



## CHF Project submission form

<b>Part A: Programme Summary</b>	
<i>To be completed by the Participating UN Organisation or NGO</i>	
From: Albert Edgar Manyuchi (Country Director)	Date of Submission: 01/02/2012 Final revision : 7 February 2012
Contact: Tel: 70955990; Email: programmes.jrscar@gmail.com	
Participating UN Organisation or NGO: <b>JESUIT REFUGEE SERVICE (JRS)</b>	
Programme <sup>1</sup> Title: Safe emergency education for returning children especially in Ouadda, Mouka, Bria and Yalinga.	
Programme Code: CAF-12/44074/6217	
Sector/Cluster: EDUCATION	
Objective: To provide an emergency education package to 5746 returning children affected by conflict in the Haute Kotto province by 31 May 2012	
Beneficiaries: TOTAL: 5,746 Pupils, parent-teachers, PTA members, Hygiene and sanitation committee members children: 5,746 (2,013 girls and 3,733 boys) women: 142 Other groups (specify): 156 PTA members, schools directors, teachers and government officials	
Partners: UNICEF, Ministry of Education	
Project Duration: [15 February – 31 September 2012	
Total Programme Budget (CAP): \$ 300,000	
CHF funds requested: \$ 295,641.00	
Amount and percentage of indirect costs requested: \$ 19,341 [7%]	
Describe any efforts that have been made to secure follow-on funding after a possible CHF contribution: JRS has been intervening in Haute Kotto in the sector of education in partnership with Unicef and the Ministry of Education.	

<sup>1</sup> The term "programme" is used for projects, programmes and joint programmes.

## Narrative summary of programme

### 1. Background

The outbreak of clashes between armed groups in the Haute Kotto province caused a new wave of movements of the populations in diverse directions. Families abandoning their homes and property to seek refuge in neighbouring towns and villages. For the displaced population starting life in their host communities is difficult. There has been a return to peace and stability through a peace building process in the province. The concerned armed groups signed a cease fire agreement with the government followed by the caravan of peace. Most of the displaced populations moved to areas where there are no schools. Starting life anew means the education of children will become a night mare. This project is developed within the context of offering assistance to returning populations. The project aims at mobilising and encouraging the populations to return to their places of origin by providing educational services in their areas of origin. This will attract displaced populations to return to their places of origin and children continue their education without disruption.

An immediate intervention to remedy the education in the Haute Kotto constitutes a strategic option for humanitarian assistance. This project will cover the schools in Ouadda, Mouka, Bria and Yalinga. School structures around Bria and Yalinga are made of temporal material and they are not rehabilitated by parents and expose children to harsh climatic conditions in the heart of the dry and rainy seasons causing children to abandon school. Children lack school material and qualified teachers flee to other towns. Majority of teachers are parent-teachers who do not have the necessary skills thus need training. Parent-teachers who have normally run most schools also abandon school to feign for their families because they do not receive any motivation.

There is need to build solid semi durable (schools built with solid wood and well covered, and resistant to harsh climate like rain well sheltered and do not expose children to the sun) school infrastructures resistant to harsh weather, distribute school materials for both children and teachers, pay incentives to parent-teachers, train parent-teachers and provide refresher courses to qualified teachers; provide pedagogical accompaniment and supervision to teachers after training and refresher courses; provide opportunities for recreational activities in schools; assist communities in forming Parents Teachers Association for managing schools; construct schools, school latrines. Also necessary is psychosocial support to children affected by the conflicts. Education on peace and reconciliation is equally an aspect to guarantee peaceful co-existence in the communities to forestall stability and harmony among the different ethnic groups.

A cess to quality education renews hope and creates enthusiasm in these conflict ravaged communities. The support to orphans and other vulnerable children of primary school going age fits well in the back to school campaign for children affected by conflict, as it targets the often forgotten but important part of the communities' children. The capacity building of the personnel of the Ministry of Education in school data collection, analysis and management constitutes a great aspect of the continuity of the programme. In addition, the 'Association des Matrones' has been identified and will be trained on the rights of the child especially the rights of the girl child to education and on school management. This association will assume the role of sensitisation and mobilisation of communities on child education and school management. JRS will work in collaboration with UNICEF and Ministry of Education. Vitalite Plus is also carrying out WASH activities in the zone which will complement the education services. JRS and Vitalite Plus have discussed on the intervention strategy to avoid duplication.

JRS has been working in the domain of education in Haute Kotto since 2008 and the activities have included school construction, distribution of school material, teacher training, PTA training. Currently, JRS has a 3 year programme which goes up to 3013 funded by Entreculturas/Inditex and involves the construction of 3 schools per year; distribution of school material, sensitisation on the education of the girl child and PTA training but this does not cover all the schools. With the recent crisis the education system has been highly affected and demands a more intensive intervention to complement JRS activities. There has been PTA training but the recent crisis in Bria affected most of these structures. This proposal targets 20 schools within and in the peripheries of Bria that were mostly affected by the recent crisis in Haute Kotto. JRS has the technical capacity to supervise this project with an office in Bria with qualified staff that that understand and can manage the security dynamics. The staff for now use motorcycles which permit them to access areas where cars cannot go and for security reasons. Again there is a car on standby for any urgent need.

This proposal has been presented in the Education cluster meeting on Friday 28 of January 2012 and was approved by the members of the cluster. The Cluster Lead was left with the responsibility to recommend the project to OCHA following the evaluation of the cluster.

## 2. Purpose of Proposed Programme

### a) Outcome

- Returning children have access to education in a safe environment
- returning children of school going age are attending school and have the necessary didactic school material
- Returning conflict affected children regularly attending classes
- Hygiene and sanitation facilities made available to children returning children
- Schools managed by decentralized government structure
- Psychosocial support given to returning children recently displaced due to armed conflict
- Quality information on school attendance exist

### b) Indicator and target

- 7 semi durable school structures are constructed in the peripheries of Bria for returning children affected by armed conflict.
- 7 latrine blocks of 28 compartments separately for boys and girls as well as teachers constructed
- 5,5746 (2013 girls and 3733 boys)children have access to school
- 4,000 (2013 girls and 2733 boys)children receive school material
- 2 sports clubs formed per school
- 26 schools receive sports kits
- 97 parent teachers (84 men and 13 women) receive incentives
- 156 (64 women and 92 men) PTA and hygiene and sanitation committee members trained
- 26 schools in the zone have a functional Parents Teachers Association
- At least 156 members of the Parents Teachers Associations receive training and accompaniment.
- At least 65 women of the Association of matrons receive training and form part of school management team
- 5 personnel of the Ministry of Education trained in data collection analysis and management

### c) Activities

- Purchase and distribute didactic materials to pupils and teachers
- Purchase, distribute and supervise the use of sports kits for schools and promote participation of girl child in sports.
- Put in place the Parents Teachers Associations and ensure selection of women in the Parents Teachers Associations
- Train parent teachers, directors, members of the Parents Teachers Association in schools management, etc
- Train personnel of Ministry of Education on data collection analysis and management
- Train members of the Association of Matrons on the rights of the child and school management
- Sensitisation on the education of the girl child
- Psychosocial support and counselling on symptoms of stress, trauma and Post Traumatic Stress among children
- Organizing regular school accompaniment visits to monitor teacher and students attendance to school.
- Education on peace and reconciliation

### Financial summary of programme

Budget Item	Amount (US\$)	Repartition	
		CHF	Others
<b>Do not change budget lines below</b>			
1.1 Supplies, commodities, equipment and transport	76,158	76,158	
1.2 Personnel (staff, consultants, travel and training)	67,350	29,100	38,250
1.3 Training of counterparts	35,240	35,240	
1.4 Contracts	110,002	110,002	
1.5 Other Direct Costs	25,800	25,800	
<b>Sub-Total</b>	<b>314,550</b>	<b>276,300</b>	<b>38,250</b>
2.0 Indirect Costs	22,019	19,341	2,678
<b>TOTAL</b>	<b>336,569</b>	<b>295,641</b>	<b>40,928</b>

\* For more information on the above expenditure categories, see: [http://www.undg.org/archive\\_docs/8746-Harmonised\\_Financial\\_Reporting\\_to\\_Donors\\_in\\_JPs\\_-\\_Explanatory\\_Note.doc](http://www.undg.org/archive_docs/8746-Harmonised_Financial_Reporting_to_Donors_in_JPs_-_Explanatory_Note.doc)

### Part B: Technical Review

*To be completed by the Cluster Lead*

#### 4. Evaluation of Proposal by the Cluster

*Le projet a été présenté et discuté lors de la réunion mensuelle du Cluster Education le 27 janvier 2012.*

*Compte tenu de la conformité des résultats et des activités planifiés avec le plan de réponse humanitaire du secteur de l'éducation dans cap 2012 d'une part et de l'acuité de la situation scolaire dans la Haute Kotto, d'autre part, le Cluster donne un avis favorable à l'exécution du projet et recommande l'urgence dans la mise à disposition des fonds.*

**Part C: Administrative Review**

To be completed by the Technical Unit (OCHA)

(a)	Does the programme documentation comply with format?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the Budget in compliance with required categories?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Is the Indirect Support Cost within the approved rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Part D: Humanitarian Coordinator's Decision**

To be completed by the Technical Unit (OCHA)

**5. Decision of the Humanitarian Coordinator**

- Approved for a total budget of \$ 295,641
- Approved with modification/condition
- Deferred/returned with comments for further consideration
- Rejected

**Comment/Justification:**

Ce projet est approuvé sur recommandation du cluster et de l'avis favorable du comité consultatif du CHF du 24 Janvier 2012

*Dr MAIGA Zakaria*

Humanitarian Coordinator, CAR

\_\_\_\_\_  
Signature

*08 février 2012*  
\_\_\_\_\_  
Date

**Part E: Administrative Agent Review**

To be completed by the Administrative Agent (UNDP)

**6. Action taken by the Administrative Agent:**

- Programme consistent with provisions of the CHF-CAR Memorandum of Understanding and Standard Administrative Arrangements with donors.

**Administrative Agent:**  
[Name and title]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part F: Managing Agent Review (for NGO projects only)**

To be completed by the Managing Agent (UNDP CAR)

**7. Action taken by the Managing Agent:**

- Programme consistent with the Managing Agent Partnership's Agreement for the CHF-CAR.

**Managing Agent:**  
[Name and title]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

9/02/12

## Attachment No. 1:

## CHF Project Work Plan

Expected outcomes	Indicators	Planned Activities	Timeframe (quarter)				Responsible Party <sup>2</sup>	Planned Budget		
			Q1	Q2	Q3	Q4		Source of Funds <sup>3</sup>	Budget Description <sup>4</sup>	Amount <sup>5</sup>
Returning children have access to education in a safe environment	- 7 school buildings are rehabilitated -5746 children have access to school	Rehabilitating semi durable school structures Buying and distributing of benches Supervision		X	X		JRS	CHF	Contracts	70,698
Increase in the number of children attending classes	-5746 children receive school didactic materials -5000 children actively participate in sports activities	Identify potential suppliers Order school material Prepare school material per school Transportation of material to schools Distribute school material in various school Purchase and distribute sports kits to schools Supervise the use of sports kits in schools		X	X	X	JRS JRS JRS JRS	CHF	Supplies	76,158
More girls and vulnerable children have access to education	500 vulnerable children receive scholarships and psychosocial support	Identify vulnerable children Establish the lists of vulnerable children Organised counselling sessions Distribute school material					JRS JRS/PTA/Directors JRS/PTA/Inspection of Education			
Pedagogic competences of parent teachers improved	130 Parent teachers are trained	Invitation letters to parent teachers in 53 schools Organise training session Report writing				X	JRS/Inspection of Education JRS/Inspection of Education JRS	CHF	Training of counterparts	35,240

<sup>2</sup> The responsible party is usually the organisation submitting a project to the CHF unless other organisations are involved in the implementation of specific project activities.

<sup>3</sup> You may include funding sources other than the CHF but please make sure that CHF funding is clearly marked and that it matches the amount indicated on your project submission.

<sup>4</sup> Budget description refers to broad categories like staff costs, logistics, transport, etc.

<sup>5</sup> If other are funding sources are included, the amount financed by the CHF needs to be clearly separated.



www.hdptcar.net

Schools are functioning well and management is transparent	264 PTAs, school directors and matrons are trained on school management	Plan and choose dates for the training								
		Invitation letters								
Seminars on peace and reconciliation and psychosocial support	3 seminars organised	Organise training workshop								
		Reporting								
		Contact of facilitators					Construction company	CHF	Contracts	39,304
		Pedagogic and logistic preparation					JRS/expert			
		Contracting a psychosocial expert					Expert			
Project activities are executed within timeframe and efficacy	4 personnel involved in the project are motivated	Psychosocial counselling in schools				Expert				
		Follow up				CAS/JRS				
		Payment of salaries of staff		X	X	JRS	CHF/JRS	Personnel	67,350	
<b>Sub-total:</b>										314,550
<b>Indirect costs (7% administrative costs):</b>										22,019
<b>Total:</b>										336,569



## Attachment No. 2:

### Detailed Budget

Budget Item  Do not change budget lines below	Total Amount (US\$)	Repartition	
		CHF	Other donors (to be indicated)
<b>1.1 Supplies, commodities, equipment and transport (please itemize below; add rows if necessary)</b>			
a) Purchase of 22, 984 exercise books 32 pages (4 per pupil)	4,528	4,528	
b) Purchase of 15,216 exercise books 50 pages (4 per pupil)	5,660	5,660	
c) Purchase of 15,216 exercise books 100 pages) (3 per pupil)	7,643	7,643	
d) Purchase of pens (blue, black and red) (3 per pupil)	5,094	5,094	
e) Pencils with rubbers for 5746 children (3 per student)	3,169	3,169	
f) Rulers for 5746 Children (1 per student)	2,264	2,264	
g) Purchase of 5746 slates (1 per pupil)	7,200	7,200	
h) Purchase of whistles, games	1,200	1,200	
i) Purchase of jerseys	9,000	9,000	
j) Purchase of 106 handballs	3,600	3,600	
k) Purchase of 106 footballs	4,900	4,900	
l) Hygiene and sanitation kits	7,500	7,500	
m) Hiring of vehicles for transportation	14,400	14,400	
<b>Sub-total supplies, commodities and transportation</b>	<b>76,158</b>	<b>76,158</b>	
<b>1.2 Personnel (staff, consultants, travel and training ( please itemize below; add rows if necessary )</b>			
a) Project Education Officer (75%) 6 months	22,800	9,000	13,800
b) Project Administration Officer (75%) 6 months	22,800	9,000	13,800
c) Logistics Officer (75%) 6 months	11,550	4,500	7,050
d) Project Driver 6 months	6,600	3,000	3,600
e) 2 security guards 6 months (Bria and Ouadda project)	3,600	3,600	

offices)			
<b>Subtotal personnel</b>	<b>67,350</b>	<b>29,100</b>	<b>38,250</b>
<b>1.3 Training of counterparts (Train 97 maitre parent et personnel de l'Inspection et membres de l'association des marraines)</b>			
a) Lodging allowances for participants	6,790	6,790	
b) Food allowances	6,790	6,790	
c) Training incentives	9,700	9,700	
d) Travel and transport allowances	7,760	7,760	
e) Training materials	2,200	2,200	
f) Follow up	2,000	2,000	
<b>Sub-total training of counterparts</b>	<b>35,240</b>	<b>35,240</b>	
<b>1.4 Contracts (please itemize below; add rows if necessary)</b>			
a) Incentives ((97 teachers for 6 months)	14,550	14,550	
b) Rehabilitation of thatch school infrastructures	20,000	20,000	
c) 500 Benches (each costing 90 USD)	45,000	45,000	
d) Construction of 5 school latrines	12,000	12,000	
e) Expert on peace education and reconciliation (9 months)	9,600	9,600	
f) Expert on psychosocial counselling (9 months)	8,852	8,852	
<b>Sub-total Contracts</b>	<b>110,002</b>	<b>110,002</b>	
<b>1.5 Other Direct Costs (please itemize below; add rows if necessary)</b>			
a) Thuraya (3)	2,400	2,400	
b) Communication credit thuraya	2,000	2,000	
c) Office stationeries and supplies	1,800	1,800	
d) Office rents Bria and Ouadda (600 USD per month 6 Months)	3,600	3,600	
e) Fuel for project car 400 litres per month for 9 months	6,400	6,400	
f) Vehicle maintenance 9 months	3,600	3,600	
g) Travelling expenses follow up by national office	6,000	6,000	
<b>Sub-Total Other Direct Costs</b>	<b>25,800</b>	<b>25,800</b>	

<b>Sub total</b>	<b>314,550</b>	<b>276,300</b>	<b>38,250</b>
2.0 Indirect Costs 7%	<b>22,019</b>	<b>19,341</b>	<b>2,678</b>
<b>Total Project Budget</b>	<b>336,569</b>	<b>295,641</b>	<b>40,928</b>

