

COORDINATE COMMUNITY PROJECT

UNIT CODE: COD/OS/SW/CR/03/6/A

UNIT DESCRIPTION:

This unit describes the competencies required to coordinate community project. It involves mobilising 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.

ELEMENTS AND PERFORMANCE CRITERIA

| ELEMENT These describe the key outcomes which make the workplace function | PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i> |
|---|---|
| 1. Mobilise community members | 1.1 Engagement with the community is initiated as per organisation policy 1.2 Gender assessment tools are developed as per SOPs 1.3 <i>Gender assessment</i> is carried out as per SOPs. 1.4 Community assessment is carried out as per organisation policy. 1.5 An inclusive project committee is selected as per organisation policy. |
| 2. Identify community project | 2.1 Community mapping is carried out as per the project area 2.2 Need assessment is carried out as per organisation policy. 2.3 Prioritization of the project with the greatest impact is carried out as per the need's assessment. |
| 3. Formulate project management committee | 3.1 Formulate Terms of reference are formulated as per organisation policy. 3.2 Selection criteria is developed as per the recommendations of the committee. 3.3 Capacity assessment is carried out as per organisation policy. |

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| | 3.4 Capacity building is conducted as per organisation policy. |
| 4. Plan and design community project | 4.1 Root cause analysis is conducted as per SOPs. 4.2 Theory of Change is formulated as per SOPs. 4.3 A log frame is developed as per organisation policy 4.4 A work plan is developed as per the project 4.5 A project budget is formulated as per organisation policy |
| 5. Identify community project risks | 5.1 Needs assessment is carried out as per SOPs. 5.2 Risks are categorised as per the needs assessment. 5.3 Possible mitigation measures are identified as per needs assessment |
| 6. Carryout project activities | 6.1 Community start up action is formulated as per organisation policy. 6.2 Baseline assessment is carried out as per organisation policy 6.3 Work plan is executed as per organisation policy. |
| 7. Monitor community project | 7.1 Monitoring tools are developed as per SOPs 7.2 Reporting framework is established as per organisation policy 7.3 Review of the project plan is carried out as per organisation policy. 7.4 Financial monitoring is carried out as per SOPs. 7.5 Selection and documentation of human changes is carried out as per organisation policy |
| 8. Evaluate project activities | 8.1 Develop Evaluation tools are developed as per organisation policy 8.2 Planning is carried out as per organisation policy 8.3 Mid line evaluation is conducted as per organisation policy |

| ELEMENT | PERFORMANCE CRITERIA |
|---|--|
| These describe the key outcomes which make the workplace function | These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i> |
| | 8.4 End line evaluation is conducted as per organisation policy. 8.5 An impact assessment is carried out as per organisation policy 8.6 Evaluation report is prepared as per organization policy |
| 9. Prepare community project report | 9.1 Narrative report is prepared as per SOPs. 9.2 Financial report is prepared as per SOPs. |
| 10. Undertake project handing over. | 10.1 An exit strategy at the onset of the project is prepared. 10.2 Community capacity for sustainability is established as per organisation policy. 10.3 Exit strategy is executed as per organisation policy |
| 11. Carry out impact assessment | 11.1 impact assessment tools are developed as per organization policy 11.2 assessment tools are implemented 11.3 identification and engagement of external assessors 11.4 report is prepared 11.5 comparison between baseline and the impact |

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| Variable | Range |
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| 1. Gender assessment may include but not limited to: | <ul style="list-style-type: none"> • Gender roles • Cultural perspective • Institutional practises |
| 2. Monitoring tools may include but not limited to: | <ul style="list-style-type: none"> • Weekly progress review minutes • Monthly management reports |

| Variable | Range |
|--|---|
| | <ul style="list-style-type: none"> • Quarterly monitoring reports • Annual reports • Baseline assessment • Mid line evaluation • End line evaluation |
| 3. Reporting framework may include but not limited to: | <ul style="list-style-type: none"> • Reporting guidelines as per SOPs or donor requirements |
| 4. Log frame may include but not limited to: | <ul style="list-style-type: none"> • Input • Activities • Output • Outcome • indicators |

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence

Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment

- Social work practices and interventions
- Social research
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting
- Digital literacy
- Project management
- Monitoring and evaluation

EVIDENCE GUIDE

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| <p>1 Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <p>1.1 Demonstrated ability to carry out gender assessment</p> <p>1.2 Demonstrated ability to mobilise community</p> <p>1.3 Demonstrated ability to carry out a needs assessment</p> <p>1.4 Demonstrated ability to identify community projects</p> <p>1.5 Demonstrated ability to formulate terms of reference</p> <p>1.6 Demonstrated ability to develop a selection criteria</p> <p>1.7 Demonstrated ability to capacity building</p> <p>1.8 Demonstrated ability to conduct a root cause analysis</p> <p>1.9 Demonstrated ability to formulate a Theory of Change</p> <p>1.10 Demonstrated ability to develop a work plan</p> <p>1.11 Demonstrated ability to formulate a budget</p> <p>1.12 Demonstrated ability to identify community project risks</p> <p>1.13 Demonstrated ability to develop monitoring tools</p> <p>1.14 Demonstrated ability to establish a reporting framework</p> <p>1.15 Demonstrated ability to document human changes</p> <p>1.16 Demonstrated ability to evaluate project activities</p> <p>1.17 Demonstrated ability to prepare a narrative report</p> <p>1.18 Demonstrated ability to prepare a financial report</p> <p>1.19 Demonstrated ability to develop and execute an exit strategy</p> |
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| <p>2 Resource Implications</p> | <p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Organisation polices, guidelines and regulations Strategic plans on community projects 2.2 Organization policies and procedures 2.3 Community censors report 2.4 Map of geographical areas 2.5 Data collection tools 2.6 Community structure guidelines 2.7 Transport means 2.8 Simulated office |
| <p>3 Method of Assessment</p> | <p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 1.3 Written or oral questions 1.4 Observation 1.5 Third party report 1.6 Project 1.7 Interview 1.8 Review of portfolios |
| <p>4 Context for Assessment</p> | <p>Competency may be assessed:</p> <ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment |
| <p>5 Guidance information for assessment</p> | <p>This unit may be assessed on an integrated basis with others within this occupational sector</p> |