



HELP & SHELTER

DIRECTORS:

PATRICIA CALEB
DENISE DIAS
AFNA GARNETT
PATRICIA GRAY
ISHA HUSAIN-SINGH
NAVINDRA PERSAUD
YVONNE QUINTIN
HAMALA SHARMA
JOSEPHINE WHITEHEAD

HOMESTRETCH AVE
D'URBAN PARK
GEORGETOWN
GUYANA
SOUTH AMERICA

Telephone: 592 227 8353, 227 3454, 225 4731

Fax: 592 227 8353

Email: hands@networksgy.com

Website: <http://www.sdn.org.gy/hands>

UNFPA Project: Reducing Gender Based Violence at the Community Level**Project No: GUY07PO1****Location: Hague West Coast Demerara****Starting Date: 15 October 2007****Progress Report for period 15 October to 21 December 2007****Activities Completed**

1. The project management committee was set up.
2. Philona Agam was hired as project coordinator.
3. The project management committee and project coordinator met to discuss the aims and objectives of the project and the required outputs.
4. The work plan, which will serve as a guide for all project activities was prepared (see Appendix).
5. Niveta Shivjattan was hired to provide project accounting services.
6. A more detailed project budget was prepared.
7. Following a brief descriptive outline of the pilot community (Hague), it was noted that the village is large (population 3274) and is divided in to three parts namely: Hague Jib, Hague Front and Hague Back. The project management committee therefore decided that that two community coordinators would be needed in order to garner the best response from the residents (as persons living in Hague Back are unlikely to come to Hague Front for community meetings and awareness sessions).
8. Persons identified as being suitable candidates for the 2 community coordinator positions were interviewed and Zailmoon Samad was selected for Hague Front and Rajkumarie Jeewan for Hague Back.
9. The two community coordinators have been briefed on the nature of the project and their required role in the project.
10. Key persons in the community have been identified to serve on the steering committee.
11. Research in relation to the community profile has already started, and the document is expected to be completed in January 2008.
12. A draft questionnaire has also been prepared for the KAP survey.

The other activities originally planned for the reporting period will not be completed until January 2008, due to the late start of the project and the inevitable slow down of activities during the Christmas/New Year period.

Extension

As the agreement was not received and signed by us until 6 November 2007 and the funds were only received by us on 15 November 2007, on the latter date we enquired of Ms. Patrice La Fleur, Guyana's UNFPA Liaison Officer as to the possibility of an extension of the project and received an affirmative response. We are therefore working towards completing the project by the end of April 2008.

Financial Report

It will be noted from the accompanying Excel file that no funds were expended during the period under review. This is again due to the late start to the project.

Philona Agam
Project Coordinator

28 December 2007

Appendix

HELP & SHELTER UNFPA PROJECT WORKPLAN REDUCING GENDER-BASED VIOLENCE AT THE COMMUNITY LEVEL 15TH OCTOBER 2007 – 31ST MARCH 2008		
ACTIVITIES	OUTLINE OF PROCEDURES FOR THE ACTIVITIES	TIMEFRAME 51/2 MONTHS PERIOD BEGINNING
1. INTERVIEWING/ HIRING APPLICANTS FROM THE COMMUNITY. 2. COMPLIATION OF COMMUNITY PROFILE	• Research briefly the layout and nature of the community. • Select persons from the Community to be community Coordinators. - Interview the applicants. - Brief the coordinators on the nature of the project and their required tasks. - Project coordinator to liaise with community coordinators to plan and arrange the meeting that would launch the project. • Coordinators to arrange for locations that would be suitable for the meeting. Community profile/mapping - O Community coordinator to gather information relating to the community's profile. - O meet with the community coordinators to discuss activities of next month Prepare the monthly report and convene meetings with the management committee.	DECEMBER

ACTIVITIES	OUTLINE OF PROCEDURES FOR THE ACTIVITIES	TIMEFRAME 6 MONTHS
1. LAUNCHING OF THE PROJECT AT THE COMMUNITY MEETINGS 2. ESTABLISHMENT OF THE STEERING COMMITTEE 3. ORIENTATION SESSIONS WITH COMMUNITY COORDINATORS AND THE MEMBERS OF THE STEERING COMMITTEE 4. CONDUCT THE KAP SURVEY	➤ To launch the project at the community meetings in Hague Front and Hague Back ➤ Community coordinators to invite and mobilize persons to attend the meeting. ➤ Community members would be invited and selected for the steering committee at these meetings ➤ Do a brief evaluation of the level of gender based violence from the views of the community members. ➤ H&S* resource persons with assistance from the project coordinator to conduct orientation sessions with the community coordinators/steering committee from January-March - To provide in-depth Information on gender-based violence and related issues ➤ Project coordinator to conduct orientation/training sessions with members of the steering committee on gender based violence/issues Coordinate all activities needed for the KAP survey. ➤ Project coordinator/community coordinator to assist the person/s who will guide the procedures for the execution of KAP ➤ Training of persons who will be issuing the questionnaires. ➤ Community coordinators/others to accompany KAP assessor when conducting the surveys. ➤ Prepare monthly reports and convene monthly meetings with the management committee	JANUARY

ACTIVITIES	OUTLINE OF PROCEDURES FOR THE ACTIVITIES	TIMEFRAME 6 MONTHS
ORIENTATION SESSIONS / WORKSHOPS IN HAGUE - FAMILIARISING MEMBERS OF THE STEERING COMMITTEE AND ALL THE VILLAGERS OF HAGUE ON GENDER-BASED VIOLENCE AND ISSUES	- Analyze the results of KAP survey before its implementation in the awareness training program. - o Convene several community sessions with the members of the community, from the period of February to April - o Request the needed disbursements for: - Handouts, stationery etc. - o Make the necessary arrangements with the facilitators of the sessions - o Project Coordinator to prepare the schedules of the visits for H&S facilitators. - o Ensure that community coordinators organize sessions with the members of the steering committee. - o Convene monthly steering committee meetings or more frequent as needed. - o Convene monthly meetings with the members of the managing committee. - o Arrange for the distribution of payments and request the needed funds for the following month. Coordinator to prepare all necessary evaluation and progress reports. And convene meetings with the management committee.	FEBRUARY

ACTIVITIES	OUTLINE OF PROCEDURES FOR THE ACTIVITIES	TIMEFRAME 6 MONTHS
WORKSHOPS IN HAGUE	▪ Continuation of Workshops ▪ Coordinators to organize all activities prior to the workshop. ▪ Members of Steering committee to organize and work on a theme for the banners/posters. ▪ Preparation of materials for the PubEd for the project ▪ Request the disbursements for the workshop ▪ Symbolic activity to be planned for the March 8th. ▪ Make all the necessary arrangements for their transportation and other needs that may arise. ▪ Ensure the facilitators are available and duly informed of the activities beforehand. ▪ Convene monthly steering committee meetings and more frequent as necessary ▪ Prepare the necessary reports for the months' activity ▪ Convene management meetings to discuss progress of the project. ▪ Arrange for the distribution of payments and request the needed funds for the following month.	MARCH

ACTIVITIES	OUTLINE OF PROCEDURES FOR THE ACTIVITIES	TIMEFRAME 5-6 MONTHS
AWARENESS SESSIONS IN HAGUE PRODUCTION OF PUBED MATERIALS	Request the necessary disbursements for their transportation and other needs. ➤ Prepare the reports from their findings. ➤ Request the necessary disbursements for the needed materials ➤ Organise an activity for the youth of the village (Hague) to increase their awareness of gender-based issues. ➤ The project coordinator will organize an evaluation meeting with the steering committee/community coordinator to discuss the successes and challenges of the project. ➤ Convene meetings between the coordinators and the management committee	APRIL
PREPARATION OF FINAL NARRATIVE OF PROJECT	Project Coordinator to prepare and submit all reports for the project.	APRIL 31ST