

Scenarios

WRITING A PROPOSAL (TO RECEIVE FUNDING) - FINANCIAL PART

Joyce wants to organize a training, therefore her hub needs to get some fundings for paying the employees, buy materials, etc.. She is planing to get some fundings from the institution she is usually getting some. For that reason she has to write a proposal which consists different topics, one of them is the financial report.

The organization offers a spreadsheet software template for this proposal. She has to fill in the estimated sums which will be expend. They are categorized into four points:

- Investments (e.g. Tools, Materials)
- Operating Expenses (e.g. Electricity, Internet, Catering, Transport for Participants)
- Personnel Expenses (e.g. staff, external mentors, trainers)
- Travel Costs (only travel costs for personnel)

After filling in all the expenses the spreadsheet software adds everything together. Joyce prints the finished document out and adds it to the other documents of the proposal. A copy of the template can be found under `/Materialien/task modeling/documents hubs/Proposal/Proposal_Template_Budget_ASKnet2021 - Tabelle1.pdf` in the project folder) **Different organizations have different proposal templates!**

WRITING A PROPOSAL (TO RECEIVE FUNDING) - ACTIVITY PART

Joyce wants to organize a training, therefore her hub needs to get some fundings for paying the employees, buy materials, etc.. She is planing to get some fundings from the institution she is usually getting some. For that reason she has to write a proposal which consists different topics, one of them is the activity report. The organization offers a template for this report which has to filled out. It starts with asking brief questions about the conducted training:

- number of participants and duration
- category of the training
- name of the project
- The organization and possible partners
- location of the venue
- Target group
- Implementation period
- Brief project description (1/2 page)
- Contact data
- Requested grant sum

After this overview questions the template continues with the „Detailed Project Description“ and wants to have more detailed answers for following points:

- Description of initial situation (max. 1 page)
- Direct and indirect target groups / audience (max. 1/2 page)

- Logframe: Impact, Outcomes, Output (max. 1 page)
- Planned Activities (categorized into some subitems)
- Risk factors and risk mitigating measures (max. ½ page)
- Sustainability (max. ½ page)
- Public Relations (max. ½ page)
- Feedback / Impact (max. ½ page)

Joyce uses a text processing program installed on the computer, which is located at the hub, for writing the report. (A copy of the template can be found under /Materialien/task modeling/documents hubs/Proposal/Proposal_Template_Project_Description_ASKnet2021.pdf in the project folder)

Different organizations have different proposal templates!

PARTICIPANT ACQUISITION (IF NOT DONE BY RCWS OR COMMUNITY LEADERS)

Amanyara and his colleges are planing a training about awareness in social media with solutions to the problem of hate speech, disinformation and misinformation. They already received a funding, now they need the right participants.

Usually therefore they talk to community leaders or the RWCs of the refugee resettlement, but this time they want to seek participants with access to internet. The community leaders and the RWCs know a lot about their people, but they don't know who has access to and experience with internet. So Amanyara and his colleges decide to start an online application process to find already experienced participants.

Therefore they create a google form which they share via email, Facebook, telegram, etc. They ask about:

- Name
- Adress / location
- Status of residency (refugee / host community)
- Contact (email address / telephone number)
- Whats there background / qualifications
- Work experience / skills
- Previous workshops or trainings attended
- Experience with social media
- How they access internet
- What is there motivation / aspiration (long answer)
- What they expect from the training (long answer)

The last two questions are particularly for the team. According to the answers they decide who gets an invitation for an interview. After they made their choice they talk to the applicants and decide who fits best. Another important point besides the motivation and experience is the location of the participant, because they aim to spread the participants as much as possible in the region of the training location. Hence the participant can share their knowledge with a large number of different people.

A copy of the template Amanyara and his team used can be found under /Materialien/task modeling/documents hubs/participants/Women Inclusion in Repair Culture Training Application Form.pdf

Besides that, the use posters on which the print the message of the training and display it in public places. Or they „walk and talk“, walking while talking by using a megaphone in the targeted location mostly during evening hours when almost everyone is at home.

PLANING A TRAINING FROM SCRATCH (SCENARIO NOCHMAL AUFDRÜBELN!)

Training starts tomorrow, Amanyara wants to send an email reminder to all the participants

Organize food and drinks

We made invitation cards and sent SMS

one day before the training we did phone calls as a reminder

Recap what worked what not

Fragen zur Themenfindung:

What are the challenges and what new things we bring on board?

What helped the participants

What is the training aiming for?

CONDUCTING AN OLDER SAVED TRAINING

Amanyaras friend told him, that he is very annoyed by the recently, very often appearing power cuts in his area and that it is impossible for him and his family to charge mobile phones, etc. So Amanyara remembers that there was a training about building a „DIY Solar Generator“ and he decides to conduct this training. His college told him that the training was the last time two years ago. So he opens the home directory of his hubs gitHub account on his web browser and searches for it. After finding it, he oversees the content and checks if it's still up to date.

He prints out the material list and checks what is in the storage and what needs to be bought. He also checks if the needed tools are available.

He writes funding proposal.

He finds the participants.

He does the training.

USING THE RESOURCES OF A SAVED TRAINING FOR EDUCATIONAL PURPOSE

Amanyara is working on creating a new training, on part of it is about soldering. A kind of work Amanyara never did so far by his own, but he knows that soldering was part in a few different trainings. So he opens the home directory of his hubs gitHub account on his web browser and searches for the learning resource soldering. After finding it he reads it and after a while he knows what to do.

EDITING THE SCHEDULE / METHODOLOGY OF AN OLDER SAVED TRAINING

Amanyaras friend told him, that he is very annoyed by the recently, very often appearing power cuts in his area and that it is impossible for him and his family to charge mobile phones, etc. So Amanyara remembers that there was a training about building a „DIY Solar Generator“ and he decides to conduct this training. His college told him that the training was the last time two years ago. So he opens the home directory of his hubs gitHub account with his web browser and searches for it. After finding it, he oversees the content and checks if it's still up to date. He finds a few flaws in one document, so he wants to improve this file.

He opens the file by clicking on the document name, then he clicks on the „Edit this file“ - button (pencil icon on the right side), he changes the specific points by deleting them and writing it new, he scrolls to the end of the site, selects the bullet „Commit directly to the **main** branch“ and clicks on the „Commit changes“ - button. Now the website shows the changed document, the methodology of the old training is updated.

CHANGING THE SCHEDULE / METHODOLOGY DURING THE TRAINING

Amanyara wants to do a training about the use of media in problem solving and handling situations locally in the refugee camp. The participants were selected by the community leader and should have some experience in the use of online media. When the team arrived there, they had to find out the audience was completely different. They planned to discuss certain topics with media advanced participants, but instead they talked to media newbies. So they have to change the methodology, because if they would continue with their schedule the team probably could not achieve a single result.

The team decided to do a basic computer training (how to use google, what is a mouse, what is a text processing program, etc.). So he opens the home directory of his hubs gitHub account in his web browser and searches for the learning resource for a basic computer training. They have a quick look at it and continue the training with the changed methodology.

WRITING A DOCUMENTATION - FINANCIAL REPORT

After a conducted training Joyce needs to write a report for the organization who sponsored it. The report consists different topics, one of them is the financial report. Therefore she starts to collect all the bills for the things they spent on money like beverages and food, materials, copy costs, transportation, etc and adds them together. She also needs to scan the bills for the document. For collecting and adding all the different things she uses a spreadsheet software. The following screenshot shows parts of the sheet Joyce is using and what is important for the financial report:

[illegible]

Following topics are in the sheet, with the same properties as seen above:

- Investments (e.g. Tools, Materials)
- Operating Expenses (e.g. Electricity, Internet, Catering, Transport for Participants)
- Personnel Expenses (e.g. staff, external mentors, trainers)
- Travel Costs (only travel costs for personnel)

When she is finished with collecting and filling in the different things, the spreadsheet software adds everything together. Joyce prints the finished document out, signs it and adds it to the other documents of the report. A copy of the template can be found under / `Materialien/task modeling/documents hubs/Report/Report_Template Financial Report.xlsx` in the project folder)

WRITING A DOCUMENTATION - ACTIVITY REPORT

After a conducted training Joyce needs to write a report for the organization who sponsored it. The report consists different topics, one of them is the activity report. The organization offers a template for this report which has to filled out. It starts with asking brief questions about the conducted training:

- number of participants and duration
- category of the training
- name of the project
- Possible partners
- location of the venue
- Target group
- Implementation period
- Brief overall assessment (½ page)
- Contact data

After this overview questions the template continues with the „Project Self-Assessment“ and wants to have more detailed answers for following points:

- Comparison: What did the project aim to achieve vs. What did the project actually achieve? (max. 1 page)
- Logframe: Impact, Outcomes, Output (max. 1 page)
- Sustainability (max. ½ page)
- Public Relations (max. ½ page)
- Lessons Learned (max. 1 page)

Joyce uses a text processing program installed on the computer ,which is located at the hub, for writing the report. (A copy of the template can be found under /`Materialien/task modeling/documents hubs/Report/Report_Template Project Report.doc` in the project folder)

Different organizations have different documentation / report templates!

CREATING CERTIFICATES - MENTEE

After a two weeks training Joyce wants to create certificates for the participants (mentees). This is the common practice at her hub for trainings that take at least four days.

For creating the certificates she opens the PDF file `certificate_mentee.pdf` and fills out the basic informations:

- Name of the participate
- Name of the training
- Location, starting and ending date
- Name of the Project director
- Names of the mentors

Then she prints out the certificate and hand it out to the related participant.

CREATING CERTIFICATES - MENTOR

After a two weeks training Joyce wants to create certificates for the mentors. This is the common practice at her hub for trainings that take at least four days.

For creating the certificates she opens the PDF file `certificate_mentee.pdf` and fills out the basic informations:

- Name of the mentor
- Name of the training
- Location, starting and ending date
- Name of the Project director

Then she prints out the certificate and hand it out to the related mentor.

CERTIFICATION OF TRAININGS BY EXTERNAL INSTITUTIONS

Joyce created a web development training for female students. It's a three weeks course with a focus on HTML programming. Joyce knows a lot about this topic, she has a university diploma in Information Technology. The course should help the students to apply for universities, but therefore the training must be verified by the national ministry of educational and cultural affairs. She gets in contact with the institution and sends them all her materials regarding the training via email.