**Commune Investment Plan**

**Session One: What is the Commune Investment Plan?**

**Objective**

* To explain the commune Investment Plan and its relevance for the CLC
* How to engage the CIP for the purpose of financing CLC activity

**Expected Outcome**

* After this session, the CLCMC will understand the following:
  + The CIP process
  + How to engage the CIP to fund CLC activities

**Note to the Facilitator**

Communes create a new investment plan once every year. This means that the budget for CLC activities and projects must be planned and carried out within a one year timeline.

**Methodology**

Group work, discussions, and lecture

**Time:**

2 hours and 30 mins

**Materials Required**

Flipcharts, markers, handouts

**Activity Steps**

1. Ask the participants:

* Have you worked previously with the commune investment plan (CIP)?
* What is the process of engaging the CIP?

**Note to the Facilitator:** *Whenever we organize an activity, we need to think when will it take place, where will it take place, how many people will be involved, how long do we require to complete the activity, how much money will this require etc. Often within your group, one or more participants will have experience working with the CIP process and may be familiar with the CIP concepts. It is useful to identify these people early so they can contribute their experience to the group learning process.*

1. Ask the participants “What is the Commune Investment Plan?”

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1. Ask them to imagine some of the uses of the CIP and prioritize these activities. Note down the answers on the flipchart. *Write down the following definition and provide the handout* *“Related to CIP”*:

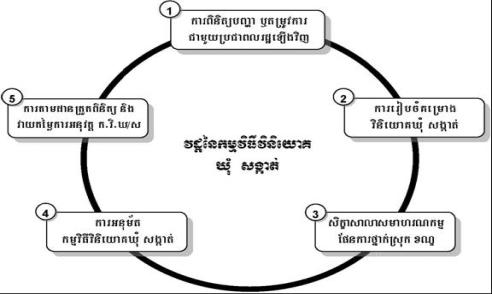
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1. Ask the participants that “Have you ever joined in on the CIP process?” and “Can you explain the 5 step process?” *Note down their experiences, if nobody is familiar use this as a segue into the next step.*

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1. After the presentation from each group, explain to CLCMC the 5 steps of Commune Investment Plan; they are as follows:

**Cycle of Commune Investment Plan**



**Step 1. Consult the**

**Community and Groups on Citizen’s Issues**

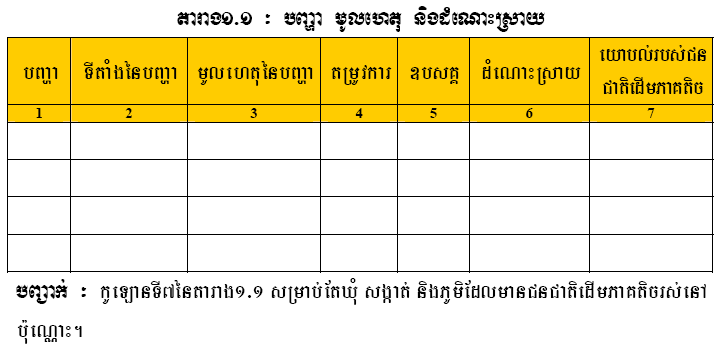
**In attendance:**

**The roles of Commune Councils**

* Commune-level meetings to consult with community citizens
* 60% of community families to be represented in attendance, of which at least 30% must be women
* Consultation meetings with residents to make valid Table 1.1

**The roles of Community-Based Organizations and Citizens**

* Review previous year’s activity and carry forward any issues still unresolved
* Raise new concerns and prioritize them among the issues
* Set a prioritized timeline of CIP activities for the current year



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**Step2. Commune Investment Planning**

***The roles of Commune Councils***

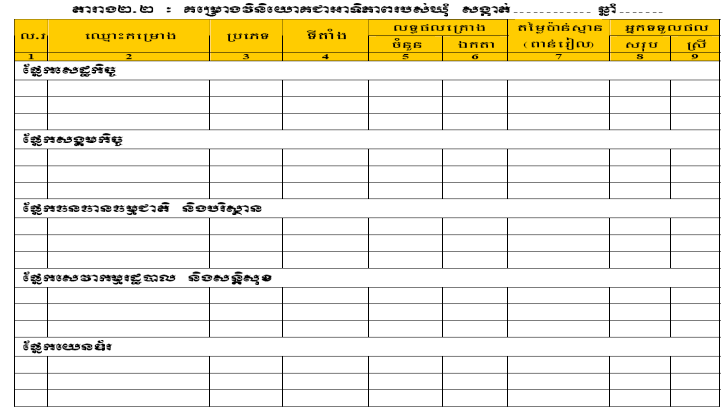
* Identify priorities and mobilize financial resources, including sources external to CIP in order to fill table 2.1

***The roles Community Organizations and Local Residents***

* + Suggest issues that need to be included in table 2.1
  + Order issues in sequence of priority
  + Propose this sequence of issues and priorities to Commune Council, if agreed, complete table 2.2 to reflect these agreements



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**Step3. Integration District Planning Workshop**

***The roles of Commune Councils while Representing at the District Level***

* Present among government departments, NGOs, civil society and development partners to lobby on behalf the issues identified by citizens. This is done with the objective of mobilizing alternative sources of funding external to the CIP in order to meet the needs highlighted by communities

***Upon return from Integration District Planning Workshop:***

***The roles of Commune Council***

* Disseminate outcomes of district-level meeting with community

***The roles of Community Organizations and Local Residents***

* Participants learn about how their Commune Councils represented their needs at the district level, the priorities and the outcomes
* In case the district did not contribute funding to the issues raised, it is the community’s responsibility to then lobby again for their interests and keep their issues on the agenda of the commune council with the hope of receiving CIP funding in the future

**Participant Questions:**

1. **Has the CLCMC raised the challenges they have faced in accessing the CIP budget previously?**

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1. **How can the CLCMC successfully lobby for CLC activity funding in the next CIP meeting?**

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1. **How can CLCMC effectively advocate for their needs in meetings with community, DOE, POE or other relevant stakeholders?**

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1. **Summarize the importance of clearly planning and prioritizing activities within the CLC before lobbying for funding within the CIP.**

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**Step 4 - The Commune Approved Investment Program; The result of the community’s lobbying, an approved annual CIP spending plan**

***The role of Commune Councils***

* Share with local residents, community organizations and stakeholders the approved CIP

***The roles of Community Organizations and Local Residents***

* Attend commune council meeting to learn about the approved investment plan
* Raise questions or clarify any issues within this community meeting
* Disseminate meeting outcomes to the wider-community

**Step 5 - The Monitoring and Evaluation of CIP funded projects**

***The roles of Commune Councils***

* Commission an evaluation of approved projects on an annual basis to demonstrate the progress of the investment. Commission is composed of community members
* Commune council will then review and approve the evaluation report, and disseminate the report to the public

***The roles of Community Organizations and Local Residents***

* Community participants monitor the implementation of the action plan and provide feedback to improve the activities if necessary

**☞ CLCMC must explain the importance of their participation in the CIP planning process**

Examples of strong representation and participation on behalf of the​community learning center (CLC) by the CLCMC are as follows:

* Express the needs of the community learning center for inclusion within the commune investment plan, the community integrated development plan, as well as at the district level to development partners and government organizations.
* CLCMC as well as local residents and community organizations participate actively in the monitoring, evaluation and transparency of CLC commune-funded projects.

***Review of Activity Planning as per MoEYS Annual Activity Plan and Budget Preparation Session:***

**Session2**

**Annual Activity Planning**

***How to organize your activities in order to get included in the CIP***

**Assessing Needs**

**Objective**

* To understand the importance of proper needs assessments in order to identify priorities
* Identify the key person within the CLCMC responsible for conducting the needs assessment within the CLC, and prepare the prioritized list of issues (based on the CLCMC ToRs)

**Expected Outcome**

* After this session, the CLCMC will understand how to assess the needs of the CLC and translate these into an activity plan for the purpose of accessing the CIP
* Key person responsible will be identified based on the CLCMC ToRs

**Notes to the Facilitator**

We conduct needs assessments in order to identify the problems, needs and priorities of the community. This is also called a situation analysis. It is very important to do this as such an assessment can ensure that the projects are focused on real needs of the community and that the communities understand the context in which these needs arise.

**Methodology**

**Time:**

2 hours

**Materials Required**

Flipcharts, markers, handouts

**Activity Steps**

1. **Ask the CLCMC the following questions and note down the answers on the flipchart**

* What is a “needs assessment”?
* Why is it important?
* How do you conduct a needs assessment?
* Why must you do this before you conduct a project?

1. **The facilitator can explain the following in case no CLCMC member mentions the following points:**

* We conduct needs assessment to identify the problems, needs and priorities of the CLC, to understand the context these issues arise in and to be aware of the relationships which can marginalize specific segments of the CLC community.
* It is critical to conduct a needs assessment because the assessment can ensure that CLC is focused on real needs of the community and that the CLCMC understands these needs well.

1. **During this stage, we will select particular problems which we intend to address by through the implementation of a project at CLC, as well as collect more detailed information about this problem**.

* Divide CLCMC into two groups and ask the groups to think about the information they need in order to raise their issue with the commune council for consideration within the CIP budget.
* Give the handout “Information needed”
* Ask each group to present their work to another

1. **Introduce the concept of a problem tree using the information below:**

Problem Trees are used to help analyze a situation and identify a core problem that you want to focus on. ***The tree has a trunk that represents the core problem, roots which represent the causes of the problem and branches which represent the effects***. As a visual mapping tool, this is ideal for gathering information in a participatory way. Problem trees are useful:

* To help analyze a situation in community pertaining to the CLC
* To identify a key issue to focus on
* To clarify the causes of a problem

1. **Ask the CLCMC to state a common problem facing the CLC and together with group, fill out an empty problem tree:**

* ***The trunk*** of the tree is the core problem
* Ask why this problem exist and get to the ***roots*** (the causes)
* Ask about how the problem impacts the CLC so as to understand the ***branches***(the effects)

1. **When conducting needs assessment, we need to collect information on:**

* What are the needs of people in the community
* What skills are in demand within the local economy?
* How could they earn the money after graduate from CLC?

1. **Ask CLCMC why it is important to assign responsibilities to a Key person to represent the CLCMC within the CIP meetings. Allow them to brainstorm and give responses. Free list but don’t forget to add the following to what they tell you:**

* To fully understand the CLC process
* To lobby for funding of CLC activities within CIP
* To prioritize CLC activities within CIP
* To have someone that is directly responsible for these tasks

1. **Ask CLCMC: Why do we need a key person? Free list, but don’t forget to add the following to what they tell you:**

* To hold CLC responsible for the assigned activity as stated within his/her ToRs as a CLCMC member
* To make he/she feel recognized and more responsible
* To encourage leadership and public speaking

1. **Identify the key CLCMC member responsible for bringing the funding requests from the CLC to the CIP**

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**How to Make a Good CLC Activity Plan**

**Objective**

* To explain the importance of planning within the CLC and the need for the CLCMC to involve the wider-community in this process
* CLCMC must prioritize activities within the CLC before presenting them to the CIP for funding consideration

**Expected Outcome**

* After this session, the CLCMC will understand how to plan and prioritize their activities within the CLC

**Notes to the Facilitator**

While a simple task list may be sufficient for identifying priority activities within the CLCMC, for the purposes of lobbying for funding a more detailed strategy or plan is required. Most donors and sponsors will require a written plan with clear goals, tasks and cost estimates. Good planning will avoid haphazard implementation and will mean that activities have a much greater chance of being effective. It means that everyone is clear on what's happening and ensures that activities continue even if a key person leaves the CLC. A good plan will show:

* The results wanted (vision, goals, objectives);
* actions that will be taken;
* What needs to be done first (priorities);
* What resources are required;
* How resources will be provided;
* Who will take which roles and responsibilities;
* How coordination, communication and decision-making will take place time lines;
* How progress will be monitored

**Methodology**

Group work/discussion and lecture

**Time:**

2 hour

**Materials Required**

Flipchart and marker

**Activity Steps**

1. **Ask CLCMC: Why is clear planning important to project success?**

**Listen to their contributions and write them down on a flipchart. In addition to what they give you emphasize this statement**:

Preparing a plan is an intensely focused activity that requires honest thinking about an idea or concept. Good planning will avoid haphazard implementation and will mean that activities have a much greater chance of being effective. Clear planning means that everyone is clear on what's happening and ensures that activities continue even if key people leave the organization

1. **Ask CLCMC: What steps are involved in carrying out a plan? List their responses, taking into consideration their understanding, then emphasize the following points:**

* Prioritize your activities (identify all resources available at CLC and/or community level)
* Set a date and time for the completion of the activities
* Select people to undertake the activities
* Assign responsibilities to the selected people and penalty for defaulters
* Make a budget for each activity
* Mobilize resources (define resources as either physical or financial)

1. **Ask CLCMC: Are the activities planned for the CLC meeting the real employment and skills needs identified within the community? Note their responses**

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**Session3**

**Monitoring and Evaluation**

**Objective**

* To describe Monitoring and Evaluation (M&E) as it pertains to ensuring accountable programming, reflecting community needs, as well as transparent and effective use of CIP funding.
* To explain the importance of Monitoring and Evaluation

**Expected Outcome**

* After this session CLCMC will understand the concept of monitoring and evaluation and how to transcribe success indicators

**Notes to the Facilitator**

Monitoring the progress and effectiveness of a project or program activity funded by the CIP is crucial in order to ensure the implementation is transparent and timely.

**Methodology**

Lecture, question and answer

**Time:**

2 hours

**Materials Required**

Flipchart, markers

**Activity Steps**

1. **FIRST clarify the following and ensure the CLCMC understands the difference between these two types of M&E**

* **There are two separate levels of accountability for the CLCMC in M&E**
* The CLCMC is accountable to the beneficiaries (students and community) for the quality and implementation of the CLC activities and programs in meeting the needs identified within the community
* The CLCMC is *also* accountable to the commune council in M&E for the transparent and effective use of CIP funds for CLC prioritized activities. This ensures that the money is used as expected and the results of implementation are shared with the commune council

1. **Ask the CLCMC to agree on one project that would help to improve the life of their community. Note down on the flipchart**
2. **Now, pretend they are requesting money from the CIP to fund this activity. Ask the CLCMC to brainstorm what would be the outputs, outcome and impact of this activity on the community? *Note down the answers on the flipchart after explaining the meaning of “output”, “outcome” and “impact”***

* ***Output:*** products and services which are produced or provided by a CIP. Outputs are produced to achieve an outcome to CLC.
* ***Outcome:*** is the result within CLC after getting budget from CIP
* ***Impact:*** This reflects the way in which the CIP funded activity affected the beneficiary

1. **Get the CLCMC to express the success (or failure) of this project using the identified outputs, outcomes and impacts. *(Hint: these are their indicators)***

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1. **Define a data collection method:**

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1. **What is the monitoring and evaluation process for this imaginary project?**

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1. **Does the CLCMC conduct annual training on the Monitoring and evaluation process outlined in the MoEYS CLC Guidelines?**

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1. **Why it is important to assign the monitoring team? And who are they?**

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1. **Divide them in two groups to make the group discussion: Define the two different types of M&E within CLC?**

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