

COMMUNITY FACILITATION CHART

Tasks	Step as per CME	Work days	Period	Installments
1.1. Preliminary assessment of the target locality, in terms of understanding the particular local context and existing power structures, as well as of resources needed to run the community mobilization and vulnerable groups / women empowerment process, and of threats to such a process; Delivering Training Module for LPA on Community Mobilization & Empowerment (CME) Deliverable 1.1: Training Module for LPAs on Community Mobilization for Empowerment; Preliminary Assessment Summary; Data Collection Plan; Training Report	Step 1	1,5	2 months (June-July 2013)	<u>1 installment:</u> 10% of the total contract amount
1.2. In-depth and disaggregated by gender and vulnerability criteria, such as age, income, disability, ethnic and religious belonging (cross-disaggregated) assessment of the target locality to document the existing situation, and to identify existing local development concerns, most notably human rights and gender concerns, as well as barriers / opportunities in terms of women economic empowerment, and potential for 'one-window' approach to service delivery; Interviews, Focus groups with women and men from the vulnerable groups Deliverable 1.2: Validated Community Profile, including issues highlighted above	Step 2	4		
1.3. Establishment of at least 3 local community groups comprising most disempowered / vulnerable women and men around the identified development (human rights and gender) concerns (one of groups to be vulnerable women's group); Deliverable 1.3: Cross-disaggregated Lists of Participants, agendas and notes on meetings of the created local groups	Step 3	4	1 month (Aug 2013)	<u>2 installment:</u> 15% of the total contract amount
1.4. Facilitating the process of identifying basic development needs and priorities of the women and men from local community groups (including women economic empowerment needs and barriers), and developing the basic self-organization skills within the group, as well as the "sense / ownership of the group" among the group members Deliverable 1.4: Cross-disaggregated Lists of Participants, agendas, notes on meetings of the local groups and Map of Needs for each local community group; Integrated Action Plan (CME + Local development cycle)	Step 4	4	1 month (Sept 2013)	
1.5. Facilitating the process of outreach of the emerged local community groups to the entire community and its local public authorities, and joint engagement into the local strategic gender-responsive planning and budgeting process (resulting into the adoption or update of the Local Socio-Economic Development Strategy), including women's economic empowerment and 'one-window' approach to service delivery Deliverable 1.5: Approved Local Development Strategy and Local Budget documents, cross-disaggregated Lists of Participants, agendas, notes on the local groups meetings	Step 5	4,5	1 month (Oct 2013)	<u>3 installment:</u> 15% of the total contract amount
1.6. Facilitating the process of developing at least three project concepts and at least one 'up to 6-months long local development initiative' (project) fundable by JILDP, responding to the identified human rights based and gender sensitive development priorities, including women's economic empowerment, as per the agreed local strategy Deliverable 1.6: A Local development initiative/project proposal approved by the JILDP grants board	Step 6	4,5	2 months (Nov – Dec 2014)	
1.7. Implementation of the project in a gender-responsive manner and in line with HRBA principles, and further consolidation of the local community groups around the implementation, monitoring & evaluation, as well as through the partnership-type engagement with the LPAs, and through implementation of the 'one-window' approach to service delivery Deliverable 1.7.1: Intermediary Progress Report Deliverable 1.7.2: Clearance (approval of the process and results) of the implemented project	Steps 6 & 8	4,5	8 months (Jan – Aug 2014)	<u>4 installment:</u> 15% of the total contract amount
1.8. Facilitating the development of at least two secondary local development initiatives (projects) responding to the identified human rights based and gender sensitive development priorities, as per the agreed local strategy Deliverable 1.8: At least 2 viable secondary local development initiatives/project proposals are in place	Steps 7 & 8	4	3 months (Aug-Oct 2014)	<u>5 installment:</u> 10% of the total contract amount
1.9. Implementation of the secondary project in gender-responsive manner and in line with HRBA principles, and strengthening of the local community groups, including via embedded and institutionalized engagement with LPAs, including through routine community monitoring & evaluation Deliverable 1.9.1: Community Group Organizational Development Plan; Mid-term Intermediary Progress Report on the launched secondary local development project(s) Deliverable 1.9.2: Intermediary Progress Report on the implemented secondary local development project(s) & transparent, participatory and inclusive monitoring and community evaluation process	Step 9	5	10 months (Nov 2014 – Aug 2015)	<u>6 installment:</u> 10% of the total contract amount (on submission of deliverable 1.9.1)
				<u>7 installment:</u> 25% of the total contract amount (on submission of deliverables 1.9.2 and 10)
1.10. Pro-active participation of the community facilitators in CME and program evaluation activities, and drafting of the comprehensive final report; Training on Evaluation of the Mobilization and Empowerment process. Deliverable 10: Final Report as per template provided by JILDP, Training modules developed	Step 10	4	2 months (Sept – Oct 2015)	
Sub-Total per locality:		40	29 months (June 2013 – Oct 2015)	

N.B. In localities marked with «*» in the list of Lots, the workload may be smaller due to a varying characteristic of the intervention (facilitation of inter-municipal cooperation), thus the payment/remuneration may be reduced by JILDP by up to 20% to match the *de facto* needs.

Performance evaluation of community facilitators will be carried out after implementation of tasks 1.6, 1.8, and at the end of the entire assignment, including through the use of Self-Evaluation Forms provided by JILDP, and through external monitoring & evaluation ensured by JILDP. Continuation of facilitators' contracts will be subject to successful performance evaluation.

Community facilitators will be invited to participate in several Training of Trainers and regular team meetings. Participation in such events will be a precondition for successful performance evaluation.