



**AWDF GRANTEES
RESOURCE MOBILISATION BOOT CAMP**
SERENA LAKE VICTORIA HOTEL
Kampala, Uganda
(28th -31st June, 2013)

**This is the best workshop I have ever attended
because of its highly measurable results.**
-Vimbai Yvonne Mlambo (SAYWHAT, Zimbabwe)



RESOURCE MOBILISATION BOOTCAMP REPORT
BY ROBINA ASIIMWE SENTUMBWE



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1.0 ACKNOWLEDGEMENT



The African Women's Development Fund would like to express its gratitude to the 26 grantee organizations who participated in the Resource Mobilization Bootcamp. Thank you for your tireless efforts and the many hours you devoted to making this vision become our collective success. Our special gratitude goes to Robina Asimwe at the Resource Alliance for her critical support in this process from beginning to end, you are awesome! To the Africa Capacity Building Foundation (ACBF), thank you for your invaluable financial support to such technical processes.

Thank you all for making the Resource Mobilisation Boot Camp an event to be proud of.

Nafi Chinery, Capacity Building Specialist, AWDF

2.0 INTRODUCTION

In the last ten years the number of organisations seeking to raise funds in the South has grown rapidly. There has also been a dramatic increase in the numbers of civil society organisations whilst funding patterns have altered significantly. International donors have been decentralising funding decisions to their regional offices and increasingly funding via Southern governments. Private foundations and International NGOs have also decentralised, and there have been shifts in thematic and geographic focus for aid. Social enterprise, corporate social responsibility and private/public partnerships have all been on the rise. In some cases international NGOs are starting to compete for local funding with indigenous NGOs as they seek to expand beyond their crowded home markets. In all of the countries where this is happening there is a huge shortage of professionally trained and experienced fundraisers. Training which is available tends to be brief, not systematic or sustained, and of variable quality and appropriateness. The lack of professionalism in fundraising creates problems for NGO credibility.

AWDF has in diverse forms promoted financial sustainability in women's organisations. The organisation has partnered with the Ghana Institute of Management and Public Administration (GIMPA) and the Resource Alliance UK to implement a certificate course in resource mobilisation to not for profit organisations in Africa, especially women's organisations. It has also organised convenings in different parts of Africa such as the Democratic republic of Congo, South Africa and Liberia on resource mobilisation for women's organisations.

Again, since 2008, AWDF has supported a minimum of 100 women leaders from grantee organisations across the continent to the International Workshop on Resource Mobilisation (IWRM) organised by the Resource Alliance UK. AWDF has also supported the administrative organisation of the event with RA UK.

The primary aim of the IWRM is to provide an opportunity for people who work in the not-for-profit organisations to receive training in practical fundraising skills and other aspects of resource mobilization such as writing grant proposals. It also focuses on helping delegates to diversify their funding base to become more sustainable and less reliant on donor grants.

In May 2013, AWDF organised a Boot Camp in Kampala, Uganda (28 - 31) which brought together 26 of its grantees represented by 27 staff to practically support them develop their Resource Mobilisation Draft Strategies. RM strategies form a critical part of AWDF grantees' efforts at mobilizing resources for their organizations.

As part of AWDF's core mandate of ensuring sustainability of women's right organisations, AWDF, through the bootcamp, reaffirmed its commitment to support its grantees resource mobilization efforts. Participants were drawn from organisations from Uganda, Kenya, Ethiopia, Zimbabwe, Ghana and Nigeria.

The Boot camp was facilitated by the Resource Alliance together with AWDF (see Annex viii for trainers' profiles) .

3.0 CORE BOOTCAMP OBJECTIVE

To practically facilitate 26 AWDF grantees to develop their own draft organisational Resource Mobilisation Strategies.

4.0 METHODOLOGY

To ensure that the training was tailor made, participants were given a pre training questionnaire basically to assess the participating organisations in terms of experience in fundraising, governance and systems & structures in relation to resource mobilisation.

The questionnaire was also designed to give information about the individual participants, their levels, experiences and roles in Resource Mobilisation. This enabled the trainers to tailor make the training giving real examples and addressing real issues affecting the organisation's resource mobilisation efforts, also using methodologies that were relevant to their individual participants.

The pre training questionnaires were designed to enable participants get actual information about their organisations before they came to the trainings as this would enable the trainers to use real information eg. Specific sources of funding for each of the organisations. The questionnaires also allowed the participants to consult with their colleagues who were not going to come for the trainings. The participants were very enthusiastic about the questionnaires which they filled and sent to the trainers beforehand.

All participants were also given an assignment to present a few weeks before the actual trainings to prepare them before hand. The assignment was as follows:

Please make a big colorful but informative poster for the workshop that is a visual story of your organization. This should reflect all the following:-

- Your organisation's name
- The country in which your organization is
- Your country's flag
- Your organisation's logo
- Your organisation's Vision, mission, values and goals.
- What your organisation does
- Your target group
- Your success story

NB: This was supposed to be put on one big poster. Participants carried the assignment with them to the training.

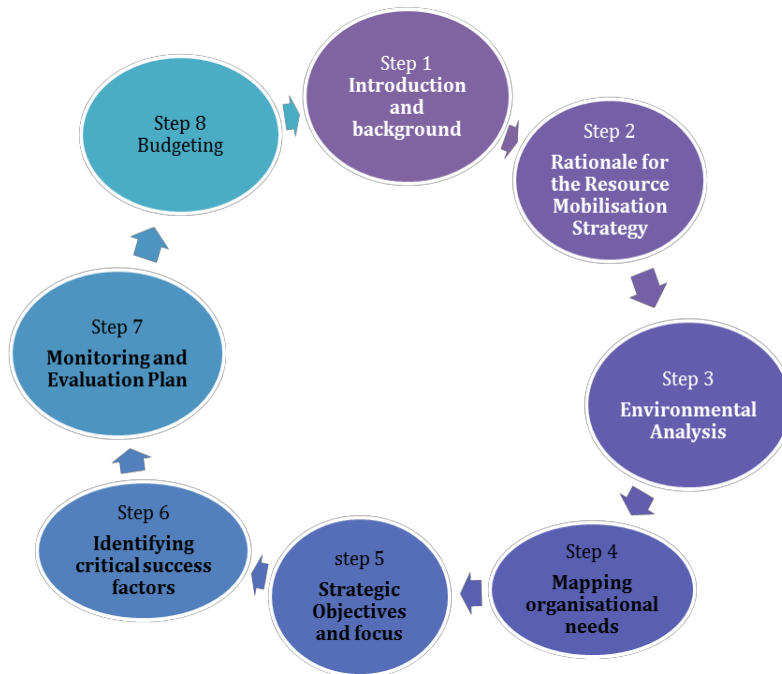


Left: Participants putting up their posters which they did as a pre-bootcamp assignment
Right: A participant makes a contribution during one of the bootcamp sessions

During the bootcamp, the methodology was majorly participatory and practical as it was hands on. Participants worked on their strategies.

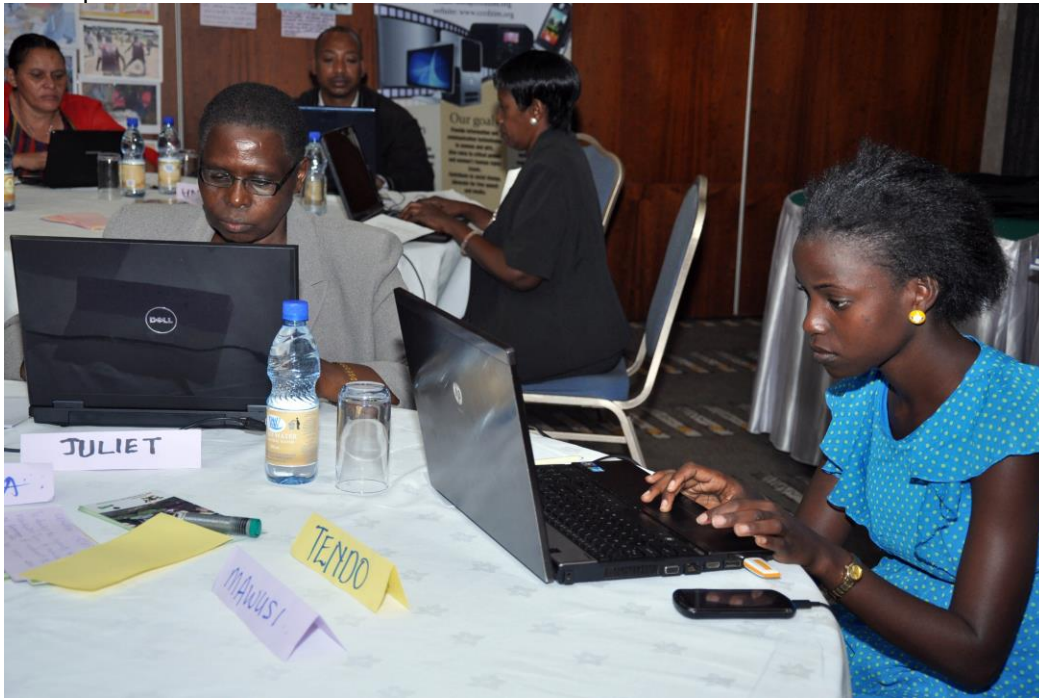
5.0 DEVELOPING THE DRAFT RESOURCE MOBILISATION STRATEGY

During the bootcamp, participants were taken through the following eight step process to make their organisation's resource mobilisation strategies.



At every level, the facilitators would explain the relevance and importance of the step and what kind of information is required. They would then give general guidelines on how to work on that step. Participants would then get to work under the close supervision of the facilitators. The main

output at each step was a chapter of the strategy and so at the the end of each step, all participating organisations would have to submit a chapter by email to the facilitators. It was quite engaging and at the end of every session participants would have a deserved sense of accomplishment.



At work: Participants working on their strategies during the boot camp.



Consultations: Participants consult each other as they work on their organisation's Resource Mobilisation Strategy

6.0 BOOT CAMP OUTCOMES

By the end of the boot camp, there were 5 major outcomes as follows:-

- All the 26 participating organisations had **draft Resource Mobilisation Strategy documents**.
- 25 of the participating organisations had a **one year RM work plan**
- 25 of the 26 participating organisations had a **7 month mentoring plan** in place.
- **Valuable learnings and achievements from the boot camp**
- **A clear vision on the way forward** after the boot camp.

Below are the details of the above outcomes:-

6.1 TWENTY SIX (26) RESOURCE MOBILISATION DRAFT STRATEGIES



By the end of the boot camp, all the 26 participating organisations had in place a bound copy of a Resource Mobilisation Strategy. These were formally handed over to the participants at the end of the boot camp. It was a feeling of accomplishment among the participants.

Below is a documented record of some participants' feelings at the end of the boot camp:

- I feel very excited to have come up with a draft of the RM Strategy. MEMPROW has never had one.
-Lillian Nalwoga (MEMPROW, Uganda)
- I'm very glad that my organisation has a well designed draft Resource Mobilisation Strategy. I thought DFT has a RM Strategy but I found that what we had lacked reality. Now, I'm able to submit a REAL RM Strategy to DFT.
-Kidist Belete (DFT, Ethiopia)
- I feel empowered
-Aciro Beatrice Okeny (NUWECHI, Uganda)
- I feel like I have conquered the world because since the IWRM Africa 2010 I have wanted to develop a strategy but never actually did it. It's a feeling of accomplishment ! Thank you for guiding us through it.
-Robinah Rubimbwa (CEWIGO, Uganda)

- I'am so happy and I feel excited that I have provided leadership in my organisation. This is memorable !
-*Vimbai Yvonne Mlambo (SAYWHAT, Zimbabwe)*
- I have achieved so much in a short space of time. I'm more confident that CCCD will be able to generate the required revenue. I have developed a thick skin to take Resource Mobilisation to another level.
-*Gertrude Pswarayi (CCCD, Zimbabwe)*
- It's a great pleasure to come up with this strategy; the only one of its kind in YWCA
-*Judith Ayieko (YWCA, Kenya)*

6.2 TWENTY FIVE (25) ONE YEAR RESOURCE MOBILISATION PLANS

By the end of the bootcamp, 25 out of the 26 organisations had Resouce Mobilisation plans for the next one year. Only one organisation (MAFA) did not make a one year Resource Mobilisation because they left the boot camp before the last day due to some unavoidable circumstances back home.

6.3 SEVEN MONTHS MENTORING PLANS

25 of the 26 organisations (except MAFA) made seven months mentoring plans. During the seven months (June to December, 2013), the organisations will be mentored by a resource Alliance consultants as they finalise their Stretgies to get their BOARD'S approvals. There after, the Resource Alliance would mentor them (mostly by remote through email, skype and phone calls) to start implementing their strategies.

6.4 MOST VALUABLE LEARNINGS AND ACHIEVEMENTS

At the end of the bootcamp, participants were asked what their most valuable learnings and achievements were and they wrote the following :

- Being able to draft a comprehensive and practical RM Strategy for my organization
- Thinking through the RM strategic focus areas. I had never thought of it !
- Learning new ways of writing a document quickly and less laboriously
- Mapping organizational needs
- Increased understanding of Resource Mobilisation
- Critical success factors in a Resource Mobilisation strategy
- Doing a RM external and internal environmental analysis
- Importance of stakeholder involvement in Resource Mobilisation
- Rationalising the Resource Mobilisation Strategy
- Monitoring and Evaluation Plan
- Understanding the importance of strategic resource mobilisation
- Motivation and encouragement from other participants who are more experienced and seasoned in program implementation, budgeting and strategic thinking.
- The importance of having an organisation's RM strategy aligned to the overall organizational strategy
- The need to budget for the organisation's Resource Mobilisation
- The importance of diagnosing a problem before prescribing
- The dos and donts in fundraising

6.5 WAY FORWARD AFTER BOOT CAMP

At the end of the bootcamp, participants had this as their immediate way forward:-

- To embark on the consultation process with other staff members and the board so that we can have a final approved Resource Mobilisation Strategy.
- To work as a team to implement the One year and mentoring work plans.
- To establish a Resource Mobilisation task force comprising the staff and community
- To develop a work plan on inhouse capacity building in Resource Mobilisation
- To print final copies of the strategy to share with our partners/donors

7.0 CONCLUSION AND RECOMMENDATIONS

While it's too early to tell the impact of this bootcamp, the determination and enthusiasm of the participants, is an indicator that AWDF's objectives for the bootcamp will be achieved.

For the RM Strategies to bear results, it's also recommended that all the participating organisations do the following :-

- (a) Ensure stake holder involvement and consultations. Stakeholders include staff, management, the board, target groups, local authorities, to mention but a few. Because of this, making these strategies will be a process and it will require some little bit of time.
- (b) Finalise their RM strategies and seek for board approval not later than August 2013. This is expected to be the most important core output of this bootcamp.
- (c) Put in place systems and structures that provide for Resource Mobilisation as a priority; having in place competent staff or volunteers; and providing other necessary resources (like budget) to enhance their Resource Mobilisation effort. This, plus the critical success factors highlighted in the individual RM strategies.
- (d) Have in place competent boards with a clearly defined role in the organisation's Resource Mobilisation efforts. Board competence can be enhanced through appointing people with different areas of specialisation; capacity building and restructuring to make provision for Resource Mobilisation at Board level.

If resources allow, it's also recommended that AWDF plans for a follow up workshop after exactly one year (May 2014) to evaluate and assess the impact of this boot camp.

8.0 ANNEXES

**RESOURCE MOBILISATION BOOT CAMP: DEVELOPMENT OF A RESOURCE
MOBILIZATION STRATEGY DOCUMENT FOR AWDF GRANTEES MAY 2013****28th May – 31 May 2013****CONCEPT PAPER.****Introduction**

In the last ten years the number of organisations seeking to raise funds in the South have grown rapidly. There has also been a dramatic increase in the numbers of civil society organisations whilst funding patterns have altered significantly. International donors have been decentralising funding decisions to their regional offices and increasingly funding via Southern governments. Private foundations and International NGOs have also decentralised, and there have been shifts in thematic and geographic focus for aid. Social enterprise, corporate social responsibility and private/public partnerships have all been on the rise. In some cases international NGOs are starting to compete for local funding with indigenous NGOs as they seek to expand beyond their crowded home markets. In all of the countries where this is happening there is a huge shortage of professionally trained and experienced fundraisers. Training which is available tends to be brief, not systematic or sustained, and of variable quality and appropriateness. The lack of professionalism in fundraising creates problems for NGO credibility.

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In May, year AWDF will convene twenty-six (26) fundraisers from grantee organizations in Kampala in a practical workshop on the development of a resource mobilization strategy document. The development of this strategy document forms a critical part of grantees' effort at mobilizing resources for their organizations. And as part of AWDF's core mandate of ensuring sustainability of women's right organisations, it is important that we put in place measures that will move grantees to the next level of developing funding strategies in support of their resource mobilization efforts especially after sponsoring these organizations to the IWRM and GIMPA courses.

In this workshop, AWDF will be targeting twenty-six (26) fundraisers from grantee organizations who have been trained at the IWRM and GIMPA but have not been able to develop a resource mobilization strategy document. Participants will be drawn from organisations from who have attended the IWRM and GIMPA courses either in Ghana, Uganda, India or Malaysia.

Methodology

This will be a 4 days practical participatory workshop (Boot Camp) that will aim at supporting AWDF grantees to produce a resource mobilisation strategy document in aid of their fundraising activities. AWDF will hire the services of Resource Alliance in Kampala as the lead trainer because of their immersed knowledge and experience in this field. Resource Alliance will work with AWDF's Capacity Building Specialist and Finance Manager to deliver the training. The Capacity Building Officer will be the lead contact in this partnership.

Resource Alliance and the Capacity Building Specialist at AWDF will finalised the training module to suit the needs of participants and lead to the production of a draft fundraising strategy document for each participating organisation at the end of the training session. The training module will also take on board real needs of grantees around fundraising and their capacity to implement the strategy. AWDF hopes to replicate this training in different regions for other grantees in future.

Follow-up

There will be a follow up coaching and mentoring support of three days spread across seven months per organisation to finalise the strategies and work plans developed and initial stages of the implementation of the strategy and plans. This is because sometimes, skills learnt in workshops may prove to be difficult to apply in real practice and a regular visit from a mentor greatly increases the likelihood that the organisation will put into practice the skills learned and make progress toward achieving the agreed objectives

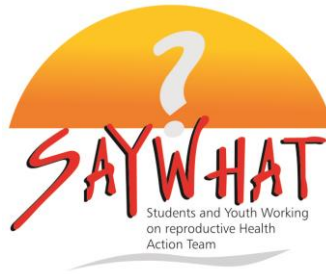
Output

- 25 draft resource mobilisation strategy document developed by participants.

Outcome

- At least 70% of participating organisations will have in place a well-developed resource mobilisation strategy
- An increase in funding base of at least 40% of participating organisations two years (2) after the training.

GRANTEES' ONE YEAR DRAFT RESOURCE MOBILISATION PLANS



**Students And Youth Working on reproductive Health Action Team (SAYWHAT)
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted Output	Responsible Staff
1	Completion of Strategy	<ol style="list-style-type: none"> 1. 2 Meetings for Presentation of Strategy to SAYWHAT Team 2. Consultations with and Inputs by the Finance Department 3. Finalisation of the Strategy 	JUNE	JULY	Finalised Resource Mobilization Strategies	Program Officer
2	Finalising the Annual Resource Mobilization Work-plan	<ol style="list-style-type: none"> 1. Consultation and Approval by the Advisory Board 	JUNE	JULY	Finalised Annual Work Plan	Finance Department
3	Prospect Search for Donors/Funders	<ol style="list-style-type: none"> 1. Letters to Possible Finders 2. Internet Search 	JULY	AUGUST	A Database for Donors/Funders	Program Department
4	Fundraising Campaign	<ol style="list-style-type: none"> 1. Planning for the Campaign 2. Meetings with possible donors 3. Campaign Event 	AUGUST	SEPTEMBER	US\$ 10 000 mobilised	Finance and Programs Department
5	Consolidation with Reviewed Strategic Plan	<ol style="list-style-type: none"> 1. Strategic Plan Review 	SEPTEMBER	OCTOBER	Consolidated Strategies	Executive Director
6	Work-Plan Mid Term Evaluation	<ol style="list-style-type: none"> 1. Meetings 2. Dialogues 	15/12/2013	20/12/2013	Reviewed Work-plan	Programs Department
6	Proposal Writing for Donors and Cooperates	<ol style="list-style-type: none"> 1. Identification of Prospects 2. Research 3. Write proposals 4. Send in Proposals 	September 2013	February 2014	US\$ 50 000 raised for events	Programs Department
7	Year report and Evaluation	<ol style="list-style-type: none"> 1. Documentation 	20/05/2014	30/05/2014	Report	Finance and Programs

					Department
TARGETED TOTAL INCOME					

NAME: VIMBAI YVONNE MLAMBO (SAYWHAT, ZIMBABWE); DATE 31 MAY 2013

BUSIA COMMUNITY BASED SUPPORT SERVICES (BUCOSS) ORGANISATION
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted Output from RM activity	Responsible Staff
1	Completion of Resource Mobilisation Strategy	<ol style="list-style-type: none"> 1. Consultation Meeting with staff 2. Consultation Meeting with the Board 3. Joint Review Meeting by Board and Staff 	2 nd Week of June 2013 3 rd Week of June 1 st Week of July 2013	2 nd Week of July 2013	Completion of Final RMSP	Programs Coordinator
2	Revising and Producing an Annual Work-plan	<ol style="list-style-type: none"> 1. Reviewing of Strategic Plan, Program Areas and objectives to incorporate the new thinking 2. Integrating new ideas arising from the inputting process to RMS by Board/Staff 	1 st Week of July 2013	2 nd Week of July	Revised Annual Work plan produced	Programs Coordinator
3	Fundraising	<ol style="list-style-type: none"> 1. Identification of Institutional and Cooperate Donors 2. To write 2 Proposals 	July 2013 August 2013	May 2014 January 2014	USD\$ 50 000	Programs Coordinator
4	Acquisition of Computer and Laptop to enhance institutional capacity	<ol style="list-style-type: none"> 1. Write a proposal to AWDF 	June 2013	November 2013	1 Computer and 1 Laptop	Programs Coordinator
5	To solicit for part – time services of 1 Human Resource with skills in Resource Mobilisation	<ol style="list-style-type: none"> 1. Scouting and Securing 	June 2013	October 2013	Resource Mobilisation Personnel recruited	Board Secretary
6	Mid Term Evaluation		15/12/2013	20/12/2013	Report	BUCOSS/R.A
7	Cultural Exhibition of Indigenous Seeds and Foods etc	<ol style="list-style-type: none"> 1. To identify prospect donors 2. To write a proposal 	September 2013	May 2015	US\$ 5 000	Chairperson of the Board
8	Year report and Evaluation		20/05/2014	30/05/2014	Report	BUCOSS/R.A
TARGETED TOTAL INCOME						

NAME: HAPPY GLORIA AKHAYALU
DATE: 31 MAY 2013



Creative Centre for Communication and Development

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output	Responsible Staff
1	Completion of the RM Plan	<ul style="list-style-type: none"> Share plan with staff 	June 2013	June 2013	RM Plan	Director
		<ul style="list-style-type: none"> Consultation with board 	June 2013	June 2013		
		<ul style="list-style-type: none"> Approval of strategy 	June 2013	June 2013		
2	2013 Work Plan	<ul style="list-style-type: none"> Review plan with staff 	June 2013	June 2013		
3	A list of prospect funders	<ul style="list-style-type: none"> Research 	June 2013	June 2013	Data base of prospect funders and strategy to approach each funder	Communications and Outreach officer
		<ul style="list-style-type: none"> Development of data base of all prospect funders 	June 2013	June 2013		
		<ul style="list-style-type: none"> Identify strategies to approach each prospect funder 	June 2013	June 2013		
4	Involvement of Board and staff in RM	<ul style="list-style-type: none"> Review job descriptions to include RM activities Review roles and responsibility of the board 	July 2013	July 2013	Revised job descriptions	Director
5	Mobilise funds from Private funders & Foundations	<ul style="list-style-type: none"> Concept development to OSISA Development of full proposal Development of the 	June 2013	July 2013	<ul style="list-style-type: none"> Concept note Final proposal US\$40,000 	Director

		budget				
		<ul style="list-style-type: none"> • Proposal development to AWDF • Development of budget 	July 2013	August 2013	<ul style="list-style-type: none"> • Full proposal • US\$20,000 	Director
		<ul style="list-style-type: none"> • Develop concept note • Proposal development to ## • Development of budget 	June 2013	August 2013	<ul style="list-style-type: none"> • Concept note • Full proposal • US\$10,000 	Director
6	Mobilise funds from corporates	<ul style="list-style-type: none"> • Develop concept notes • Selling of concept note to prospect funders 	August 2013	May 2014	<ul style="list-style-type: none"> • Concept note • US\$2,500 	Communications and Outreach officer
7	Mobilise funds from individual	<ul style="list-style-type: none"> • Approach individuals 	June 2013	May 2014	<ul style="list-style-type: none"> • 100 individual funders • US\$1,668 	Communications and Outreach officer
8	Mobilise funds from Government	<ul style="list-style-type: none"> • Develop concept note • Proposal development to ## • Development of budget 	August 2013	May 2014	<ul style="list-style-type: none"> • Full proposal • US\$3,337 	Director
9	Mobilise funds from training & consulting services	<ul style="list-style-type: none"> • Package services and price them. 	July 2013	May 2014	Marketing materials for services offered	Programme Officer
		<ul style="list-style-type: none"> • Secure contracts 	August 2013	May 2014	US\$4,171	
		<ul style="list-style-type: none"> • Accreditation of training programme 				
10	Mobilise funds from events and selling products	<ul style="list-style-type: none"> • Organise events 	September 2013	May 2014	<ul style="list-style-type: none"> • US\$5,000 	Communications and Outreach Officer

11	Capacity building in RM for staff	<ul style="list-style-type: none"> In-house training on proposal writing and resources mobilisation 	July 2013	July	3 staff members trained in RM	Director
12	Organisational branding & positioning	<ul style="list-style-type: none"> Develop a brand manual 	August 2013	October 2010	Organisation branding manual	Communications and Outreach officer
		<ul style="list-style-type: none"> Identify media to work with for increased publicity 	June 2013	June	Data base of media contacts	
		<ul style="list-style-type: none"> Development of organisational animation 	September 2013	October 2013	3 minutes animation	
		<ul style="list-style-type: none"> Media campaign 	November 2013	May 2014	Media publicity	
13	Mid Term Evaluation	<ul style="list-style-type: none"> Evaluation Evaluation report 	15/12/2013	20/12/2013	Resources Alliance AWDF CCCD	TBA
14	Year report and Evaluation	<ul style="list-style-type: none"> Report writing 	20/05/2014	30/05/2014	Narrative report	Programme officer
					Financial report	Finance & Admin officer
TARGETED TOTAL INCOME					US\$83,420 (budget to be revised budget)	

NAME: GERTRUDE PSWARAYI
DATE: 31 MAY 2013



CEADER

Center of Advancement of Development Rights

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output	Responsible Staff
1	Finalizing the RM document	Consultations with staff and board members	June	July		ED
2	Writing the final document	Meeting with staff	June	July	Final RM doc for CEADER	ED/Program officer

	Step down training for staff					
3	Write and submit a proposal to AWDF and OSIWA	RM boot camp	June	July	Final proposal and submission	ED and Program Officer
4	Budgeting for 1 year RM activity	Compilation of all budget items	June	July	RM Budget	Accounts officer
5	Identify relevant networks and partners for CEADER	Send out an email introducing CEADER's work to identified networks and partners	June	July	Network membership and partnerships established	Program officer
6	Contact a Nigerian-based corporation for funds	Collect contact information Request meeting with relevant officials	August	September	Response from the corporation	Program officer/ ED
7	SWOT analysis		September	October	SWOT result	Program officer, ED and Board members
8	Mid Term Evaluation		15/12/2013	20/12/2013	NA	Resource Alliance, AWDF and CEADER
9	Identify relevant funding agencies and write and send proposals them	Write and send out proposals	January	March	Submission of proposals	ED and Program officer
10	Further develop CEADER's website for visibility	Compile information to be uploaded	February	April	Updated and expanded website	Program officer and IT consultant
11	Recruitment of RM staff or Volunteer	Send out job adverts through network	April	May	Recruitment of Program staff, RM	ED and Admin staff
12	Mapping organizational and resource mobilization needs	Compilation of needs with budgets	April	May	Organizational and resource mobilization budget	
16	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: Joy Ngwakwe

DATE: May 31, 2013

Centre for Legal Rights Education, Advocacy and Development -CLREAD
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014



	Core RM activity	Sub Activities	Start Date D/M/Y	End Date D/M/Y	Targeted out come from activity
1	Consultation with the board and final touches on the draft RMS	Consulting with the staff / CORP/ Volunteer s meeting to add value on the RMS draft	5 th June	30 th June	Draft copy of new additional information and revision on the Draft RMS
		Consulting with board meeting to add value on the draft RMS			
2	Revising the RMS draft	Polishing the RMS draft	1 st July	10 th July	Final RMS draft developed
		Validation exercises on the final RMS draft			
3	Share the draft with AWDF and Resource Alliance for comments	Sending the RMS draft	11 th July	30 th July	Corrected copy and the final RMS developed
		Sharing the comments from AWDF and Resource Alliance with the Board/ staff, CORPS and Volunteers			
4	Developing a proposal for CLREAD project in prison to AWDF	Identification of women prisoners' needs	15 th July	30 th August	Complete proposal developed
		Developing the proposal			
5	Orientating the staff and CORPS on RMS	One week in house orientation			
6	Mid Term Evaluation	Check the progress made by CLREAD in implementation of RMS	1 st September	30 th September	Midterm Evaluation Report
12	Resource Mobilization	Rapid assessment on our target groups needs in relation to CLREAD thematic areas	1 st November 2013	1 st May 2014	Number of Documented reports on Rapid Assessments
		Identifying potential donors			Number of donors identified
		Developing proposals			Number of proposal sent to prospect donors
		Developing networks and collaboration			Number of workable networking, collaboration

					alliances developed
20	Year report and Evaluation	Check the progress made by CLREAD in implementation of RMS	1 st May 2014	30 th May 2014	End year evaluation report

NAME: Michael Odongo Ojuang
31st May 2013

SIGNATURE:



DATE:



Changing You, Transforming All!

**CENTRE FOR RIGHTS EDUCATION AND AWARENESS
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from RM activity	Responsible Staff
1	Completion of the RM Strategy	Consultative meeting with the rest of the staff	June 2013	June 2013	N/A	Finance and Administration Manager (FAM)
		Consultative meeting with the Board	June 2013	June 2013	N/A	Executive Director (ED)
		Approval by the Board	June 2013	June 2013	N/A	ED
2	Rolling out of the RMSP	Production and printing of the RMSP	July 2013	July 2013		FAM
		Conducting prospective research on various components	July 2013	July 2013		ED
		Creation of Committees to spear head various RM activities	July 2013	July 2013		ED
		Revise Job Descriptions of the staff that shall be involved in RM	July 2013	July 2013		ED
3	Various Committees (Publicity & events C., Private sector and local orgs C., New Business Ventures C., Consultancies & international engagement	Development of TOR's for the various Committees, specific work plans and Targets	August 2013	August 2013		Heads of the various Committees
		Committees plan for their meetings and activities	August 2013	August 2013		Heads of the various Committees
		Committees launch their various activities	August 2013	August 2013		Heads of the various

	committees) launch their activities					Committees
4	Profit making venture business formed and running	Conducting name search & Registration of the business venture, opening of bank accnts	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Business venture committee
		Preparation of necessary policy documents and business plans	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Business venture committee
		Initiating first activities	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Business venture committee
5	Engagement of private sectors and local organization done	Formalization of the process, prepare appropriate prepare mailing lists, have meaningful meetings with	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of private sector & local engagements
6	Publicity and events organized	Organization of round table meetings, develop messages and documents & items.	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Publicity & events
7	Consultancies and increased international grants/engagements	Proposals done and shared, Contracts of engagement secured, organized meetings and follow up emails on communications	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Consultancies and International engagements
8	Preparation & Dissemination of progress reports	Progress reports prepared and shared Management reviews the report	1st Dec 2013	By 10 th Dec 2013		ED
9	Mid Term Evaluation	To monitor against the expected deliverables how far the organization has gone	15/12/2013	20/12/2013	NA	CREAW & AWDF & Resource Alliance
10	Review of status of various committees activities	Reports shared and reviewed at Board meeting	Dec 2013	January 2014		ED & Board
11	Continuation of various activities by each of the committees	Various activities being implemented	January 2014	March 2014		Various Heads of Committees
12	Quarterly Review of status of various committees	Quarterly reports prepared and shared	April 2014	April 2014		ED & Board

	activities					
13	Year report and Evaluation	Consolidation & sharing of annual committees reports	20/05/2014	30/05/2014	NA	AWDF & CREAW
TARGETED TOTAL INCOME					USD 3 Million	

NAME: EVELYN DZAME

DATE: 31ST MAY 2013

ASSOCIATION OF UGANDA PROFESSIONAL WOMEN IN AGRICULTURE AND ENVIRONMENT (AUPWAE)

Resource mobilization plan June 2013 to May 2014

	Core RM activity	Sub Activities	Start Date	End Date	Output
1	Completion of RM strategy	<ul style="list-style-type: none"> • Consultation with the members • Make a presentation to the executive committee 	June	August	Two meetings Complete and approved RM strategy
2	Final work plan for the year	<ul style="list-style-type: none"> • Several meetings with the executive members and staff 	June	August	Workable work plan
3	Capacity building	<ul style="list-style-type: none"> • Training of AUPWAE staff and executive members on RM 	June	December	At least executive and AUPWAE staff trained
4	Midterm review of the work plan	<ul style="list-style-type: none"> • Resource alliance 	15/12/2013	20/12/2013	N/A
5	Diversification of AUPWAE fundraising strategy	<ul style="list-style-type: none"> • Mobilize more members • Registration of AUPWAE business arm • Market research on foods that can be produced by rural women and processed by AUPWAE 	August 2013 June 2013 June 2013	May 2015 December 2013 May 2014	50% increase in membership Consultancy firm registered Types of foods identified
6	Proposal Writing	<ul style="list-style-type: none"> • Identification of potential funders • Writing proposals to the identified funders 	June 2013 December 2013	December 2014 May 2014	At least ten funders identified At least ten proposals written

Developing Families Together

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output	Responsible Staff
1	Consultation on the draft RM strategy	<ul style="list-style-type: none"> • conduct staff meeting • send draft RM to board members 	June June June	June June June	<ul style="list-style-type: none"> • Staff and board aware on draft RM • Final RM produced for DFT 	Finance and Administration Officer

		<ul style="list-style-type: none"> discussion on RM with board members approval of the RM 	June	June		
2	Finalizing the activity plan	<ul style="list-style-type: none"> Discussion with staff and board approval of the action plan 	June June	June June	Action plan finalized	Program manager
3	Fund raising to engage 46 young girls who are trained by DFT in different skills	<ul style="list-style-type: none"> Design project proposal search for resources by sending proposals to potential donors conduct fund raising event 	July August August	August November November	Project proposal designed Resource mobilized for 46 girls	Program manager



**The Eastern African Sub regional support Initiative for the Advancement of Women
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from RM activity	Responsible Staff
1	Finalising the RM strategy	-Briefing management team	June 2013	June 2013		Programmes Director
		Workshop with entire staff	June 2013	June 2013	Improved draft	Programmes Director
		Send draft to BOD members for review and input by mail	June 2013	June 2013		Programmes Director
2	BOD approval of the RM strategy	Send draft soft copies to BOD members for their inputs by email	July 2013			Executive Director
		Present to BOD the draft	July 2013			Executive Director

		RM				
		Integrate input from BOD	July 2013			Programmes Director
		Endorsement of final RM strategy	July 2013		Final RM strategy	BOD
		Endorsement of creation of Committees to spearhead the RM	July			BOD
3	Rolling out the RM strategy	TORS for RM committees	August 2013		TORS	Programmes Director/FAM
		Creation of Committees to spearhead the RM	August 2013		Committees in place	Executive Director
		Revising JDs for staff working on RM	August 2013			Executive Director/FAM
4	Develop action plans for each Committee	Committee on Growth and involvement strategic focus	August 2013			Programmes Director
		Committee on Stability strategic Focus	August 2013			Finance and Administration Manager
5	Proposal writing	Identify one institutional donor	September 2013	Mid-September	Mini-data base on institutional donors	Programmes Director
		Research about the identified institutional donor	September 2013	September	Information available about potential donor	Programmes Director
		Write the proposal	October 2013	October 2013	Draft proposal	Programmes Director
		Finalize proposal	November 2013	December		
		Submit proposal	December 2013	December		
6	Prepare progress reports	Report on progress on RM strategy	November	December	1 report	Programmes Director
		Report from each committee	November	December	2 reports	Committee heads
7	Mid Term Evaluation		15/12/2013	20/12/2013	NA	AWDF/RA/EASSI
8	Review of the progress	Workshop	Jan 2014	Feb 2014		ED/ BOD
17	Develop quarterly work plans for each	Technical working	Jan 2014	March 2014	Quarterly plans	Committee heads

	committee	meetings					
20	Year report and Evaluation	Evaluation workshop	20/05/2014	30/05/2014	NA	AWDF/RA/EASSI	
2,000,000		TARGETED TOTAL INCOME-USD					

NAME: Nankubuge Christine

DATE: 31st September



Hiwot Integrated Development Association (HIDA)
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/ Y	Output	Responsible Staff
1	Finalizing the RM strategy	1. Briefing with the management of HIDA about RM Strategy 2. Consultation meeting with HIDA staff. 3. Consultation with relevant stakeholders 4. Briefing with the governing body of HIDA for their input and latter approval	June	July	Finalized RM Strategy	The management of HIDA
2	Finalization of Work plan			July	Work plan finalized	Management of HIDA
3	Lists of action plan	1. Production and distribution of the RM strategy for concerned body, 2. Form a RM team for coordinated RM efforts, 3. Create relationship with potential funding agencies for support, 4. Search for new areas of funding such as CRS 5. Create relationship and working partnership with the private sector through CRS 6. Conduct assessment for possible local fundraising initiatives	August	Oct	Lists of action plans completed	The management of HIDA and the RM team

4	Practical fundraising event	1. Organize the second Hiwot Humanitarian Soccer tournament as part of local fundraising event.	Nov	Jan	The amount of money mobilized with this local fundraising event.	HIDA's RM Team
5	Mid Term Evaluation		15/12/2013	20/12/2013	NA	HIDA(M & E unit) Resource Alliance and AWDF
6	Follow up and communication with funding agencies	1. Work intensively on the findings of the midterm evaluation, 2. Write project proposal for one bilateral funding organization on the basis of prior identification made. 3. Organize a project site visits for funding agencies, 4. Organize consultative meeting with funding agencies for a strategic partnership 5. Produce and share success stories to funding agencies through news letters	Feb	April	Amount of resources and funding partnership mobilized and established	HIDA's RM Team
7	Year report and Evaluation		20/05/2014	30/05/2014	NA	HIDA(M & E unit) Resource Alliance and AWDF
TARGETED TOTAL INCOME						

NAME: Ephrem Shiferaw

SIGNATURE: Ephrem.sh

DATE: 31/05/2013

iCON Women & Young People's Leadership Academy (iCON)
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output from RM activity	Responsible Staff
1	Finalise the RMS and Work Plan	Finalize draft RMS and work plan, review with Fund Raising /BDS Manager and send to iCON Board members for initial approval	June 2013	June 2013	A final RMS Document A final work plan in place	Executive Director
2	Identification of Funding Prospects	Desk research	June 2013	June 2013	A list of 20 top funding	Executive Director

					prospect profiles	
3	Develop a proposal for submission to AWDF to support the implementation of iCON's RMS		June 2013	June 2013	1 proposal for minimum of \$ 50,000 submitted with 99% chance of approval	Executive Director
4	Develop a partnership with Makerere University Business School (MUBS)		June 2013	June 2013	An MOU signed	Executive Director
5	Develop Partnership with Enterprise Uganda for roll out work in Northern Uganda		June 2013	June 2013	Signed MOU	Executive Director
6	Develop a partnership with Private Sector Foundation Uganda (PSFU)		June 2013	June 2013	Signed MOU	Executive Director
7	Develop Partnership with ILO Youth Entrepreneurship Facility (YEF)		June 2013	June 2013	Signed MOU	Executive Director
8	Develop proposals for the prospects for multi year funding		July 2013	October 2013	4 proposals submitted to prospective funders/sponsors	Executive Director
9	Revise the iCON Website		July 2013	July 2013	An interactive marketing website with active social media feeds	Executive Director
10						
11	Mid Term Evaluation of workplan		15/12/2013	20/12/2013	NA	Executive Director with Resource Alliance and AWDF
12	Develop proposals for the prospects for multi year funding		January 2014	April 2014	4 proposals submitted to prospective funders/sponsors	Executive Director
20	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME: \$ 670,000						

NAME: Deborah Kaddu-Serwadda

DATE: 31st May, 2013


RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2013

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted output from RM activity	Responsible Staff
1	Finalize the RM Strategy	<ul style="list-style-type: none"> - Consultations with the staff - Consultations with Board members 	June 1 st	June 30 th	Final RM Document	Executive Director
2	Approval of plan by Board President	<ul style="list-style-type: none"> - Meeting with Board President - RM plan adapted into the larger 	July	July	An approved RM plan	Executive Director
3	Proposals writing to 2 key donors for institutional funding (to hire a full time fundraising staff)	<ul style="list-style-type: none"> - Write proposal to ACBF for institutional funding - Research, Identify organisations - Write and submit proposals 	July	Nov.	2 proposal sent to donors	Executive Director
4.	Develop Website (as visibility & fundraising tool)	<ul style="list-style-type: none"> - Update website information - Prepare website to receive paypal payments 	July	July	Website enabled to receive online donations	IT
5	Proposals to government and corporations for the KIND center in Abuja	<ul style="list-style-type: none"> - Cultivate and Write letters and visits to 5 governments in the south-west zones 	July	Dec.	Raise at least 20% of funds for center	Board President
6	Mid Tem Evaluation	<ul style="list-style-type: none"> - Evaluation meeting with staff/board members 	Dec 2013	Dec 2013	Evaluation report on progress of action plan	AWDF & Resource Alliances KIND – Executive Director
7	Develop the RM department	<ul style="list-style-type: none"> - Recruit Staff - Capacity Building of 	Jan. 2014	May 2014	Full time staff responsible for fundraising	Head of Administration & finance

		staff - equip the department - build the database of potential organisations/individuals - direct mailing to organisations/individuals requesting support			Functioning Fundraising dept A database with a minimum of 50 organisations/corporations and 2000 individuals names	
8	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: Amy Oyekunle

DATE: 31st May, 2013



RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core Resource Mobilisation activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from Resource Mobilisation activity	Responsible Staff
1	Write 50 proposals, 25 concepts and 25 inquiries to both individual and institutions donors	-	June 2013	May 2014	200,000,000 shs	Executive Leader.
2	Start a farm school at our demonstration farm to bring in income for the organization	<ul style="list-style-type: none"> - Laying down advertisement strategies. - Draw farm structural plan. - Purchase different seed varieties. 	Aug 2013	May 2013	10,000,000	Agriculture Officer
3	Including RM as part of every staff job descriptions and board's responsibilities	- Capacity building training in resource mobilisation	14 th Oct 2013	18 th Oct 2013	40,000,000	Programs Manager
	Year report and Evaluation		20/05/2014	30/05/2014	NA	

TARGETED TOTAL INCOME		
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NAME: Tendo Edith

DATE: 2nd September 2013



**MENTORING AND EMPOWERMENT PROGRAMME
FOR YOUNG WOMEN**

| Sustaining Women's Leadership |

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output	Responsible Staff
1	Consultations and finalising the resource mobilisation strategy	1.Consultative Meeting with the Executive Director and Staff 2.Meeting with the Board of Directors	June Sept	June Sept	Draft RMS Discussed	Program Officer, Finance Officer
2	Having the final work plan		Oct			
3	Giving the RMS to the BOD for approval		Nov		RMS approved by BOD	
4	Writing one proposal to an institutional donor	1.Identification of prospects 2.Consultations with resource alliance	Nov		1 Proposal submitted to a donor	
5	Mid Term Evaluation		15/12/2013	20/12/2013	NA	
6	Writing more proposals to both local and international donors	1.Identification of prospects			Usd 235,000 Realised	
20	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: Lillian Nalwoga/ Fred Kigozi

DATE: 31st May, 2013



**NATIONAL COMMUNITY OF WOMEN LIVING WITH HIV/AIDS IN UGANDA (NACWOLA)
ARUA-BRANCH
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Out Put	Responsible Staff
1	Completion of resource mobilisation strategy	-Staff meeting for presentation of the draft -Consultation -Meeting for Approval	June 2013	July 2013	Final Draft	Program Manager
2	Revising and making a final work plan	Staff meeting	August 2013	August 2013	Final work plan	Program Manager
3	Proposal Development	-Needs assessment -Identification of a prospect -Writing a proposal to main donor by staff	August 2013	November 2013	Proposal developed and submitted for funding	Program Manager and team
4	Review of Strategic Plan and incorporating aspect of RM strategy	-Management and staff meeting -Consultation -Approval	June 2013	October 2013	Final Strategic plan 2013-2017	Program Manager
5						
6	Mid Term Evaluation		15/12/2013	20/12/2013	NA	M&E Officer AWDF Resource Alliance
7	Empowerment of HIV+ women in IGAs	Training 20 HIV+ women in hand craft making as TOTs	April 2014	May 2014	20 HIV+ women trained as TOTs	Program Manager
8	Partnership building and networking	Meeting with partners for collaboration	February 2014	April 2014		Program manager and District Chairperson
9	Capacity building for staff and board in resource mobilisation strategy	Training in Recourse Mobilisation	March 2014	April 2014	Staff capacity well built	Program Manager & District Chairperson
10	Proposal Development	-Needs assessment -Identification of	January 2014	May 2014	2 proposals developed and	Program Manager and the team

		a prospect -Writing a proposal to main donor by staff			submitted	
11	Local fundraising	-Annual subscription -Membership payment -Marketing of IGA products	January 2013	May 2013	Increased local revenue	District Chairperson
12	Year report and Evaluation		20/05/2014	30/05/2014	NA	M&E Officer AWDF Resource Alliance
TARGETED TOTAL INCOME						

NAME: MUKEONZIA CHRISTINE

DATE: 31ST/MAY 2013

NACWOLA KASESE

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output	Responsible Staff
1	Completing of RMS	Conduct a meeting to presentation of draft to staff	4/6/2013	30/6/2013	1 meeting conducted	Programs Coord
		Conduct consultation meeting with stakeholders	4/6/2013	30/6/2013	3 meetings conducted	Program Coord
2	Approval of RMS	Liaise with board to approve the RMS	1/7/2013	30/7/2013	1 RMS approved	Programs Coord
3	Conduct RM activities to raise funds	Fundraising dinner conducted	2/8/2013	29/12/2013	1 fundraising dinner conducted	Program Coord
		Write 5 proposals	2/8/2013	May 2014	5 proposals writing	Programs coord
4	Mid Term Evaluation	Conduct 1 meeting to review of progress	15/12/2013	20/12/2013	NA	Programs coord and Resource Alliance
5	Year report and Evaluation	Final analysis of the progress	20/05/2014	30/05/2014	NA	Programs coord and Resource Alliance
TARGETED TOTAL INCOME						



NETWORK FOR WOMEN'S RIGHTS IN GHANA

AKOBEN

(Symbol of vigilance, readiness, devotion and service)

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from RM activity	Responsible Staff
1	Consultation	Revise strategy	June	July	NA	Programme officer
2	Completion	Finalise strategy	July	August	NA	Programme officer
3	Research for institutional donors	Identification of potential prospects	September	October	NA	Programme officer
4	Write 1 proposal to a main donor	Finalise proposal	November	December	NA	Programme officer
11	Mid Term Evaluation		15/12/2013	20/12/2013	NA	
12	Review proposal		December	December		NETRIGHT, Resource Alliance, AWDF
20	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: Ruth Aba Grant

DATE: 31st May 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: NETWORK OF WOMEN IN GROWTH (NEWIG), GHANA

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Mawusi Nudekor Awity	Executive Director	newig2002@yahoo.com/mawusinawity@gmail.org		Mawusi Nudekor Awity	+233 244 981 846
2	Susan Amoako Agyemang	Field Officer	Lilteardrop01@yahoo.com			+23324 9 167 200
3	Nanice Sika Yirenkye	Assistant Project Officer	nanices@yahoo.co.uk			+233 244 981 300
4	Gladys Ewormeho	Ag. Project Officer	newig2002@yahoo.com			+23324 4 215 228
5	Stephen Sedzifah Sitor	Finance Coordinator	newig2002@yahoo.com/sitorsedzifah@gmail.com			+233 246 283 593

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Finalisation of draft document	Staff meeting with management; consultative meeting with Board of Directors	June	June	Final draft document	Executive Director
2	Finalizing the activity plan for 2014	*Meeting with RM staff *Discussion with Project	July	July	2014 Activity Plan Document	Project Officer

		Implementation Team				
3	Scout for local corporate organisations interested in NEWIG's cause	*Conduct research on the internet and local newspapers	July	August	Identified possible corporate organisations	Project Officer
4	Scout for international donor agencies interested in NEWIG's cause	*Conduct research on the internet, newspapers	July	August	Identified possible funders	Assistant Project Officer
5	Scout for government agencies that need service providers in vocational skills	*Conduct research on the internet, local newspapers, personal interactions	July	August	Identified government agencies	Head of RM team
6	Submit proposals to current NEWIG donors	*Write proposals	August	September	Proposals submitted to AWDF, AWYTIE Foundation and Empower Foundation: Grant request totally US\$60,000	Executive Director
7	Submit proposals to identified possible funders	*Write proposals	August	September	Proposals submitted	Project Officer
8						
9						
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	<p>Finalskype session with the mentor</p> <p>Final meeting between Team members and management</p> <p>Writing and submission of report to Management for approval</p>	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, - Mentor	-All Team Members

		Signing of final report by all team members, management and mentor				
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(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Once a month	E-mail	
	When there is the need	Phone	
	Once a week	skype	

MENTORING ACTION PLAN SUBMITTED BY: Mawusi Nudekor Awity



SIGNATURE:

DATE: 31st May, 2013



**NEGEM LELA KEN NEW HIV POSITIVE WOMEN
SUPPORT ORGANIZATION (NLK)**

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted output	Responsible Staff
1	Consultation and Finalization of the RM plan	Organizing get –together meeting with staffs for input and feedback on draft RM and incorporation Final board Approval of RM	15/06/2013	30/06/2013	Strategic RM plan approved	Program Manager
2	Commence RM Implementation	Ask for Contact e-mail, reading the web page and meet the socially respected business and men/corporations	10/07/,2013	30/09/2013	50 Potential resources providers identified and contacted	General Manager
3	Memberships Campaign	Raise membership fees strengthen associate membership base identify potential associate members pass information leaflets allow them complete pledge form follow up	30 /07/2013	30/09/2013	1200 potential and Associate members identified	Executive Board Members

4	Looking for Foundation	look for foundations, trusts and other NGOs identify them from local sources and the internet Assess their area of interest prepare project Follow up and the approval	30/09/2013	05/12/2013	Project worth value 75000 USD Approved	Executive Board Members
5	Income Generating	prepare and disseminate promotional items produce salable products and sell	25/10/2013	10/12/2013	Saleable products, identified, promoted and prepared	Executive Board Members
6	organizing special event	promote government participation partners with community based organizations	31/09/2013	2/12/2012	Relationships and partnership with Communities and government established	General Manager
7	Mid Term Evaluation		15/12/2013	20/12/2013	NA	
8	organizing special event and mobilization	promote government participation partners with community based organizations sensitizing the problem's intensity, providing training supporting technically	31/12/2013	10/05/2014	20,000 USD Raised	Executive Board Members
9	Looking for Foundation and mobilization	look for foundations, trusts and other NGOs identify them from local sources and the internet Assess their area of interest prepare project Follow up and the approval implementation	30/09/2013	20/05/2014	75000 USD	Executive Board Members
10	Membership fees mobilization	strengthen associate membership base identify potential associate members pass information leaflets allow them complete pledge form follow up prepare quarterly progress report conduct annual assessment meeting	01/01/2014	10/05/2014	5000 USD	Executive Board Members
11	Practical Income Generation	produce salable products and sell	01/12/2013	10/05/2014	15000 USD	General Manager

12	Media Campaign and mobilization	Organizes campaigns accompanied with performances of dramas, music shows, literature and poem presentation, arts exhibition, life testimony of HIV positive and violence victim women, to bring about the collaborative effort and commitment of all relevant stakeholders.	20/02/2014	04/04/2014	20,000 USD	General Manager
13	Comparative advantages	Provide training at the IGA centres by making interested trainees pay for the service.	15/03/2014	03/05/2014	10,000 USD	General Manager
14	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: Gojjam Bayessa Erena

DATE: 31/05/2013

**NORTHERN UGANDA WOMEN AND CHILDREN****INITIATIVES(NUWECHI)****RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted output from RM activity	Responsible Staff
1	Consultation and final writing of the of the draft	<ul style="list-style-type: none"> Meeting with Board, staff to Review the draft, Approval of draft by the Board 	June 2013	July 2013	Final Draft	Director and NUWECHI staff & Board Members
2	Revising of Final Plans	<ul style="list-style-type: none"> Meeting with board members, Adjusting the plan to include the RMS 	July2013	August 2013	Final Work Plan	Director and Board
3	Institutional Fund raising	<ul style="list-style-type: none"> Writing of project proposal for funding to AWDF 	July 2013	August 2013	Number of proposal approved	Director and -IWRM
4	Corporate Engagement	<ul style="list-style-type: none"> Identification of prospects Writing a letter of inquiry 	August 2013	October 2013	Number of proposal approved	Project coordinator

		<ul style="list-style-type: none"> • Writing a proposal 			d	
5	Business and Sales	<ul style="list-style-type: none"> • Identification of market for IGA Proceeds • Individual sales • Marketing 	August 2013	November 2013		Project coordinator/ Administrator
6	Institutional Fund Raising	<ul style="list-style-type: none"> • Identification of prospects • Writing a letter of inquiry • Writing a proposal 	Sept 2013	December 2013	Amount of Funds received	Nuwechi Staff and Board members
11	Mid Term Evaluation		15/12/2013	20/12/2013	NA	
13	Capital campaign	<ul style="list-style-type: none"> • Identification of Prospects • Writing of concept note • Writing proposals 	August 2013	November 2013	Number of commitment received	Project coordinator and Director
	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: Aciro Beatrice Okeny
DATE :31/05/2013



**NTULUME VILLAGE WOMEN DEVELOPMENT ASSOCIATION
(NVIWODA)
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	output
1	Review and Develop a Strategy a draft R.M Document	4 stakeholders Meetings Conduct at least 4 meetings with staff and at least two committed Committee members.	2.6.2013	30.6.2013	Draft Strategy Document in place for review by Resource Alliance

2	Finalise the Strategy plan	Resource alliance supports in finalising the plan and share the final plan with NVIWODA stake holders finalise Strategy document	15.7.2013	15.8.2013	Final Strategy Plan in place
3	Resource Mobilisation Fundraising Drive	Identify Donors to support our Plan Develop 5 Proposals to different donors Mobilise from members and friends through sms and potluck activities	Continuous	30.12.2013	Proposals submitted to donors, and local mobilisation takes root among members
4	Review NVIWODA Strategic Plan to incorporate resource mobilisation issues	Stake holders meeting Conduct three days workshop	15.4.2014-	17.4.2014	Reviewed 3 year strategic plan in place to give NVIWODA direction
5	Mid Term Evaluation		15/12/2013	20/12/2013	NA
	Year report and Evaluation		20/05/2014	30/05/2014	NA

NAME: NYARWA CISSY EDITH



**SINGLE MOSINGLE MOTHERS ASSOCIATION OF KENYA
RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from RM activity	Responsible Staff
1	Finalizing the resource mobilization strategy document	Having the final strategic plan document.	1/6/2013	30/5/2014	Finalised Resource Mobilisation Strategy	Project Director
		Fundraising for the organization using the developed resource mobilization document.	30/6/2013	30/5/2014		Project Director
		Organizing				

		official launching of the resource mobilization document and share copies with partners and donors	30/6/2013	30/5/2014		Project Director
		Organizing sporting and road show to advertise the organization and its income generating activities.	30/6/2015	30/7/2015		All staff, executive board and stakeholders representative.
2	Fundraising for the organization through proposal writing.	Submitting a project proposal to global funding requesting the organization to be included in their online fundraising account.	20/7/2013	20/9/2013	US\$ 40 000 raised	Project Director
		Submitting a project proposal to community development fund for renovation of our facility	20/7/2013	20/9/2013		Project Director
		Submitting a proposal to AWDF requesting for three years salary for the resource mobilization officer ,finance officer and project director	30/7/2013	30/9/2016		Project Director
3	Mid Term Evaluation		15/12/2013	20/12/2013	NA	AWDF/R.A
4	Year report and Evaluation		20/05/2014	30/05/2014	NA	
TARGETED TOTAL INCOME						

NAME: ANGELINA OKWEYA NANDWA
DATE: 31, MAY, 2013



YOUNG WOMEN CHRISTIAN ASSOCIATION

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2014

KISUMU BRANCH

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from RM activity	Responsible Staff
1	Consultation and Final touches of the Draft.	-Meeting with staff/board to share the draft./ -Consult with Resource Alliance on the final Draft	June 2013	July 2013	Final Draft	Programme Staff
2	Final plan	Meeting with staff and board to share the final draft.	June 2013	July 2013	Final Document	Programme Staff
3	Approval by Board	Meeting with Board members to share and approve the final draft.		July 2013		Branch Manager/Board Members.
4	Institutional Fundraising (Submitting proposal on Peace and Conflict Management.)	Write proposal to PACT-Kenya (USAID)	Sept 2013	October 2013	Final Draft	Programme Staff/Branch Manager.

SEVEN MONTHS MENTORSHIP PROGRAMME

**MENTORING PROGRAM (JUNE TO DECEMBER, 2013)**

NAME OF ORGANISATION: Creative Centre for Communication and Development

COUNTRY: Zimbabwe

PHYSICAL ADDRESS: Montgomery Hall, 35 Airport Road, Kingsdale, Bulawayo, Zimbabwe

OFFICE TELEPHONE NUMBER: +263 9 227065

OFFICE GENERAL EMAIL ADDRESS: info@cccdzim.orgWEBSITE: www.cccdzim.orgFACE BOOK PAGE ADDRESS/NAME: <http://www.facebook.com/cccdzim/info>**(A) Mentoring Program Team Members**

	Full Name	Designation	Email	Skype Address	Facebook page address/names
1	Gertrude Pswarayi	Director	ccddirector@yahoo.com gertrude@cccdzim.org	cad_communication	
2	Chelesile Ndlovu	Communications and Outreach officer	info@cccdzim.org		
3	Frank Jabson	Programme officer	programmes@cccdzim.org		Frank Jabson
4	Thandanani Man'ombe	Finance and Administration officer	finance@cccdzim.org		

(B) Mentor: Robina Asiimwe Sentumbwe**(D) Activity Plan**

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Output
1	Completion of the RM Plan	• Share plan with staff	June 2013	June 2013	RM Plan
• Consultation with board		June 2013	June 2013		
• Approval of strategy		June 2013	June 2013		
2	2013 Work Plan	• Review plan with staff	June 2013	June 2013	
3	A list of prospect funders	• Research	June 2013	June 2013	Data base of prospect funders and strategy approach each funder
		• Development of data base of all prospect funders	June 2013	June 2013	
		• Identify strategies to approach each prospect funder	June 2013	June 2013	
4	Involvement of Board and staff in RM	• Review job descriptions to include RM activities • Review roles and responsibility of the	July 2013	July 2013	Revised job descriptions

		board			
5	Mobilise funds from Private funders & Foundations	<ul style="list-style-type: none"> • Concept development to OSISA • Development of full proposal • Development of the budget 	June 2013	July 2013	<ul style="list-style-type: none"> • Concept • Final pro • US\$40,0
		<ul style="list-style-type: none"> • Proposal development to AWDF • Development of budget 	July 2013	August 2013	<ul style="list-style-type: none"> • Full prop • US\$20,0
		<ul style="list-style-type: none"> • Develop concept note • Proposal development to ## • Development of budget 	June 2013	August 2013	<ul style="list-style-type: none"> • Concept • Full prop • US\$10,0
6	Mobilise funds from corporates	<ul style="list-style-type: none"> • Develop concept notes • Selling of concept note to prospect funders 	August 2013	May 2014	<ul style="list-style-type: none"> • Concept • US\$2,50
7	Mobilise funds from individual	<ul style="list-style-type: none"> • Approach individuals 	June 2013	May 2014	<ul style="list-style-type: none"> • 100 indi funders • US\$1,60
8	Mobilise funds from Government	<ul style="list-style-type: none"> • Develop concept note • Proposal development to ## • Development of budget 	August 2013	May 2014	<ul style="list-style-type: none"> • Full prop • US\$3,30
9	Mobilise funds from training & consulting services	<ul style="list-style-type: none"> • Package services and price them. 	July 2013	May 2014	Marketing materials for services offered
		<ul style="list-style-type: none"> • Secure contracts 	August 2013	May 2014	US\$4,171
		<ul style="list-style-type: none"> • Accreditation of training programme 			
10	Mobilise funds from events and selling products	<ul style="list-style-type: none"> • Organise events 	September 2013	May 2014	<ul style="list-style-type: none"> • US\$5,00
11	Capacity building in RM for staff	<ul style="list-style-type: none"> • In-house training on proposal writing and resources mobilisation 	July 2013	July	3 staff members trained in RM
12	Organisational branding & positioning	<ul style="list-style-type: none"> • Develop a brand manual 	August 2013	October 2010	Organisational branding manual
		<ul style="list-style-type: none"> • Identify media to work with for increased publicity 	June 2013	June	Data base of media contacts
		<ul style="list-style-type: none"> • Development of organisational animation 	September 2013	October 2013	3 minutes animation
		<ul style="list-style-type: none"> • Media campaign 	November 2013	May 2014	Media publicity
13	Mid Term Evaluation	<ul style="list-style-type: none"> • Evaluation • Evaluation report <p>Final skype session with the mentor</p> <p>Final meeting between Team members and</p>	15/12/2013	20/12/2013	Report signed and approved by -All Team Members, -Mentor

		management Writing and submission of report to Management for approval • Signing of final report by all team members, management and mentor			
14	Year report and Evaluation	• Report writing	20/05/2014	30/05/2014	Narrative re
					Financial re
TARGETED TOTAL INCOME					US\$83,420 (budget to b revised bud

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment by both parties
2	Open two way communication between both parties
3	Respecting deadlines
4	Effective time management

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)	
Twice a month	Email	
Monthly	Skype	
Urgent matters needing attention	Phone call	

MENTORING ACTION PLAN SUBMITTED BY: GERTRUDE PSWARAYI. DATE: 31 MAY 2013

AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Association of Uganda Professional Women in Agriculture and Environment

COUNTRY: Uganda

PHYSICAL ADDRESS: AUPWAE secretariat, NUURU House, plot 4A Kimera Road ,Ntinda P.O Box 34192 Kampala.

OFFICE TELEPHONE NUMBER: +256 392898597

OFFICE GENERAL EMAIL ADDRESS: aupwae2010@gmail.com or aupwae@aupwae.net

WEBSITE: www.aupwae.net

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook address/
1	Dr. Roseline Nyamutale	Chairperson	aupwae2010@gmail.com		
2	Ms. Adeline Muheebwa	Vice chairperson	aupwae2010@gmail.com		
3	Dr. Harriet Nabirye Muloki	Treasurer	aupwae2010@gmail.com		

4	Mr. Martin Omijjo	Finance manager	aupwae2010@gmail.com		
5	Ms. Grace Okiror	Executive director			
6	Dr. Margret Namusoke	Secretary general	aupwae2010@gmail.com		
7	Ms. Alice Tibazalika	Executive member	aupwae2010@gmail.com		

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Completion of RM strategy	<ul style="list-style-type: none"> • Consultation with the members • Make a presentation to the executive committee 	June	September	Two meetings Complete and approved RM strategy	AUPWAE secretariat
2	Final work plan for the year	<ul style="list-style-type: none"> • Several meetings with the executive members and staff 	June	September	Workable work plan	AUPWAE secretariat
3	Capacity building	<ul style="list-style-type: none"> • Training of AUPWAE staff and executive members on RM 	June	December	At least executive and AUPWAE staff trained	Resource alliance AUPWAE Secretariat
4	Midterm review of the work plan	<ul style="list-style-type: none"> • Resource alliance 	15/12/2013	20/12/2013	N/A	AUPWAE secretariat, AWDF and Resource alliance
5	Proposal Writing	<ul style="list-style-type: none"> • Identification of potential funders • Writing proposals to the identified funders 	June 2013 June 2013	December May 2014	At least ten funders identified At least ten proposals written	AUPWAE secretariat AUPWAE members
6	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of	<p>Final skype session with the mentor</p> <p>Final meeting between Team members and management</p> <p>Writing and submission of report to Management for approval</p>	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members , - Mentor	-All Team Members

mentoring period and write a final mentoring report	Signing of final report by all team members, management and mentor				
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment from both the mentor and mentee
2	Ability to meet deadlines
3	Open communication
4	Accommodative
5	Team work
6	Patience
7	
8	
9	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Telephone calls	Regularly at least once a month	
	Email	Occasionally	
	Face to face meetings	Regularly once a month	

MENTORING ACTION PLAN SUBMITTED BY: Amanda Enyimu

BUUSIA COMMUNITY BASED SUPPORT SERVICES (BUCOSS) ORGANISATION
AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO
DECEMBER, 2013)

NAME OF ORGANISATION: BUUSIA COMMUNITY BASED SUPPORT SERVICES (BUCOSS) ORGANISATION

COUNTRY: KENTYA

PHYSICAL ADDRESS: RANIA MEDICAL CENTRE PREMISES – WORGROUP – 1KM FROM PRETORIA DISTRICT HEADQUARTERS

OFFICE TELEPHONE NUMBER: +254 733001922

OFFICE GENERAL EMAIL ADDRESS: bucosss@yahoo.com

WEBSITE:

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Addresses	Facebook page address/name	Personal Mobile Telephone Number
1	Happy Gloria Akhayalu	Programmes Coordinator	happyg48@yahoo.com			+254 722305607
2	Wabwire Mulaa	Programs Administrator				+254 71179502

		r				5
3	Rose Odanga	Office Assistant				+254 717936514
4						
5						

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Completion of Resource Mobilisation Strategy	4. Consultation Meeting with staff 5. Consultation Meeting with the Board 6. Joint Review Meeting by Board and Staff	2 nd Week of June 2013 3 rd Week of June 1 st Week of July 2013	2 nd Week of July 2013	Completion of Final RMSP	Programs Coordinator
2	Revising and Producing an Annual Work-plan	3. Reviewing of Strategic Plan, Program Areas and objectives to incorporate the new thinking 4. Integrating new ideas arising from the inputting process to RMS by Board/Staff	1 st Week of July 2013	2 nd Week of July	Revised Annual Work plan produced	Programs Coordinator
3	Fundraising	3. Identification of Institutional and Cooperate Donors 4. To write 2 Proposals	July 2013 August 2013	May 2014 January 2014	USD\$ 50 000	Programs Coordinator
4	Acquisition of Computer and Laptop to enhance institutional capacity	2. Write a proposal to AWDF	June 2013	November 2013	1 Computer and 1 Laptop	Programs Coordinator
5	To solicit for part – time services of 1 Human Resource with skills	2. Scouting and Securing	June 2013	October 2013	Resource Mobilisation Personnel recruited	Board Secretary

	in Resource Mobilisation					
6	Mid Term Evaluation		15/12/2013	20/12/2013	Report	BUCOSS/R. A
7	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	<p>Final skype session with the mentor</p> <p>Final meeting between Team members and management</p> <p>Writing and submission of report to Management for approval</p> <p>Signing of final report by all team members, management and mentor</p>	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment from both BUCOSS and Resource Alliance
2	Adherence to Time-lines
3	Communication possibilities – accessibility at most times
4	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	At least 3 times a month	Email and Phone Calls	Both parties should allow flexibilities

MENTORING ACTION PLAN SUBMITTED BY: Happy Gloria Akhayalu

DATE: 31 May 2013

**CEADER****AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)****NAME OF ORGANISATION:** Center for Advancement of Development Rights (CEADER)**COUNTRY:** Nigeria**PHYSICAL ADDRESS:** Suite 24, Zuma Complex, E Close, 202 Road, FESTAC Town, Lagos, Nigeria.**OFFICE TELEPHONE NUMBER:** +234.808.947.1422**OFFICE GENERAL EMAIL ADDRESS:** ceadernigeria@yahoo.com; ceaderwomen@gmail.com ceader@ceader.org**WEBSITE:** www.ceader.org**FACE BOOK PAGE ADDRESS/NAME:** will be sent shortly**(A) Mentoring Program Team Members**

	Full Name	Designation	Email	Skype Address	Facebook page address
1	Joy Ngwakwe	Executive Director	joyijeoma@yahoo.com	Joy.ijeoma	https://www.facebook.com/joyngwakwe
2	Faith Adesimi	Program/Admin Officer	ceadernigeria@yahoo.com		https://www.facebook.com/faithadesimi
3	Mercy Udanyi	Admin Assistant	ceadernigeria@yahoo.com		https://www.facebook.com/mercyudanyi
4	Josephine Nzerem	Board Chair	jonzerem@yahoo.com	Jo nzerem	https://www.facebook.com/jonzerem
5					

(B) Mentor: Robina Asimwe Sentumbwe**(D) Activity Plan**

1	Finalizing the RM document	Consultations with staff and board members	June	July	
2	Writing the final document	Meeting with staff	June	July	Final RM document
	Step down training for staff	Choose training time and specific staff	June	July	At least 2 staff
3	Write and submit a proposal to AWDF and OSIWA	RM boot camp	June	July	Final proposal
4	Budgeting for 1 year RM activity	Compilation of all budget items	June	July	RM Budget
5	Identify relevant networks and partners for CEADER	Send out an email introducing CEADER's work to identified networks and partners	June	July	Network meeting and partnerships
6	Contact a Nigerian-based corporation for funds	Collect contact information Request meeting with relevant officials	August	September	Response from corporation
7	SWOT analysis		September	October	SWOT results

8	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed by: -All Team Members -Mentor
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment to the mentoring process by all parties involved
2	Adhering to timelines
3	Effective communication tools and styles
4	Availability of relevant staff
5	
6	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)	
Monthly	Skype and Phone	
Fortnightly	Email	

MENTORING ACTION PLAN SUBMITTED BY: Joy Ngwakwe

DATE: May 31, 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: CENTER FOR WOMEN IN GOVERNANCE

COUNTRY: UGANDA

PHYSICAL ADDRESS: Church Rd,

OFFICE TELEPHONE NUMBER: Block 216, Plot 1049, Church Rd, Kasujja Close, Ntinda

OFFICE GENERAL EMAIL ADDRESS: info@cewigo.org; cewigo@gmail.com

WEBSITE: www.cewigo.org

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Robinah Rubimbwa	Executive Director	rRubimbwa@cewigo.org	Robinah.Rubimbwa	Robinah Rubimbwa	0712 555 499

	wa				
2	Joy Mukisa	Programme Manager	jmukisa@cewigo.org		0772692683
3	Clare Atwine Karema	Finance Officer	catwine@cewigo.org		0703333110
4	Gorett Komurembe	Programme Officer	gkomurembe@cewigo.org		0703598846
5	Gorettie Arego	Administrative Officer	garego@cewigo.org		0700305584

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	CORE RM Activity	Sub Activity	Start Date	End Date	Target output income from R Activity
1	Finalise the RM document	1.1 Share draft with heads of programs and finance office for their final input	Jun-13	Jun-13	Final dr
		1.2 Hold a joint meeting of board and staff to present the strategy and receive feedback	Jun-13	Jun-13	Final R strategy
		1.3 Present the document in a board meeting for approval	Jul-13	Jun-13	RM Strategy become policy document
		1.4 Integrate the RM strategy in the work plan and budget	Jul-13	Jul-13	
2	Recruit Communications and Advocacy Officer and Fundraising Officer	2.1 Advertise the positions in the newspapers and online	Aug-13	Aug-13	Applica
		2.2 Evaluation and short listing by Board	Sep-13	Sep-13	Viable candida
		2.3 Conduct Interviews and identify candidates and contract	Sep-13	Oct-13	Finance Officer Fundra Officer board
3	Rebrand CEWIGO	3.1 Develop and produce new brochure	Oct-13	Nov-13	

		3.2 Develop and produce new spring up banners	Oct-13	Nov-13	
4	Submit a proposal to AWDF	4.1 Brainstorming session with program heads	Jun-13	Jun-13	300,0
		4.2 Drafting of the proposal	Jun-13	Jun-13	
		4.3 Share proposal with program heads for feedback	Jun-13	Jun-13	
		4.4 Finalise proposal, edit and submit	Jun-13	Jun-13	
5	Submit Proposal to Democratic Governance Facility	5.1 Brainstorming session with program heads	Jun-13	Jun-13	100,0
		5.2 Drafting of the proposal	Jun-13	Jun-13	
		5.3 Share proposal with program heads for feedback	Jun-13	Jun-13	
		5.4 Finalise proposal, edit and submit	Jun-13	Jun-13	
6	Midterm Review		15/12/2013	20/12/2013	N/A
7	Organise a fundraising dinner	7.1 Draw up a list of potential corporate and individual donors	Jan-13	FO	20,0
		7.2 Visit target corporate entities to introduce CEWIGO and raise interest	Feb-13	ED & FO	
		7.3 Produce and sell dinner cards	Mar-13	May-13	
		7.4 Hold 3 TV talk shows	Apr-13	May-13	
		7.5 Hold the dinner	May-13		
		Notes			
		ED: Executive Director			
		CAO: Communications and Advocacy Officer			
		FO: Fundraising Officer			
		MEO; Monitoring & Evaluation Officer			

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Fundraising capacity of staff
2	Fundraising capacity of the board
3	Policies and systems

4	Exploitation of comparative advantage- testimonies of beneficiaries, reference letters from donors,
5	Networks, partnerships and collaboration
6	Knowledge of and ability to respond to both local and international funding donor trends
7	
8	
9	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, Skype, phone call, etc)	
	Twice a month	e-mail, telephone,	Will get in touch by any means in case of need
	Once in 3 months	Skype	
	Once in three months	Face to face meeting	

MENTORING ACTION PLAN SUBMITTED BY: Robinah Rubimbwa

SIGNATURE:



DATE: 31/05/2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Centre for Legal Rights Education Advocacy and Development -CLREAD

COUNTRY: Kenya

PHYSICAL ADDRESS: YWCA Kisumu Branch Building

OFFICE TELEPHONE NUMBER: Tell: +254-751-389-691 or +254- 773- 838- 570

OFFICE GENERAL EMAIL ADDRESS: info@cleadkenya.org or cleadkenya@hotmail.com or clead.org@gmail.com

WEBSITE: www.cleadkenya.org

FACE BOOK PAGE ADDRESS/NAME: <https://www.facebook.com/cleadkenya>

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address
1	Michael Odongo Ojuang	Chief Executive Officer and Programmes Coordinator	Clead.org@gmail.com	Clead.organization	https://www.facebook.com/cleadkenya
2	Alice	Deputy Chief	Awinja2@gmail.com	To sent soon	To be sent

	Charity Awinja	Executive Officer and Programme Manager			
3	Mourine Okodoi	Knowledge Management Officer	mourineokodoi@gmail.com	To be sent soon	To be sent
4	Hillary Omondi	Finance Officer	To be sent soon	To be sent soon	To be sent
5	Rose Ajwang	Beneficiaries Representative in the Board [BRB]	To be sent soon	To be sent soon	To be sent

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	Core RM activity	Sub Activities	Start Date D/M/Y	End Date D/M/Y	Targeted out come from activity
1	Consultation with the board and final touches on the draft RMS	Consulting with the staff / CORP/ Volunteer s meeting to add value on the RMS draft Consulting with board meeting to add value on the draft RMS	5 th June	30 th June	Draft copy of new addition information and revision of the Daft RMS
2	Revising the RMS draft	Polishing the RMS draft Validation exercises on the final RMS draft	1 st July	10 th July	Final RMS draft developed
3	Share the draft with AWDF and Resource Alliance for comments	Sending the RMS draft Sharing the comments from AWDF and Resource Alliance with the Board/ staff, CORPS and Volunteers	11 th July	30 th July	Corrected copy and the RMS developed
4	Developing a proposal for CLREAD project in prison to AWDF	Identification of women prisoners' needs Developing the proposal	15 th July	30 th August	Complete proposal developed
5	Orientating the staff and CORPS on RMS	One week in house orientation			
6	Mid Term Evaluation	Check the progress made by CLREAD in implementation of RMS	1 st September	30 th September	Midterm Evaluation Report
12	Resource Mobilization	Rapid assessment on our target groups needs in relation to CLREAD thematic areas	1 st November 2013	1 st May 2014	Number of Documented reports on Rapid Assessments

		Identifying potential donors			Number of donors identified
		Developing proposals			Number of proposal sent to prospect donors
		Developing networks and collaboration			Number of workable networking, collaboration alliances developed
20	Year report and Evaluation	Check the progress made by CLREAD in implementation of RMS	1 st May 2014	30 th May 2014	End year evaluation report

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment by CLREAD and Resource Alliance
2	Effective Communication between CLREAD and Resource Alliance
3	Adherence to the task and time
4	Openness in all Issues and areas
5	Positive Criticism
6	Value Addition
7	
8	
9	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Monthly	e-mail	Update and seeking clarification
	Periodically	Phone or skype	Only when it is the only option

MENTORING ACTION PLAN SUBMITTED BY: Michael Odongo Ojuang – Chief Executive Officer and Programmes coordinator

SIGNATURE:

DATE: 31st May



2013



Changing You, Transforming All!

AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: CENTRE OF RIGHTS EDUCATION AND AWARENESS (CREAW)

COUNTRY: KENYA

PHYSICAL ADDRESS: CONVENT DRIVE, OFF ISAAC GATHANJU ROAD, LAVINGTON NAIROBI. O.O. Box 11964-00100 NAIROBI.

OFFICE TELEPHONE NUMBER: +254 720 357 664 OR +254 20 2378271

OFFICE GENERAL EMAIL ADDRESS: info@creawkenya.org

WEBSITE: www.creawkenya.org

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Addresses	Facebook page address/name	Personal Mobile Telephone Number
1	Evelyn Dzame	Finance & Admin Manager	dzame@creawkenya.org			+254 722 678361
2	Wangechi Wachira Moegi	Executive Director	wangechi@creaw.org			+254 722 314789
3	Michael Wachira	Deputy Director	mike@creaw.org			+254 720 738430
4	Ann Njogu	Executive Chairperson	nnnjogu@yahoo.co.uk OR ann.njogu@creaw.org			+254 722 768381

(B) Mentor: Robina Asiiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Completion of the RM Strategy	Consultative meeting with the rest of the staff	June 2013	June 2013	N/A	Finance and Administration Manager (FAM)
		Consultative meeting with the Board	June 2013	June 2013	N/A	Executive Director (ED)
		Approval by the Board	June 2013	June 2013	N/A	ED
2	Rolling out of the RMSP	Production and printing of the RMSP	July 2013	July 2013		FAM
		Conducting prospective research on various	July 2013	July 2013		ED

		components				
		Creation of Committees to spear head various RM activities	July 2013	July 2013		ED
		Revise Job Descriptions of the staff that shall be involved in RM	July 2013	July 2013		ED
3	Various Committees (Publicity & events C., Private sector and local orgs C., New Business Ventures C., Consultancies & international engagement committees) launch their activities	Development of TOR's for the various Committees, specific work plans and Targets	August 2013	August 2013		Heads of the various Committees
		Committees plan for their meetings and activities	August 2013	August 2013		Heads of the various Committees
		Committees launch their various activities	August 2013	August 2013		Heads of the various Committees
4	Profit making venture business formed and running	Conducting name search & Registration of the business venture, opening of bank accounts	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Business venture committee
		Preparation of necessary policy documents and business plans	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Business venture committee
		Initiating first activities	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Business venture committee
5	Engagement of private sectors and local	Formalization of the process, prepare	Sept 2013	Dec 2013	(as per agreed targets	Head of private sector &

	organization done	appropriate prepare mailing lists, have meaningful meetings with			in core activity 3)	local engagements
6	Publicity and events organized	Organization of round table meetings, develop messages and documents & items.	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Publicity & events
7	Consultancies and increased international grants/engagements	Proposals done and shared, Contracts of engagement secured, organized meetings and follow up emails on communications	Sept 2013	Dec 2013	(as per agreed targets in core activity 3)	Head of Consultancies and International engagements
8	Preparation & Dissemination of progress reports	Progress reports prepared and shared Management reviews the report	1st Dec 2013	By 10 th Dec 2013		ED
9	Mid Term Evaluation	To monitor against the expected deliverables how far the organization has gone	15/12/2013	20/12/2013	NA	CREAW & AWDF & Resource Alliance
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Finals skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

		final report by all team members, management and mentor				
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment by both parties the mentee and mentor
2	Adherence to time lines
3	Communication possibilities
4	
5	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Once a week	By email	
	Once every two weeks	By skype	
	Once every month	By phone call	

MENTORING ACTION PLAN SUBMITTED BY: EVELYN DZAME

DATE: 31st May 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Developing Families Together

COUNTRY: Ethiopia

PHYSICAL ADDRESS: Addis Ababa, Holy Trinity Cathedral Building 3rd floor, Arat Kilo

OFFICE TELEPHONE NUMBER: +251 11 1 245726

OFFICE GENERAL EMAIL ADDRESS: dft@ethionet.et, kidestbelete@yahoo.com

WEBSITE: www.dftethiopia.org

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Addresses	Facebook page address/name s	Personal Mobile Telephone Number
1	Kidist Belete	Executive Director	Kidestbelete@yahoo.com			+251 911 406747
2	Assefa Asheng o	Program Manager	abenezer45@yahoo.com			+251 932 178686
3	Atnatio s Mezmur	Project Coordinator	ateny21@yahoo.com			+251 911 147794

4						
5						

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Consultation on the draft RM strategy	<ul style="list-style-type: none"> conduct staff meeting send draft RM to board members discussion on RM with board members approval of the RM 	<p>June</p> <p>June</p> <p>June</p> <p>June</p>	<p>June</p> <p>June</p> <p>June</p> <p>June</p>	<ul style="list-style-type: none"> Staff and board aware on draft RM Final RM produced for DFT 	Finance and Administration Officer
2	Finalizing the activity plan	<ul style="list-style-type: none"> Discussion with staff and board approval of the action plan 	<p>June</p> <p>June</p>	<p>June</p> <p>June</p>	Action plan finalized	Program manager
3	Fund raising to engage 46 young girls who were trained by DFT in different skills	<ul style="list-style-type: none"> Design project proposal search for potential donors sending proposals to donors conduct fund raising event 	<p>July</p> <p>August</p> <p>September</p> <p>July</p>	<p>July</p> <p>August</p> <p>November</p> <p>November</p>	<p>Project proposal designed</p> <p>Resource mobilized Birr 460,000 for 46 young women</p>	Program manager
	Mid Term Evaluation		15/12/2013	20/12/2013	NA	
	Conduct mid-term evaluation	<ul style="list-style-type: none"> Conduct evaluation meeting write evaluation report 				DFT, AWDF and Resource Alliance

	Year report and Evaluation	<ul style="list-style-type: none"> • Conduct final evaluation • Write final evaluation report 	20/05/2014	30/05/2014	NA	DFT, AWDF, Resource Alliance
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment between DFT and Resource Alliance
2	Timely submission of documents
3	Possibilities of communication like e-mail and telephone
4	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Twice a month	e-mail	

MENTORING ACTION PLAN SUBMITTED BY: Kidist Belete
DATE: May 31, 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: EASSI

COUNTRY: Uganda

PHYSICAL ADDRESS: Kampala

OFFICE TELEPHONE NUMBER: +256 414 285163

OFFICE GENERAL EMAIL ADDRESS: eassi@eassi.org

WEBSITE: www.eassi.org

FACE BOOK PAGE ADDRESS/NAME: EASSI Eastern Africa

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Christine Nankubuge	Programmes Director	christine.nankubuge@eassi.org	cnankubuge	Christine Nankubuge	+256 77 2 447 388
2	Marren Akatsa Bukachi	Executive Director	marren.akatsa@eassi.org			+256 78 2 425 529
3	Assumpta Muwera	Finance and Administration Manager	assumpta@eassi.org			+256 77 2 411 362
4	Sylvia Namale	Communication and Networking Officer	sylvia.namale@eassi.org			+256 77 2 551 483
5	Eric Tumwesigye	Gender and Trade Coordinator	eric.tumwesigye@eassi.org			+256 78 4 045 168

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted income from RM activity	Responsible Staff
1	Finalising the RM strategy	-Briefing management team	June 2013	June 2013		Programmes Director
		Workshop with entire staff	June 2013	June 2013	Improved draft	Programmes Director
		Send draft to BOD members for review and input by mail	June 2013	June 2013		Programmes Director

2	BOD approval of the RM strategy	Send draft soft copies to BOD members for their inputs by email	July 2013			Executive Director
		Present to BOD the draft RM	July 2013			Executive Director
		Integrate input from BOD	July 2013			Programmes Director
		Endorsement of final RM strategy	July 2013		Final RM strategy	BOD
		Endorsement of creation of Committees to spearhead the RM	July			BOD
3	Rolling out the RM strategy	TORS for RM committees	August 2013		TORs	Programmes Director/FAM
		Creation of Committees to spearhead the RM	August 2013		Committees in place	Executive Director
		Revising JDs for staff working on RM	August 2013			Executive Director/FAM
4	Develop action plans for each Committee	Committee on Growth and involvement strategic focus	August 2013			Programmes Director
		Committee on Stability strategic Focus	August 2013			Finance and Administration Manager
5	Proposal writing	Identify one institutional donor	September 2013	Mid-September	Mini-data base on institutional donors	Programmes Director
		Research about the identified institutional donor	September 2013	September	Information available about potential donor	Programmes Director
		Write the proposal	October 2013	October 2013	Draft proposal	Programmes Director
		Finalize proposal	November 2013	December		
		Submit proposal	December 2013	December		
6	Prepare progress reports	Report on progress on RM strategy	November	December	1 report	Programmes Director
		Report from each	November	December	2 reports	Committee heads

		committee				
7	Mid Term Evaluation		15/12/2013	20/12/2013	NA	AWDF/RA/ EASSI
8	Review of the progress	Workshop	Jan 2014	Feb 2014		ED/ BOD
17	Develop quarterly work plans for each committee	Technical working meetings	Jan 2014	March 2014	Quarterly plans	Committee heads
20	Year report and Evaluation	Evaluation workshop	20/05/2014	30/05/2014	NA	AWDF/RA/ EASSI
TARGETED TOTAL INCOME-USD						
2,000,000						

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment of EASSI (BOD, management, staff) and Resource Alliance
2	Adherence to the time lines by EASSI and Resource Alliance
3	Smooth communication between EASSI and Resource Alliance
4	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Hiwot Integrated Development Association (HIDA)

COUNTRY: Ethiopia

PHYSICAL ADDRESS: Addis Ababa, Ethiopia, Old airport next to Addis Ababa Golf Club

OFFICE TELEPHONE NUMBER: +251113203315

OFFICE GENERAL EMAIL ADDRESS: hida@ethionet.et

WEBSITE: www.hidaeth.org

FACE BOOK PAGE ADDRESS/NAME: Hiwot Integrated Development Association

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Ephrem Shiferaw	Program Manager	ephremshiferaw@yahoo.com	Ephrem.sh	Ephrem shiferaw	+251911078128
2	Sr. Tibebe Maco	Executive Director	tibebemaco@yahoo.com		Tibebe Maco	+251911248569
3	Tadios	CBHC	tadioskebe@yahoo.com	Tadios	Tadios	+251911431

	Kebede	Program Coordinator		Kebede	Kebede	966
4	Andalem Tesfaye	CCD program Coordinator	tdgandu@yahoo.com	Andalem Tesafye	Andalem Tesafye	+251911135582
5	Mathewos Taddes	M and E expert	mathewostad@yahoo.com		Mathewos Taddes	

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Finalizing the RM strategy	1. Briefing with the management of HIDA about RM Strategy 2. Consultation meeting with HIDA staff. 3. Consultation with relevant stakeholders 4. Briefing with the governing body of HIDA for their input and latter approval	June	July	Finalized RM Strategy	The management of HIDA
2	Finalization of Work plan			July	Work plan finalized	Management of HIDA
3	Lists of action plan	1. Production and distribution of the RM strategy for concerned body, 2. Form a RM team for coordinated RM efforts, 3. Create relationship with potential funding agencies for support, 4. Search for new areas of funding such as	August	Oct	Lists of action plans completed	The management of HIDA and the RM team

		CRS 5. Create relationship and working partnership with the private sector through CRS 6. Conduct assessment for possible local fundraising initiatives				
4	Practical fundraising event	2. Organize the second Hiwot Humanitarian Soccer tournament as part of local fundraising event.	Nov	Jan	The amount of money mobilized with this local fundraising event.	HIDA's RM Team
5	Mid Term Evaluation		15/12/2013	20/12/2013	NA	HIDA(M & E unit) Resource Alliance and AWDF
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, - Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment to realize the objective
2	Respect deadline/timeliness
3	Communication possibilities

4	Mutual respect
5	Realistic plan
6	Involvement of all staff

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
1	Twice communication in a month	Mail	
2	Once in a month communication	Skype	
3	Once in three months	Phone call	

MENTORING ACTION PLAN SUBMITTED BY: Ephrem Shiferaw, Program Manager

SIGNATURE: Ephrem.sh

DATE: 31/05/13



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: iCON Women & Young People's Leadership Academy (iCON)

COUNTRY: Uganda

PHYSICAL ADDRESS: 3 Nakasenda House, Kansanga-Ggaba Road, Kansanga

OFFICE TELEPHONE NUMBER: +256 0312-2261190

OFFICE GENERAL EMAIL ADDRESS: info@iconwypla.org

WEBSITE: www.iconwypla.org

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Deborah Kaddu Serwadda	Executive Director	debbieug6@yahoo.com	debbie.kaddu.serwaada		+256-772-468126 and +256-701-468126
2	Ben Matsiko	Director, Business Development and Strategy	bukanga@yahoo.com	-		+256-772-447891
3						
4						
5						

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member

1	Finalise the RMS and Work Plan	Finalize draft RMS and work plan, review with Fund Raising /BDS Manager and send to iCON Board members for initial approval	June 2013	June 2013	A final RMS Document A final work plan in place	Executive Director
2	Identification of Funding Prospects	Desk research	June 2013	June 2013	A list of 20 top funding prospect profiles	Executive Director
3	Develop a proposal for submission to AWDF to support the implementation of iCON's RMS		June 2013	June 2013	1 proposal for minimum of \$ 50,000 submitted with 99% chance of approval	Executive Director
4	Develop a partnership with Makerere University Business School (MUBS)		June 2013	June 2013	An MOU signed	Executive Director
5	Develop Partnership with Enterprise Uganda for roll out work in Northern Uganda		June 2013	June 2013	Signed MOU	Executive Director
6	Develop a partnership with Private Sector Foundation Uganda (PSFU)		June 2013	June 2013	Signed MOU	Executive Director
7	Develop Partnership with ILO Youth Entrepreneurship Facility (YEF)		June 2013	June 2013	Signed MOU	Executive Director
8	Develop proposals for the prospects for multi year funding		July 2013	October 2013	4 proposals submitted to prospective funders/sponsors	Executive Director

9	Revise the iCON Website		July 2013	July 2013	An interactive marketing website with active social media feeds	Executive Director
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment
2	Communication
3	Adherence to Timelines
4	Responsibility
5	Mutual Respect
6	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)
Once a month by all	

MENTORING ACTION PLAN SUBMITTED BY: Deborah Kaddu-Serwadda
DATE: 31st May, 2013.



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Kudirat Initiative for Democracy (KIND)
COUNTRY: Nigeria
PHYSICAL ADDRESS: 42/46 MKO Abiola Crescent, Off Toyin Street, Ikeja
OFFICE TELEPHONE NUMBER: +234 1 8902970, +234 1 8179398
OFFICE GENERAL EMAIL ADDRESS: kindnigeria@yahoo.com
WEBSITE: www.kind.org
FACE BOOK PAGE ADDRESS/NAME: www.facebook.com/kindnigeria

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Amy Oyekunle	Executive Director	amyoyeks@yahoo.com amy@kind.org	amy.oyekunle	http://www.facebook.com/amyoyeks	+234 803454 0311
2	Rashed Owonifari	Head of Administration & Finance	rashfari@yahoo.com	N/A		+234 803365 2200
3	Hafsat Abiola - Costello	Founder/President of Board	hafsatabiola@hotmail.com			+234 803307 0597
4						
5						

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

RESOURCE MOBILISATION PLAN JUNE 2013 TO MAY, 2013

	Core RM activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Targeted output from RM activity
1	Finalize the RM Strategy	- Consultations with the staff - Consultations with Board members	June 1 st	June 30 th	Final RM Document
2	Approval of plan by Board President	- Meeting with Board President - RM plan adapted into the larger	July	July	An approved RM plan
3	Proposals writing to 2 key donors for institutional funding (to hire a full time fundraising staff)	- Write proposal to ACBF for institutional funding - Research, Identify organisations - Write and submit proposals	July	Nov.	2 proposal sent to donors
4.	Develop Website (as visibility & fundraising tool)	- Update website information - Prepare website to receive	July	July	Website enabled to receive online donations

		paypal payments			
5	Proposals to government and corporations for the KIND center in Abuja	- Cultivate and Write letters and visits to 5 governments in the south-west zones	July	Dec.	Raise at least 20% funds for center
6	Mid Tem Evaluation	- Evaluation meeting with staff/board members	Dec 2013	Dec 2013	Evaluation report o progress of action p
8	Year report and Evaluation		20/05/2014	30/05/2014	NA
9	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members -Mentor

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment on both sides – KIND, Resource Mobilisation and AWDF
2	Adherence to timelines
3	Effective and Adequate communication
4	Availability of both parties
5	Stability of both organisations

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)
Once a month	Skype & Email

**MENTORING ACTION PLAN SUBMITTED BY: Amy Oyekunle, Executive Director, KIND
DATE: 31st May, 2013**



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Maganjo Farmers Association (MAFA)

COUNTRY: Uganda

PHYSICAL ADDRESS: Plot K2C 111019

OFFICE TELEPHONE NUMBER: +256 483 660270

OFFICE GENERAL EMAIL ADDRESS: mag_farmersassociation@yahoo.co.uk

WEBSITE: www. Mafauganda.org

FACE BOOK PAGE ADDRESS/NAME: Maganjo Farmers Association

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook address/
1	Mubiru Abu Kubooza	Executive Director	Mub_kua@yahoo.com		Mubiru Ab
2	George Bagandanswa	Finance Officer	georgebagandanswa@yahoo.com		George Bagandar
3	Zawedde Angella	Asst. Programs			
4	Alex Peter Wekhanya	Agriculture Officer			

(B) Mentor: Robina Asimwe Sentumbwe

(C) Resource Mobilisation Activity Plan (These have to be in line with the strategy)

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Resource Mobilisation Strategy completion: Consultations and approval by the Board	Meetings	2 nd September 2013	6 th September 2013	Approved Resource Mobilisation Strategy (with evidence of approval e.g. Board letter or Minute)	Mubiru Abu Kubooza
2	Drawing RM action plan	Meetings	23 rd September 2013	27 th September 2013	Laid out action plan in order	Zawedde Angella
3	Revising the RMS for board approval	Consultations	9 th September 2013	13 th September 2013	Signed resource Mobilization Strategy printed and filed	Mubiru Abu Kubooza
4						

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment by MFA mentoring Team members and Management
2	Proper and timely communication between committee and the mentor
3	Knowledge of the RMS and commitment to execute it as planned.
4	Availability of all committee members.

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	Communication means	How often
	Telephone calls	Once a week

	Email	Once a week
	Face to face meetings	Once a month

MENTORING ACTION PLAN SUBMITTED BY:**SIGNATURE:** Tendo Edith**DATE:** 30th August 2013**AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)****NAME OF ORGANISATION:** MEDICA MONDIALE LIBERIA**COUNTRY:** LIBERIA**PHYSICAL ADDRESS:** SWISS BUILDING , OLD ROAD, CONGO TOWN, MONROVIA**OFFICE TELEPHONE NUMBER:** 231-880-640032**OFFICE GENERAL EMAIL ADDRESS:** joana.foster@medicaliberia.org**WEBSITE:** [www.medica mondiale.org](http://www.medica-mondiale.org)**FACE BOOK PAGE ADDRESS/NAME:****(A) Mentoring Program Team Members**

	Full Name	Designation	Email	Skype Address
1	Joana Foster	Head of Mission	Joana.foster@medicaliberia.org	Joana.foster
2	Caroline Bowah Brown	Deputy Head of Mission	Caroline.bowah@medicaliberia.org	cbowah
3	Jeannette Eno	Programme Coordinator	jeannette.akua@medicaliberia.org	Jeannette.eno
4	Sybille Fezer	Senior Programme Manager-HQ	sfezer@medicamondiale.org	sfezer
5	Emily Frank	Monitoring and Evaluation Officer	donyen79@yahoo.com	None

(B) Mentor: Robina Asimwe Sentumbwe**(D) Activity Plan**

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Finalize mmL strategy	-Distribution of copy for review by team -Review meeting	May June	July	Final version of RM Strategy	DHOM
	Capacity Building Workshop : Networking,	-Organize training	Nov	Dec		HOM

	Proposal Writing & Budgeting					
2	Setting up Fundraising unit	-Recruitment - Appoint Working Group members	July July	September July	Skilled staff for RM	DHOM
3	Organize retreat to develop new proposals	- Event planning	-November	December	A number of proposals developed	DHOM
5	Mid Term Evaluation		15/12/2013	20/12/2013	NA	Resource Alliance and mmL M +E officer
6						
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Time and commitment
2	Communication availability
3	Adherence to timeline
4	No resignation
5	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)
	Monthly	Skype , emails and phonecalls (but this will be arranged with an agenda)

MENTORING ACTION PLAN SUBMITTED BY: CAROLINE BOWAH BROWN
DATE: MAY 31, 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: MEMPROW
COUNTRY: UGANDA
PHYSICAL ADDRESS: PLOT 1476 MUYENGA ROAD, KAMPALA

OFFICE TELEPHONE NUMBER: 256414466511
OFFICE GENERAL EMAIL ADDRESS: memprow@memprow.org
WEBSITE: www.memprow.org
FACE BOOK PAGE ADDRESS/NAME: www.facebook.com/memprow.uganda

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Frederick Kigozi	Finance and Administrative officer	fred@memprow.org	Frederick.kigozi1		256775960573
2	Lillian Nalwoga	Program Officer	Lillian@memprow.org			256751936173
3	Monica Nyiraguhabwa	Program Manager	monica@memprow.org			256712591604
4	Sarah Nakame	Program Manager	sarah@memprow.org			256782751416
5	Dr. Hilda Tadria	Executive Director	htadria@yahoo.co.uk			256756781916

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Consultations and finalising the resource mobilisation strategy	1.Consultative Meeting with the Executive Director and Staff 2.Meeting with the Board of Director	June Sept	June Sept	Draft RMS Discussed	Program Officer, Finance Officer
2	Having the		Oct			

	final work plan					
3	Giving the RMS to the BOD for approval		Nov		RMS approved by BOD	
4	Writing one proposal to an institutional donor	1. Identification of prospects 2. Consultations with resource alliance	Nov		1 Proposal submitted to a donor	
5	Mid Term Evaluation		15/12/2013	20/12/2013	NA	
6	Writing more proposals to both local and international donors	1. Identification of prospects			Usd 235,000 Realised	
7						
8						
9						
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment from both parties
2	Adherence to time lines
3	Availability for communication
4	Support of the organisation
5	Availability of prospective donors
6	
7	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)
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	Twice a month	Phone	
	Twice a month	email	
	Once a month	skype	

MENTORING ACTION PLAN SUBMITTED BY:**SIGNATURE: Fred Kigozi/ Lillian Nalwoga****DATE: 31st May, 2013****NACOA - UGANDA****AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)****NAME OF ORGANISATION: National Coalition for Women Living with AIDS in UGANDA. (NACOA)****COUNTRY: UGANDA****PHYSICAL ADDRESS: C/O UGANET****OFFICE TELEPHONE NUMBER: Mibile +256 776849465 /701550642****OFFICE GENERAL EMAIL ADDRESS: nacoa.uganda@gmail.com****WEBSITE: -****FACE BOOK PAGE ADDRESS/NAME: -****(A) Mentoring Program Team Members**

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Juliet Muhumuza Tumuheirwe	Executive Director				
2	Alice Tusiime	Project coordinator				
3	Judith Anyango	Community coordinator				
4						
5						

(B) Mentor: Robina Asimwe Sentumbwe**(D) Activity Plan**

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	3	Carry out a prospect research, to map out possible sources of strategic resource mobilisation for increasing capacity of NACOA	<ul style="list-style-type: none"> • Planning meeting • Develop research instruments • Data collection • Report writing • Report presentation • Final research report 	16/07/2013	30./09/2013	A research report available and providing sources of resource mobilisation
2	4	Carry out 1 day Organizational Self assessment	<ul style="list-style-type: none"> • Planning meetings with staff • Sourcing consultancy to 	05/10/2013	30/10/2013	A report on the OSA training available and being

		(OSA) for NACOA, to increase capacity in resource mobilisation skills.	<p>facilitate the OSA</p> <ul style="list-style-type: none"> • Hold a 5 days OSA workshop • Venue hire for the OSA • Logistical support • Transport and communication • Report presentation of the report • Implementation of the report 			utilised.
3	5	3 days Capacity building for NACOA in resource mobilisation skills.	<ul style="list-style-type: none"> • Hold an AGM for NACOA and elect BOARD of Governors • Recruit 4 talented volunteers • 3 days training in resource mobilisation skills for staff and BOARD. • Report on training submitted 	03/11/2013	20/11/2013	A report on resource mobilisation skills capacity building in place and being utilised.
4	8	Create visibility for NACOA to raise	<ul style="list-style-type: none"> • Create a website • Print brochure and poster • Hold radio and TV talk shows • Participate in events at community, national and international level 	01/12/2014	30/4/2014	Pledges and material resources secured
10	Do a final evaluation of the mentoring (June to December , 2013), agree on a way forward	<p>Final skype session with the mentor</p> <p>Final meeting between Team members and management</p>	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

	after end of mentoring period and write a final mentoring report	Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor				
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment
2	Communication possibilities
3	Time line schedule for communication
4	Effective communication
5	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Once in 2 weeks	Mail, telephone calls	
	In case of urgent needs	Telephone calls	

MENTORING ACTION PLAN SUBMITTED BY: Juliet Muhumuza Tumuheirwe

DATE: 31/05/2013



SOURCE MOBILISATION MENTORING PROGRAM (JUNE TO

ON: NATIONAL COMMUNITY OF WOMEN LIVING WITH HIV/AIDS IN

UGANDA (NACWOLA), ARUA - BRANCH

COUNTRY: UGANDA

PHYSICAL ADDRESS: ONZIVU PARISH, OLUKO SUBCOUNTY IN ARUA DISTRICT 3KMS

AWAY FROM TOWN ALONG ARUA-NEBBI ROAD

OFFICE TELEPHONE NUMBER: 0372-274748

OFFICE GENERAL EMAIL ADDRESS: nacwolaarua@gmail.com

WEBSITE:

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	MUKEON ZIA CHRISTI	Program Manager	cmukeonzia@yahoo.com	Christine.mukeonzia		0782-395027

	NE					
2	ASERU DONA	District Chairperson	aserudona@yahoo.com			0772-535719
3	ADRIKO SIMON	M&E officer	adriko_simon@yahoo.com			0781-621180
4	ALEZUYO FLORENCE	Finance and Administrative Officer	alezuyuf@yahoo.com			0781-484080
5	ATIBUNI ROSE	Regional Chairperson based in Arua	atibunirose@gmail.com			0772-440602

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Completion of resource mobilisation strategy	-Staff meeting for presentation of the draft -Consultation -Meeting for Approval	June 2013	July2013	Final Draft	Program Manager
2	Revising and making a final work plan	Staff meeting	August 2013	August 2013	Final work plan	Program Manager
3	Proposal Development	-Needs assessment -Identification of a prospect -Writing a proposal to main donor by staff	August 2013	November 2013	Proposal developed and submitted for funding	Program Manager and team
4	Review of Strategic Plan and incorporating aspect of RM strategy	-Management and staff meeting -Consultation -Approval	June 2013	October 2013	Final Strategic plan 2013-2017	Program Manager
5						
6	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after	Finalskype session with the mentor Final meeting between Team members and management	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

	end of mentoring period and write a final mentoring report	Writing and submission of report to Management for approval				
		Signing of final report by all team members, management and mentor				

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment from both NACWOLA Arua Team and the mentor
2	Communicable should be made possible
3	Adherence to time
4	Quality work to as to ease mentoring
5	Ability to give feed back
6	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Twice a month	Phone call	
	3 times in a month	Email	
	Once a month	Skype	

NOTE: In case of any emergency, communication will be made using the above means outside the scheduled time

MENTORING ACTION PLAN SUBMITTED BY: MUKEONZIA CHRISTINE

DATE: 31ST/MAY 2013

AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: NACWOLA KASESE

COUNTRY: UGANDA

PHYSICAL ADDRESS: KASESE MUNICIPALITY, NYAMWAMBA DIVISION, MUTIBA BUILDING NEAR MAWA MARKET

OFFICE TELEPHONE NUMBER: 0483 445847

OFFICE GENERAL EMAIL ADDRESS: atolawomen@yahoo.com,

nacwolakasese@yahoo.com

WEBSITE: NOT APPLICABLE

FACE BOOK PAGE ADDRESS/NAME: NOT APPLICABLE

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Kwebaz e Faith	Programmes Coordinator	Kwebaze2003@yahoo.com			0772671144
2	Namusoga	M and E officer	enoctrina@yahoo.co.uk			0752088291

	Berita				
3	Masika Elizabeth	Data Entrant	Masikaelizabeth@yahoo.com		0701985044
4	Biira Denize	Project officer	denisebiira@yahoo.com		0704995801
5	Kule Chrispus Sausi	Project officer	Kule_sausi@yahoo.com		07825339896/0782539896
	Bwambale Robert	Accountant	robertbwamb@yahoo.com		0706219279

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Exp
1	Completing of RMS	Conduct a meeting to presentation of draft to staff	4/6/2013	30/6/2013	1 me
2		Conduct consultation meeting with stakeholders	4/6/2013	30/6/2013	3 me
3	Approval of RMS	Liaise with board to approve the RMS	1/7/2013	30/7/2013	1 RM
4	Conduct RM activities to raise funds	Fundraising dinner conducted	2/8/2013	29/12/2013	1 fun cond
		Write 5 proposals	2/8/2013	May 2014	5 pro
		Identification of prospects/donors/corporate sector/	2/7/2013	30/7/2013	Atlea
5	Mid Term Evaluation	Conduct 1 meeting to review of progress	15/12/2013	20/12/2013	NA
6	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Repo appro -All T -Men

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	AVAILABILITY OF TIME
2	COMMITMENT STAFF TO DO THIS WORK BY ALL STAFF
3	READY TO COMMUNICATE
4	EASY OFFICE REACH AND OFFICE SPACE
5	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)	
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	WEEKLY	EMAIL	BUT CAN CONTACT YOU ANY TIME WHEN THERE IS NEED AND SOME WEEK I CAN MISS DEPENDING ON THE ISSUE TO HANDLE
	MONTHLY	TELEPHONE	UNLESS THERE IS A PRESSING ISSUE
	TWO MONTHS	FACE TO FACE DISCUSSION	WHEN NEEDED

MENTORING ACTION PLAN SUBMITTED BY: KWEBAZE FAITH, PROGRAMMES COORDINATOR
SIGNATURE: KWEBAZE FAITH
DATE: 31ST MAY 2013



AWAUNTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: Network for Women's Rights in Ghana

COUNTRY: Ghana

PHYSICAL ADDRESS: 9 Ollenu Street, East Legon

OFFICE TELEPHONE NUMBER: 233 302 511189/ 500419/ 503669

OFFICE GENERAL EMAIL ADDRESS: netright@ymail.com

WEBSITE: www.netrightghana.org

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Addresses	Facebook page address/names	Personal Mobile Telephone Number
1	Akua Britwum	Convenor	akupokua@gmail.com			233 208 150 869
2	Patricia Akakpo	Senior programme	triciaakakpo@yahoo.com			233 244 527 967
3	Ruth Aba Grant	Programme officer	nagpretty@yahoo.com			233 244 779151

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team
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						Member
1	Consultation	Revise strategy	June	July	Strategy reviewed	Convenor
2	Completion	Finalise strategy	July	August	Final strategy	Convenor
3	Research for institutional donors	Identification of potential prospects	September	October	Donor identified	Convenor
4	Write 1 proposal to a main donor	Finalise proposal	November	December	Proposal written	Convenor
5						
6	Mid Term Evaluation		15/12/2013	20/12/2013		
7	Review proposal		December	December	Proposal finalised	NETRIGHT, Resource Alliance, AWDF
8						
9						
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	<p>Final skype session with the mentor</p> <p>Final meeting between Team members and management</p> <p>Writing and submission of report to Management for approval</p> <p>Signing of final report by all team members, management and mentor</p>	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment
2	Adherence to timelines
3	Communication

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)
Once a month	Mail
When there is an urgency	Phone

MENTORING ACTION PLAN SUBMITTED BY:
SIGNATURE: Ruth Aba Grant
DATE: 31st May, 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: NETWORK OF WOMEN IN GROWTH (NEWIG), GHANA

COUNTRY: GHANA

PHYSICAL ADDRESS: NO.40 GAMALANYIKPO STREET, TEFLE, V/R

OFFICE TELEPHONE NUMBER: +233 289 116 893

OFFICE GENERAL EMAIL ADDRESS: newig2002@yahoo.com

WEBSITE: www.newig-empowerment .org

FACE BOOK PAGE ADDRESS/NAME: Network of Women in Growth

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Mawusi Nudekor Awity	Executive Director	newig2002@yahoo.com/mawusinawity@gmail.org		Mawusi Nudekor Awity	+233 244 981 846
2	Susan Amoako Agyemang	Field Officer	Lilteardrop01@yahoo.com			+23324 9 167 200
3	Nanice Sika	Assistant	nanices@yahoo.co.uk			+233 244

	Yirenk ye	Project Officer				981 300
4	Gladys Ewormeho	Ag.Proj ect Officer	newig2002@yahoo.com			+23324 4 215 228
5	Stephe n Sedzifa h Sitor	Finance Coordin ator	newig2002@yahoo.com;sitorsedzifah@gmail.com			+233 246 283 593

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Finalisation of draft document	Staff meeting with management; consultative meeting with Board of Directors	June	June	Final draft document	Executive Director
2	Finalizing the activity plan for 2014	*Meeting with RM staff *Discussion with Project Implementation Team	July	July	2014 Activity Plan Document	Project Officer
3	Scout for local corporate organisations interested in NEWIG's cause	*Conduct research on the internet and local newspapers	July	August	Identified possible corporate organisations	Project Officer
4	Scout for international donor agencies interested in NEWIG's cause	*Conduct research on the internet, newspapers	July	August	Identified possible funders	Assistant Project Officer
5	Scout for government agencies that need service providers in vocational skills	*Conduct research on the internet, local newspapers, personal interactions	July	August	Identified government agencies	Head of RM team
6	Submit proposals to current NEWIG donors	*Write proposals	August	September	Proposals submitted to AWDF, AWYTIE Foundation	Executive Director

					and Empower Foundation: Grant request totally US\$60,000	
7	Submit proposals to identified possible funders	*Write proposals	August	September	Proposals submitted	Project Officer
8						
9						
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Finals skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, - Mentor	-All Team Members

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Adherence to time line
2	Communication
3	Commitment on both sides

(F) Communication Schedule (How often and how you will be communicating with the mentor)

How often	By (e.g. Mail, skype, phone call, etc)	
Once a month	E-mail	
When there is the need	Phone	
Once a week	skype	

MENTORING ACTION PLAN SUBMITTED BY: Mawusi Nudekor Awity



SIGNATURE:

DATE: 31st May, 2013



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: NEGEM LELA KEN NEW HIV POSITIVE WOMEN SUPPORT ORGANIZATION (NLK)

COUNTRY: Ethiopia

Address: Pissa –Medenalem – Shogale.

Road P.O. Box 59611, Addis Ababa, Ethiopia

Office Phone: 000 251 112 78 4848

Gulele Sub City Kebele 19/20,

N, Building Second Floor, In front of Etenesh Building

Cell Phone: +251 911 474011

Email: negemlelaken@yahoo.com. www. Nlk.org.et

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Addresses	Facebook page address/names	Personal Mobile Telephone Number
1	Betheleheam Ashabir	General Manager	negemlelaken@yahoo.com	-		000251911474011
2	Gojjam Bayessa Erena	Fundraising & program Manager	begwallo@gmail.com	fish.rena	Rena fish	000251924405907
3	Emnet Sheferaw	Finanace & Administration	negemlelaken@yahoo.com	-	-	000251911667082
4	Sosina Mauchew	Officer	negemlelaken@yahoo.com	-	-	000251913416769
5	Bekele Negera	Coordinator	negemlelaken@yahoo.com	-	-	000251911474011

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Consultation and Finalization of the RM plan	Organizing get –together meeting with staffs for input and feedback on draft RM and incorporation Final board Approval of RM	15/06/2013	30/06/2013	Strategic RM plan approved	Program Manager
2	Commence RM Implementation	Ask for Contact e-mail, reading the web page and meet the socially respected business and men/corporations	10/07/,2013	30/09/2013	50 Potential resources providers identified and contacted	General Manager
3	Member		30	30/09/2	1200	

	ships Campaign	Raise membership fees strengthen associate membership base identify potential associate members pass information leaflets allow them complete pledge form follow up	/07/2013	013	potential and Associate members identified	Executive Board Members
4	Looking for Foundation	look for foundations, trusts and other NGOs identify them from local sources and the internet Assess their area of interest prepare project Follow up and the approval	30/09/2013	05/12/2013	Project worth value 75000 USD Approved	Executive Board Members
5	Income Generating	prepare and disseminate promotional items produce salable products and sell	25/10/2013	10/12/2013	Saleable products, identified, promoted and prepared	Executive Board Members
6	organizing special event	promote government participation partners with community based organizations	31/09/2013	2/12/2012	Relationships and partnership with Communities and government established	General Manager
9						
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period	Finalskype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, - Mentor	-All Team Members

	and write a final mentoring report				
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Prepare to mobilize :-select issue, put together RM team, identifies resources, and develop community mobilization plan ,develop mobilization team
2	Getting organized: - orient the community, build relationship, trust, credibility, and a sense of ownership, develop a core group (lead team) from the community.
3	Explore: - Decide the objective, explore the issue with the lead team, analyse the information, set priority for action.
4	Plan together :- Decide who will be involved in the planning and the role and responsibility
5	Act together:-Strengthen the community capacity to carry out its action plan, monitor community progress, solve problems, advice, and mediate conflict.

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Weekly	Email: begwallo@gmail.com / negemlelaken@yahoo.com	
	Monthly	Skype: fish.rena	
	Bi- Monthly	Tel: 000 251 112 78 4848/ 000251924405907	

MENTORING ACTION PLAN SUBMITTED BY: Gojjam Bayessa Erena

DATE: 31/05/2013

AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)**NAME OF ORGANISATION:NORTHERN UGANDA WOMEN AND CHILDREN INITIATIVES(NUWECHI)****COUNTRY: UGANDA****PHYSICAL ADDRESS: ONEKA RD****OFFICE TELEPHONE NUMBER:256 -0414667083****OFFICE GENERAL EMAIL ADDRESS: nuwechihope@yahoo.com****WEBSITE:****FACE BOOK PAGE ADDRESS/NAME:****(A) Mentoring Program Team Members**

	Full Name	Designation	Email	Skype Addresses	Facebook page address/names	Personal Mobile Telephone Number
1	Aciro Beatrice Okeny	Director	nuwechifuture@gmail.com			0782210591
2	Komakech James	Project coordinator	nuwechihope@yahoo.com			0782412604
3	Aero	Accountant	nuwechihope@yahoo.co			

	Julice		m			
4	Gladys Ongom	Chair person	Jollyaber.gladys@gmail.com			0772454088
5	Stuart Nsingwire	Admin Volunteer	stuartzking@gmail.com			0705438652

(B) Mentor: Robina Asimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Consultation and final writing of the draft	<ul style="list-style-type: none"> Meeting with Board, staff to Review the draft, Approval of draft by the Board 	June 2013	July 2013	Final Draft	Director and NUWECHI staff & Board Members
2	Revising of Final Plans	<ul style="list-style-type: none"> Meeting with board members, Adjusting the plan to include the RMS 	July 2013	August 2013	Final Work Plan	Director and Board
3	Institutional Fund raising	<ul style="list-style-type: none"> Writing of project proposal for funding to AWDF 	July 2013	August 2013	Number of proposal approved	Director and -IWRM
4	Corporate Engagement	<ul style="list-style-type: none"> Identification of prospects Writing a letter of inquiry Writing a proposal 	August 2013	October 2013	Number of proposal approved	Project coordinator
5	Business and Sales	<ul style="list-style-type: none"> Identification of market for IGA Proceeds Individual sales Marketing 	August 2013	November 2013		Project coordinator/ Administrator
6	Institutional Fund Raising	<ul style="list-style-type: none"> Identification of prospects Writing a letter of inquiry Writing a proposal 	Sept 2013	December 2013	Amount of Funds received	Nuwechi Staff and Board members
7						
8						
9	Year report and Evaluation					
		Finals skype session with the mentor Final meeting between Team members and management	15/12/2013	20/12/2013	Report signed and approved by: -All	-All Team Members

		Writing and submission of report to Management for approval			Team Members , - Mentor	
		Signing of final report by all team members, management and mentor				

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment
2	Adhering to time lines
3	Possibility of communications on Phones, E mails, skypes and Facebook
4	Possibility of making appointments
5	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	12 times	telephone	
	12 times	E- mail	
	5 times	Skype	
	NB Any time incase of urgency		

MENTORING ACTION PLAN SUBMITTED BY: ACIRO BEATRICE OKENY

DATE: 31ST May , 2013.



AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM (JUNE TO DECEMBER, 2013)

NAME OF ORGANISATION: NTULUME VILLAGE WOMEN DEVELOPMENT ASSOCIATION

COUNTRY: UGANDA

PHYSICAL ADDRESS: NAMIREMBE/BAKULI –HOIMA ROAD OPPOSITE RAJ-VAJ HOTEL

OFFICE TELEPHONE NUMBER: 0414-272105

OFFICE GENERAL EMAIL ADDRESS: nviwoda@utlonline.co.ug

WEBSITE: www.nviwoda.wordpress.com, www.nviwoda.interconnection.org(unupdated)

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members

	Full Name	Designation	E-mail	Skype Address
1	Nyarwa Cissy Edith	Programme Coordinator	nyarwacissy@lycos.com	nyarwa.edith
2	Maria Specioza Kagusuuru	Treasurer	mkagusuuru@nemaug.org	

3	Majanja Zaly'embikke	Advisor	zaalie_2@yahoo.co.uk	
4	Regina Bagaala	Adm. Secretary	baagalaregina@yahoo.com	
5	Jeckie Katusiime	Volunteer	jackiekatusiime@yahoo.com	

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Review and Develop a Strategy a draft R.M Document	4 stakeholders Meetings Conduct at least 4 meetings with staff and at least two committed Committee members.	2.6.2013	30.6.2013	Draft Strategy Document in place for review by Resource Alliance	
2	Finalise the Strategy plan	Resource alliance supports in finalising the plan and share the final plan with NVIWODA stake holders finalise Strategy document	15.7.2013	15.8.2013	Final Strategy Plan in place	
3	Resource Mobilisation Fundraising Drive	Identify Donors to support our Plan Develop 5 Proposals to different donors Mobilise from members and friends through sms and potluck activities	Continuous	30.12.2013	Proposals submitted to donors, and local mobilisation takes root among members	
4	Review NVIWODA Strategic Plan to incorporate resource mobilisation issues	Stake holders meeting Conduct three days workshop	15.4.2014-	17.4.2014	Reviewed 3 year strategic plan in place to give NVIWODA direction	
5	Review and Develop a	4 stakeholders Meetings	2.6.2013	30.6.2013	Draft Strategy Document in	

	Strategy a draft R.M Document	Conduct at least 4 meetings with staff and at least two committed Committee members.			place for review by Resource Alliance	
6	Finalise the Strategy plan	Resource alliance supports in finalising the plan and share the final plan with NVIWODA stake holders finalise Strategy document	15.7.2013	15.8.2013	Final Strategy Plan in place	
7	Resource Mobilisation Fundraising Drive	Identify Donors to support our Plan Develop 5 Proposals to different donors Mobilise from members and friends through sms and potluck activities	Continuous	30.12.2013	Proposals submitted to donors, and local mobilisation takes root among members	
8	Review NVIWODA Strategic Plan to incorporate resource mobilisation issues	Stake holders meeting Conduct three days workshop	15.4.2014-	17.4.2014	Reviewed 3 year strategic plan in place to give NVIWODA direction	
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, - Mentor	-All Team Members

	mentoring report	for approval Signing of final report by all team members, management and mentor				
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitment of the Team
2	Time availability to be planned and communicated
3	Communication facilities available
4	Positive attitude and desire towards to change
5	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Twice a month	Email, skype or phone call, at least 3 face to face meeting	

MENTORING ACTION PLAN SUBMITTED BY: NYARWA CISSY EDITH

SIGNATURE: nyarwacissy

DATE: 31.5.2013

AWDF GRANTEES RESOURCE

NAME OF ORGANISATION:
reproductive Health Action Team

COUNTRY:

PHYSICAL ADDRESS:
Zimbabwe

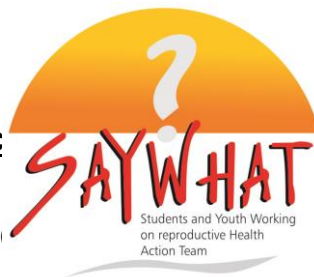
OFFICE TELEPHONE NUMBER:

OFFICE GENERAL EMAIL ADDRESS:

WEBSITE:

FACE BOOK PAGE ADDRESS/NAME:

(A) Mentoring Program Team Members



MENTORING PROGRAM (JUNE TO

nts And Youth Working on

bwe

52 Northampton Crescent, Eastlea, Harare,

+263 (4) 788067 / +263 772146248 - 9

saywhat@mweb.co.zw

www.saywhat.org.zw

SAYWHAT ORGANISATION

	Full Name	Designation	Email	Skype Address	F a V
1	Vimbai Yvonne Mlambo	Program Officer (Gender)	vimbai@saywhat.org.zw vimbie@gmail.com	vimbaimlambo	V

2	Delia Chinodzama	Finance Assistant	delia@saywhat.org.zw		D
3	Cleopatra Chikumba	Gender Intern	cleo@saywhat.org.zw		C
4	Darlington Muyambwa	Program Manager	darlington@saywhat.org.zw	fariedarlie	D
5					

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected C
1	Completion of Strategy	4. 2 Meetings for Presentation of Strategy to SAYWHAT Team 5. Consultations with and Inputs by the Finance Department 6. Finalisation of the Strategy	JUNE	JULY	Finalised Resource Mobilization
2	Finalising the Annual Resource Mobilization Work-plan	2. Consultation and Approval by the Advisory Board	JUNE	JULY	Finalised Annual
3	Prospect Search for Donors/Funders	3. Letters to Possible Finders 4. Internet Search	JULY	AUGUST	A Database of Donors/Fun
4	Fundraising Campaign	4. Planning for the Campaign 5. Meetings with possible donors 6. Campaign Event	AUGUST	SEPTEMBER	US\$ 10 000
5	Consolidation with Reviewed Strategic Plan	2. Strategic Plan Review	SEPTEMBER	OCTOBER	Consolidate
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Final skype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor	15/12/2013	20/12/2013	Report signed by: -All Team M -Mentor

(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	A good working laptop
2	Availability on line and internet
3	Efficiency in communication
4	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)
1	Once a Week	Email
2	Once a month	Skype
3	Once per 2 months	Phone Call

MENTORING ACTION PLAN SUBMITTED BY: VIMBAI YVONNE MLAMBO (SAYWHAT)

DATE: 31 MAY 2013

**AWDF GRANTEES RESOURCE MOBILISA
DECEMBER, 2013)**NAME OF ORGANISATION: SINGLE MOTI
COUNTRY: KENYA

PHYSICAL ADDRESS: P.O BOX 75603 (002)

OFFICE TELEPHONE NUMBER: +254 722845873

OFFICE GENERAL EMAIL ADDRESS: smakwomen@yahoo.com

WEBSITE: www.singlemotherskenya.blogspot.com

FACE BOOK PAGE ADDRESS/NAME: Single Mothers kenya

(A) Mentoring Program Team Members**PROGRAM (JUNE TO****OF KENYA**

	Full Name	Designation	Email	Skype Address
1	ANGELINA OKWEYA NANDWA	PROJECT DIRECTOR	smakwomen@yahoo.com	
2	ROSELYNE MUKABANA OKUMU	CO-ORDINATOR	rmkabana@yahoo.com	
3	RUTH KAMONYA OYOLO	BOARD SECRETARY		
4	JANE AREMI	ORGANIZING SECRETARY	jaremi@yahoo.com	
5				

(B) Mentor: Robina Asimwe Sentumbwe**(D) Activity Plan**

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Finalizing the resource mobilization strategy document	Having the final strategic plan document.	1/6/2013	30/5/2014	Finalised Resource Mobilisation Strategy	Project Director
2		Fundraising for the organization using the developed resource mobilization document.	30/6/2013	30/5/2014		Project Director
3		Organizing official launching of	30/6/2013	30/5/2014		Project Director

		the resource mobilization document and share copies with partners and donors				
4		Organizing sporting and road show to advertise the organization and its income generating activities.	30/6/2015	30/7/2015		All staff, executive board and stakeholders representative.
5	Fundraising for the organization through proposal writing.	Submitting a project proposal to global funding requesting the organization to be included in their online fundraising account.	20/7/2013	20/9/2013	US\$ 40 000 raised	Project Director
6		Submitting a project proposal to community development fund for renovation of our facility	20/7/2013	20/9/2013		Project Director
7		Submitting a proposal to AWDF requesting for three years salary for the resource mobilization officer ,finance officer and project director	30/7/2013	30/9/2016		Project Director
10	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after	Finalskype session with the mentor Final meeting between Team members and management	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, - Mentor	-All Team Members

	end of mentoring period and write a final mentoring report	Writing and submission of report to Management for approval Signing of final report by all team members, management and mentor				
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(E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Reliable Internet Line
2	Functional Functional Laptop
3	Efficient Communication
4	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
1.	Twice a Week	EMAIL	
2	Once A Week	Phone Call	

**MENTORING ACTION PLAN SUBMITTED BY: ANGELINA OKWEYA NANDWA
DATE: 31,MAY,2013**



**AWDF GRANTEES RESOURCE MOBILISATION MENTORING PROGRAM
(JUNE TO DECEMBER, 2013)**

NAME OF ORGANISATION: YOUNG WOMEN CHRISTIAN ASSOCIATION

COUNTRY: KENYA

PHYSICAL ADDRESS: P.O.BOX 1618 KISUMU

OFFICE TELEPHONE NUMBER: 0727-169189 057-2024788

OFFICE GENERAL EMAIL ADDRESS: ywcakisumu@yahoo.com

WEBSITE:

FACE BOOK PAGE ADDRESS/NAME: N/A

(A) Mentoring Program Team Members

	Full Name	Designation	Email	Skype Address	Facebook page address/names	Personal Mobile Telephone Number
1	Judith Apiyo Ayieko	Branch Manager	judapiyo@yahoo.com	judith.apiyo.ayieko	judayieko	0733-992982
2	Jane Aoko	Programme Officer				0725-252431

	Odondi					
3	Carolly Otieno	Field Officer				0724-894572
4	Pamella Sabato	Accountant	powuoth@yahoo.com			0724-714824
5						

(B) Mentor: Robina Asiimwe Sentumbwe

(D) Activity Plan

	Core activity	Sub Activity(ies)	Start Date D/M/Y	End Date D/M/Y	Expected Output	Responsible Team Member
1	Consultation and Final touches of the Draft.	-Meeting with staff/board to share the draft./ -Consult with Resource Alliance on the final Draft	June 2013	July 2013	Final Draft	Programme Staff
2	Final plan	Meeting with staff and board to share the final draft.	June 2013	July 2013	Final Document	Programme Staff
3	Approval by Board Members	Meeting with Board members to share and approve the final draft.	June 2013	July 2013	Plan approved	Branch Manager/Branch Members.
4	Institutional Fundraising	Write proposal to PACT-Kenya (USAID)	Sept 2013	October 2013	Proposal approved	Programme Staff/Branch Manager.
5	Institutional Fundraising	Write Proposal to CWS on OVC Empowerment	November 2013	Dec 2013	Proposal approved	Programme Staff
6						
7	Do a final evaluation of the mentoring (June to December, 2013), agree on a way forward after end of mentoring period and write a final mentoring report	Finalskype session with the mentor Final meeting between Team members and management Writing and submission of report to Management for approval	15/12/2013	20/12/2013	Report signed and approved by: -All Team Members, -Mentor	-All Team Members

		Signing of final report by all team members, management and mentor				
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E) Critical Success Factors (Things that have to be in place for mentoring to be successful)

1	Commitments
2	Adherence to time
3	Communication Possibility
4	

(F) Communication Schedule (How often and how you will be communicating with the mentor)

	How often	By (e.g. Mail, skype, phone call, etc)	
	Once a month	On phone	
	Twice a month	By email	
	Twice a month	By skype	
	Any time in case of Emergency		

MENTORING ACTION PLAN SUBMITTED BY: JUDITH APIYO AYIEKO
DATE: 31/5/2013

TRAINING PROGRAMME

Lead Facilitator: Resource Alliance & AWDF.
Convenor: Nafi Chinery, Capacity Building Specialist, AWDF

DAY ONE: TUESDAY, 28/05/2013

TIME	ACTIVITY	FACILITATED BY
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9.00a.m - 9.30a.m	Welcome Remarks – Gertrude Annoh-Quarshie, Finance Manager, AWDF Contextualising the Programme - Nafi Chinery, Housekeeping Announcements- Nafi Chinery Introduction of participants – Nafi	Gertrude Nafi
9.30 - 11.00a.m	Presentation of RM Boot Camp agenda Introduction to the Resource Mobilisation development process	Robina
11.00 -11.15a.m	BREAK TEA	
RESOURCE MOBILISATION STRATEGY DEVELOPMENT BOOT CAMP (PART 1)		
11.00a.m - 1.00p.m	Introduction and background to the RM strategy (Setting the operational framework for the boot camp. Practical organisational level work)	Robina
1.00p.m - 2 .00p.m	LUNCH BREAK	
2.00p.m - 5.00p.m	Rationale for the RM Strategy (Organisational level work continues)	Hugben
4.00 - 4.15p.m	BREAK TEA	
5.00pm	Winding up	Robina

DAY TWO: WEDNESDAY 29/05/2013**RESOURCE MOBILISATION STRATEGY DEVELOPMENT BOOT CAMP (PART 2)**

TIME	ACTIVITY	FACILITATED BY
9.00a.m-.11.00a.m	Recap of day one	Robina
	Environmental Analysis	Hugben
11.00a.m-11.15a.m	BREAK TEA	
11.15am – 1.00pm	Mapping of organisational needs (work on laptop at organisational level)	Hugben
1.00p.m-2.00p.m	LUNCH BREAK	
2.00p.m- 5.00p.m	Resource Mobilisation Strategic Objectives	Robina
	Resource Mobilisation Strategic Focus	Robina
4.00p.m-4.15p.m	TEA BREAK	
4.15p.m -5.00p.m	Resource Mobilisation Strategic focus continued)	Robina

DAY THREE: THURSDAY 30/05/2013**RESOURCE MOBILISATION STRATEGY DEVELOPMENT BOOT CAMP (PART 3)**

TIME	ACTIVITY	FACILITATED BY
9.00a.m-11.00a.m	Previous day's recap	Hugben
	Monitoring and Evaluation Plan	Nafi
11.00a.m-11.15a.m	BREAK TEA	

11.00a.m-1.00p.m	Budgeting	Gertrude
1.00p.m-2.30p.m	LUNCH BREAK	
2.00p.m- 5.00p.m	RM Strategy development final touches	All trainers
04.00p.m-4.15p.m	TEA BREAK	
	Winding up Resource Mobilisation Strategy Development Boot Camp	All trainers

DAY FOUR: FRIDAY 31/05/2013**ONE YEAR RESOURCE MOBILISATION ACTIVITY PLANNING**

TIME	ACTIVITY	FACILITATED BY
09.00a.m-10.30a.m	Resource Mobilisation one year activity Planning	Robina
10.30a.m-11.15a.m	BREAK TEA	
11.15a.m- 3.00pm	Monitoring Plan	Nafi
	Resource Mobilisation Budget	Gertrude
	Way forward: Mentoring Action Plans	Robina
4.00pm	Winding up Closing remarks	Nafi Gertrude
1.00p.m – 2.00pm	LUNCH	

PARTICIPANTS LIST

No.	Name	Organisation & Contact details	Position	Country
1	Ephrem Shiferaw Wolde	Hiwot Integrated Development Association (HIDA) Tel: 251 113 72 61 69; 251 113 485067 Email: hida@ethionet.et; ephremshiferaw@yahoo.com	Program Manager	Ethiopia
2	Kidist Belete	Developing the Families Together (DFT) P.O.Box 81233 Addis Ababa Email: dft@ethionet.et; kidestbelete@yahoo.com Tel: + 251 11 6552976; 251 11 1245726; 251 911 406747	(Executive Director)	Ethiopia
3	Gojjam Bayessa Erena	Negem Lela Ken New Association Of Women Living With Hiv/Aids (NLK), Negem Lela Ken New HIV Positive Women Support Organization (NLK) Piassa- Medhanialem – Shogale Road PO. Box: 59611 Addis Ababa Ethiopia negemlelaken@yahoo.com; begwallo@gmail.com; negemlelaken@yahoo.com +251-0112-784848 +251 0911 820116	Fundraising and Program Manager	Ethiopia

4	Ruth Regina Aba Grant	Network for Women's Rights in Ghana (Netright) 9 Ollenu Str, East Legon. Tel. + 233 302 511189/ 503669. +233 233 200458945. 233 244 779151 netright@ymail.com; nagpretty@yahoo.com opokuabritwum@yahoo.com	Programme Officer	Ghana
5	Vida Awitey	Network of Women in Growth (NEWIG) newig2002@yahoo.com	Executive Director	Ghana
6	Nafi Chinery	African Women's Development Fund. Nafi@awdf.org	Capacity Building Specialist & Trainer	Ghana
7	Gertrude Annoh - Quarshie	African Women's Development Fund. Gertrude@awdf.org	Finance Manager & Trainer	Ghana
8	Happy Gloria Akhayalu (Chairperson)	Busia Community Based Services (BUCOSS) Project Tel: 254 733 910922 Email: happyg48@yahoo.com; bucosss@yahoo.com	Executive Director	Kenya
9	Evelyn Dzame	Center for Rights, Education & Awareness (CREAW) Email: info@creaw.org; info@youthagenda.org; Tel: 254 722 314789 Email: lkeshitall@yahoo.com P.O.Box 11964,00100, Nairobi, Kenya. Tel: +254 20 3861016 / 3860640 / 254 720 357664, Email: info@creaw.org; dzame@creawkenya.org	Executive Director	Kenya
10	Judith Apiyo Ayieko	Young Women Christian Association. (YWCA) Kisumu Branch 254 727 169189; 254 733 992982; 254 572 024788. jennyeva07@yahoo.com; ywcakisumu@yahoo.com	Branch programme Manager	Kenya
11	Angelina Okweya Nandwa	Single Mothers Association of Kenya P.O. BOX 75603 00200 NAIROBI. KENYA smakwomen@yahoo.com O722 84 58 73 OR 020 674174	Director	Kenya
12	Michael Odongo Ojuang	Centre for Legal Rights Education, Advocacy and Development (CLREAD) +254 751 389 691/ +254773838570 or +254751389691 info@cleadkenya.org; clreadkenya@hotmail.com; clread.org@gmail.com	Executive Director	Kenya
13	Caroline Bowah- Brown	Medica Mondiale Liberia. Swiss Building, Old road Monrovia, Liberia Tel: +231-886-532820 cbowah@gmail.com	Deputy Head of Mission	Liberia

14	Amy Oyekunle	Kudirat Initiative for Democracy (KIND) 42/46 MKO Crescent, Off Toyin Street, Ikeja, Lagos, Nigeria. amyoyeks@yahoo.com; kindnigeria@yahoo.com 234 (0) 8034540311 42/46 MKO Crescent, Off Toyin Street, Ikeja, Lagos, Nigeria	Executive Director	Nigeria
15	Joy Ijeoma Ngwakwe	Center for Advancement of Development Rights (CEADER); ceadernigeria@yahoo.com; joyijeoma@yahoo.com; ceader@ceader.org; 234 802 3060270; 234 808 9471422; 234 809 2425820	Executive Director	Nigeria
16	Christine Nankubuge	The Eastern African Sub-Regional Support Initiative for the Advancement of Women (EASSI), 077 2 447 388 , christine.nankubuge@eassi.org; eassi@eassi.org	Programmes Director	Uganda
17	Edith Tendo	Maganjo Farmers Association edith.tendo@yahoo.com		Uganda
18	Frederick Kigozi	Mentoring & Empowering Programme for Young Women (MEMPROW) P.O. Box 11192. Kampala 256775960573 +256 41 268248 / 256 712 822951 fred@mempro.org;	Finance and Administration Officer	Uganda
19	Deborah Kaddu-Serwadda	Icon Women and Young People's Leadership Academy Tel: +256 312 261190; 256 414 348780 Email: debbie@iconwypla.org; debbieug6@yahoo.com	Executive Director	Uganda
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21	Aciro Beatrice Okeny	Northern Uganda Women and Children Initiatives; nuwechihope@yahoo.com; 256-782210591	Director	Uganda
22	Cissy Edith	Ntulume Village Women Development Association; +256 41 272 105/ 071 804806/ 077452965 nyarwacissy@lycos.com; nviwoda@utlonline.co.ug		Uganda
23	Christine Mukeonzia	National Community of Women Living with HIV/AIDS in Uganda (NACWOLA) 0372274748/0782395027 nacwolaarua@gmail.com;	Programme manager	Uganda

24	Robina Rubimbwa	Center for Women in Governance Plot 110, Bukoto Street, Kamwokya P.O. Box 844, Kampala +256 414 533 837 / +256 414 532 582 Mobile: +256 712 555 499 E-mail: rrubimbwa@cewigo.org; info@cewigo.org	Executive Director	Uganda
25	Kwebaze Faith	National Community of Women Living with HIV; atolawomen@yahoo.com; kwebaze2003@yahoo.com	Programme coordinator	Uganda
26	Ms. Amanda Enyimu	The Association of Uganda Professional Women in Agriculture and Environment (AUPWAE) amandawise2002@yahoo.com; Mobile: +256 (0)772513992] 00256 772389548 gokiror@muienr.mak.ac.ug		Uganda
27	Christine Nankubuge	EASSI christine,nankubuge@eassi.org	Programmes Director	Uganda
28	Robina Asimwe	Resource Alliance. Robina@resource-alliance.org	Lead Trainer	Uganda
29	Hugben Byarugaba	Industrial/Organizational Psychologist 0772661886 Email: h.hugben@yahoo.com,	Trainer	Uganda
30	Lilian Nalwoga	Mentoring & Empowering Programme for Young Women (MEMPROW) P.O. Box 11192. Kampala +256 41 268248 / 256 712 822951 lillian@memprow.org;	Programme Manager	Uganda
31	Gertrude Fadziso Pswarayi	Creative Centre for Communication and Development (CCCD) cccddirector@yahoo.com;	Director	Zimbabwe
32	Vimbai Yvonne Mlambo	Students And Youth Working on Reproductive Health Action Team (SAYWHAT) vimbai@sayywhat.org.zw; vimbie@gmail.com	Programme Officer	Zimbabwe

PROFILES OF THE TRAINERS

1. ROBINA ASIIMWE SENTUMBWE

Sentumbwe A. Robina is the lead Facilitator for the Resource Mobilisation Boot camp. She is the Resource Alliance's Capacity Building Manager (Africa) and is responsible for building the fundraising capacity of NGOs in Africa.

Prior to joining the Resource Alliance Robina was working as a Communication and Fundraising Officer (Eastern Africa) for the Stromme Foundation, a Norwegian International Organisation. As part of Stromme Foundation's Global Marketing Team she was in charge of donor service and report writing in the region. Her other core responsibility was to build the Local Resource Mobilisation capacity of over 30 Stromme Foundation's Education partners in Uganda, Kenya, Tanzania, Sudan and Rwanda –a job she successfully did. Between 2006 and 2008 Robina headed a Team which carried out a donor Market survey in Uganda, Tanzania and Rwanda. The out put was 3 Donor Directories (for Uganda, Tanzania and Rwanda) which were dedicated to all civil society organisations working in those countries to change the lives of the vulnerable.

Robina has also conducted training in Resource Mobilisation for both trainers (TOT) and students at Uganda Management Institute.

In addition to this, she has been the lead consultant in carrying out Resource Mobilisation tailor made trainings for several organisations (local and international) including Plan International, Edukans, Aflatoun, Wilde Ganzen, the World Association of Girl Guides, SIDAREC Kenya, Child Helpline International, Amnesty International, World Society for the Protection of Animals, CIVICUS International, East and Horn of Africa Human Rights Defenders, to mention but a few. In 2012, Robina was the Team Leader in a one month assignment to conduct an assessment of local funding opportunities Plan International International in Uganda; a job she did successfully.

In addition to the above she has been both an organizer and speaker at local and International Resource Mobilisation Workshops/ Conferences such as the Uganda Resource Mobilisers' Forum, East African Regional Fundraising Workshop and the International Workshop in Resource Mobilisation. She was the lead organizer for the International Workshop in Resource Mobilisation for three consecutive years (2010-2012) which attracted over 200 fundraisers from 27 countries in Africa, Asia, Latin America and Europe.

In the course of her duties, Robina has widely interacted with different categories of donors both locally and internationally; and therefore understands donor requirements and systems as well as current issues in local fundraising.

Robina holds a Masters Degree in International Relations and is currently pursuing a PHD at Makerere University.

2. NAFI NAA-LAMIOKOR CHINERY

Nafi N. Chinery is the Capacity Building Specialist at African Women's Development Fund (AWDF) and one of the Trainers at the Resource Mobilisation Boot Camp. She conceptualised and led the development of the Programme for the Boot Camp. Ms. Chinery has extensive experience in development work dating back to 1996 when she started her career as a development worker with one of UK's biggest Charities, Oxfam GB where she worked for nine and half years in different capacities and context before joining The Africa Women's Development Fund (AWDF).

As a development worker, Ms Chinery has excellent development and research skills particularly around livelihoods and welfare coping strategies. She is well acquainted with participatory development processes, excellent knowledge in programme conceptualisation, design, management and evaluation of social development programmes, participatory impact assessment and organisational capacity development. Ms Chinery has proven skills in the integration of gender, diversity, climate change and advocacy in programming especially those around social development programmes. Her skills in developing and coordinating capacity development programmes as well as ensuring programme coherence and quality is exceptional. She has worked with various research teams in Ghana and the UK on social development issues. She has also developed and coordinated various strategic thinking workshops in Africa to help shape development programmes.

Her fundraising skills is demonstrated in her ability to contribute to raising US\$2.73 million from the Africa Capacity Building Foundation (ACBF) for her programme in February 2012 and her yearly Town Halls and Markets fundraising events in the UK to sustain her programme whilst at Oxfam GB. On two occasions (2011 and 2012), she was a speaker at the International Workshop on Resource Mobilisation organised by the Resource Alliance UK, in Kampala, Uganda.

She holds an MA in Social Development and Sustainable Livelihoods from the University of Reading in UK and a Foundation and Apprentice level expertise in Integral Coaching from Integral Coaching Canada. Ms Chinery sits on the board of Challenging Heights, a Child Centred NGO and also the CEO of Development Agenda Solutions (DAS) a family business.

3. GERTRUDE BIBI ANNOH-QUARSHIE

Gertrude Bibi Annoh-Quarshie is currently the Finance Manager of the African Women's Development Fund (AWDF). She is a Fellow of the Association of Chartered Certified Accountants (FCCA) of the United Kingdom and also a member of The Institute of Chartered Accountants Ghana (ICAG). She has an Executive MBA in Finance from the University of Ghana Business School.

As Finance Manager of AWDF, her responsibilities include; managing the overall financial obligation of all projects and maintaining accounting controls in addition to preparing and recommending policies and procedures when necessary. She is also a member of the Senior Management Team which is responsible for the overall management of the organisation.

Prior to joining AWDF, Gertrude worked with INDEPTH Network an international Non-Profit Organisation based in Accra, Ghana as the Senior Finance Manager. She also worked for over six years with KPMG, an International Audit Tax and Advisory firm based in Accra, Ghana where she gained extensive knowledge in audit of various institutions.

Since joining AWDF in 2007, Gertrude has also been a member of the fundraising committee, and has participated in a number of fundraising conferences which has enhanced her knowledge in resource mobilization. With her knowledge in financial management and resource mobilization, Gertrude clearly understands the relationship between financial management and fundraising. She believes that no organisation will grow, make an impact and be sustainable if they do not invest in both their financial management and fundraising infrastructure. Subsequently, she has been a resource person at various workshops for NGO's speaking on the role of financial management in resource mobilization.

4. HUGBEN BYARUGABA

Hugben is an Industrial /Organizational Psychologist with considerable field experience both at operational and consultancy level in Organizational development and Human Resources management.

Over the last seven years, Hugben has been involved in a number of Organizational and Human Resources development consultancies and practice employing tools like Human Resources strategic planning, job analysis, transition management, competence analysis and profiling, restructuring, career development, job evaluation(using HAY system and competence based job evaluation), performance management, recruitment and selection, training and development, designing and implementing individual operating plans, monthly operating plans, departmental operating plans, annual operating plans and designing open competence based appraisals.

As a fully trained Industrial/ Organizational Psychologist, Hugben has participated in developing Resource Mobilisation Strategies, training in strategy development, OD interventions such as restructuring, downsizing, Rightsizing and upsizing. In addition, Hugben has supervised psychometric testing, systematic interviews using structured interviews, work samples and assessment centre design experience.

Hugben created the Human resource department in Good African Coffee; this involved formulation of the HR policies, company operating procedures, developing and implementing operational manuals for all the HR functions and many more. He has acquainted himself admirably in applying the Integrated Competence Management Framework and demonstrated his skills and maturity in private sector organizations, NGOs, and Parastatals.