

STEP to Change, build the common path.

A global initiative to empower youth organisations and to valorise the impact of volunteering (STEPS)

BASIC OVERVIEW

The Project

The project will consist on visits of experienced trainers/consultants to each region (Africa, America, Asia, Europe), where an initial assessment and training will be done on organisational management and impact measurement, followed by visits to projects implementing the impact measurement techniques developed during the last 5 years. Such visits to the regions will allow, on the one hand, to provide training and empowerment on IVS and organisational management to organisations; and on the other, to draw a diagnosis of the needs and strengths in every region, useful to orient a long-term training and support programme for the members within the CCIVS.

This project builds on the strategies outlined in the “White Paper on International Voluntary Service”, on the General Assembly decision to design and implement a monitoring system for the members; and on the flow of diverse projects led by CCIVS, Solidarités Jeunesses and Better World in the last 5 years to design and implement tools for impact measurement and improvement.

The Aim

The aim of this project is to empower IVS organisations according to each region’s needs in terms of organisational management and impact measurement and improvement. This shall be the start of a global diagnosis and the basis for the Monitoring and Empowerment System of the CCIVS.

The goals of the project:

To implement needs assessment and monitoring with the aim to establish an accurate diagnosis and a global training programme according to the needs of members and regions.

To empower and train IVS organisations professionals with organisational management techniques and with impact measurement tools.

To strengthen regional cooperation and participation in the Global Network

To implement an impact research and exploit its results, in order to raise visibility of the impact of International Voluntary Service.

The different activities:

1. Self-training meeting end March 2016 in Europe for the core team who will oversee the implementation and the training for the project.



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2. 4 regional events* (in Africa, Asia, America, Europe) including training/monitoring on organisational management and impact in one country + Impact measurement visits in each of the participating countries, April – January 2018
3. Final seminar in Europe to work on results and next steps in 2018.

The Results

- ◇ Trained organisations on management and impact according to their needs and local realities
- ◇ A diagnosis of the needs and capacities in each region
- ◇ Trained professionals in each region to implement Impact measurement and provide training to other professionals in the region
- ◇ A greater understanding of regional and international cooperation in the IVS network
- ◇ Monitoring tools for the network
- ◇ Improved Impact measurement tools
- ◇ A Database – Pool of trainers and their specialties

Organisations are expected to cover the travel costs of their representatives.

Travel costs will be reimbursed by the earliest 3 months after the end of the actions on receipt of all boarding passes, train/bus tickets, visa receipts etc., Participants must abide to the official activity dates – The funders only allow 2 days extra either side of the official project dates in the travel booking.

Please note that the process of reimbursement will be carried out directly with the applicant organisations and not with the individual participants.

CCIVS will implement a system of **participation fees** (80€ per activity)

Travel costs will be reimbursed at 100% up to the platform imposed by the EACEA Flat Rates

Insurance will be provided by CCIVS though SCI – please request the insurance.

Visa costs are calculated to correspond to real costs in each country – each call for projects will provide detailed information.

Please carefully read the following details in order to understand the engagement of your organisation – you may want to read right through to the end to check you have seen exactly whir you will be participating.

Please note if you have signed up to this project it means that you have engaged to participate in the different activities as foreseen.

Phase 1. Setting the Path: Steering Team Meeting and Peer-Training of Experts Team

The first phase of the project is dedicated to a detailed planning and development of the training, needs assessment and impact measurement actions which will be implemented during the whole project.



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A joint meeting will gather together members of the Steering Team, a part of which is composed by the Experts Team, and another one by representatives of IVS networks (ICYE, SCI, NVDA, Alliance CCIVS).

This Steering Team meeting will have 3 main missions:

Team: To set the coordination, roles, working methodologies within the group during the whole duration of the project.

Project: To design in depth the steps of the whole process, its activities, its outcomes and presentation of results

Contents: To analyse the preliminary research and agree on the main principles for the training, needs assessment and impact measurement processes in the 4 regions.

The Peer-Training of experts team will work on the following:

Agree on the common methodology for trainings, visits, and reporting.

Training and discussion on methods for the 3 main contents of the regional STEPS (needs assessment, training on organisational development; impact measurement).

Creation of the final tools to implement the STEPs trainings: pedagogic tools, communication, guidelines and reporting tools.

Phase 2. Regional STEPS

The project will include 4 regional international events, dedicated to build capacities in the organisations, both on organisational development and on impact measurement. The whole process will also allow to implement a needs assessment of the participating organisations. STEP stands for *Strategic Training for Empowerment Processes*, and is the methodological approach for the whole project.

The events in each region will follow the same structure, of course adapting contents to the realities and needs assessed during the preparation and on-the-spot according to the course of the trainings.

The common STEP methodology for each event

a) International training on organisational development and impact measurement: The training has 3 main blocks: organisational development, needs assessment and impact measurement.

b) On the field: Impact measurement itinerary with national training: The itinerary means that the 2 trainers will make a field visit-training to each of the partners in their countries, with 2 main missions:

- having a 1 day training with other board and staff members of the organisation: together with one of the trainees who attended the International training, bring back the contents to the whole organisation. This allows the trainees to start being multipliers and deepening on the



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understanding of the training contents; and allows the whole organisation to integrate the model and benefit from the international training.

- 1-2 field visits to implement the impact assessment tools and interview host community members.

The trainers will be provided with an accommodation budget and will manage this themselves directly with the hosts. The hosts should support the trainers to find adequate accommodation and food according to their budget.

Please use this link to share information about the projects the trainers will visit – please note the dates are specific to the training dates in each country and follow on directly from the training – more details below.

c) Conclusions and reporting: Each of the participants in the STEP has a responsibility in terms of conclusions and reporting, in order to seed the following steps of the process.

› Network-Reporters: Will write a report on the training and the needs-assessment results, in coordination with the training team. Will deliver a spoken report at a main international event of their network.

› Trainers: Will have an overall evaluation of each STEP. Will report the whole experience, and also about each of the field visits. Will elaborate the impact materials received from local hosts.

› Participants (host partner organisations): Will transcribe, translate and analyse the results of the impact measurement activities, and send them to the trainers.

Regional STEPs details

Information concerning travel costs/platforms etc will be sent out at least 2-3 months before the start of each activity.

STEP in Africa

Training hosted by Volu Ghana. Participants will come from African partners: Volu Ghana, VWAN, Astovot, ADCD Congo, UPA Uganda.

This being the first training, the 4 trainers will come all together to implement the training (facilitating thus the division in French-speaking and English-speaking in some phases), and then implement the field Itinerary one expert per country.

The network-reporter will come from SCI.

Foreseen dates:

Experts 14/05-24/05

Participants including the network reporter 16/05 arrivals - 21/05 departures

Training days : 17/18/19/20 May



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14	15	16	17/18/19/20	21	22/23	24
Arrival team	Prep team	Prep Team Arrival pax	Training	Evaluation Team Departure Pax	local project visit Ghana Team	Departure Team

List of experts and pax :

Country	Org	Pax	Role
USA	University Illinois	1	Expert
Catalunya	Expert	1	Expert
Catalunya	SCI	1	Reporter
France	Solidarités Jeunesses	1	Expert
Hong Kong	SCI	1	Expert
Togo	Astovot	2	Participant
DRC	ADCD	2	Participant
Uganda	UPA	2	Participant
Nigeria	VWAN	2	Participants
Ghana	Volu	3	2 x Participant and 1 x logistics
	Total	16	

Following on from this training, one expert will travel to each country of the participants – DRC, Togo, Uganda, Nigeria.

The 2 participants per country of the training course should accompany the experts onto local projects in their own country where they may implement directly what they have learnt. (see above ‘on the field’)

The visit dates including arrival and departure days, are foreseen as:

DRC 26-30 May

Uganda 26-30 May

Nigeria 26-30 May

Togo 26-30 May

STEP in Asia

2 expert trainers,

The network-reporter will come from Alliance.

Foreseen dates are: 8-18 August 2017 for the experts

10-15 August participants and network reporter



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8	9	10	11/12/13/14	15	16/17	18
Arrival team	Prep team	Prep Team Arrival pax	Training	Evaluation Team Departure Pax	local project visit Cambodia	Departure Team

List of experts and pax :

Country	Org	Pax	Role
USA	University Illinois	1	Expert
Hong Kong	SCI	1	Expert
S. Korea	Better World	2	Participant
India	Ruchi	2	Participant
Thailand	VSA	2	Participant
Hong Kong	SCI	2	Participant
Europe	Alliance	1	Reporter
Cambodia	CYA	3	2 x Participant and 1 x logistics
	Total	14	

Following on from this training, one expert will travel to each country of the participants – Hong Kong, India, Thailand, S. Korea

The 2 participants per country of the training course should accompany the experts onto local projects in their own country where they may implement directly what they have learnt. (see above ‘on the field’)

The visit dates including arrival and departure days, are foreseen as:

Thailand 20-25 August

India 20-25 May

S. Korea 26 -31 May

Hong Kong 26-31 May

STEP in America

2 expert trainers,

The network-reporter will come from CCIVS

Foreseen dates are: 8-18 October 2017 for the experts

10-15 October participants and network reporter

8	9	10	11/12/13/14	15	16/17	18
Arrival team	Prep team	Prep Team Arrival pax	Training	Evaluation Team Departure Pax	local project visit Costa Rica	Departure Team



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List of experts and pax :

Country	Org	Pax	Role
France	Solidarités Jeunesses	1	Expert
Catalunya	Expert	1	Expert
France	CCIVS	1	Reporter
Peru	BVBP	2	Participant
Ecuador	Chiriboga	2	Participant
Argentina	SES	2	Participant
Mexico	SIJUVE	2	Reporter
Costa Rica	ACI	4	2 x Participant and 2 x logistics
	Total	15	

Following on from this training, one expert will travel to each country of the participants – Peru, Argentina, Ecuador & Mexico

The 2 participants per country of the training course should accompany the experts onto local projects in their own country where they may implement directly what they have learnt. (see above ‘on the field’)

The visit dates including arrival and departure days, are foreseen as:

Peru 20-25 October

Ecuador 20-25 October

Argentina 26/10 -31/10

Mexico 26/10-31/10

STEP in Europe

Training hosted by CID in FYROM. Participants will be the European partners: CID, SCI Hellas, Eyesek, SJ, Concordia, SCI-Cat.

2 expert trainers,

The network-reporter will come from NVDA.

Foreseen dates: January 2018 dates to be confirmed

Arrival team	Prep team	Prep Team	Training	Evaluation Team	local project visit	Departure Team
		Arrival pax		Departure Pax	FYROM	

List of experts and pax :

Country	Org	Pax	Role
France	Solidarités Jeunesses	1	Expert
Catalunya	Expert	1	Expert



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Asia (Cambodia)	NVDA (CYA)	1	Reporter
France	Concordia	2	Participant
Hungary	Egyesek	2	Participant
Greece	SCI Hellas	2	Participant
France	SJ	2	Participant
Catalunya	SCI	2	Participant
FYROM	CID	3	2 x Participant and 1 x logistics
	Total	16	

Following on from this training, one expert will travel to each country of the participants – France, Hungary, Greece, Catalunya

The 2 participants per country of the training course should accompany the experts onto local projects in their own country where they may implement directly what they have learnt. (see above ‘on the field’)

The visit dates including arrival and departure days, are foreseen as:

France 6 days including arrival and departure

Hungary 6 days including arrival and depart

Greece 6 days including arrival and depart

Catalunya 6 days including arrival and depart

Phase 3. Build the common Path

This phase has as a mission to systematise the results, elaborate them and valorise them collectively, in order to build common strategies to implement a global long-term empowerment and monitoring programme for IVS organisations.

Build the common Path Seminar

Steering Team + selected participants from the several Regional STEPs will participate in a seminar which will be aimed at bringing the results of the 4 STEPs together

The seminar will take place in Hungary in 2018 towards the end of June.

List of experts and pax :

Country	Org	Pax	Role
USA	University Illinois	1	Expert
Catalunya	Expert	1	Expert
France	SJ	1	Expert
Hong Kong	SCI	1	Expert
Catalunya	SCI	1	Participant
Europe	Alliance	1	Participant
International	CCIVS	1	Participant
Cambodia	CYA	1	Participant
Mexico	SIJUVE	1	Participant
Costa Rica	ACI	1	Participant
Argentina	SES	1	Participant



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S. Korea	Better World	1	Participant
India	Ruchi	1	Participant
FYROM	CID	1	Participant
France	Concordia	1	Participant
Uganda	UPA	1	Participant
Nigeria	VWAN	1	Participant
Hungary	Egyesek	5	Participant and support/logistics
	Total	22	

Communication

Throughout CCIVS will be sharing all the reports issue from each activity

There will be a project blog and communication will be shared via social media

The partners of the STEPS project should support in the diffusion of the information through their own communication tools.

The data analysis from the project will be managed by the University of Illinois all partners of the project will engage to ensure that all data is provided to the University as indicated by the trainers.

All partners will engage to write a report as indicated by the experts for the local visits.

Communication on the Reports (Impact, State of the Art of IVS): The proposal for dissemination is quite simple but powerful: every partner has a role. CCIVS and the participating networks will be in charge of the most intense communication campaign. The commitment of the 4 networks will be to make, during 1 month, 5 publications: 1 on the global report of the State of the Art; 1 per each region. Networks will promote among their members a Thunderclap for the day of publication of each of such reports.

Each of the organisations participating will have as a mission to make at least 3 publications in each of their social media: 1 should talk about the Global Report, one about their own regional report, one about some results or reflections for their own countries. With this strategy, we are multiplying the outreach, as we talk not only of the social communities of the CCIVS or the networks, but at least of 20 other organisations, and probably also of dozens of members of the networks who didn't participate but will join the Thunderclap.

Communication after the project: A detailed dissemination, communication and networking strategy will be developed during the final seminar, taking the methods used during the project but also adapted strategies for the key stakeholders to approach.

The call for the first Training in Africa will be sent during the second part of February.

We look forward to sharing this project with you!!!!