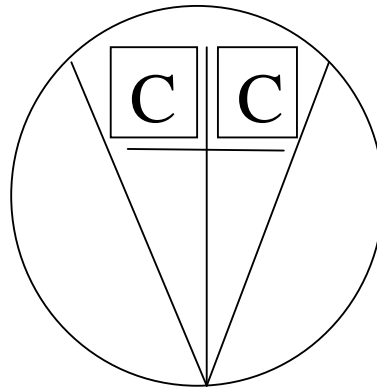


Annual Activity Plan Year 1

April 2009 - March 2010

Vanuatu Churches Partnership Program



VANUATU CHRISTIAN COUNCIL

Vanuatu Christian Council - Annual Activity Plan

Vanuatu Church Partnership Program-Annual Activity Plan: Year 2009-10 (Year 1)

1.1 CONTACT INFORMATION

Australian NGO	Name: Act for Peace National Council of Churches in Address: Australia 79 Kent Street, Sydney NSW 2000 Contact Officer: Patricia Garcia Title: International Program Director Telephone Number: + 61 2 92992215 Fax Number: +61 2 92624514 Email Address: pgarcia@ncca.org.au	Implementing Partner	Name: Vanuatu Christian Council Address: P.O. Box 150 Contact Officer: Pastor Shem Tema Title: General Secretary of the Vanuatu Christian Council Telephone Number: +678 27 300 Fax Number: Email Address: shemtema@yahoo.com
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1.2 BUDGET SUMMARY

Budget Summary	<i>AusAID AUD</i>	<i>Total AUD</i>
1. Activity Personnel	22,217	22,217
2. Non-Personnel inputs		
a) Training materials and equipment	5,596	5,596
b) <u>Output 1- Strengthening governance, management and operation of VCC</u>	21,913	21,913
c) <u>Output 4- Joint Church Activities</u>	31,189	31,189
3. In-Country activity support cost	19,083	19,083
Total	100,000	100,000

Declaration:

The following undertaking must be made by an appropriately Authorised Officer of the Non Government Organisation.

I, (*authorised officer*) **Alistair Gee**, (*position in NGO*) **Executive Director**,
Submit this Proposal and undertake that all funds provided will be expended for the purposes for which they are provided.

A handwritten signature in black ink, appearing to read 'Alistair Gee'.

Alistair Gee

Signature: _____

___ **Date: 13th March 2009**

2. Priority Areas

Priority Area 1: Strengthening governance, management and operation of VCC

The Vanuatu Christian Council (VCC) has been in operation since 1960's but only recently began developing into an organisation that is both representative of the churches of Vanuatu and supportive of the larger community. In September 2007, the VCC played integral role in the project design document for the Vanuatu Church Partnership Program (VCPP) and since that time has worked with the seven member churches of VCC and with other Church denominations to fully develop VCPP program.

After consultation, the VCC has elected to focus on the following:

- Developed a strategic plan for VCC 2010- 20124 Working with the seven member churches, the VCC will design a strategic plan for the next five years. This strategic plan will include a mission statement, goals and objectives and a well thought out plan of action that identifies keys sectors of involvement and activities necessary to achieve the goals and objectives.
- Strengthened the governance of VCC: To ensure that VCC has good leadership at the Board level, this program will seek to enhance the skills and experience of Board members to enable them to more effectively carry out their duties.
- Improve capacity of Office Staffs and Project Managers: With its re-establishment, VCC has employed new staff and project managers. To ensure that these personnel are adequately qualified to carry out their duties, training will be provided to them. These trainings will include: financial management; leadership; administration and human resource.
- Increased public awareness of VCPP and VCC in Vanuatu: To be better able to serve, the VCC needs to make the public more aware of its presence. To achieve public awareness, VCC will place a new sign at the front gate; it will create a new logo and will carry out programs in the seven member churches that will highlight the work of the VCC. The VCC will also approach local business to encourage them to support the VCC both financially and through their volunteer service. The VCC will work with National Disaster Management (NDMO) to provide Disaster Risk Reduction to the vulnerable communities.
- Monitoring and Evaluation: As the VCC continues to develop, and as various training disciplines are introduced (MYOB Financial Management, Leadership, Administration and Human Resource), VCC will need to monitor and evaluate the success of the training. To do this, VCC will implement performance reviews as follows:
 - a) Performance appraisals for all staff.
 - b) Follow-up evaluation of training material to gauge appropriateness of the material by the participants (evaluation form to be completed by each participant)
 - c) A follow- up of the participant evaluation form to identify gaps in the training delivered and to possibly deliver further training to fill those gaps.
 - d) A further follow- up of the participants to see if the training materials taught, are being utilized.
 - e) Apply lessons learned where practical/possible
 - f) A VCPP Monitoring and Evaluation Officer and a VCPP Project Officer will be employed for this program. These two individuals will ensure that the goals and objectives of the program are completed in an effective and efficient manner and that full transparency and accountability are maintained throughout the life of the program.

Priority Area 2: Joint Church Activities

By general consensus of member churches, the VCC is in an ideal position to provide some common services to its members and to some of the other churches that have limited external assistance. These areas of assistance will include: training in Financial Management, Leadership; Administration and Human Resource. These trainings will follow-on from the VCC staff training under Priority Area 1. Following are the main areas of focus:

- Improved financial management and accountability: The VCC will provide training to nominated employees of the seven member churches as well as employees of other invited churches (such as the Apostolic and the Assembly of God). These trainings will include: financial management, leadership administration and human resource.
- Strengthened and developed relationships of VCC leaders: If the VCC is to carry out its work effectively, then VCC members need to develop strong relationships with each other. There are many activities in common that VCC member churches can participate in collectively as they serve the community.
- Monitoring and Evaluation: VCC will carry out monitoring and evaluation for all joint Church programs. These include training in MYOB Financial Management, Leadership, Administration and Human Resource. To monitor trainings provided, VCC will:
 - a) Follow-up evaluation of training material to gauge appropriateness of the material by the participants (evaluation form to be completed by each participant).
 - b) A follow- up of participant evaluation form to identify gaps in the training delivered and to possibly deliver further training to fill those gaps.
 - c) A further follow- up of the participants to see if the training materials taught, are being utilized.
 - d) Apply lessons learned where practical/possible.
 - e) A VCCP Monitoring and Evaluation Officer and a VCCP Project Officer will be employed for this program. These two individuals will ensure that the goals and objectives of the program are completed in an effective and efficient manner and that full transparency and accountability are maintained throughout the life of the program.

3. Objectives and Indicators

Program Wide			Budget:
CPP Program Outcomes	Priority Areas	Priority Area Objectives	Indicators How will you know if this Objective has been achieved?
<u>Output 1: Strengthening governance, management and operation of VCC</u>	Goals and objectives of VCC	Developed a strategic plan for VCC 2009-2012	<ul style="list-style-type: none"> ➤ Run two day participatory workshop with VCC member churches to identify three year strategic plan for VCC ➤ Outline mission statement for goals and

			<p>objectives for VCC for the next five years</p> <ul style="list-style-type: none"> ➤ Have VCC board approve VCC strategic plan 2010- 2014 ➤ Begin implementing strategic plan
	Governance of VCC	Strengthened the governance of VCC	<ul style="list-style-type: none"> ➤ Provide two week training in good governance to VCC Board members.
	Management of VCC	Improve capacity of office staffs and project managers	<ul style="list-style-type: none"> ➤ Provide one week training in MYOB to office staff and project managers ➤ Two days leadership training to office staff and project managers. ➤ Provide two day administration training for office staff and project /managers ➤ Provide two days capacity building training in human resource for office staffs and project managers.
		Increased public awareness of VCCP and VCC in Vanuatu	<ul style="list-style-type: none"> ➤ One new VCC sign erected at the front gate. ➤ VCC logo created ➤ Awareness program conducted to member churches on the role of VCC. ➤ Local business approach to go for support for VCC and VCCP.
<i>Output 4: Joint Church Activities</i>	Management of VCC member churches	Improved financial management and accountability	<ul style="list-style-type: none"> ➤ One week MYOB financial management training conducted for VCC member churches and other invited churches. ➤ Two days training leadership conducted for VCC member churches and other invited churches. ➤ Two day administration training for VCC member churches and other invited churches ➤ Provide two days capacity building training in human resource for office

			staffs and project managers.
	Governance of VCC	Strengthened and developed relationships of VCC leaders	➤ Three day conference for VCC member churches to analyse and discuss areas of common interest and to look at the ways of working collectively and cooperatively.

CPP Program Outcomes	Priority Areas	Priority Area Objectives	Indicators How will you know if this Objective has been achieved?	Region	Budget AUD
<i>Output1: Strengthening governance, management and operation of VCC</i>	Goals and objectives of VCC	Developed a strategic plan for VCC 2010- 2014	<ul style="list-style-type: none"> ➤ Run participatory workshop with VCC member churches to identify five year strategic plan for VCC ➤ Outline mission statement for goals and objectives for VCC for the next five years ➤ Have VCC board approve VCC strategic plan 2010-2014 ➤ Begin implementing strategic plan 	Port Vila	1,684
	Governance of VCC	Strengthened the governance of VCC	<ul style="list-style-type: none"> ➤ Provide two week training in good governance to VCC Board members. 	Port Vila	9,282
	Management of VCC	Strengthened and developed relationships of VCC leaders	<ul style="list-style-type: none"> ➤ One week MYOB financial management training conducted for VCC member churches and other invited churches. ➤ Two days training leadership conducted for VCC member churches and other invited churches. ➤ Two day administration training for VCC member churches and other invited churches ➤ Provide two days capacity building training in human Resource for office staffs and project managers. 	Port Vila	16,708

		Increased public awareness of VCPP and VCC in Vanuatu	<ul style="list-style-type: none"> ➤ One new VCC sign erected at the front gate. ➤ VCC logo created ➤ Awareness program conducted to member churches on the role of VCC. ➤ Local business approach to go for support for VCC and VCPP. 		
	Monitoring and Evaluation	Carried out monitoring & evaluation activities for VCPP.	<ul style="list-style-type: none"> ➤ Performance appraisals for all staff. ➤ Follow-up evaluation of training material to gauge appropriateness of the material by the participants (evaluation form to be completed by each participant) ➤ A follow- up of participant evaluation form to identify gaps in the training delivered and to possibly deliver further training to fill those gaps. ➤ A further follow- up of the participants to see if the training materials taught, are being utilized. ➤ Apply lessons learned where practical- possible ➤ A VCPP Monitoring and Evaluation Officer and a VCPP Project Officer will be employed for this program. These two individuals will ensure that the goals and objectives of the program are completed in an effective and efficient manner and that full transparency and accountability are maintained throughout the life of the program. 	Port Vila	
<i>Output 4: Joint Church Activities</i>	Management of VCC member churches	Improved financial management and accountability	<ul style="list-style-type: none"> ➤ One week MYOB financial management training conducted for VCC member churches and other invited churches. ➤ Three days training leadership conducted for VCC member churches and other invited churches. ➤ Two day administration training for VCC member churches and other invited churches ➤ Provide two days capacity building training in human 	Port Vila	

	Governance of VCC	Strengthened and developed relationships of VCC leaders	<p>resource for office staffs and project managers.</p> <ul style="list-style-type: none"> ➤ Three day Conference for VCC member churches to analyse and discuss areas of common interest and to look at the ways of working collectively and cooperatively. 	Port Vila	11,696
	Monitoring and Evaluation	Carried out monitoring & evaluation activities for VCPP.	<ul style="list-style-type: none"> ➤ Follow-up evaluation of training material to gauge appropriateness of the material by the participants (evaluation form to be completed by each participant) ➤ A follow- up of participant evaluation form to identify gaps in the training delivered and to possibly deliver further training to fill those gaps. ➤ A further follow- up of the participants to see if the training materials taught, are being utilized. ➤ Apply lessons learned where practical- possible ➤ A VCPP Monitoring and Evaluation Officer and a VCPP Project Officer will be employed for this program. These two individuals will ensure that the goals and objectives of the program are completed in an effective and efficient manner and that full transparency and accountability are maintained throughout the life of the program. 		

4. DAC Sector Codes:

DAC Code (Five Digit)	Description	Class (One Primary and up to three Secondary)
DAC 15150	Governance & Strengthening Civil Society	Primary
DAC 11110	Education Policy & Administration Management	Secondary

5. Cross-Cutting Issues

Cross-cutting Issues	Program Wide	
	STRATEGIES FOR MAINSTREAMING	ASSESSMENT
Gender	<ul style="list-style-type: none"> In the selection of participants (target of 50% women at all training events) for all training events, gender equality will be taken into consideration. Content of all training material produced include gender sensitive material as part of the training package. Women's voice promoted at leadership training events Assessment undertaken to ensure safe and secure working environment for women employee 	<ul style="list-style-type: none"> Head count of male and female training events- workshops. Review of training materials. Review of leadership training material Gender assessment safety included in VCC order
Youth	<ul style="list-style-type: none"> Where practical, involvement /representation of youth in various training components 	<ul style="list-style-type: none"> Number of youth included in various training event
Protection	<ul style="list-style-type: none"> Protection of individuals' rights including security and dignity in training events carried out. Training material will incorporate the need for child protection, gender sensitivity, sexual and gender based violence. 	<ul style="list-style-type: none"> Evaluation form that includes the question on security and dignity. This evaluation form will be filled out by all the training participants Review of training materials
Environment	<ul style="list-style-type: none"> During training events, the need to protect the environment against the environmental degradation will be paramount. All training sites 	<ul style="list-style-type: none"> observation

	will be kept clean of rubbish and natural fauna will not be spoiled.	
Sustainability	<ul style="list-style-type: none"> Sustainability is a crucial cross-cutting issue across all levels and outcome. Contracts will secure VCC employees who have received training. Other church groups, receiving training, will also be encouraged to have signed employee contracts. Additionally, staff remuneration levels will be discussed at future VCC Board meeting. These measures will help ensure that those trained remain within their respective organisation. 	<ul style="list-style-type: none"> VCC employee contract signed Remuneration issue discussed and documented

6. Other Information: N/A

7. Evaluation

Evaluation	Cost AUD
<i>VCC Management</i>	VCC places a high priority on Monitoring and Evaluation. As part of the VCPP design document, a Monitoring and Evaluation Project Officer will be employed to work on the program. Additionally, a VCPP Project Manager will be employed to ensure that the goals and objectives of the program are carried out in an effective and efficient manner. An ANGO Reference Group has been formed to provide support and information to VCPP. The ANGO Reference Group is made up of Australian Counterparts, to local partners, and this group will meet regularly to ensure that the project is achieving its stated objectives and outcomes and that full transparency and accountability is maintained.
Planned start and completion date	Expected timeframe of the evaluation, will start with the mid term and final evaluation during the 3 years of the program.