

Workplan - Examples

Example 1:

Project: Support for training and creation of a multipurpose center in Thylla, Senegal (Jappo Liggeye Thylla).

The PADEM association, the main partner of the Jappo Liggeye Thylla Association, will essentially have the role of helping the Jappo association in the design, writing and monitoring and evaluation of the project. PADEM benefits from the experience and means necessary for the success of the project. It will thus ensure regular monitoring of all project activities. The association has also deployed for several years a significant capacity to raise funds from many and various donors through different tools (sale of fair trade products, Payroll Giving, etc.) and is a long-term structure.

Regarding the association Jappo Thylla concerning this project, a management committee will be set up to supervise all stages of the construction of the multipurpose center and ensure the monitoring and evaluation of the project. Each phase of the work (foundation, masonry, finishing, equipment) will be evaluated until final acceptance as well as during the operating phases of the center.

This management committee will be composed as follows:

- The President of the Jappo association
- The Secretary General of Jappo
- Three representatives of the village chiefs
- Two youth representatives
- Three representatives of women's groups
- The treasurer of the Jappo association

The Waranka GR association, experienced local partner of PADEM and JAPPO, will support the committee which will be created thanks to its practical management advice.

The project will be coordinated by the Jappo Liggeye Thylla association in collaboration with the NGO PADEM, in particular by providing all the documents related to the project as well as the necessary follow-up in the field.

Example 2:

Project: Increase of the income and improvement of the living conditions of the women of the indigenous community of Meloqasa, region of Cusco, Peru (Rufada).

The proposed distribution of responsibilities is as follows:

- **PADEM** searches for funds, implements administrative and financial procedures for monitoring and evaluating the project, assumes responsibility before donors. PADEM will also support its local partner for the various activities of structural strengthening, training and marketing of products as part of its fair sales activities.

PADEM carries out an operational planning mission for the project, as well as a final evaluation mission to observe the completion of project activities in accordance with forecasts. An operational planning

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report and an evaluation report are sent to the various donors, as well as regular narrative and financial reports according to the requirements of the various donors.

- **RUFADA** will be responsible for the operational implementation of the project.

In accordance with the monitoring procedures, each component of the project will be supervised, controlled and evaluated in order to ensure compliance with the project plan. This includes measuring actual progress against planned goals and taking corrective action if necessary.

The main administrative responsibilities of the association will be to manage the activities of the accountant hired for the duration of the project, to ensure the appropriate declaration of project activities to SUNAT (Peruvian National Accounts Administration) and finally to ensure rapid submission of project reports to PADEM.

The project administrator, Mr. Gutierrez, will be responsible for all activities.

Regarding the development of activities, RUFADA will work with a variety of actors: trainers, consultants, etc.

Here is a table of the local team personnel who will be hired as part of the project and their functions:

| Last name | Post office | Summary of Terms of Reference |
|----------------------------------|-----------------------|---|
| Helder Gutierrez Usca | Project Manager | Project design manager with Padem |
| | | Responsible for the implementation and evaluation of the project in coordination with Padem |
| | | Selection of staff and coordination with the local team |
| | | Monthly reports to Padem |
| | | Staff payment |
| | | Purchase of equipment and supplies in coordination with each trainer |
| | | Van rental and travel management |
| | | Staff food and accommodation management |
| Elizabeth Elena Arizabal Alvario | Accounting Consultant | Rufada accounting management |
| | | Tax reports |
| Romulo Conde Huaman | Animator | Participate in the implementation and execution of each workshop with each trainer |

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| | | Assist the Project Manager in his tasks |
| | | Coordinate food and accommodation for staff |
| Asunta Huaman Chirinos | Weaving Trainer | Workshop manager of the sub-activity "Training of 15 women for the Reinforcement of skills in old-fashioned weaving" |
| | | Head of the "Costs" workshop |
| Raul Palacios Romainville | Administration Trainer | Manager of the "Administration" workshop |
| | | Head of the "Sustainability" workshop |
| Elizabeth Elena Arizabal Alvario | Accounting Trainer | Responsible for the "Accounting" workshop |
| | | Head of the "Tax Orientation" workshop |
| Jean Pierre Dlugosz | Marketing trainer consultant | Responsible for the development of the PUSHKA brand |
| | | Catalog development manager |
| Alfredo Ramos Huallpacuna | Interpreter | Sales manager in Cusco Shops and near Machu Picchu |
| Alvina Usca de Gutierrez | Sewing assistant | Responsible for making laptop and iPad covers |
| Nilda Tejada Olivares | Nurse | Head of the "Nutrition" workshop |
| | | Head of the "Health" workshop |