Request for Funds

Project Cooperation Agreement
between
UNICEF, the United Nations Children's Fund
and
FCI, Fundación Ciudadano Inteligente

Purpose

This document is to request to UNICEF the second fund disbursement of the PCA Agreement between FCI and UNICEF.

Report of Activities planned for the first quarter of the project in the PCA Agreement between FCI and UNICEF

Activity #1: Project Management Manage the project and ensure good coordination between stakeholders and sequencing of project stages and activities.

FCI will facilitate the overall project coordination by organizing periodic team meetings and availing electronic tools for team planning, deadline management, document hosting, etc.

Document management

Documents were managed using google drive, a web service provided by google that lets users share documents and folders, and edit them concurrently. Most of the working documents were managed through this service, although along the project some were shared through mail either for editing purposes or user habits.

Task management

The first tool used was trello, a web service for task managing through a kanban interface. This proved useful for the first part of the project, while defining the broader specs of the project. As the task list grew and became more specific, the team moved on to using issue reporting in Github. Github is a programming code repository, which provides an issue management tool that allows any team members to report either bugs or new functionalities required, and assigning these to developer and designer team members.

Calendar

The team created a google calendar for managing team member's availabilities, defining milestones, meetings, and other important dates. Google calendar is an online calendar that allows sharing and editing by multiple members.

Periodic meeting schedule

Using google calendar, a weekly meeting was planned every tuesday. This schedule was open for changes according to progress and availability of each member. Other higher level meetings

were also scheduled according to progress and events such as field testings, milestones, and others.

FCI will lead the project management specifically in relation to the development

The development of the tech tool was executed and managed by FCI. Agreements on functionalities and the prioritization of these were decided during weekly meetings jointly with UNICEF team members, and later implemented by FCI.

Activity #2: Advocacy planning methodology: Design an integral advocacy planning process and translate planning steps into digital formats for the use five UNICEF offices during a 12 months trial phase.

FCI will identify the parts of the planning methodology that can be translated into a digital tool during the pilot phase.

The planning methodology was discussed with team members from FCI and UNICEF. Results from these discussions were used as an input for the design and development of the tool, along with other inputs such as testing experience, existing tools, and others.

FCI will advise on the technical feasibility of which formats and what type of visualization to utilize for individual planning steps.

Visualization, formats and other technical issues were discussed during weekly meetings. It was agreed that during this phase of the development of the tool, it was best to implement a single, more flexible visualization that would serve for multiple purposes such as process mapping and power mapping.

Based on this, FCI will describe and agree with UNICEF the technical and design specifications of the digital tool in a report.

The specifications of the digital tool are dynamically handled through issues in Github, discussed previously. This allows for the creation of new features, discussion of existing ones, and for reviewing the progress of each issue or of the overall project.

Activity #3: Digital tool development Develop a prototype digital tool for a.

FCI will produce a prototype for a digital tool, based on technical and design specifications agreed with UNICEF.

The deployment of the tool was handled through continuous integration, which means that a working prototype was always available for use. Since the specifications of the digital tool dynamically created, the prototype of the tool was constantly being updated, and later put in production on a weekly basis.

Activity #4: Digital tool & methodology testing: Test the digital tool at country level and adjust as per user requirements.

FCI will actively participate in the field testing (either remotely or on-site, as individually agreed) and will make iterative adjustments as per continuous user feedback.

Most of the participation in field testing was done through communication with the UNICEF team that was on the field. There also was some remote participation through online video calls.

FCI will deliver a final prototype at the end of phase one of the project.

A working prototype was available at the end of phase one of the project.

Activities planned for the second quarter of the project in the PCA Agreement between FCI and UNICEF

Activity #2: Advocacy planning methodology: Design an integral advocacy planning process and translate planning steps into digital formats for the use five UNICEF offices during a 12 months trial phase.

- FCI will identify the parts of the planning methodology that can be translated into a digital tool during the pilot phase.
- FCI will advise on the technical feasibility of which formats and what type of visualization to utilize for individual planning steps.
- Based on this, FCI will describe and agree with UNICEF the technical and design specifications of the digital.

Activity #5: Analysis and recommendations Analyse and evaluate the experience of developing and testing the planning methodology and digital tool and recommend next steps for scaling-up the use of the digital tool for both UNICEF offices and NGO partners.

- FCI will host a project diary to allow all team members to continuously document any observations and lessons.
- FCI will analyse and evaluate the overall experience of developing and testing the planning methodology and digital tool.
- At the end of the first phase, FCI will summarize in a brief report the main takeaways from its analysis and evaluation and recommend next steps for scaling-up the use of the digital tool for both UNICEF offices and NGO partners as a global public good.

Disbursement Amounts

Through the project the disbursements are according to the following table:

Stage	Amount	Quarter Term	
Quarter 1	$ 26,750	15-Sep-2014	14-Dec-2014
Quarter 2	$ 31,750	15-Dec-2014	14-Mar-2015

Quarter 3	$ 5,688	15-Mar-2015	14-Jun-2015
Quarter 4	$ 2,688	15-Jun-2015	14-Sep-2015
Throughout	$ 18,184	--	--
Total	$ 85,060		

According to the details outlined through this document, Fundación Ciudadano Inteligente request the disbursement corresponding to the Second Quarter of the PCA Agreement between FCI and UNICEF for an amount of $ 31,750.

Fundación Ciudadano Inteligente
Rut.: 65.020.427-1
Holanda 895, Providencia - Santiago
(+56 2) 24192770

Pablo Collada Chavez
Executive Director
Fundación Ciudadano Inteligente