

Danish Mission Council Development Department

Application form for support to:

F: Capacity Building of Partner Organisation

Reg. no. (To be filled in by DMCDD)

MP – 13 – F – 01

Applicant Southern Partner Organisation	<i>Media Village (MV)</i>	
Applicant DMCDD Member Organisation	<i>KIT – Kirkernes Integrations Tjeneste Church Integration Ministry (KIT)</i>	
Name of activity	<i>Capacity building</i>	
Country(ies)	<i>Nigeria</i>	
Total cost	Amount in DKK	<i>50.000 DKK</i>
Amount requested from DMCDD Mini-programme (Max. 50,000 DKK)	Amount in DKK	<i>50.000 DKK</i>
Project period	Expected date of start: <i>2-10. April 2013</i>	Expected date of completion: <i>15. December 2013</i>
<p>Summary (maximum ten lines including information about the purpose of the activity, the target group and the foreseen output and how it relates to the priorities laid down in a Cooperation Agreement, a Partnership Support programme or a Partnership Activity. The summary will also be used as a brief information about the project on DMCDD's website and in other relations.)</p> <p><i>While opportunities are opening up, MV is faced with limited organisational capacity to keep up with good financial management standards, project planning, budgeting and fundraising, which is causing stress on the staff. During a monitoring visit in March 2012 by DMCDD and KIT, these weaknesses were discussed and further identified. MV finds it crucial at this time to make priority to improve basic organisational skills and systems before scaling up further in activities and KIT is supportive of this in order to ensure that future activities can be sustained within their partner organisation.</i></p>		

List of Annexes:

Annex no.	Annex title
1	Partnership agreement
2	Short presentation on Media Village
3	CRUDAN programme

A. Overall description of the activity

A.1 Background for the planned activity

- *How has the idea for the capacity activity come up?*
- *How do the planned capacity building activities relate to a Cooperation Agreement or a Partnership Support Programme between the Southern and the Danish Partner?*

MV and KIT have since 2010 been partnering on the fight against human trafficking of Nigerian girls, which is a cross-continental issue that needs to be addressed not only in Nigeria but also in Denmark, where many girls are trafficked to.

The cooperation was formalized in a partnership agreement, which was worked out in 2010 in connection to a partnership conference held in Nigeria, where national key stakeholders also took part.

In January 2011, a project was granted through DMCCDD with the purpose of producing a campaign film, which successfully has been completed and promoted in high risk villages in Benin City together with training of volunteers. The project has received much endorsement from Govt. stakeholders in Nigeria and the film is in the process of being promoted in Denmark as well as in other European countries. MV wishes to take the campaign to many more states in Nigeria to promote the message of the danger of human trafficking.

While opportunities are opening up, MV is faced with limited organisational capacity to keep up with good financial management standards, project planning, budgeting and fundraising, which is causing stress on the staff. During a monitoring visit in March 2012 by DMCCDD and KIT, these weaknesses were discussed and further identified. MV finds it crucial at this time to make priority to improve basic organisational skills and systems before scaling up further in activities and KIT is supportive of this in order to ensure that future activities can be sustained within their partner organisation.

MV has made contact to CRUDAN, a national training institute, which will carry through a training program on site with MV over a period of 8-9 months. In addition, an external financial consultant will help with the implementation and use of a new accounting system, which will be needed to keep up with good standards for financial management.

A.2 Target group and participants

- Who will take part in the planned capacity building activities? How have the participant(s) been selected considering gender, ethnic, social and other relevant aspects? Please supply CV's and work description of the persons to be part in the capacity building activities.
- Who will benefit from the planned capacity building activities besides the persons directly being part in the capacity building?

Media Village longterm staff will be the beneficiaries of this capacity building. Media Village is a ministry of Youth With A Mission thus all staff work as volunteers and usually have a short-term commitment since our trainings last for 3 months after which most school leaders and staff look forward to doing something different. For this capacity training we have selected a few full-time staff that are ministry or school leaders.

List of participants:

1. Anne Abok: National Director, Media Campaign Against Human Trafficking (MeCAHT)

- Organizational Assessment
- Strategic Planning
- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation
- Proposal writing

2. Kaneng Rwang Pam: Project manager, MeCAHT

- Strategic Planning
- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation
- Proposal writing

3. Ven Lannap: Admin, MeCAHT

- Strategic Planning
- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation
- Proposal writing

4. Jummai Bulus: Matron, MeCAHT safehouse

- Organizational Assessment
- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation

5. Vou Dell: Logistics Staff, MeCAHT safehouse

- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation

6. Issa Maguey: Director, Media Village Nigeria

- Organizational Assessment
- Strategic Planning
- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation
- Proposal writing

7. Suleman Afan: School leader

- Strategic Planning
- Project cycle management (PCM)
- Financial Management

8. Funmi Otso: School leader

- Project cycle management (PCM)
- Financial Management

- Monitoring and evaluation

9. Lorreta Damien: Administrative fundraising

- Financial Management

10. Ishaya Arin: Administrator, Media Village Nigeria

- Organizational Assessment
- Strategic Planning
- Project cycle management (PCM)
- Financial Management
- Monitoring and evaluation
- Proposal writing

A.3 Detailed description of the activity

- Describe in details the planned activities.

1. Visit to CRUDAN by Media Village

2. Assessment of Media Village by CRUDAN

3. Training:

The interventions proposed are:

1. Organizational Assessment
2. Strategic Planning
3. Project cycle management (PCM)
4. Financial Management
5. Monitoring and evaluation
6. Proposal writing

The aim

To build the capacity of the Media Village through enhancing the skills of the staff and other stakeholders in specific programme areas to improve the management of the organization.

General Objectives

- Conduct an organizational assessment to diagnose key concerns and recommend strategies for improving the system
- Conduct PCM workshop for increased capacity of staff in project management
- Develop a long range strategic plan that will give the organization clear focus and direction
- Improve the skills of staff in financial management

Dates

Due to the tight schedule of CRUDAN, the training providers, the interventions below will be carried out from 2 – 10 April 2013

- Project cycle management (PCM)
- Financial Management
- Proposal writing

The other 3 interventions will then be carried out in the 2nd half of 2013

- Organizational Assessment
- Strategic Planning
- Monitoring and evaluation
- Final report and outcomes.

- Please enclose descriptions and program for selected training institutes, programmes for tailor made capacity activities, copies of invitations to seminars/workshops/meetings, etc. **See annex 3**

A.4 Outputs

- Describe the expected outputs of the activity planned be it that persons have achieved special skills, be it that the whole leadership or a special group has been trained in special functions or methods etc.
 1. Media Village is able to fundraise due to improved proposal writing and fundraising skills
 2. Project activities for 2013-2014 are well planned in a LFA and budgeted for accordingly
 3. An accounting system is in place and operated by two skilled accounting staff (schools / MECAHT)
 4. A financial policy has been worked out to ensure good financial management procedures within MV, which all staff and volunteers will apply to
 5. CRUDAN will verify the progresses shown in MV in a short report by project end, while also an external auditor will write an opinion on the financial management and accounting through audit of this activity as well as a project already supported by DMCDD

6. Participants in CRUDAN training:

Anne Abok: National Director, Media Campaign Against Human Trafficking (MeCAHT)

- Organizational Assessment : To reposition the organization for growth in line with YWAM values
- Strategic Planning: Develop a 3 or 5 year plan with clear goals and objectives
- Project cycle management (PCM): manage all resources and skills to achieve the project goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of project
- Proposal writing: be able to write proposals in accordance with donor's specification

Kaneng Rwang Pam: Project manager, MeCAHT

- Project cycle management (PCM): manage all resources and skills to achieve the project goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of project
- Proposal writing: be able to write proposals in accordance with donor's specification

Ven Lannap: Admin, MeCAHT

- Project cycle management (PCM): manage all resources and skills to achieve the project goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of project
- Proposal writing: be able to write proposals in accordance with donor's specification

Jummai Bulus: Matron, MeCAHT safehouse

- Project cycle management (PCM): manage all resources and skills to achieve the project goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of project

Vou Dell: Logistics Staff, MeCAHT safehouse

- Project cycle management (PCM): manage all resources and skills to achieve the project goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of project

Issa Maguey: Director, Media Village Nigeria

- Organizational Assessment : To reposition the organization for growth in line with YWAM values
- Strategic Planning: Develop a 3 or 5 year plan with clear goals and objectives
- Project cycle management (PCM): manage all resources and skills to achieve the project goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of project
- Proposal writing: be able to write proposals in accordance with donor's specification

Suleman Afan: School leader

- Strategic Planning: Develop a 3 or 5 year plan with clear goals and objectives for school of Video Production.
- Project cycle management (PCM): manage all resources and skills to achieve the project goals

- Financial Management: Improve the skills in ensuring prudent financial management

Funmi Otso: School leader

- Project cycle management (PCM): manage all resources and skills to achieve the goals of Communication school
- Financial Management: Improve the skills in ensuring prudent financial management of school funds
- Monitoring and evaluation: Asses impact of project

Lorreta Damien: Administrate fundraising

- Financial Management: Improve the skills in ensuring prudent financial management of hospitality funds

Ishaya Arin: Administrator, Media Village Nigeria

- Organizational Assessment : To reposition the organization for growth in line with YWAM values
- Strategic Planning: Develop a 3 or 5 year plan with clear goals and objectives
- Project cycle management (PCM): manage all resources and skills to achieve the organizational goals
- Financial Management: Improve the skills in ensuring prudent financial management
- Monitoring and evaluation: Asses impact of schools and trainings

A.5 Sustainability

- How will the increased capacity of individuals or a group be utilized in the organizations concerned and how it will be secured that the experience/skill obtained will be available for the organizations in the future?
- As a training organization we intend to sustain this capacity building by training others at Media Village and by encouraging them to train others as well

A.6 Other relevant information concerning the planned activities (maximum 1 page)

B. GENERAL INFORMATION

B.1 Applicant Southern Partner Organisation

Name of church or organisation: Media Village Nigeria
Address: No 20 Liberty Boulevard Jos, Plateau State Nigeria West Africa
Postal code and town/city: P O Box 231
Telephone and fax, if any: +27763304211
E-mail address: mediavillagenigeria@yahoo.com
Contact person: Anne Abok
Address and e-mail of contact person: (if different from address and E-mail of organisation):
annejodo@yahoo.fr

B.2 Applicant DMCCD Member Organisation

Name of church or organisation: KIT – Kirkernes Integrations Tjeneste (Church Integration Ministry)
Address: Smallegade 47
Postal code and town/city: 2000 Frederiksberg. Denmark
Telephone and fax, if any: +45 3284 6016
E-mail address: Karin@kit-danmark.dk
Contact person: Karin Kjærgaard
Address and e-mail of contact person: Karin@kit-danmark.dk Phone: +45 4014 3435

B.3 Area of the activities

In case the project covers a number of countries/regions please indicate all countries/regions

Country: **Nigeria** Region: **North Central** City/town: **Jos, Plateau State**

C.4 Period of the activities

Expected date of start: **2 - 10 April 2013 for:**

- **Financial management**
- **Project Cycle Management**
- **Proposal writing**

Expected date of completion: **2nd half of 2013**

- **Organizational Assessment**
- **Strategic Planning**
- **Monitoring and evaluation**

These courses will be done in the 2nd half of 2013 because CRUDAN, the training providers are fully booked in the 1st half of 2013.

C.5 Total cost of activities

Indicate the total costs in:

Paid in (USD): **9.000 USD** DKK (Danish kroner): **50.000 DKK**

C.6 Requested amount (max 50,000 DKK)

Amount in DKK: **50.000 DKK**

C.7 Other contributions, if any

Indicate other sources of finance, if any, including the member organisation's or the partner's own possible contributions.

	Currency	DKK
Contribution from Southern Partner		
Other local contributions		
Contribution from DMCCD member org.		
Contribution from other sources (mention which)		
Totally other contributions		

Signed by persons authorized to sign for the member organisation

Place and date:	
Cape Town, South Africa 25.01.2013	Copenhagen, Denmark 25.02.2013
Signature and stamp	
	
Anne Abok, Director	Karin Kjærsgaard, KIT Project Leader

Please attach a letter or e-mail from the Southern Partner confirming the application.

SUMMARY

Media Village is strategically positioned to bring development in various capacities in Nigeria through the numerous partnerships with different development organizations. However Media Village is heavily challenged by the lack of vital skills especially in the area of financial management. Staff come on board by sheer passion not necessarily professional competence in the area of finances. Being a volunteer based organization, it is seldom that professional managers are able to stay long on fulltime basis. This training will build the capacity of the existing staff and further help create systems in place that would support bigger projects and activities.

C. BUDGET AND FINANCING PLAN

	<u>Total budget</u>		<u>Financing plan</u> <u>(in Naira)</u>	
	Paid in Naira	Equivalent to USD	Support requested from DMCCD	Contribution from others sources
Training programme with CRUDAN - CRUDAN programme all inclusive - Food allowances for 10 people - Transport for 10 people - Accommodation - Materials	1,180,000	7.414		
Implementation of financial system - computer - software - communication	180,000	1.131		
	140,000	892		
	30,000	191		
	10,000	64		
Audit of activity	50,000	314		
Subtotal	1,410,000	8.859		
Budget margin (maximum 10% of subtotal) <i>(may only be used upon approval from DMCCD)</i>	17.000 107			
Total in Naira/USD	NGN1,427,000 / USD 8.966			
Total in DKK	DKK 50.000			

E. Time Schedule

Proposed date of starting: 2 – 10 April 2013 to implement training in 3 interventions.

- Proposal writing
- Financial Management
- Project cycle management (PCM)

Proposed date of completion: 2nd half of 2013 before 15 Dec 2013 to implement the last 3 interventions

- Organizational Assessment
- Strategic Planning
- Monitoring and evaluation