

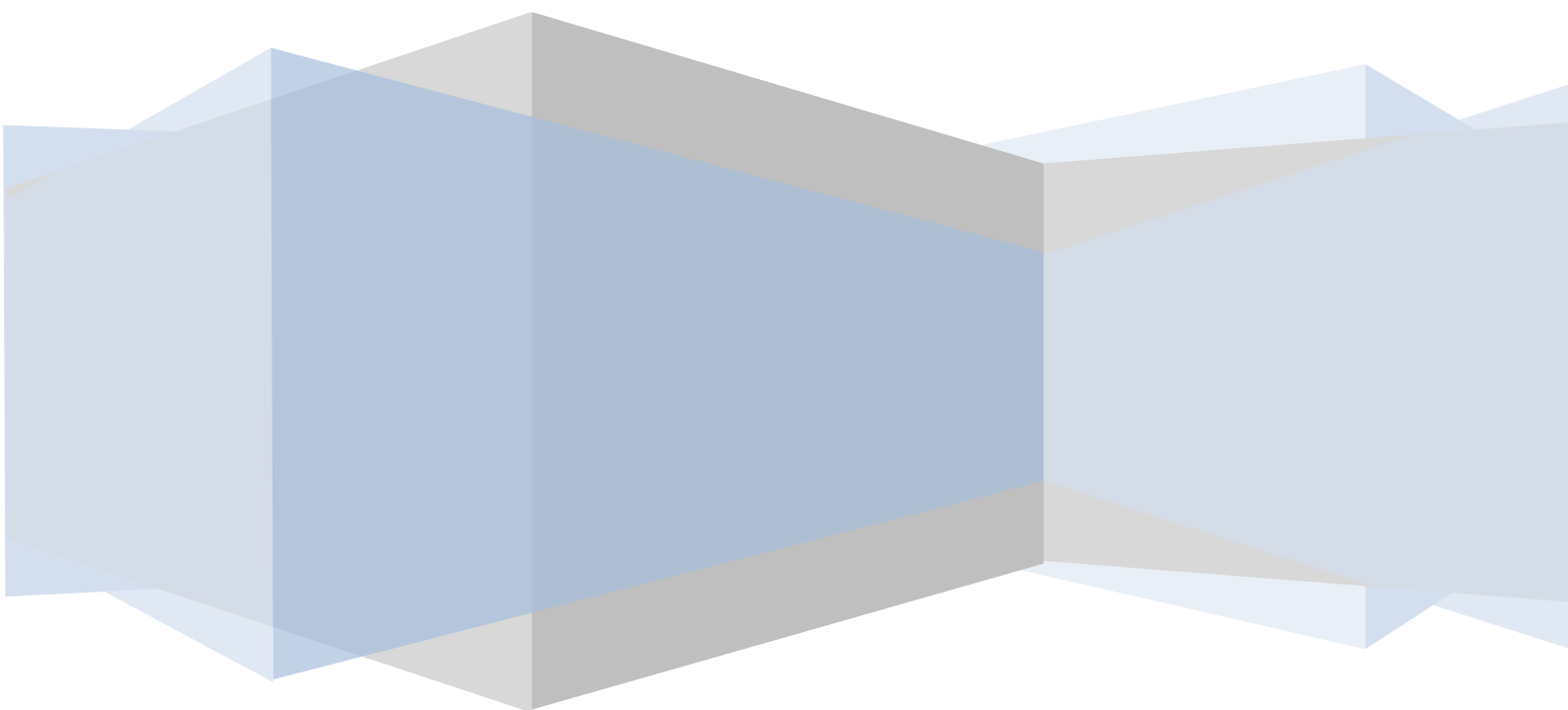


ACTIVITY PLAN FOR NSA 2009

**CAPACITY BUILDING FOR NON-
STATE ACTORS**

9th. European Development Fund

LUNGOS



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Activity 1 Skills Assessment

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
1	Development of an Overall Strategic Plan for the NSA Sector in Seychelles. (This is a follow up and recommendation to the sectorial assessment done by STEPS)	1 year

1.1	Preparation of TOR Local consultant	Feb - March
1.2	Advertising	End of March
1.3	Recruitment	April
1.4	Contract	April
1.5	Consultation Workshop	May
1.6	1 st Draft of the Strategic Plan	Mid-July
1.7	Review	End of July
1.8	2 nd Draft	August
1.9	Validation Workshop	Sept.
1.10	Final Draft	Nov.
1.11	Publication	Dec.
1.12	Launching of the Civil Society Strategic Plan	Dec.

Activity 2: Training Of NSA Programme

Contents:

Consultants have identified three main areas of training intervention.

Generic – Training that is needed by ALL NGOs,

Capacity Development by Thematic Sector: more specialized training in various key thematic areas and the development of capacity of the Umbrella Platform – LUNGOS.

2.1	Generic Training	General areas common to all NSAs	Page: 4
2.2	Capacity Development Training By Thematic Sector	NSAs' project partnership	Page: 7
2.3	Capacity Development for NSA coordination point staff – LUNGOS	Based on recommendations by Consultant and project	Page: 9
2.4	Pool of Equipment and Supplies for NSA Umbrella Platform	Based on needs and UNDP facilitator recommendations	Page: 10

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
2.1	Generic Training	1 year

2.1.1	Project Planning & writing	4 days – March
2.1.2	Accounting level 1	3 days – March
2.1.3	Strategic Planning	2 days – May
2.1.4	Project Management	2 days – May
2.1.5 *	Conflict Management Workshop	3 days – June
2.1.6	Accounting level 2	3 days – April
2.1.7	Marketing and Media Communication Strategy Level 2	4 days - July
2.1.8	PR tools	2 days – Aug.
2.1.9	Accounting level 3	3 days –June
2.1.10	Evidence based Advocacy	2 days –July
2.1.11	Accounting Advanced (SIM)	2 days
2.1.12	Advocacy & Policy Influencing	2 days – Oct.
2.1.13	Basic Management (SIM)	
2.1.14	Developing Outstanding Customer Relation (SIM)	
2.1.15	Training of Trainers and Coaching (SIM)	

, *Part of Legal Framework (4) as well.

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
2.2	Training by Thematic Sectors	1 year

2.2.1	Capacity Building in the Association of Artisanal Shark Fishermen (AASF) Green Islands Foundation	March – Sept.
2.2.2	Promotion of Men’s Health NARS	April – Nov.
2.2.3	Leadership and Management – Capacity Building Training Seychelles Scout Association	March – Oct.
2.2.4	Training in Counseling and Interpersonal Communication skills in Sexual and Reproductive Health ASFF	March - Dec.
2.2.5	Strengthening HIV/AIDS Awareness and Prevention Amongst Young People on Praslin Island HASO	Apr. – Dec.
2.2.6	Information & Rehabilitation Booklets for Prisoners Friends of Prison	March - August
2.2.7	Empowering Youth in Community Seven Day Adventist	Apr. – Nov.
2.2.8	Professional Certification for Boat operators on Cousin Island Special Reserve Nature Seychelles	Jan - Feb
2.2.9	Climate Change Training for Professionals in the Construction Sector Sustainability for Seychelles	Feb. – Sept.
2.2.10	Create Diabetic Awareness Through Information Leaflets The Diabetic Society of Seychelles	Feb. – Dec.
2.2.11	Advocacy Program on the Stages in the Development of an eco-Tourism Community Venture. Eco-Tourism Society of Seychelles	1 year
2.2.12	Computer Training and Typing Skills APANA	Feb. - July

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
2.3	Training for NSA Umbrella Platform - LUNGOS Staff	1 year

2.3.1	Management course (on line)	March – Dec
2.3.2	Certificate in Management Studies (distance learning)	March – Nov.
2.3.3	Post Graduate Certificate in Project Management (distance learning)	March – Nov.
2.3.4	Management courses (SIM): Bookkeeping, Office Mgt., Record Mgt., Dynamic Communication, Project Planning	May-Dec
2.3.5	ACCA Certified Accounting Technician T1, T2 & T3	May – Oct.
2.3.6	Computer Applications	2009
2.3.7	English IGCSE	Feb - Dec
2.3.8	Quick Books Accounting	March

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
2.4	Pool of Equipment and Supplies for NSA Umbrella Platform	1 year

2.4.1	IT materials (5 laptops, ...) to facilitate groups work reporting during training and workshop and internet access for NSA.	2009
2.4.2	Books on the training subjects	2009
2.4.3	Stationeries for PC and IRO	2009
2.4.4	Supplies for Training preparation	2009

Activity 3: Development of Information Database and Networking

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
3	Development of NSA Information Database and Networking	1 year

3.1	Setting-up of NSA Platform Communication Network and Maintenance	<i>Feb.</i> <i>On-going</i>
3.2	Development of Website and Maintenance	Jan – April On-going
3.3	Production of NGOs Directory	Jan-May
3.4	Production of NGO Guidelines	Jan-March
3.5	Production of LUNGOS Information Folder	Sept - Dec
3.6	IT computer skill training for NSA (word, spreadsheet, power point, outlook, e-mail & internet researches)	March – Dec.
3.7	Dynamic Communication Training for NSAs (SIM)	July - Dec
3.8	Record Management Training for NSAs (SIM)	July - Dec
3.9	Newsletter	Sept - Dec
3.10	Setting – up of Library / Resource Centre (furniture, stand for exhibition, software, books, consultant, advertising, ...)	Sept - Dec
3.11	Information System Management Training for NSAs (SIM)	Sept - Dec
3.12	NGO Educational Public Exhibition	4 & 5 Dec

Activity 4: Legal Framework

<u>Act. num</u>	<u>Activity Type</u>	<u>Timeframe</u>
4	Revision and strengthening of legal framework to enable NSAs effective participation in policy dialogue and decision making.	1 year

Legal Framework Activity Plan:

4.1	Preparation of TOR Local consultant	Feb - March
4.2	Advertising	Mid- March
4.3	Recruitment	March
4.4	Contracts: Int. + Local	End of March
4.5	Consultation Workshop	May
4.6 *	Conflict Management Workshop	June
4.7	Workshop on Advocacy and Policy Influencing	June
4.8	1 st Draft of the Strategic Plan	July
4.9	Review	August
4.10	2 nd Draft	Sept.
4.11	Validation Workshop	Sept.
4.12	Final Draft	End of Sept.
4.13	New legal framework submitted to Attorney General office	Oct.
4.14	Submission to Cabinet	End of Oct.
4.15	NA vote	Nov.
4.16	Publication	Dec.
4.17	Launching of New Legal Framework	Dec.