

## COORDINATION OF COMMUNITY PROJECTS

**UNIT CODE:** COD/CU/SW/SR/03/6/A

### **Relationship to Occupation Standards**

This Unit addresses the unit of competency to coordinate community project.

**Duration of Unit:** 110 Hours

### **Unit Description:**

This unit describes the competencies required to coordinate community project. It involves mobilizing community members, identifying community project, formulating project management committee, planning and designing community project, identifying community project risks and carrying out project activities. It also entails monitoring community project, evaluating project activities, preparing community project report and undertaking project handing over.

### **Summary of Learning Outcomes**

1. Mobilise community
2. Identify community projects
3. Formulate project committee
4. Plan and design community project
5. Identify community project risks
6. Carry out project activities
7. Monitor community projects
8. Evaluate project activities
9. Prepare community project report
10. Undertake project handing over

### **Learning Outcomes, Content and Methods of Assessment**

<b>Learning Outcome</b>	<b>Content</b>	<b>Methods of Assessment</b>
1. Mobilise community	<ul style="list-style-type: none"><li>• Meaning of community</li><li>• Meaning of community mobilisation</li><li>• Importance of engaging community in projects</li><li>• Process of community entry</li><li>• Conducting gender</li></ul>	<ul style="list-style-type: none"><li>• Case studies</li><li>• Observation</li><li>• Written tests</li><li>• Assignments</li><li>• Supervised exercise</li><li>• Simulations</li></ul>

	<p>assessment</p> <ul style="list-style-type: none"> <li>• Factors to consider when selecting a community project committee</li> </ul>	
2. Identify community project	<ul style="list-style-type: none"> <li>• Meaning of need assessment</li> <li>• Conducting a needs assessment</li> <li>• Factors to consider when prioritising community projects</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
3. Formulate project management committee	<ul style="list-style-type: none"> <li>• Meaning of terms of reference in community projects</li> <li>• Selection criteria for a project management committee</li> <li>• Capacity assessment of the project management committee</li> <li>• Methods of capacity building</li> <li>• Process of conducting capacity building</li> <li>• Community mapping</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
4. Plan and design community project	<ul style="list-style-type: none"> <li>• Meaning of project planning and design</li> <li>• Meaning of root cause analysis</li> <li>• Process of conducting a root cause analysis</li> <li>• Meaning of the theory of change</li> <li>• Formulation of the theory of change</li> <li>• Meaning of a Log Frame</li> <li>• Development of a log</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>

	<p>frame for community projects</p> <ul style="list-style-type: none"> <li>• Meaning and importance of a work plan</li> <li>• Development of work plan</li> <li>• Meaning and importance of a budget</li> <li>• Process of creating a budget</li> </ul>	
5. Identify community project risks	<ul style="list-style-type: none"> <li>• Meaning of project risks</li> <li>• Types of project risks</li> <li>• Methods of managing project risks</li> </ul>	
6. Carry out project activities	<ul style="list-style-type: none"> <li>• Meaning of a community start up workshop</li> <li>• Community start up action procedure</li> <li>• Meaning of baseline information</li> <li>• Ways of collecting baseline information</li> <li>• Project implementation process</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
7. Monitor community project	<ul style="list-style-type: none"> <li>• Meaning and importance monitoring</li> <li>• Formulation of monitoring tools</li> <li>• Administration of the monitoring tools</li> <li>• Meaning and importance of reporting framework (reporting templates and timelines)</li> <li>• Identification of positive impact through human change stories</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>

	<ul style="list-style-type: none"> <li>• Importance of financial monitoring in community projects</li> <li>• Importance and process of reviewing the community project plans</li> </ul>	
8. Evaluate project activities	<ul style="list-style-type: none"> <li>• Meaning of evaluation</li> <li>• Development of evaluation tools</li> <li>• Evaluation planning</li> <li>• Types of evaluation (baseline, midline, end line and impact evaluation)</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
9. Prepare community project report	<ul style="list-style-type: none"> <li>• Meaning and importance of a community project report</li> <li>• Types of community project reports (narrative and financial reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
10. Undertake project handing over	<ul style="list-style-type: none"> <li>• Meaning of project handing over.</li> <li>• Meaning and importance of an exit strategy at the onset of a project</li> <li>• Meaning of community project sustainability</li> <li>• Importance of community capacity building for project sustainability</li> <li>• Implementation of the exit strategy/handing over project</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
11. Impact assessment	<ul style="list-style-type: none"> <li>• Impact assessment tools</li> <li>• Identification and engagement of external</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> </ul>

	assessors <ul style="list-style-type: none"> <li>• Importance of carrying out impact assessment</li> <li>• Report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
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### **Suggested Methods of Instruction**

- Group discussions and presentations
- Demonstration by trainer
- Practical work by trainer
- Exercise
- Field work
- Resource persons

### **Recommended resources**

- Video cameras
- Tablets
- Smart phones
- SD cards and card readers
- TFT screen
- Recorders

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