involved in human resource development – executive directors, board members, project managers

Duration: 3 days (20 hours)

Monitoring and Evaluation

**Goal:**

To provide and/or strengthen knowledge and skills of participants in developing project/program monitoring and evaluation tools

**Knowledge and skills:**

- Monitoring and evaluation terminology
- Identifying indicators of evaluation
- Outputs, outcomes, and impacts – different levels of results
- Monitoring and evaluation tools
- Developing M&E tools
- Tools of gathering information

**Methods:**

- Active lectures
- Group and individual exercises
- Individual design of monitoring and evaluation tools for an NGO or/and for a project

**Participants:** Executive directors, board members, project and program managers**Duration:** 2 days (14 hours)

Effective Communication

**Goal:**

To provide and/or strengthen knowledge and skills of participants necessary for establishing and maintaining more effective communication practices

**Knowledge and Skills:**

- Definition of communication
- Key elements of the communication process
- Stages and types of communication
- Channels and means of communication
- Communication barriers and ways to overcome them
- Planning and carrying out a public presentation
- Negotiation practices

**Methods:**

- Experiential learning
- Individual and group exercises
- Group discussions

**Participants:** NGOers who are responsible for communication processes – Board members, executive directors, project managers and others - who are willing to develop or master skills of making themselves clear and persuasive at meetings, presentations, and talks.**Duration:** 2 days (14 hours)

Project Design and Proposal Writing

**Goal:**

To provide participants with knowledge and skills in writing a proposal and designing a project in accordance with CCF criteria and procedures

**Knowledge and Skills:**

- Fundraising terminology
- Life Cycle of a Project
- Logical Framework
- Proposal and its components: project backgrounds, target group, goals and objectives, activity plan, budget, monitoring and evaluation
- Ways to build relations with a donor

**Methods:**

- Group and individual exercises
- Group discussions

**Participants:** NGOers who will be involved in writing a proposal to apply for the grant for a designed project**Duration:** 2 days (14 hours)

Public Relations

**Goal:**

To provide participants with knowledge and skills in building and promoting positive image of organizations among the stakeholders

**Knowledge and Skills:**

- What is Public Relations
- Components of organizational image
- Stages of PR campaign
- Goals in PR campaign
- How to define targets in PR campaign
- How to formulate message in PR campaign
- PR Tools
- Evaluation of PR campaign

**Methods:**

- Individual and group exercises
- Development of internal organizational PR strategies and plans
- Individual and group work on organizational PR plan
- Group discussions

**Participants:** NGO people who are responsible for PR, board members, executive directors and project managers**Duration:** 3 days (20 hours)

Team Building



Goal:

To provide participants with knowledge and skills in building an effective working group, incorporated by the general vision, values and the purposes, capable to realize projects and the strategic purposes of the organization

Knowledge and Skills:

- Team components
- How to define team goals
- How to make the plan of improvement of team activity
- Clear roles in the team
- Communication process in the team
- Decision making process in the team
- Evaluation of team performance
- Patterns of group development

Methods:

- Experiential learning
- Development of internal organizational documents
- Case study
- Group discussions

Participants: People from one NGO or project, including managers

Duration: 3 days (20 hours)



NGO Basics



Goal:

To develop understanding of role of NGO in the society and knowledge in key functions of NGO

Knowledge and Skills:

- What is NGO
- Role of NGO in the society
- Three sectors of the society
- Mission of NGO
- Forms of NGO's legislation
- How to create basic organizational documents
- NGO structure

Methods:

- Active lectures
- Group and individual exercises
- Group discussions
- Case-study

Participants: Fresh NGOs members and volunteers; members of the initiative groups, wishing to create NGOs.

Duration: 2 days (14 hours)



Attachment 3

CCF-Belarus promotes HIV/AIDS related services for vulnerable groups and supports HIV/AIDS NGOs within the framework of “HIV/AIDS NGO Capacity Building in Belarus” project.

On December 19 in Minsk CCF-Belarus organized project presentation for the community of Belarusian organizations that work in HIV/AIDS sector.

More than 30 leaders of Belarusian NGOs from Minsk, Vitebsk, Gomel, Grodno and Mogilev regions participated in this event. Representatives of Ministry of Education of Belarus, Ministry of Health, and Ministry of Labor and Social Welfare also have been actively involved.



During the presentation all the participants have been introduced with the concept of CCF-Belarus project, which is based on the value of maximum involvement of NGOs and target groups in project implementation, coordination and service provision. CCF-Belarus has presented and discussed with the stakeholders and partners its flexible and needs-oriented approach and methodology to HIV/AIDS NGO capacity building, which ensure that the specific organizational and technical needs of targeted NGOs' staff, volunteers and managers are met.

This event also has created a unique opportunity for participants to share updated information about current activities in HIV/AIDS area, to discuss ideas and concerns regarding future plans and initiatives. Special session in small groups was dedicated for discussion and analysis of HIV/AIDS NGOs' urgent needs.

Thus, participants identified and discussed among themselves and with CCF-Belarus their needs in following areas:

- Theoretical knowledge and information on HIV/AIDS;
- Programmatic and outreach methodology and tools for more effective work with target groups;
- Networking, cooperation and partnership;
- Advocacy;
- Financial support.



Project presentation and following discussion with Belarusian HIV/AIDS NGOs and state officials supported clear communication of CCF-Belarus with stakeholders and partners re project implementation and created a good background for consolidation of joint efforts towards HIV/AIDS prevention, care and support in Belarus.

Such follow-up events as meeting of Coordination Committee of Belarusian AIDS Network (BAN) and Full membership BAN meeting were scheduled with the participants in order to continue dialog among HIV/AIDS NGOs and promote their more active participation in the CCF-Belarus project.